

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*
JEANIE McCUTCHEON, COUNCILWOMAN, *WARD A*
SAM HOSTETTER, COUNCILMAN, *WARD D*

TO BE HELD ELECTRONICALLY AND VIEWABLE ON
YOUTUBE AND GOVERNMENT ACCESS TELEVISION
ON THURSDAY, MAY 7, 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

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. Zoning Ordinance Amendment:

Second consideration/adoption of an ordinance amending the Zoning Ordinance to allow two-family houses (duplex) by conditional use permit in the H-B (Highway Business) District.

Documents:

[3a ZTA Draft Ordinance Mgm Edits 4.21.20.Pdf](#)
 - 3.b. Conditional Use Permit – Ohio Street:

Second consideration/adoption of an ordinance granting a conditional use permit for a two-family house (duplex) or multiplex at 0 Ohio Street, Waynesboro, Virginia, Tax map 35-2-A1 in the H-B Highway Business Zone.

Documents:

[3b Ohio St CUP Ordinance Mgm Edits 4.21.20.Pdf](#)
 - 3.c. Preliminary Subdivision Plat

Second consideration/adoption of an ordinance approving a preliminary subdivision plat for a property located at 0 Ivy Street (Tax Map 14-6-25), Waynesboro, Virginia.

Documents:

3.d. Vacate Public Right Of Way – 1604 Fir Street:

Second consideration/adoption of an ordinance vacating 151 square feet of land adjacent to the southern line of Lot 16, Block 147, Hilandale Section Twelve, Waynesboro, Virginia.

Documents:

[3d Fir St Draft Ordinance Mgm Edits 4.21.20.Pdf](#)

3.e. Appropriation Ordinance – Jones Hollow Dam:

Second consideration/adoption of an ordinance appropriating a portion of Unassigned Fund balance in the General Fund, in the amount of \$10,080 to the General Fund, for Jones Hollow Dam debris and sediment removal services.

Documents:

[3e 3-23-20 Jones Hollow Dam Debris Removal 10080.Pdf](#)

4. MATTERS FROM COUNCIL MEMBERS.

5. PUBLIC HEARING - FISCAL YEAR 2021 OPERATING BUDGET:

Hold a public hearing to receive public comments and consider introducing an ordinance regarding the recommended Annual Operating Budget for the fiscal year ending June 30, 2021.

Documents:

[5 Budget.pdf](#)

6. PUBLIC HEARING - TAXES FOR CALENDAR YEAR 2020:

Hold a public hearing to receive public comments and consider introducing an ordinance imposing taxes for the calendar year 2020 on property and persons, for the payment of interest on the City debt, for the support of City government, for the maintenance of the public schools, and for other expenses providing for the assessment of persons and property, for the collection of taxes, revenues, assessments and imposing penalties for the failure to comply with the provisions hereof.

Documents:

[6 TaxRate.pdf](#)

7. PUBLIC HEARING – UTILITY CHARGES, FEES, RATES:

Hold a public hearing to receive public comments and consider introducing an ordinance amending 30-58(h)(3)(a.), 30-58(h)(3)(b.), 66-3(c.), and 86-139(a) of the Code of the City of Waynesboro. All rates will be effective July 1, 2020.

Documents:

[7 FY2021 UTILITY RATE Resolution 5.4.20.Pdf](#)

8. EMERGENCY ORDINANCE: PENALTIES, FEES, AND INTEREST UPON UTILITY

PAYMENTS DURING THE COVID-19 PANDEMIC:

Consider adopting an ordinance forgiving penalties, fees, and interest on unpaid utility payments for the period ending June 30, 2020.

Documents:

[8 Taxes Penalties Interest Waived Utility Ordinance 5.1.20 \(002\).Pdf](#)

9. POSTPONE MAY 11, 2020 CITY COUNCIL REGULAR BUSINESS MEETING:

Consider adopting a motion to postpone the May 11, 2020 Regular Business Meeting and reschedule it to occur on Thursday, May 14, 2020 at 7:00 p.m.

Documents:

[9 Postpone Council Meeting 2020 0507.Pdf](#)

10. CORRESPONDENCE, COMMUNICATION, AND CALENDAR

11. CITIZEN COMMENT PERIOD

12. CLOSED MEETING (IF NECESSARY)

13. ADJOURN

Citizens who wish to make comments regarding this item may do so in the following ways:

1. Citizens may email comments prior to 5:00 p.m. on Thursday, May 7, 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 Thursday, May 7, 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 each public hearing 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.

ORDINANCE NUMBER 2020 -



**AN ORDINANCE TO AMEND ZONING TEXT IN CHAPTER 98, ZONING,
ARTICLE 2, GENERAL ZONING DISTRICTS, SECTION 98-2.4
OF THE CITY CODE OF THE CITY OF WAYNESBORO, VIRGINIA,
TO ALLOW TWO-FAMILY HOUSES (DUPLEXES) BY CONDITIONAL USE PERMIT
IN THE H-B (HIGHWAY BUSINESS) DISTRICT**

WHEREAS, Jerry and Dorothy Ponds petitioned City Council for an amendment to the City's Zoning Ordinance to allow for two-family houses (duplexes) to be permitted by Conditional Use Permit in the H-B (Highway Business) District; and

WHEREAS, public hearings were held by the Waynesboro Planning Commission and City Council pursuant to notice thereof as required by Sections 98-7.2.5 and 98-7.4.5 of the Code of this City and Sections 15.2-2204 and 15.2-2205 of the Code of Virginia, as amended.

NOW, THEREFORE BE IT ORDAINED by Waynesboro City Council that:

1. The "Use Table" within Article 2.4 of Zoning Ordinance (Chapter 98 of the City Code) is hereby amended and readopted to allow and include "Two-family houses (duplex)" by Conditional Use Permit within the H-B (Highway Business) District.
2. The City Manager is authorized to execute any further documents deemed necessary in furtherance of this ordinance.
3. This ordinance shall take effect upon adoption.

CERTIFICATE

The undersigned Mayor and Clerk of the City Council of City of Waynesboro, Virginia hereby certify that the foregoing constitutes a true and correct copy of an ordinance entitled an Ordinance to Amend Zoning Text in Chapter 98, Zoning, Article 2, General Zoning Districts, Section 98-2.4 of the City Code of the City of Waynesboro, Virginia, to Allow Two-Family Houses (Duplexes) by Conditional Use Permit in the H-B (Highway Business) District adopted by the City Council at a meeting held on May 7, 2020.

INTRODUCED: ON APRIL 27, 2020 BY COUNCIL MEMBER BRUCE ALLEN

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

ORDINANCE NUMBER 2020-



**AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT
TO ALLOW A TWO-FAMILY HOUSE (DUPLEX) OR MULTIPLEX IN THE H-B (HIGHWAY
BUSINESS) DISTRICT AT 0 OHIO STREET (TAX MAP #35-2-A1), WAYNESBORO,
VIRGINIA**

WHEREAS, upon application of Dorothy and Jerry Ponds (CUP 20-003), public hearings were held, pursuant to notice thereof as required by Sections 98-7.2.5 and 98-7.6.6 of the Code of this City; and

WHEREAS, the proposed use is specifically permitted as a conditional use in an H-B District in which subject property is located; and

WHEREAS, the proposed use will have no more adverse effect on the health, safety, or comfort of persons living or working in the area and will be no more injurious, economically or otherwise, to property or improvements in the surrounding area than would any use generally permitted in the H-B (Highway Business) District.

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

1. The applicants, Dorothy and Jerry Ponds, are hereby granted a conditional use permit to allow a two-family house (duplex) or multiplex in the H-B Highway Business District in accordance with the application (#20-003) and the staff report dated April 17, 2020.
2. The City Manager is authorized to execute any further documents deemed necessary in furtherance of this ordinance.
3. This ordinance shall take effect upon adoption.

CERTIFICATE

The undersigned Mayor and Clerk of the City Council of City of Waynesboro, Virginia hereby certify that the foregoing constitutes a true and correct copy of an ordinance entitled an Ordinance Granting a Conditional Use Permit to Allow a Two-Family House (Duplex) or Multiplex in the H-B (Highway Business) District at 0 Ohio Street #35-2-A1), Waynesboro, Virginia, adopted by the City Council at a meeting held on May 7, 2020.

INTRODUCED: ON APRIL 27, 2020 BY COUNCIL MEMBER BRUCE ALLEN

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

ORDINANCE NUMBER 2020-



AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR A PROPERTY LOCATED AT 0 IVY STREET (TAX MAP # 14-6-25), WAYNESBORO, VIRGINIA

WHEREAS, upon application by The Q, LLC c/o Milestone Partners and Quesenbery Jr, WM D Estate, public hearings were held by the Waynesboro Planning Commission and City Council pursuant to notice thereof as required by § 98-577 of the Code of this City and § 15.2-2204 and 15.2-2205 of the Code of Virginia, both as amended; and,

WHEREAS, the preliminary subdivision plat to subdivide the 66.106-acre tract into a 213-lot single family residential development, as shown on a plat entitled "Quesenbery Subdivision Preliminary Plat" produced by Timmons Group, dated December 20, 2019 and revised April ---, 2020, will meet or exceed all the requirements of state and local law as to minimum standards of subdivision within the City, and, further, that the request is consistent with good planning and zoning practice; is justified by the public necessity, convenience, and general welfare; and is generally in accord with the goals and objectives of the comprehensive plan of this City;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Waynesboro, Virginia, that the request of the Q, LLC and Quesenbery Jr, WM D Estate, for a preliminary subdivision plat for a 66.106-acre property at 0 Ivy Street, Waynesboro, Virginia, City Tax Map Parcel 14-6-25, be approved, in accordance with the application (MJR #20-002) and the staff report dated April 27, 2020 with the following conditions:

1. No final plats may be issued for lots beyond lot 100 until the following improvements are either bonded or constructed:
 - a. A right turn lane on Route 254 Ivy Street into the proposed subdivision with 100' storage and 100' taper.
 - b. A left turn lane on Route 254 Ivy Street into the proposed subdivision with 100' storage and 100' taper. Taper length may be reduced at the discretion of the City Engineer if design considerations, such as the orientation of the left turn lane, warrant a reduction.
2. Final plats and associated deeds in a form acceptable to the City Attorney shall ensure the continued maintenance of stormwater facilities and common areas by a property owners association and shall be recorded in the City of Waynesboro Circuit Court.
3. Lots must be served by sewer connections acceptable to the Public Works Director. Before developing any lots requiring force mains or pump stations to provide sanitary service, the applicant must make and document a reasonable effort to acquire the necessary easements, at fair market value, to install gravity mains across neighboring parcels to provide for sewer service.

4. Once Road A and Road C are improved more than 150 feet beyond any intersection, a gravel emergency access connection shall be maintained between the unfinished ends until these roads form a complete connection between Road B and Lilly Lane. This requirement may be modified by the Fire Marshal during phasing changes to ensure that adequate emergency access is available at all times.

INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

ORDINANCE NUMBER 2020-



**AN ORDINANCE VACATING 151 SQUARE FEET OF LAND ADJACENT TO THE
SOUTHERN LINE OF LOT 16, BLOCK 147, HILANDALE, SECTION TWELVE,
WAYNESBORO, VIRGINIA**

WHEREAS, upon petition by Susan Long on behalf of Secretary of Housing and Urban Development to vacate a small section of alley way behind 1604 Fir St, the Mayor appointed viewers under the provisions of the Charter of this City to ascertain and report whether any inconvenience would result to the public and whether, in the viewer's opinion, any special damages would be suffered by any person if the hereinafter described alley were closed, and

WHEREAS, after receipt by the entire Council of a report from the majority of viewers concluding no adverse impacts to the traveling public or adjoining property owners, and

WHEREAS, a lawfully convened public hearing was held pursuant to due notice;

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

1. The 151 square feet of land adjacent to the southern line of Lot 16, Block 147, Hilandale, Section Twelve, be vacated, contingent upon approval and recordation of the plat entitled Plat Vacating a Portion of a Public Alley in Hillandale, Section Twelve and a Boundary Line Adjustment of 12,468 Sq. Ft. of Land completed by Brandon Trump of Lotts & Associates, P.C. and dated March 4, 2020.
2. The title to the vacated area may be vested in the owners of the property adjoining the vacated right-of-way portions, as their interests may appear and at their request, subject to reservation of any and all existing easements for utility purposes over the alley portion hereby vacated.
3. City Council hereby authorizes and designates the City Manager as sole designee for purposes of executing and associated quitclaim deeds conveying the City's interest identified by and other documents deemed necessary in furtherance of this ordinance.
4. This ordinance shall take effect upon adoption.

CERTIFICATE

The undersigned Mayor and Clerk of the City Council of City of Waynesboro, Virginia hereby certify that the foregoing constitutes a true and correct copy of an ordinance entitled an Ordinance Vacating 151 Square Feet of Land Adjacent to the Southern Line of Lot 16, Block 147, Hilandale, Section Twelve, Waynesboro, Virginia, adopted by the City Council at a meeting held on April 27, 2020.

INTRODUCED: ON APRIL 27, 2020 BY COUNCIL MEMBER SAM HOSTETTER

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

ORDINANCE NUMBER 2020-



AN ORDINANCE APPROPRIATING A PORTION OF UNASSIGNED FUND BALANCE IN THE GENERAL FUND, IN THE AMOUNT OF \$10,080, TO THE GENERAL FUND, FOR JONES HOLLOW DAM DEBRIS AND SEDIMENT REMOVAL SERVICES, 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 \$10,080

Section I – General Fund

Paragraph 1. To the General Fund, for Jones Hollow Dam debris and sediment removal services, \$10,080 is appropriated to be apportioned as follows:

1104010	Purchased Services	\$10,080
	731090 Other	

Paragraph 2. The above appropriation will be provided for from a transfer from unassigned fund balance in the General Fund:

1100541	Intrafund Transfer	\$10,080
	541904 From FB	

INTRODUCED: ON APRIL 27, 2020 BY COUNCIL MEMBER BRUCE ALLEN

ADOPTED:

EFFECTIVE:

CLERK

MAYOR



Waynesboro City Council Agenda Briefing

Meeting Date:	May 7, 2020	Staff/Council Member(s): Michael G. Hamp II, City Manager/ Cameron S. McCormick, CPA, Director of Finance
Agenda Items #		
Ordinance		
Department:	City Manager's Office/Finance Department	
Subject:	Proposed Budget for Fiscal Year 2021	

Background: In March, staff presented a recommended budget that I would regard as solid, pursuing Council's stated objectives without disturbing the valued affordability of life in Waynesboro. That budget was based on revenue forecasts developed before the advent of Coronavirus in the Commonwealth, the issuance of the Governor's Executive Orders, and the resulting economic impact described by some as *revenue shock* for local governments. Relying on several econometric models, developed specifically for local governments in Virginia, the staff is forecasting a \$4.2 million loss of local revenue in Fiscal Year 2021. The economic impacts from Coronavirus may be more severe than those experienced locally during the last "great recession" which began in 2008. The magnitude and rapid onset of the damage to the economy have required swift and dramatic response. A budget that was constructed in more than four months, has been revised by more than \$4 million in about a month.

The priorities reflected in the original recommended budget, employee compensation, school funding, capital improvement investment, and maintaining levels of service have all been deferred and subordinated to the objectives of maintaining essential services and adopting a balanced budget as localities are required by the Code of Virginia.

Though balanced and sufficient to support essential services, the budget and the resulting program of service is not gratifying. Progress on important initiatives is suspended, programs, services, and levels of services will necessarily be reduced. Regional agencies and the Waynesboro Public Schools have been asked to participate in our budget solution by reducing requests or accommodating level funding; some contributions to community agencies are recommended for reduction at my discretion.

Our organization can be described as affordable and lean, but one that exceeds the core demand of municipal government with professional levels of service. Given that starting position, it is simply not possible to meet a financial challenge of this magnitude without appreciable reductions to services and programs. We are not glad to make these recommendations and some are a departure from a strong tradition of vigorous fiscal stewardship and management. They are, justifiable, one-time, measures, but not ones that our organization should aspire to or can afford to repeat.

It is important to note that the funds originally recommended to improve employee compensation, addressing a known shortcoming in organization have been eliminated. Also worthy of emphasis is the recommendation to level fund the public schools.

Agility has been a point of emphasis in our organization during this Coronavirus experience. I encourage the Council to adopt a commitment to agility as you adopt this budget. If the economy improves and conditions warrant, we will recommend amendment to the budget. Similarly, if conditions do not improve, it may be necessary to consider additional difficult choices. We won't begin to have any idea of where we are headed fiscally until the end of the first quarter. We should all remain prepared and open to the need for swift response to changing economics or conditions of public health.

Mr. Shaw will provide an overview of the revised recommend budget. The Council is scheduled this evening to hold a public hearing on the budget and consider introducing the annual appropriation ordinance.

Council is also asked to hold a public hearing and consider introducing the ordinance establishing the tax rates for calendar year 2020. No increases are recommended.

City Manager's Recommendation: Hold the public hearing and introduce the attached ordinance.

Suggested Motion(s): Introduce the attached ordinance.

Attachments: Budget Ordinance

Ordinance No. 2020-XXX

**ANNUAL APPROPRIATION BILL
OF THE
CITY OF WAYNESBORO, VIRGINIA
FOR THE YEAR ENDING JUNE 30, 2021**

AN ORDINANCE MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL NECESSARY EXPENDITURES OF THE CITY OF WAYNESBORO, VIRGINIA, FOR THE FISCAL YEAR ENDING JUNE 30, 2021, TO PRESCRIBE THE TERMS, CONDITIONS, AND PROVISIONS WITH RESPECT TO THE EXPENDITURE CATEGORIES OF APPROPRIATION AND THEIR PAYMENT, AND TO REPEAL ORDINANCES WHOLLY IN CONFLICT WITH THIS ORDINANCE, AND ALL ORDINANCES INCONSISTENT WITH THIS ORDINANCE TO THE EXTENT OF SUCH INCONSISTENCY.

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

SECTION 1. The following budget, annexed and incorporated by reference, totaling **\$112,002,115** for the City of Waynesboro, Virginia for the fiscal year beginning July 1, 2020 and ending June 30, 2021 is hereby proposed, approved and adopted:

(SEE ATTACHED '2021 BUDGET SUMMARY', incorporated by reference)

SECTION 2. Public revenues of the City of Waynesboro, Virginia are hereby appropriated for public purposes for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as set forth in the appropriate Section of such budget.

SECTION 3. The annual salary for each member of the Council of the City of Waynesboro, Virginia, is hereby established in the amount of \$9,100 for Council Members and \$10,160 for the Mayor. This shall remain in effect until formal action is taken to amend this ordinance.

SECTION 4.

4.1. The City Manager is hereby authorized to transfer funds from one-line item to another line item within each Fund of such budget, with the exception of the general contingency account.

4.2. Authorization is hereby given to the City Manager to withhold or postpone the expenditure of any funds appropriated by and in this ordinance when it appears to the City Manager that it would be in the best interests of the City for such expenditure to be withheld; but, this provision shall not in any way limit or restrict the right of the Council of the City of Waynesboro, Virginia, in its sole discretion to the fullest extent permitted by law, to direct immediate disbursement of any appropriated funds when the Council of the City of Waynesboro, Virginia, is of the opinion that the funds should be expended regardless of the position or action or inaction of the City Manager.

SECTION 5. No obligations may be incurred by any fund, bureau, agency, or individual for which appropriations have been made in this ordinance except under the provisions of the Charter.

SECTION 6. All funds collected by any fund, bureau, agency or individual of the City government shall be paid into the City Treasury not later than the day immediately following the day of collection.

SECTION 7. Any ordinance in conflict with this ordinance is hereby repealed to the extent and only to the extent that such conflict exists. However, all ordinances not in conflict with this ordinance shall continue in effect, including specifically all ordinances of the City of Waynesboro, Virginia relating to taxes, licenses, fees, service charges, costs and payment and collection thereof continuing in effect except as herein specifically modified.

SECTION 8. If any part of this ordinance is found to be invalid by competent authority, the remaining portions of this ordinance shall continue in effect to the fullest extent permitted by law.

SECTION 9. All ordinances and parts of ordinances inconsistent with the provisions of this ordinance be and the same are hereby repealed.

CERTIFICATE

The undersigned Mayor and Clerk of the City Council of City of Waynesboro, Virginia hereby certify that the foregoing constitutes a true and correct copy of an ordinance entitled an Ordinance Making Appropriations of Sums of Money for All Necessary Expenditures of the City of Waynesboro, Virginia, for the Fiscal Year ending June 30, 2021, to Prescribe the Terms, Conditions, and Provisions with Respect to the Expenditure Categories of Appropriation and Their Payment, and to Repeal Ordinances Wholly in Conflict with this Ordinance, and All Ordinances Inconsistent with this Ordinance to the Extent of Such Inconsistency of the City of Waynesboro, Virginia, adopted by the City Council at a meeting held on _____.

Introduced: May 7, 2020
Adopted: _____
Effective: _____

[SEAL]

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

Mayor, City Council
City of Waynesboro, Virginia

2021 BUDGET SUMMARY**GENERAL FUND****ANTICIPATED REVENUE**

General Revenues	\$	48,861,944
Appropriation from fund balance		1,782,235
Total Revenue	\$	<u>50,644,179</u>

APPROPRIATIONS

Departmental Expenditures	\$	27,091,419
Local School Support		15,291,194
Transfer to Debt Fund		3,583,175
Transfer to Other Funds		2,905,535
Correction and Detention		1,772,856
Total Appropriations	\$	<u>50,644,179</u>

DEBT SERVICE FUND**ANTICIPATED REVENUE**

Transfer from the General Fund	\$	3,583,175
Total Revenue	\$	<u>3,583,175</u>

APPROPRIATIONS

Debt	\$	3,583,175
Total Appropriations	\$	<u>3,583,175</u>

CAPITAL IMPROVEMENTS FUND**ANTICIPATED REVENUE**

Transfer from the General Fund	\$	312,800
Grant Revenues		2,123,332
Total Revenue	\$	<u>2,436,132</u>

APPROPRIATIONS

Capital Improvements	\$	2,436,132
Total Appropriations	\$	<u>2,436,132</u>

OFFICE ON YOUTH**ANTICIPATED REVENUE**

Youth and Family Services	\$	602,164
Teen Pregnancy		41,068
Total Revenue	\$	<u>643,232</u>

APPROPRIATIONS

Operations	\$	643,232
Total Appropriations	\$	<u>643,232</u>

2021 BUDGET SUMMARY

WATER FUND

ANTICIPATED REVENUE

Charges for Service	\$	4,054,532
General Revenues		184,918
Total Revenue	\$	<u>4,239,450</u>

APPROPRIATIONS

Operations	\$	3,446,427
Debt		793,023
Total Appropriations	\$	<u>4,239,450</u>

SEWER FUND

ANTICIPATED REVENUE

Charges for Services	\$	5,808,325
General Revenues		318,397
Total Revenue	\$	<u>6,126,722</u>

APPROPRIATIONS

Operations	\$	3,782,091
Debt		2,344,631
Total Appropriations	\$	<u>6,126,722</u>

REFUSE FUND

ANTICIPATED REVENUE

Charges for Services	\$	1,150,911
General Revenues		16,573
Total Revenue	\$	<u>1,167,484</u>

APPROPRIATIONS

Operations	\$	1,167,484
Total Appropriations	\$	<u>1,167,484</u>

STORMWATER FUND

ANTICIPATED REVENUE

Charges for Services	\$	1,434,300
General Revenues		5,498
Total Revenue	\$	<u>1,439,798</u>

APPROPRIATIONS

Operations	\$	1,137,118
Debt		302,680
Total Appropriations	\$	<u>1,439,798</u>

PERPETUAL CARE FUND

<u>ANTICIPATED REVENUE</u>	\$	4,000
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<u>APPROPRIATIONS</u>	\$	4,000
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2021 BUDGET SUMMARY

	<u>School Operating Fund</u>		
<u>ANTICIPATED REVENUE</u>		\$	39,085,638
<u>APPROPRIATIONS</u>		\$	39,085,638
	<u>VALLEY ACADEMY</u>		
<u>ANTICIPATED REVENUE</u>		\$	558,006
<u>APPROPRIATIONS</u>		\$	558,006
	<u>CAFETERIA FUND</u>		
<u>ANTICIPATED REVENUE</u>		\$	1,768,009
<u>APPROPRIATIONS</u>		\$	1,768,009
	<u>SCHOOL TEXTBOOK FUND</u>		
<u>ANTICIPATED REVENUE</u>		\$	306,290
<u>APPROPRIATIONS</u>		\$	306,290
GRAND TOTAL REVENUES		\$	112,002,115
GRAND TOTAL APPROPRIATION		\$	112,002,115
BALANCE		\$	<u>-</u>



Waynesboro City Council Agenda Briefing

Meeting Date:	May 7, 2020	Staff/Council Member(s): Michael G. Hamp II, City Manager/ Cameron S. McCormick, CPA, Director of Finance
Agenda Item #	6	
Ordinance		
Department:	City Manager's Office/Finance Department	
Subject:	Proposed Tax Rate Ordinance for Calendar Year 2020	

Background: The City Manager's Fiscal Year 2021 recommended budget is built on various tax rates. Annually, the Council must adopt the personal property, machinery and tools, and real estate tax rates. The rates were \$0.90 for real estate tax, \$3.25 for personal property tax, and \$3.25 for machinery and tools. The rates remain unchanged from the calendar year 2019 tax rates.

City Manager's Recommendation: Hold the public hearing and introduced the attached ordinance.

Suggested Motion(s): Move to introduce the attached ordinance.

Attachments: Tax Rate Ordinance

ORDINANCE No. 2020-



AN ORDINANCE IMPOSING TAXES FOR THE CALENDAR YEAR 2020 ON PROPERTY AND PERSONS, FOR THE PAYMENT OF INTEREST ON THE CITY DEBT, FOR THE SUPPORT OF THE CITY GOVERNMENT, FOR THE MAINTENANCE OF THE PUBLIC SCHOOLS, AND FOR OTHER EXPENSES, PROVIDING FOR THE ASSESSMENT OF PERSONS AND PROPERTY, FOR THE COLLECTION OF TAXES, REVENUES, ASSESSMENTS, AND IMPOSING PENALTIES FOR THE FAILURE TO COMPLY WITH THE PROVISIONS HEREOF

BE IT ORDAINED, by the Council of the City of Waynesboro, Virginia, that for the year beginning on the first day of January, 2020, and ending on the thirty-first day of December, 2020, the taxes on persons and property for local purposes shall be and are hereby imposed as follows:

1. **LAND, LOTS AND BUILDINGS:** On all taxable real estate there is hereby levied a tax of ninety cents (\$0.90) on every \$100.00 of the assessed value thereof.
2. **TAXABLE TANGIBLE PERSONAL PROPERTY:** On all taxable tangible personal property, except as otherwise exempt, there is hereby levied a tax of three dollars and twenty-five cents (\$3.25) on every \$100.00 of the assessed value thereof.
3. **MACHINERY AND TOOLS:** Upon all machinery and tools of any persons, firm or corporation, not exempt, there is hereby levied a tax of three dollars and twenty-five cents (\$3.25) on every \$100.00 of the assessed value thereof.
4. **OTHER PROPERTY:** Upon property not included in the foregoing, not exempt from local taxation, there is hereby levied and imposed a tax of three dollars and twenty-five cents (\$3.25) for every \$100.00 of the assessed value thereof.
5. **ASSESSMENT:** The Commissioner of the Revenue for the City of Waynesboro, Virginia, or the City Assessor, as the case may be, shall make all assessments for the purpose of local taxation as required by the Code of Virginia, as amended.
6. **COLLECTION OF TAXES, ETC.:** The Treasurer of the City shall collect all taxes, revenues and assessments and is vested with all the power and authority and subject to the same liabilities and penalties as are prescribed by the Charter of the City, and as are provided by the General Laws and Constitution of the State of Virginia not in conflict with the Charter provisions, and the Deputy Treasurer is hereby vested with the same power and authority and subject to the same liabilities and penalties in respect to the collection of taxes, revenues and assessments as is enjoyed by the Treasurer. It has been discovered that prior Commissioners put in place a practice, presumably at the wishes of the then City Council, that adjusted the assessments in order to create an effective tax rate of \$2.50/\$100 for motor vehicles, resulting in some residents paying less personal property taxes for motor vehicles. Over time this practice was institutionalized. The Treasurer likewise followed this practice. The actions taken were harmless as each parties' intent were fulfilled; accordingly, the City does not wish for the Commissioner of Revenue to correct or certify any assessments or the Treasurer to collect any supplemental taxes relating to the motor vehicle personal property tax payments

for any prior years, as there are in fact no assessments to correct or supplemental taxes to collect. The personal property tax rate set herein is a reduction in the personal property tax rate for some but an increase for those residents who were paying less in personal property taxes for motor vehicles. The City Council has put in place a practice that resolves this historical issue and shall move forward following the best practices.

7. **TAXES DUE, PENALTIES AND INTEREST, REAL ESTATE:** The taxes imposed by the provisions of this ordinance on Real Estate shall become due and payable on July 1, 2020, but may be paid one-half on or before July 31, 2020, and one-half on or before December 5, 2020, without penalty or interest. Any person failing to pay the first half on his real estate assessment on or before July 31, 2020, shall accrue a penalty thereon, of ten per centum (10%) which shall be added to the amount of the taxes or levies due from such taxpayer; and any person failing to pay the second half on his real estate assessment on or before December 5, 2020, shall accrue a penalty thereon of ten per centum (10%) which shall be added to the amount of taxes or the levies due from such taxpayer.

8. **TANGIBLE PERSONAL PROPERTY, BANK STOCK, MACHINERY AND TOOLS, AND OTHER LEVIES:** The taxes imposed by the provisions of this Ordinance or otherwise in the City Code or by previous ordinance on Tangible Personal Property, Machinery and Tools, and other Levies, shall be due and payable on or before December 5, 2020. Any persons failing to pay any of the Tangible Personal Property, Machinery and Tools, and other taxes as imposed by the provisions of this Ordinance, shall accrue a penalty of ten per centum (10%) which shall be added on December 6, 2020, and shall be added to the amount of the taxes or levies due from such taxpayer.

9. **INTEREST:** Interest at the rate of ten per centum (10%) per annum from August 1, 2020, on the first half of real estate and from January 1, 2021, on the second half of real estate and personal property taxes shall be collected upon the principal and penalties of all Real Estate and Tangible Personal Property, Machinery and Tools, and other taxes and Levies then remaining unpaid. The Treasurer of the City shall account for all penalties and interest when collected.

10. **LIEN:** All taxes imposed by this ordinance shall be a lien as prescribed by law.

11. Except as may be modified hereunder, all taxes currently levied by the City of Waynesboro by Code or other ordinance shall remain in full force and effect until subsequently modified by City Council.

CERTIFICATE

The undersigned Mayor and Clerk of the City Council of City of Waynesboro, Virginia hereby certify that the foregoing constitutes a true and correct copy of an ordinance entitled Ordinance Imposing Taxes for the Calendar Year 2020 on Property and Persons, for the Payment of Interest on the City Debt, for the Support of the City Government, for the Maintenance of the Public Schools, and for Other Expenses, Providing for the Assessment of Persons and Property, for the Collection of Taxes, Revenues, Assessments, and Imposing Penalties for the Failure to Comply with the Provisions Hereof for the City of Waynesboro adopted by the City Council at a meeting held on _____.

Introduced: May 7, 2020

Adopted: _____

Effective: _____

ATTEST: _____

Clerk, City Council

Mayor, City Council

RESOLUTION NUMBER 2020-



A RESOLUTION MAINTAINING THE FY 2020 UTILITY RATES FOR FY 2021

WHEREAS, the President, Governor of Virginia, and City of Waynesboro have each declared a public health emergency to exist throughout the United States and the Commonwealth of Virginia as a result of the spread of the COVID-19 disease;

WHEREAS, due to the spread of the COVID-19 disease, the citizens of the City of Waynesboro are facing an economic crisis;

WHEREAS, City Council desires to alleviate some of the economic pressure by not increasing the current utility rates; and

WHEREAS, City Council believes it is in the best interest of the City of Waynesboro to maintain the FY 2020 utility rates for FY 2021;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WAYNESBORO, VIRGINIA AS FOLLOWS:

1. The monthly utility fee set forth in 30-58(e)(3)(a) shall be the ERU rate of \$3.96 per month for one ERU until modified by City Council. An ERU is 1,600 square feet of impervious surface.

2. The monthly utility fee set forth in 30-58(e)(3)(b) shall be calculated by dividing impervious surface on the subject property by 1,600 and multiplying by the ERU rate as established by the City Council except that no fee shall exceed 244 ERU's per month.

FEE SCHEDULE FOR SINGLE FAMILY RESIDENTIAL		
Single Family Residential	ERU's	Monthly Fee
Tier (1) <1,200 sq. ft.	0.5	1.98
Tier (2) 1,200 to 3,000 sq. ft.	1.0	3.96
Tier (3) >3,200 sq. ft.	2.0	7.92

3. Per Sec. 86-28(a)(1), the service charge for each water connection made to the city water system shall be assessed monthly pursuant to the following fee schedule:

5/8-inch meter	\$8.77
1-inch meter	\$22.88
1 1/2-inch meter	\$42.86
2-inch meter	\$74.70
3-inch meter	\$130.99
4-inch meter	\$157.07
6-inch meter	\$196.72
8-inch meter	\$240.25

4. Per Sec. 86-28(a)(2), all water used will be billed at a rate of \$5.21 per 1,000 gallons.

5. Per Sec. 86-139(a), wastewater user charges shall be based on the metered water consumption on the premises. The monthly wastewater user charge shall be billed at a rate of \$8.79 per 1,000 gallons. Monthly service charges shall be billed based on the size of the water meter on the premises as follows:

5/8-inch meter	\$14.25
1-inch meter	\$26.96
1 1/2-inch meter	\$50.48
2-inch meter	\$79.43
3-inch meter	\$112.18
4-inch meter	\$152.53
6-inch meter	\$243.18
8-inch meter	\$381.46

6. The City Manager is hereby authorized to take any other actions that are reasonable and necessary to effectuate the terms of this Resolution.

7. This Resolution shall take effect immediately upon adoption, and the rates shall be applicable to all usages that occur beginning July 1, 2020.

Resolved this 7th day of May 2020.

CERTIFICATE

The undersigned Mayor and Clerk of the City Council of City of Waynesboro, Virginia hereby certify that the foregoing constitutes a true and correct copy of a resolution entitled Resolution Maintaining FY 2020 Utility Rates for FY 2021, adopted by the City Council at a meeting held on May 7th, 2020.

[SEAL]

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

Mayor, City Council
City of Waynesboro, Virginia

ORDINANCE 2020-



**AN 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 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;

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 from February 1, 2020 through June 31, 2020. On July 1, 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, subject to the relief provided in #1, from date of adoption by the City Council through June 31, 2020.
3. 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 7th day of May, 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 Emergency Ordinance Regarding Penalties and Interest Utility Payments during the COVID-19 Pandemic, adopted by the City Council at a meeting held on May 7, 2020.

[SEAL]

ATTEST: _____

Clerk, City Council
City of Waynesboro, Virginia

Mayor, City Council
City of Waynesboro, Virginia



Waynesboro City Council Agenda Briefing

Meeting Date:	May 7, 2020	Staff/Council Member(s): Mike Hamp, City Manager
Agenda Item #	9	
Resolution#		
Department:	City Manager's Office	
Subject:	Reschedule Council Business Meeting	

Background: The City Council will be asked to consider adopting the fiscal year 2021 budget on Thursday, May 14, 2020 at 7:00 p.m. to comply with the City Code public hearing requirement allowing seven days between introducing the ordinance and adoption. As the Regular Business Meeting is scheduled for Monday, May 11, 2020, it is recommended that Council consider adopting a motion to postpone the May 11 meeting until Thursday, May 14, 2020 at 7:00 p.m.

City Manager's Recommendation: Reschedule the Regular Business Meeting from Monday, May 11, 2020 to Thursday, May 14, 2020.

Suggested Motion(s): Move to reschedule the City Council regular business meeting from Monday, May 11, 2020 to Thursday, May 14, 2020.

Attachment:

N/A