



City of Harrisonburg

409 S. Main Street
Harrisonburg, VA 22801

Meeting Agenda - Final-revised City Council

Mayor Christopher B. Jones
Vice-Mayor Richard Baugh
Council Member Ted Byrd
Council Member Kai Degner
Council Member Abe Shearer

Tuesday, April 12, 2016

7:00 PM

Council Chambers

1. Roll Call

2. Invocation

3. Pledge of Allegiance

4. Comments from the public, limited to five minutes, on matters not on the regular agenda. (Name and address are required)

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

5.a. Minutes

Attachments: [March 22, 2016 Draft Meeting Minutes](#)

5.b. Consider a supplemental appropriation for the Harrisonburg City School Board in the amount of \$332,638.88

Review & Recommendation: The Harrisonburg City School division is requesting a supplemental appropriation for various state and federal grant revenues awarded after the approval of the fiscal year 2016 budget.

Attachments: [Memorandum](#)
[Supplemental Appropriation](#)
[School Board Memorandum](#)

6. Public Hearings

6.a. Consider request for exemption from local personal property taxation for one city non-profit organization

Review & Recommendation: On December 18, 2015, Anicura Veterinary Center applied for personal property tax exemption on an additional vehicle.

Attachments: [Memorandum](#)
[Application](#)
[Public Hearing Notice 2016](#)
[Disclosure - Richard Baugh](#)

- 6.b. Consider a request to amend the Zoning Ordinance Sections 10-3-24, 10-3-90, & 10-3-96 related to plant nurseries and greenhouses. The amendment would add landscaping businesses and similar operations within the definition of plant nurseries and greenhouses. The amendment would also allow these uses to have small-scale, outdoor manufacturing, processing, storage, and treatment of products within the M-1, General Industrial District.

Review & Recommendation: Planning Commission recommended approval (6-0) of the Zoning Ordinance amendments within Sections 10-3-24 Definitions, 10-3-90 (17) and 10-3-96 (16), which currently allow plant nurseries and greenhouses by right within the B-2 and M-1 districts, respectively. .

Attachments: [Memorandum](#)
[Extract ZO Amend Plant Nurseries and Greenhouses](#)
[Memo Staff Report ZO Amend Plant Nurseries Greenhouses](#)
[FINAL Draft Amendment Document Plant Nurseries & Greenhouses](#)
[Notice of Public Hearing](#)

- 6.c. Consider amending the Zoning Ordinance Sections 10-3-24, 132, and 135 through 140. Section 10-3-24 Definitions shall be amended by updating the definition of “variance” to align with changes to the Code of Virginia. Multiple sections within Article W, Board of Zoning Appeals shall be amended by updating existing sections in order to align with recent changes to the provisions of the State Code and to make general housekeeping corrections within the Article.

Review & Recommendation: Planning Commission recommended approval (6-0) of the Zoning Ordinance Amendments to Section 10-3-24 Definitions, and multiple Sections within Article W.

Attachments: [Memorandum](#)
[Extract ZO BZA Updates](#)
[FINAL Draft Amendment Document 10-3-24 and Article W](#)
[CC Notice of Public Hearing](#)

- 6.d. Receive Planning Commission’s recommendation for the 2016-2017 through 2020-2021 Capital Improvement Program

Review & Recommendation: Planning Commission moved to recommend (6-0) moving the CIP forward to City Council, with the suggestion that the date for the high school annex project be moved forward.

Attachments: [Memorandum](#)
[Extract CIP Discussion](#)
[Notice of Public Hearing](#)
[Amended HCPS CIP FY2017 to 2021](#)

- 6.e. Consider adoption of the resolution approving the contract between the city of

Harrisonburg and the Community Foundation

Review & Recommendation: City administration is recommending the transfer of the city owned property at 317 South Main Street, commonly known as the Eastham House, to the Community Foundation of Harrisonburg and Rockingham County, Inc. (the Community Foundation) for the purchase price of one dollar and the Community Foundation's obligation to invest a minimum of four hundred and forty thousand dollars (\$440,000.00) in renovation, repair, and refurbishing of the existing building, and the grant to the city of a Right of First Refusal. .

Attachments: [Memorandum](#)
[Public Hearing Notice](#)
[Purchase Agreement](#)
[Resolution](#)

7. Regular Items

7.a. Consider a resolution recognizing the 100th anniversary of the Harrisonburg-Rockingham Chamber of Commerce

Review & Recommendation: The Harrisonburg-Rockingham Chamber of Commerce will celebrate its 100th anniversary during the month of April. On April 26, 2016 the HRCC will dig up a time capsule that has been buried for 50 years and plans to bury a new one that will be dug up in 2066.

Attachments: [Resolution](#)

7.b. Presentation of the Harrisonburg City Schools proposed FY17 budget

Review & Recommendation: Harrisonburg City Schools superintendent, Dr. Scott Kizner, will present information on the proposed FY17 school operational and nutrition budgets.

7.c. Consider write off of delinquent utility billing accounts

Review & Recommendation: The Director of Public Utilities is requesting approval to write off 230 accounts that the city incurred as accounts receivable between January 1, 2014 and December 31, 2014. The total value of these accounts is \$32,776.51 or .20% of the total billings for that period. These accounts will remain in collections and will be re-entered into account receivable by journal voucher should they become collectable. These accounts have been thoroughly reviewed by Public Utilities, Finance, and Real Estate.

Attachments: [Memorandum](#)
[Write Off Summary](#)
[Write Off Account Graph 2014](#)
[Annual Breakdown](#)

7.d. Consider approval of the City Hall Facility Use Policy and Application

Review & Recommendation: The policy outlines a process by which the city manager's office considers requests for use of the different facilities within City Hall. It also outlines general use parameters, requirements and a process by which to coordinate logistics of scheduling, and receiving access to the facility.

Attachments: [Agenda Memo](#)
[City Hall Facility Use Policy](#)
[Application](#)

7.e. Consider final bond amount for the general obligation bonds

Review & Recommendation: During the March 22, 2016 council meeting, council approved the bond resolution as advertised, but a bond amount wasn't set to allow the School Board to receive bid information from the architect for the pre-k facility on Monday, April 11, 2016. Information regarding the facility should be received by the city on the morning of Tuesday, April 12, 2016, so council will be able to determine a bond amount so the city can release the notice of sale. .

7.f. Consider nominations for the 2016 VML Policy Committees

Review & Recommendation: The Virginia Municipal League is now accepting nominations for its 2016 policy committees. Attached is a memorandum, description of the policy committees and policy process, and the nomination form. VML is asking for nominations to be submitted by April 15, 2016.

Attachments: [Memorandum](#)
[Description of the policy committees and policy process](#)
[2016 VML policy nominations form](#)

7.g. Distribution of draft FY 16-17 budget to City Council

Review & Recommendation: The City Manager plans to have copies of the draft FY 16-17 budget and cover letter/summary for distribution to City Council at the April 12 meeting. Both documents will also be posted online prior to the meeting. No formal presentation is scheduled at this time, but will occur at the April 26 meeting along with the required public hearing.

8. Supplementals**8.a. Consider a supplemental appropriation through interfund loans for the Harrisonburg City School Board in an amount up to \$2.1 million**

Review & Recommendation: Due to the delay in the bond issuance, the Harrisonburg City School division is requesting a supplemental appropriation through loans from the General Fund and School Operating Fund on an interim basis for (i) Architect and Engineering (A&E) costs associated with Bluestone Elementary School and Elon Rhodes Early Learning Center, (ii) construction costs associated with Bluestone Elementary School, and (iii) construction costs associated with the Thomas Harrison Middle School HVAC replacement. The school division is requesting up to \$2.1 million with \$1.5 million from the City's General Fund and \$600,000 from the School Operating Fund as a short-term funding solution until permanent financing is established through the issuance of bonds.

Attachments: [Memorandum](#)
[Supplemental Appropriation](#)

9. Other Matters**10. Boards and Commissions****10.a. Harrisonburg Rockingham Community Policy and Management Team (CPMT)**

Review & Recommendation: Attached is a letter from the CPMT recommending Ms. Kim Hartzler-Weakley be reappointed to a term to expire April 30, 2017, to the Harrisonburg Rockingham CPMT as the representative of a public organization.

Attachments: [CPMT Letter](#)

10.b. Central Shenandoah Planning District Commission

Review & Recommendation: The terms of Ted Byrd, Abe Shearer, and Adam Fletcher as Commissioners of the CSPDC expire June 30, 2016. All three are eligible for reappointment to the Commission for another three-year term. A letter from the CSPDC is attached.

Attachments: [Letter](#)

11. Closed Session

11.a. Virginia Code Section 2.2-3711(A) Subsection 1 for the evaluations of the performance of specific city employees

Review & Recommendation:

11.b. Virginia Code Section 2.2-3711(A) Subsection 3 for the discussion of the disposition of publically held property

11.c. Virginia Code Section 2.2-3711(A) Subsection 7 for consultation with legal counsel and briefings by staff members pertaining to actual or threatened litigation

12. Adjournment