

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
January 26, 2023
5:15 p.m.**

- | | | |
|------------------|-----------|---|
| 5:15 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:20 p.m. | 2. | Joint School Board/City Council Budget Work Session |
| 5:50 p.m. | 3. | Discussion of Amendments to Staunton City Code, Regulations of Open Burning |
| 6:10 p.m. | 4. | Discussion of Appointment Process to fill a Council Vacancy |
| 6:30 p.m. | 5. | Closed Meeting for Consultation with Legal Counsel for Employment Law Advice |
| 7:05 p.m. | | Break Until Regular Meeting at 7:30 p.m. |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
January 26, 2023
7:30 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Claffey

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of January 12, 2023

REGULAR MEETING

- A. Public Hearing and Introduction of Ordinance to Amend the FY2023 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four**
- B. Introduction of Ordinance to Appropriate an Additional 25% of the FY2023 Adopted Budget**
- C. Consideration of a Final Plat for Winnbrook, Section 5**
- D. Discussion of Recommended Allocation of Remaining American Rescue Plan Act Funds**
- E. Consideration of Ordinance to Revise Guidelines for Real Estate Tax Relief for the Elderly and Permanently Disabled**
- F. Consideration of Resolution to Establish Virginia America 250 Commission Local Committee**
- G. Consideration of Resolution Supporting a State Budget Amendment to Provide \$250,000 to the Arcadia Project**

Matters from the City Manager

Matters from the Public*

Adjournment

***Public Participation** For instructions on how to participate in a Public Hearing and Matters from the Public portions of the City Council meeting visit www.staunton.va.us/council.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	City Council
Item #	1	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Work Session and Regular Meeting Agendas	

Background: Consistent with Procedural Memorandum No. 3, attached are draft meeting agendas for City Council's consideration and for approval as Council prefers.

Suggested Motion: I move to approve the Work Session agenda and the Regular Meeting agenda [as presented] [with the following changes: as to the Work Session, the addition/deletion of _____; as to the Regular Meeting, the addition/deletion of _____].

City Manager: Leslie Beauregard

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Matters from the City Manager

Matters from the Public*

Adjournment

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CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 26, 2023	Dr. Garrett Smith School Superintendent Leslie Beauregard City Manager
Item #	2	
Department:	School Board City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Joint Work Session—City Council and School Board	

Background: Staunton City School Board and City Council will meet in a joint work session, as in prior years, to discuss general items of mutual interest, such as capital improvement projects and budget development.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 26, 2023	Perry Weller Deputy Fire Marshal John C. Blair, II City Attorney
Item #	3	
Department:	Fire and Rescue	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Amendments to Staunton City Code, Regulations of Open Burning	

Background: The Code of Virginia allows localities to adopt ordinances regulating open burning within their jurisdictional boundaries with the approval of the State Air Pollution Control Board.

The Fire & Rescue Department has seen a steady increase over the past few years of complaints about open burning in residential areas, therefore, the Fire Chief and the Deputy Fire Marshal proposed the attached amendments to Chapter 8.20 of the City Code, as indicated in the attached draft text amendments to the Council at its August 25, 2022 Work Session. A majority of the Council agreed with the Fire & Rescue Department's request to submit the proposed changes to the State Air Pollution Control Board. The proposed changes were submitted to the State Air Pollution Control Board for review, and the Board authorized the proposed changes which must then be approved by City Council.

Attachment: Draft Text Amendments--Chapter 8.20, Regulation of Open Burning

City Manager's Recommendation: Review and discuss the proposed code text amendments for introduction and consideration at Council's February 9, 2023 meeting.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Chapter 8.20
REGULATION OF OPEN BURNING

Sections:

- 8.20.010 Title.
- 8.20.020 Purpose.
- 8.20.030 Definitions.
- 8.20.040 Prohibitions on open burning.
- 8.20.050 Exemptions.
- 8.20.060 Permissible open burning.
- 8.20.070 Permits.
- 8.20.075 Permit fees.
- 8.20.080 Penalties for violation.

8.20.010 Title.

This chapter shall be known as the city of Staunton open-burning ordinance and is in addition to the provisions of the Virginia Statewide Fire Prevention Code.

8.20.020 Purpose.

The purpose of this chapter is to protect public health, safety, and welfare by regulating open burning in the city of Staunton to achieve and maintain, to the greatest extent practicable, a level of air quality that will provide comfort and convenience while promoting economic and social development. To the fullest extent permitted by law, this chapter is intended to supplement the applicable regulations promulgated by the State Air Pollution Control Board and other applicable regulations and laws.

8.20.030 Definitions.

For the purpose of this chapter and subsequent amendments or any orders issued by the city of Staunton or the fire code, the words or phrases all have the meaning given them in this section.

(1) "Automobile graveyard" means any lot or place which is exposed to the weather and upon which more than five motor vehicles of any kind, incapable of being operated, and which it would not be economically practical to make operative, are placed, located or found.

(2) "Built-up area" means any area with a substantial portion covered by business or residential buildings.

(3) "Clean-burning waste" means waste that is not prohibited to be burned under this chapter and that consists of only (i) 100 percent wood waste, (ii) 100 percent clean lumber or clean wood, (iii) 100 percent yard waste, or (iv) 100 percent mixture of only any combination of wood waste, clean lumber, clean wood or yard waste.

(4) "Clean lumber" means wood or wood products that have been cut or shaped and includes wet, air-dried, and kiln-dried wood products. Clean lumber does not include wood products that have been painted, pigment-stained, or pressure-treated by compounds such as chromate copper arsenate, pentachlorophenol, and creosote.

(5) "Clean wood" means uncontaminated natural or untreated wood. Clean wood includes, but is not limited to, byproducts of harvesting activities conducted for forest management or commercial logging, or mill residues consisting of bark, chips, edgings, sawdust, shavings or slabs. It does not include wood that has been treated, adulterated, or chemically changed in some way; treated with glues, binders or resins; or painted, stained or coated.

(6) "Commercial waste" means all solid waste generated by establishments engaged in business operations other than manufacturing or construction. This category includes, but is not limited to, waste resulting from the operation of stores, markets, office buildings, restaurants and shopping centers.

(7) "Construction waste" means solid waste which is produced or generated during construction, remodeling, or repair of pavements, houses, commercial buildings and other structures. Construction waste consists of lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete, and metal and plastics if the metal or plastics are a part of the materials of construction, or empty containers for such materials. Paints, coatings, solvents, asbestos, any liquid, compressed gases of semi-liquids, and garbage are not construction wastes and the disposal of such materials must be in accordance with the regulations of the Virginia Waste Management Board.

(8) "Debris waste" means wastes resulting from land clearing operations. Debris wastes include but are not limited to stumps, wood, brush, leaves, soil and road spoils.

(9) "Demolition waste" means that solid waste which is produced by the destruction of structures or their foundations, or both, and includes the same materials as construction waste.

(10) "Garbage" means readily putrescible discarded materials composed of animal, vegetable or other organic matter.

(11) "Hazardous waste" means a "hazardous waste" as described in 9VAC20-60 (Hazardous Waste Management Regulations).

(12) "Household waste" means any waste material, including garbage, trash and refuse derived from households. For purposes of this regulation, households include single and multiple residences, hotels and motels, bunkhouses, ranger stations, crew quarters, campgrounds, picnic grounds and day-use recreation areas. Household wastes do not include sanitary waste in septic tanks (seepage) that is regulated by other state agencies.

(13) "Industrial waste" means all waste generated on the premises of manufacturing or industrial process that is not a regulated hazardous waste. Such waste may include, but is not limited to waste resulting from the following manufacturing processes: electric power generation; fertilizer/agricultural chemicals; food and related products/byproducts; inorganic chemicals; iron and steel manufacturing; leather and leather products; nonferrous metals manufacturing/foundries; organic chemicals; plastics and resins manufacturing; pulp and paper industry; rubber and miscellaneous plastic products; stone, glass, clay and concrete products; textile manufacturing; transportation equipment; and water treatment. This term does not include mining waste or oil and

gas waste. (14) “Junk” means old or scrap copper, brass, rope, rags, batteries, paper, trash, rubber, debris, waste, or junked, dismantled, or wrecked automobiles, or parts thereof, iron, steel, and other old or scrap ferrous or nonferrous material.

(15) “Junkyard” means an establishment or place of business which is maintained, operated, or used for storing, keeping, buying, or selling junk, or for the maintenance or operation of an automobile graveyard, and the term shall include garbage dumps and sanitary fills.

(18) “Open burning” means the combustion of clean wood, wood chips, or bark from land clearing, logging operations, utility line clearing and maintenance operations without:

(a) Control of combustion air to maintain adequate temperature for efficient combustion;

(b) Containment of the combustion reaction in an enclosed device to produce sufficient residence time and mixing for complete combustion; and

(c) Control of the combustion products' emission.

(19) “Open pit incinerator” means a device used to burn waste for the primary purpose of reducing the volume by removing combustible matter. Such devices function by directing a curtain of air at an angle across the top of a trench or similarly enclosed space, thus reducing the amount of combustion byproducts emitted into the atmosphere. The term also includes trench burners, air curtain destructors and overdraft incinerators.

(20) “Red flag warning” means high fire danger with increased probability of a quickly spreading vegetation fire in the area within 24 hours.

(21) “Refuse” means all solid waste products having the characteristics of solids rather than liquids and that are composed wholly or partially of materials such as garbage, trash, rubbish, litter, residues from clean up spoils or contamination or other discarded materials.

(22) “Salvage operations” means any operation consisting of a business, trade or industry participating in salvaging or reclaiming any product or material, such as, but not limited to, reprocessing of used motor oils, metals, chemicals, shipping containers or drums, and specifically including automobile graveyards and junkyards.

(23) “Sky lantern” means an unmanned device with a fuel source that incorporates an open flame in order to make the device airborne.

(24) “Smoke” means small gas-borne particulate matter consisting mostly, but not exclusively, of carbon, ash and other material in concentrations sufficient to form a visible plume.

(25) “Solid waste” means any material as described in 40 CFR 261.2 as incorporated by [9VAC20-60-261](#), as amended.

(26) "Special incineration device" means an open pit incinerator, conical or teepee burner, or any other device specifically designed to provide good combustion performance.

(27) "Wood waste" means untreated wood and untreated wood products, including tree stumps (whole or chipped), trees, tree limbs (whole or chipped), bark, sawdust, chips, scraps, slabs, millings, and shavings. Wood waste does not include:

(a) Grass, grass clippings, bushes, shrubs, and clippings from bushes and shrubs from residential, commercial/retail, institutional, or industrial sources as part of maintaining yards or other private or public lands.

(b) Construction, renovation, or demolition wastes.

(c) Clean lumber.

(28) "Yard waste means grass, grass clippings, bushes, shrubs, and clippings from bushes and shrubs that come from residential, commercial/retail, institutional, or industrial sources as part of maintaining yards or other private or public lands. Yard waste does not include (i) construction, renovation, and demolition wastes or (ii) clean wood.

8.20.040 Prohibitions on open burning.

(1) No owner or other person shall cause or permit open burning or the use of a special incineration device for disposal of refuse except as provided in this chapter.

(2) No owner or other person shall cause or permit open burning or the use of a special incineration device for disposal of rubber tires, asphaltic materials, crankcase oil, impregnated wood or other rubber or petroleum-based materials except when conducting bona fide firefighting instruction at firefighting training schools having permanent facilities.

(3) No owner or other person shall cause or permit open burning or the use of a special incineration device for disposal of hazardous waste or containers for such materials.

(4) No owner or other person shall cause or permit open burning or the use of a special incineration device for the purpose of a salvage operation or for the disposal of commercial/industrial waste.

(5) No owner or other person shall cause or permit open burning or the use of a special incineration device for disposal of household waste, garbage, refuse, construction waste, or junk.

(6) No owner or other person shall cause or permit open burning or the use of a special incineration device in areas zoned residential or business.

(7) No owner or other person shall cause or permit open burning, campfires, bonfires or other fires that are greater than three feet in diameter and wood or combustible materials piled higher than 2 feet high;

(8) Open burning, or the use of special incineration devices permitted under the provisions of this chapter, does not exempt or excuse any owner or other person from the consequences, liability, damages or injuries which may result from such conduct; nor does it excuse or exempt any owner or other person from complying with other applicable laws, ordinances, regulations and orders of the governmental entities having jurisdiction, even though the open burning is conducted in compliance with this chapter. In this regard special attention should be directed to Section 10.1-1142 of the Forest Fire Law of Virginia, the regulations of the Virginia Waste Management Board, and the State Air Pollution Control Board's Regulations for the Control and Abatement of Air Pollution.

(9) Upon declaration of an alert, warning or emergency state of an air pollution episode as described in Part VII of the Regulations for the Control and Abatement of Air Pollution or when deemed advisable by the State Air Pollution Control Board to prevent a hazard to, or an unreasonable burden upon, public health or welfare, no owner or other person shall cause or permit open burning or use of a special incineration device; and in any process burning or use of special incineration devices shall be immediately terminated in the designated air quality control region. When open burning creates or adds to a hazardous situation, or a required permit for open burning has not been obtained, the fire code official is authorized to order the extinguishment of the open burning operation

(10) Upon declaration of a "red flag warning" by order of the fire code official, no owner or other person shall cause or permit open burning or use of a special incineration device.

(11) The use or release of sky lanterns or similar devices is prohibited.

8.20.050 Exemptions.

The following activities are exempted to the extent covered by the State Air Pollution Control Board's Regulations for the Control and Abatement of Air Pollution:

(1) Open burning for training and instruction of government and public firefighters under the supervision of the designated official and industrial in-house firefighting personnel;

(2) Open burning for campfires or other fires that are used solely for recreational purposes, for ceremonial occasions, for outdoor noncommercial preparation of food, and for warming of outdoor workers no more than three feet in diameter and the fire cannot have wood or combustible materials piled higher than 2 feet high;

(3) Open burning for the destruction of any combustible liquid or gaseous material by burning in a flare or flare stack;

(4) Open burning for forest management and agriculture practices approved by the State Air Pollution Control Board; and

(5) Open burning for the destruction of classified military documents.

8.20.060 Permissible open burning.

(1) Open burning is permitted for the disposal of tree, yard waste and garden trimmings located on the premises of private property; provided, that the following conditions are met:

(a) The burning takes place on the premises of the private property; and

(b) The location of the burning is not less than 500 feet from any occupied building unless the occupants have given prior permission, other than a building located on the property on which the burning is conducted; and

(c) No regularly scheduled public or private collection service for such trimmings is available at the adjacent street or public road.

(d) The burning takes place in areas zoned industrial or in an Ag Forestal District.

(2) Open burning is permitted for disposal of debris waste resulting from property maintenance, from the development or modification of roads and highways, parking areas, railroad tracks, pipelines, power and communication lines, buildings or building areas, or from any other clearing operations which may be approved by the fire code official, provided the following conditions are met:

(a) All reasonable effort shall be made to minimize the amount of material burned, with the number and size of the debris piles approved by the fire code official;

(b) All materials must be burned in a trench and the use of an incinerator device is mandatory;

(c) The material to be burned shall consist of brush, stumps and similar debris waste originating from and located on the premises, and shall not include demolition material;

(d) The burning shall be at least 1,000 feet when using a special incinerator device, from any occupied building not on the same property on which the burning is conducted, unless the occupant of the building has given prior written permission for the burning;

(e) The burning shall be conducted at the greatest distance practicable from highways and streets;

(f) The burning shall be attended at all times and conducted to ensure the best possible combustion with a minimum of smoke being produced;

(g) The burning shall not be allowed to smolder beyond the minimum period of time necessary for the destruction of the materials;

(h) The burning shall be conducted only between 8:00 a.m. and 8:00 p.m. (no new material added after 8:00 p.m.);

(i) The burning shall be conducted only Monday through Friday;

(j) The burning shall not be conducted before 4:00 p.m. during the restricted dates of February 15 through April 30 of each year; and

(k) The burning shall be conducted only when the prevailing winds are away from any city, town or built-up area and sustained winds are less than 8 mph.

8.20.070 Permits.

(1) When open burning of debris waste (SCC [8.20.060](#)(2)) is to occur within the city of Staunton, the person responsible for the burning shall obtain a permit from the fire code official prior to the burning. Such a permit may be granted only after confirmation by the fire code official that the burning can and will comply with the provisions of this chapter and any other conditions which are deemed necessary to ensure that the burning will not endanger the public health and welfare or to ensure compliance with any applicable provisions of the State Air Pollution Control Board's Regulations for the Control and Abatement of Air Pollution. The permit may be issued for each occasion of burning or for a specific period of time deemed appropriate by the fire code official or their designee.

(2) Prior to the initial installation (or reinstallation, in cases of relocation) and operation of special incineration devices, the person responsible for the burning shall obtain a permit from the office of the fire code official, such permits to be granted only after confirmation by the fire code official that the burning can and will comply with the applicable provisions in Regulations for the Control and Abatement of Air Pollution and that any conditions are met which are deemed necessary by the fire code official to ensure that the operation of the devices will not endanger the public health and welfare. Permits granted for the use of special incineration devices shall, at a minimum, contain the following conditions:

(a) All reasonable effort shall be made to minimize the amount of material that is burned. Such efforts shall include, but are not limited to, the removal of pulpwood, sawlogs and firewood.

(b) The material to be burned shall consist of brush, stumps and similar debris waste and shall not include demolition material.

(c) The burning shall be at least 1,000 feet from any occupied building unless the occupants have given prior permission, other than a building located on the property on which the burning is conducted; burning shall be conducted at the greatest distance practicable from highways and streets. If the fire code official or designee determines that it is necessary to protect public health and welfare, the fire code official may direct that any of the above cited distances be increased.

(d) The burning shall be attended at all times and conducted to ensure the best possible combustion with a minimum of smoke being produced. Under no circumstances should the burning be allowed to smolder beyond the minimum period of time necessary for the destruction of the materials.

(e) The burning shall be conducted only when the prevailing winds are away from any city, town or built-up area.

(f) The use of special incineration devices shall be allowed only for the disposal of debris waste.

(g) Open burning is prohibited before 4:00 p.m. local time each day between February 15th through April 30th if the fire is in, or within 300 feet of, woodland, brushland or fields containing dry grass or other flammable materials.

(h) Permits issued under this section shall be limited to a specific period of time deemed appropriate by the fire code official and in conformance with this chapter.

8.20.075 Permit fees.

(1) No permit required by the Staunton City Code to begin burning shall be issued until the fees prescribed in this section have been paid to the department of building inspection or other authorized municipal agency, nor shall an amendment to such a permit necessitating an additional fee be approved until the additional fee has been paid.

(a) A fee of \$50.00 shall be paid for any open burning permit issued for the purpose of burning of the disposal of tree, yard and garden trimmings in an Ag Forestal District. This permit shall be issued for a twelve (12) month time period.

(b) A fee of \$100.00 shall be paid for any open burning permit issued for the purpose of burning debris waste and other than the disposal of tree, yard and garden trimmings. This permit shall be issued for a sixty (60) day time period.

(2) Refunds shall be granted at the discretion of the fire code official based on amount of staff time involved in permitting at the time the permit application is to be requested withdrawn with no more than 50 percent of the fee to be refunded.

8.20.080 Penalties for violation.

(1) Any person who violates any of the provisions of this chapter, and for each and every such violation and noncompliance, respectively, shall be guilty of a Class 1 misdemeanor.

(2) Each separate incident shall be considered a new violation.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	City Council
Item #	4	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Inclusion Strategic Area: Responsive, Efficient Government	
Subject:	Discussion of Appointment Process to fill a Council Vacancy	

Background: With the recent resignation of former Mayor Andrea Oakes, a vacancy exists on City Council. This will require that Council appoint an individual to fill her seat until a special election is held on November 7, 2023. According to Virginia Code Section 24.2-228, this appointment must be made within forty-five days of the office becoming vacant. The appointment must be made by the remaining members of Council no later than February 17, 2023. If the Council is unable to make an appointment by that date, the judges serving the Staunton Circuit Court will make the appointment.

At the January 12, 2023 work session, City Council directed staff to release an application that would be open to applicants between January 13 and January 27. On January 27, City Council will receive all the applications. The applications will also be posted online.

The purpose of the discussion at this meeting is to decide on interview questions and a schedule to review and interview candidates.

Attachment: Not applicable.

City Manager's Recommendation: Provide staff with guidance on the process.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	City Council City Attorney John C. Blair, II
Item #	5	
Department:	City Council City Attorney	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for: Consultation with Legal Counsel for Employment Law Advice	

Suggested Motion: I move to enter a closed meeting for: consultation with legal counsel for necessary legal-related advice and discussion concerning federal and state employment law and federal regulations related to grant compliance, pursuant to Virginia Code § 2.2-3711(A)(8).

Second. Discussion. Vote – Clerk of Council to poll members of Council.

After the closed meeting: I move that Council reconvene in an open meeting and certify to the best of each member's knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed or considered in the meeting.

Second. Discussion. Vote –Clerk of Council to poll members of Council.

City Manager: Leslie Beauregard

City Council
WORK SESSION
January 12, 2023
5:15 p.m.

Council Members Present: Mayor Claffey, Vice Mayor Darby and Councilmembers Arrowood, Edwards, Robertson and Woods.

Mayor Claffey called the meeting to order: Mayor Claffey called the meeting of Staunton City Council to order.

1. Consideration of Work Session and Regular Meeting Agendas

Consistent with Procedural Memorandum No. 3, the agendas were presented for Council consideration.

Mr. Robertson moved to approve the work session and regular meeting agendas as presented.

The motion was seconded by Vice Mayor Darby and carried as follows:

Mr. Robertson	aye	Ms. Edwards	aye
Mr. Arrowood	aye	Vice Mayor Darby	aye
Ms. Woods	aye	Mayor Claffey	aye

2. Overview of City's Debt Capacity and Debt Affordability

Chief Financial Officer Jessie Moyers, along with the City's financial advisor, Tom Cole, Davenport & Company LLC, led a discussion and review of the City's current outstanding debt and debt capacity in relation to Staunton's current debt policy as adopted by Council on December 14, 2014.

An overview of debt affordability was provided with a review of the current Debt Sinking Fund Balance, the current annual debt obligations, the current general fund transfer, and the ability of the City to afford future debt service for new capital projects.

Mr. Robertson asked why the fund balance went from 15 percent of the FY23 budget, to 16 and a half percent. Mr. Cole stated that he suspected that the elected board felt they were in a position to be able to maintain a higher level of reserves. Ms. Moyers stated that the hope was to go up to 18 percent, but the current policy is at 16 and a half percent. Mayor Claffey asked how that compares to other cities. Ms. Moyers stated that the recommended amount is two months of operational expenses, which would be 16.67 percent.

Ms. Edwards asked if there is an emergency and the account has to be emptied, is there a time during which it must be replenished. Ms. Moyers stated that there is a requirement that it must be replenished within a certain time that is dependent on the type of catastrophe.

Ms. Edwards asked if it is possible to pay a part of the debt down faster. Mr. Cole stated that there are ways that can be done, but it would be a part of the budget process.

Mr. Arrowood asked if the City's debt is structured in a way that principal can be paid off early without any penalties. Mr. Cole stated that some of them are, and some of them have a five or ten year lockout, but it is an option.

Mayor Claffey asked if there are any other criteria that are used to judge how much debt service is allowed, or if the three different methods are weighted in any particular fashion. Mr. Cole stated that they are not weighted in any particular direction, and while debt is important, it is not the sole driver of the rating.

Vice Mayor Darby asked what to focus on to get outstanding items back into compliance. Mr. Cole stated that the way to move back into compliance more quickly would be to pay back any new debt in the future faster. He added that they are not answering to any rating agencies. Ms. Edwards asked if this is more of a self-tracking tool. Mr. Cole stated that this is a 100 percent internal City policy that Council chose to put in place, with no external reviews.

Councilmembers had no further questions or comments.

3. Introduction of the Proposed FY2024 – FY2028 Capital Improvement Plan

Ms. Moyers introduced the proposed FY2024-2028 Capital Improvement Plan for all City funds and the School CIP Fund. She noted that additional review and discussion are planned for the following meeting on January 26. The School Board is scheduled to review the School CIP in January and is scheduled to adopt it at their February 13 school board meeting.

An overview of the plan was presented to the Planning Commission on December 15, 2022. A public hearing and consideration of the plan is scheduled for the Planning Commission's meeting on January 19, and final consideration of the CIP is scheduled for City Council on February 23.

Ms. Moyers stated that the City's five-year CIP totals \$66,367,479 and is broken out among six different funds as follows:

- General Fund - \$15,823,903
- Water Fund - \$25,560,000
- Sewer Fund - \$8,805,000
- Stormwater Fund - \$3,600,000
- Parking Fund - \$2,100,000
- Schools - \$10,478,576

Mayor Claffey asked if Councilmembers had any questions or comments.

Mr. Robertson asked if it is a good idea to push the North River Pipeline repairs out to 2028. Director of Public Works Jeff Johnston stated that they are monitoring it very closely and they do not see any of the signs that would create an overt sense of urgency.

Mr. Arrowood asked if there is any reason to not use ARPA funds for the North River Pipeline. Mr. Johnston stated that with the time constraints attached to ARPA funds, the project is not a good fit due to the designing and planning involved.

Ms. Edwards asked if the Gardner Springs supply goes to Augusta County. Mr. Johnston stated that all the water the City provides to Augusta County comes through the treatment plant, and they get the same mix of water sources that the City does.

Councilmembers had no further questions or comments.

4. Discussion of Recommended Allocation of Remaining American Rescue Plan Act Funds

Ms. Moyers stated that the City has been allocated \$12,955,826 in American Rescue Plan Act funds, all of which have been received as of June 30, 2022. Federal requirements state that funds must be obligated by December 31, 2024, and the City has until December 31, 2026 to expend all funds. Council has appropriated \$3,232,500 to date, and will need to appropriate the remaining \$9,723,326. Ms. Moyers provided recommendations for use of the remaining funds based on information gathered during the CIP process, discussions with department heads, past review with council, and the areas of greatest need. The option elected by the City is to replace public sector revenue loss. Ms. Moyers noted that by electing the revenue loss option, the City has more flexibility in how the funds are expended, essentially allowing them to be used to cover governmental services. Suggested uses of funds are as follows:

- \$2,000,000 for two new fire pumpers to replace Engine #2 and #3.
- \$300,000 for two new dump trucks in Public Works.
- \$480,000 to repave the park road and two parking lots at Montgomery Hall Park.
- \$300,000 to update the bathroom facilities at Montgomery Hall Park.
- \$400,000 to update bathhouse facilities at Gypsy Hill and Montgomery Hall Park Pools.
- \$200,000 for the design of the Moxie Stadium renovation.
- \$375,000 to replace the roof of the Staunton Public Library.
- \$400,000 to enhance security at Staunton's public facilities.
- \$776,000 Staunton's share for relocation of regional animal shelter to Verona.
- \$115,000 to relocate Staunton's central recycling collection center.
- \$850,000 to standardize refuse collection.
- \$1,200,000 for the Gypsy Hill Park Stream Restoration Project.
- \$2,327,326 for Juvenile and Domestic Relations Courthouse expenditures.

Mayor Claffey asked if Councilmembers had any questions or comments.

Ms. Woods asked why ARPA funds are being used for the Moxie Stadium design when the rest of the project is covered in the CIP. Ms. Moyers stated that they thought the design phase should be covered with ARPA since the timing of the construction would not work out. She added that Moxie Stadium could be taken out of ARPA altogether, and an extra year could be added in the CIP to fund it.

Mr. Robertson stated that Uniontown must be addressed.

Director of Community and Economic Development Billy Vaughn stated that the public works infrastructure is only one component. Several months prior, Council had looked at doing a study to determine water and sewer needs for Uniontown, but they did not have a comprehensive approach to revitalize and renovate the neighborhood. He stated that they were currently

negotiating with a consultant, and hopefully within the next two weeks, that company would begin the small area plan for Uniontown. They will be looking at not just water and sewer, but also streets, access, the bridge that was removed, sidewalks, lighting, housing, commercial needs and what the residents are supportive of. In addressing the needs of Uniontown, Mr. Vaughn closed by stating that they did not feel it was financially appropriate to put millions of dollars into water and sewer without looking at a more comprehensive approach to the neighborhood.

Mr. Robertson stated that when the time comes, residents of Uniontown should not have to pay utility fees for water and sewer. City Attorney John Blair stated that he will research what would essentially be a waiver of fees for the residents of Uniontown. Mr. Arrowood added that the Planning Commission had discussed the idea of the fees being similar to the fees in 1968, when the area was annexed.

Mr. Claffey asked how much is currently budgeted for the comprehensive study. Mr. Vaughn answered \$75,000 and the plan will be completed in four to six months.

Ms. Woods asked if there will be time to use ARPA funding after the study is completed. Ms. Moyers stated that she did not know how long the planning phase would be for water and sewer. Mr. Vaughn added that once they have the recommendation, they will move to the next phase of properly procuring a contractor to do the work, which may take another three or four months.

Mr. Arrowood asked if a part of the estimate will be about the cost of replacing the bridge over the railroad. Mr. Vaughn stated that is another item the citizen group will be discussing.

Ms. Edwards asked if mold is developing in the Library due to the leaks in the ceilings. Mr. Johnston stated that mold is a problem since moisture is coming in from the foundation as well as the ceilings.

Ms. Beauregard asked if Council would like to remove the items from the next budget amendment to allow for further discussion at the next meeting. Councilmembers gave their consent.

Councilmembers had no further questions or comments.

5. Report on Properties Delinquent in Property Taxes and Overview of the Collection Process

Rick Johnson, City Treasurer, provided a report on properties delinquent in property taxes and an overview of the delinquent tax collection process.

Mayor Claffey stated that the City had stopped some of the collection efforts and techniques due to COVID, and asked if they still want to delay those processes at this point. Mr. Johnston stated that everything is back to as it was before 2021. Mr. Claffey asked if there were any properties turned over to Sands Anderson last year. Mr. Johnston stated that they had around \$300,000 in taxes that were cleared through a tax sale in the last year.

Ms. Edwards asked if there is a limit on how long someone can be pursued for delinquency. Mr. Johnston stated that the limit is 20 years for real estate and five years for personal property.

Councilmembers had no further questions or comments.

195
196 The work session adjourned at 7:10 p.m.
197
198
199
200

Kiley A. Kesecker
Clerk of Council

DRAFT

REGULAR MEETING OF STAUNTON CITY COUNCIL**Thursday, January 12, 2022****7:30 p.m.****Rita S. Wilson Council Chambers**

PRESENT: **Mayor Stephen W. Claffey**
 Vice Mayor Amy G. Darby
 Brad D. Arrowood
 Michele D. Edwards
 Mark A. Robertson
 Alice L. Woods

ALSO PRESENT: **Leslie Beauregard, City Manager**
 John Blair, City Attorney
 Kiley Kesecker, Clerk of Council

Mayor Claffey called the meeting to order: Mayor Claffey called this meeting of Staunton City Council to order.

The Pledge of Allegiance was recited in unison.

The invocation/moment of silence was given by Mr. Arrowood.

MAYOR'S REPORT

Mayor Claffey welcomed the new Councilmembers and stated that he will be giving a proclamation for Martin Luther King, Jr. Day at Central United Methodist Church, along with the rest of City Council. He noted that the Council retreat has been rescheduled to February 28 through March 1, 2023. He also stated that he attended the ribbon-cutting for the new Augusta Health outpatient surgery, and thanked the Tourism Advisory Board for giving him a warm welcome as Council liaison at their last meeting.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Vice Mayor Darby stated that it is an honor to be serving as Vice Mayor, and she had attended the Lewis Creek Watershed Advisory Committee meeting as Council liaison.

Mr. Robertson stated that the Nominations Committee met on December 7, 2022 and would like to make the following motion:

To appoint Courtland Robinson to the Economic Development Authority to fill the unexpired term of Joseph Leigh ending January 31, 2026.

To appoint Amanda Francis to the Valley Community Services Board for a 3-year term beginning January 1, 2023 and ending December 31, 2025.

To appoint Jeremy Leach to the Valley Community Services Board for a 3-year term beginning January 1, 2023 and ending December 31, 2025.

To appoint Amy Thelk to the Landscape Advisory Board for a 3-year term beginning January 1, 2023 and ending December 31, 2025.

To reappoint Brocky Nicely to the Recreational Advisory Commission for a 3-year term beginning January 1, 2023 and ending December 31, 2025.

Needing no second, the motion carried as follows:

Mr. Robertson	aye	Ms. Edwards	aye
Mr. Arrowood	aye	Vice Mayor Darby	aye
Ms. Woods	aye	Mayor Claffey	aye

Mr. Arrowood stated that he, along with Councilors Woods and Edwards, had a chance to tour the main fire department facility and found it to be very informative.

Ms. Edwards stated that she had attended her first School Board meeting as Council liaison and she is looking forward to serving in that role.

Ms. Woods stated that had attended her first Diversity, Equity and Inclusion Commission meeting as Council liaison and added that they are gearing up for planning their community listening sessions.

APPROVAL OF MINUTES

Mr. Robertson moved to approve the work session and regular meeting minutes of December 8, 2022 as presented.

The motion was seconded by Vice Mayor Darby and carried as follows:

Mr. Robertson	aye	Ms. Edwards	abstain
Mr. Arrowood	abstain	Vice Mayor Darby	aye
Ms. Woods	abstain	Mayor Claffey	aye

Mr. Robertson moved to approve the organizational meeting minutes of January 3, 2023 as presented.

The motion was seconded by Vice Mayor Darby and carried as follows:

Ms. Woods	aye	Ms. Edwards	aye
Mr. Arrowood	aye	Mr. Robertson	aye
Vice Mayor Darby	aye	Mayor Claffey	aye

97
98 **REGULAR MEETING**
99

100 **A. Public Hearing and Consideration of an Amendment to Title 18, Zoning, Adding**
101 **Chapter 18.154, Community Garden**
102

103 Senior Planner Rodney Rhodes stated that currently, the Staunton Zoning Code does not address
104 community gardens, though in the past, community gardens have been approved in residential
105 districts under the same code language that permits residential gardens, only with strict limitations.
106 In May 2021, the Planning Commission gave staff authorization to proceed with a zoning text
107 amendment that would establish regulations specifically for community gardens. Staff has worked
108 with Jones Gardens and their attorney, Boyce Brannock, to draft an amendment that would address
109 community gardens.
110

111 Mr. Rhodes continued, stating that the proposed amendment would permit community gardens as
112 a by-right use in all zoning districts except for the two low-density residential districts: R-1 and
113 R-2. The amendment would address all street parking hours of operation, including the frequency
114 of retail sales. It would place limits on the size, height and setback for structures for community
115 gardens, and would allow temporary seasonal wire fencing. It also addresses illumination, waste
116 collection and site maintenance, and prohibits any kind of livestock or other animals on the
117 property.
118

119 Boyce Brannock addressed Council and briefly outlined the goals and some achievements of Jones
120 Gardens, Inc.
121

122 Naomi Jones, owner of Jones Gardens, thanked Council for their time and support, and stated that
123 she hopes they can continue to have a mutual relationship for the betterment of the Staunton
124 community.
125

126 Mayor Claffey asked if Councilmembers had any questions.
127

128 Mr. Robertson asked how much produce Jones Gardens is producing. Ms. Jones stated that they
129 produced over 7,000 pounds of produce in the last year, all of which was distributed to the
130 community. Mr. Robertson asked if there are plans for further growth. Ms. Jones stated that if the
131 proposed ordinance is approved, they hope to expand to directly across the street from their current
132 location.
133

134 Councilmembers had no further questions.
135

136 Mayor Claffey stated the following:
137

138 “In a moment, I will open up the Public Hearing. It is a time that Council sets aside to hear from
139 citizens and others about a specific topic.
140

141 We ask that you please give your name, your address, and then keep your remarks at 5 minutes or
142 less. When you reach the 5-minute time limit, I will let you know that your time limit has expired.
143
144

For our Zoom participants, please raise your hand now if you wish to speak on this particular Public Hearing. If you raise your hand during this Public Hearing, you will also be able to raise your hand during this Council meeting for other Public Hearings and Matters of the Public. Please keep your comments to five minutes as well. Once everyone who wishes to speak has had an opportunity, I will then close the Public Hearing.

I will now open the Public Hearing so if you wish to speak, please approach the podium. We will alternate between individuals physically present and those that have their hands raised via the Zoom platform.”

The public hearing was opened.

Mary Miller, 471 Albemarle Avenue, spoke in support of the proposed amendments and stated that she has worked with the Joneses, and what they do is a gift to Staunton.

Brenda Mead, 342 Sherwood Avenue, spoke in support of the proposed amendments and stated that she has volunteered with Jones Gardens and looks forward to their expansion.

Susan Venable, 306 Ann Street, spoke in support of the proposed amendments and stated that she is Jones Gardens’ community health worker for the Virginia Department of Health, and described they ways in which Jones Gardens promotes health and wellness throughout the City.

Albino Fossa, 401 Bowling Street, spoke in support of the proposed amendments and stated that the Joneses have done a remarkable job.

With there being no one else wishing to speak, the public hearing was closed.

Vice Mayor Darby moved that Council adopt the ordinance as recommended by the Planning Commission.

The motion was seconded by Mr. Robertson and carried as follows:

Ms. Edwards	aye	Mr. Arrowood	aye
Ms. Woods	aye	Mr. Robertson	aye
Vice Mayor Darby	aye	Mayor Claffey	aye

Ordinance No. 2023 - 01

AN ORDINANCE AMENDING TITLE 18, ZONING, OF THE STAUNTON CITY CODE, ADDING CHAPTER 18.154, COMMUNITY GARDEN

Recitals

A. Jones Garden has requested an amendment to Title 18, Zoning, of the Staunton City Code to add a new chapter 18.154, permitting and regulating Community Gardens;

B. City Staff has determined that Title 18, Zoning, should be amended and that

Community Gardens should be a permitted use in certain zoning districts;

C. The Planning Commission of the City of Staunton, after study and review, has properly heard the matter;

D. This matter has been properly advertised, heard, and considered; and

E. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

CHAPTER 18.154 COMMUNITY GARDEN

Sections:

18.154.010 Purpose.

18.154.020 Definitions.

18.154.030 General standards.

18.154.010 Purpose.

This Chapter authorizes the creation, organization, maintenance, and caretaking in the City of Staunton of vegetable gardens which are owned or leased by nonprofit, charitable organizations and commonly referred to as a “Community Garden”, and prescribes the conditions for such Community Garden within an urban environment. It also seeks to protect the integrity of the surrounding neighborhoods as well as the health and safety of individuals utilizing or volunteering for a Community Garden as a vital part of the agribusiness economy of the Shenandoah Valley of Virginia.

18.154.020 Definitions.

The following words and phrases, as used in this Chapter, shall have the following meanings:

“Community Garden” means a garden organized, created and maintained for the primary purpose of growing vegetables and ornamental plants on property owned or leased by a non-profit organization recognized by the Internal Revenue Service as being exempt from taxation pursuant to IRC 501(c)(3), both for the purpose of providing a food source for a neighborhood and promoting horticultural and nutritional instruction to individuals.

“Instruction” means presentation of educational materials to people of all ages through oral or visual or mix-media means or devices for the purposes of inculcating information to and education of individuals about the importance of balanced nutrition and the contribution of raising vegetables to assist in achieving a goal of balanced nutrition.

“Non-Profit Organization” means any non-profit entity recognized by the Internal Revenue Service as being organized for charitable or educational purposes pursuant to IRC 501(c)(3).

“Property” means lot or group of lots, including buildings and structures located thereon, in the City of Staunton, Virginia, and owned legally or equitably by a non-profit organization, regardless of ownership titling or interest, or used under a lease or otherwise by an organization for creating and maintaining a Community Garden.

“Sales” shall mean the transfer of vegetables and ornamental plants produced on the site of the Community Garden in exchange for good and valuable consideration during limited hours as provided in this Chapter.

18.154.030 General Standards.

Any non-profit organization organizing, creating and maintaining a Community Garden shall be permitted to use the property as a permitted principal use in all zoning districts excluding R-1 and R-2, Low Density Residential Districts. However, any such Community Garden shall be maintained pursuant to the following conditions:

1. Off-street parking is required at the rate of one (1) space for every 1,200 square feet of cultivated area on the Community Garden Property. An exception to the sealed surface requirement may be granted by the Zoning Administrator under the provisions of SCC 18.125.020(5)(a).
2. Any activity within the Community Garden on the property shall be limited to the time between dawn and dusk.
3. Retail sales on the Community Garden Property shall be limited to only products, including but not limited to, vegetables and ornamental plants, grown on the site of the Community Garden. Retail sales shall be limited to the hours of 9:00 a.m. to 6:00 p.m. On property zoned R-3, R-4, and P-1, retail sales shall be limited to one time per week.
4. Structures on the property shall not exceed 256 square feet and shall be considered accessory structures with a maximum height of fifteen (15) feet and must meet a minimum front setback of fifteen (15) feet and a minimum side or rear setback of five (5) feet measured from their respective property lines.
5. Fencing around the Community Garden shall be governed by the general zoning limitations for the zoning district in which the Community Garden is located. Notwithstanding the foregoing, within residential zoning districts, temporary, seasonal wire fences may be erected not to exceed six (6) feet in height to discourage and deter deer and other animals from consuming the vegetables and ornamental plants grown in the Community Garden. The temporary fencing shall be subject to the sight distance requirements in SCC 18.120.010(2).
6. Signage on the property shall be limited to one identification sign with a height no greater than five (5) feet and a square footage no greater than twelve (12) square feet. Signage must be located on the same property on which the Community Garden is located. Such signs must be located at least five (5) feet from all property lines. The sign shall be subject to the sight distance requirements in SCC 18.120.010(2).

- 291 7. Lighting on the property shall be limited to motion sensor lights only and all light must be
292 contained within the property having no more than 0.5 footcandles at the property line. No
293 continuous or all-night lighting shall be allowed.
294
- 295 8. Waste collection facilities shall be provided on the property. All waste collection facilities
296 and compost facilities shall be screened from adjoining properties by a fence or landscaping
297 to the satisfaction of the Zoning Administrator.
298
- 299 9. No livestock, poultry, or other animals are to be raised or kept on the Community Garden
300 property.
301

302 The community garden shall be maintained in such a manner as to prevent overgrowth of plantings
303 and other vegetation.
304

305 In all other respects, the provisions of Title 18, Zoning, of the Staunton City Code
306 remain the same and are hereby restated, confirmed and reordained.
307

308 Introduced: January 12, 2023
309 Adopted: January 12, 2023
310 Effective Date: January 12, 2023
311

312
313 _____
314 Stephen W. Claffey, Mayor

315 ATTEST: _____
316 Kiley A. Kesecker,
317 Clerk of Council
318

319 **B. Public Hearing and Consideration of an Amendment to SCC 18.120.010(4)(d), of**
320 **Chapter 18.120, Yard Building Setback, and Open Space Exceptions, of Title 18,**
321 **Zoning, to Change the Minimum Front Setback Requirement for Dwellings on Small**
322 **and/or Narrow Lots and to Exempt Stairs/Ramps to a Dwelling from Setback**
323 **Requirements**
324

325 Mr. Rhodes stated that Chapter 18.120 of the Staunton Zoning Code contains a provision which
326 provides setback exceptions for dwellings that are built on small and/or narrow lots. The exception
327 allows single-family dwellings to be constructed on lots which are smaller than the minimum size
328 and/or minimum width than is currently required for the zoning district in which the lot is located.
329 The small and/or narrow lots were either platted before annexation into the City or platted in the
330 City, but before the current lot size requirements were enacted in 1969. He noted that many of
331 those lots would be unbuildable without this exception, and there are many such lots throughout
332 the City, particularly in areas that were annexed or platted prior to 1950.
333

334 Mr. Rhodes continued, stating that Roger and Kennon Bowen have requested an amendment to
335 change the front setback requirement for small and/or narrow lots. Currently the provision states
336 “single-family dwellings may be constructed provided the building front yard setback is 15 feet or
337 the average setback established by dwellings or structures existing at the start of construction,
338 whichever is greater.” The applicants would like to remove “whichever is greater.” This would

339 establish a minimum front setback of 15 feet, or an alternative minimum setback of the average of
340 the street, allowing the applicant to choose the option that best works for their situation.

341
342 Mr. Rhodes also stated that the same section of the Zoning Code provides a setback exception for
343 stairs to a dwelling and allows the stairs to encroach up to six feet into the required setback. The
344 applicant proposes to exempt stairs to a dwelling from any setback requirement, permitting stairs
345 to extend all the way to the property line. At the request of the Planning Commission, ramps to a
346 dwelling have been added to the amendment and would receive the same exception as stairs.

347
348 Mr. Rhodes closed by stating that staff has reviewed the request and has not identified any issues.
349 The amendment would give greater flexibility to developers who are building in established
350 neighborhoods, and would make it easier to continue existing development patterns along the
351 streets of those neighborhoods. Exempting stairs and ramps from setback requirements allows
352 greater flexibility in the placement of a dwelling on lot. At its December 15, 2022 meeting, the
353 Planning Commission conducted a public hearing, during which no one spoke in opposition to the
354 request, and the Commission unanimously voted to recommend approval of the amendments.

355
356 Applicant Kennon Bowen thanked Councilmembers for their time and consideration.

357
358 Carter Green, architect representing the applicants, thanked Councilmembers and staff for helping
359 them find a workable solution.

360
361 Mayor Claffey asked if Councilmembers had any questions or comments.

362
363 Mr. Robertson asked if the new porch on the applicant's house could be grandfathered in since
364 there was one there previously. Mr. Rhodes stated that once a non-conforming addition structure
365 is removed, it has to be replaced within two years, or it loses its legal non-conforming status.

366
367 Councilmembers had no further questions or comments.

368
369 Mayor Claffey stated the following:

370
371 "I will now open the Public Hearing so if you wish to speak, please approach the podium. We will
372 alternate between individuals physically present and those that have their hands raised via the
373 Zoom platform."

374
375 The public hearing was opened.

376
377 Brenda Mead, 342 Sherwood Avenue, spoke in support of the proposed amendments.

378
379 Albino Fossa, 401 Bowling Street, stated that things need to change for the better.

380
381 With there being no one else wishing to speak, the public hearing was closed.

382
383 Mr. Arrowood moved that Council adopt the ordinance as recommended by the Planning
384 Commission.

385
386 The motion was seconded by Mr. Robertson and carried as follows:

Vice Mayor Darby	aye	Ms. Edwards	aye
Mr. Arrowood	aye	Ms. Woods	aye
Mr. Robertson	aye	Mayor Claffey	aye

Ordinance No. 2023 - 02

**AN ORDINANCE AMENDING
SECTION 18.120.010, SETBACK EXCEPTIONS,
OF CHAPTER 18.120, YARD, BUILDING SETBACK, AND OPEN SPACE
EXCEPTIONS,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE
TO CHANGE THE MINIMUM REQUIRED FRONT SETBACK ON SMALL
AND/OR NARROW LOTS
AND
TO ELIMINATE SETBACK REQUIREMENTS FOR STAIRS AND RAMPS TO A
DWELLING**

Recitals

A. Roger and Kennon Bowen have applied for a zoning text amendment to change the required front setback for small and/or narrow lots and to eliminate a setback requirement for stairs to a dwelling;

B. City Staff has determined that the front setback requirements for small and/or narrow lots contained in Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, of the Zoning Title of the Staunton City Code should be amended to give more flexibility to homeowners and developers;

C. The Planning Commission further requested that setback requirements be eliminated for ramps to a dwelling;

D. The Planning Commission of the City of Staunton, after study and review, has properly heard the matter;

E. This matter has been properly advertised, heard, and considered; and

F. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.120

YARD, BUILDING SETBACK, AND OPEN SPACE EXCEPTIONS

Sections:

18.120.010 Setback exceptions.

18.120.010 Setback exceptions.

The following requirements provide exceptions or qualify and supplement, as the case may be, the specific district regulations set forth except in Division II of this title:

(1) No yard, open space, or lot area required for a building or structure shall, during its life, be occupied by any other building or structure except:

(a) Awnings and canopies, as provided for in the building code and SCC 12.05.110.

(b) Bay windows and chimneys, not to exceed two feet.

(c) Driveways, curbs, sidewalks, steps, and ramps.

(d) Fences, walls, and hedges, subject to the regulations as set forth in this chapter.

(e) Garbage disposal equipment, nonpermanent.

(f) Landscape features, planting boxes, and recreational equipment.

(g) Overhanging roof, eave, gutter, cornice, or other architectural feature, not to exceed three feet. Open fire escapes may extend into any required yard not more than six feet.

(h) Parking space subject to the regulations set forth in Chapter 18.125 SCC.

(i) Signs, subject to the regulations set forth in Chapter 18.140 SCC.

(j) Terraces (open) and porches (nonenclosed) not to exceed six feet.

(k) Trees, shrubs, flowers, and other plants subject to the vision requirements in this chapter.

(2)

(3):

(a)

(b)

(c)

....

....

(4) The following provisions also apply to certain conditions with respect to the use of lots and access points:

(a)....

(b)....

(c)....

(d) Dwellings on Small and/or Narrow Lots. Where there are existing recorded lots which do not meet the minimum lot area and/or width requirements, single-family dwellings may be constructed provided the building front yard setback is 15 feet or the average setback established by dwellings or structures existing at the start of construction, and as long as a side yard shall be not less than four feet and the sum of the side yards shall be not less than 10 feet and as long as all other requirements, except lot size and lot width, are met.

(e)....

....

In all other respects, the provisions of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: January 12, 2023

Adopted: January 12, 2023

Effective Date: January 12, 2023

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

C. Solid Waste Management Update and Future Visioning

Director of Public Works Jeff Johnston stated that the City of Staunton's Solid Waste Management Program consists of both residential refuse collection and recycling services, all funded by the Environmental enterprise fund. Since the beginning of the COVID-19 pandemic in April 2020, the program has been presented with unprecedented challenges and consequently undergone significant changes. The update outlined the current state of the Solid Waste Management Program, and a vision for the program moving forward.

Prior to April 2020, City refuse crews were regularly augmented with inmate labor from the Middle River Regional Jail. When that labor was no longer available, it became increasingly difficult to field enough personnel to collect residential refuse. Labor frequently had to be redirected from the recycling crews, impacting the reliability of curbside recycling. The labor shortage impacted the morale of the remaining crewmembers, which led to increased turnover.

Mr. Johnston continued, stating that in response to these challenges, and to defer any increase in the refuse and recycling fee, curbside collection of recyclables was suspended and replaced with a central collection pilot program, allowing some recycling personnel to be reassigned to refuse collection. Additionally refuse collection positions were funded, and wages increased for all refuse employees. Refuse recruitment and retention has improved, and the 13 full-time, and two part-time personnel currently onboard allow for full service, provided no more than one of them is unavailable. He added that they are constantly recruiting for additional personnel, and a number of their current employees are nearing retirement.

Mr. Johnston presented the Solid Waste Management Future Vision, touching on the following items:

1. Recycling – Plans to mature the pilot program.
2. Solid Waste Policy – Updated policy that supports the vision of the Staunton Plan and the City's value to be environmentally conscious.

531
532 3. Solid Waste Procedures – Modernized procedures that support and enable the updated
533 policy.

534
535 4. Solid Waste Management – Better management techniques in support of the updated
536 policy.

537
538 Mayor Claffey asked if Councilmembers had any questions or comments.

539
540 Mr. Robertson asked if businesses are going to have the same fee structure as residents. Mr.
541 Johnston stated that the policy will address both commercial and residential rates.

542
543 Mayor Claffey asked how much a standard trash can holds. Mr. Johnston answered 96 gallons.

544
545 Ms. Woods stated that one of the proposed locations for the recycling center was at Public Works,
546 and asked about traffic going in and out because it is a residential area. Mr. Johnston stated that
547 they would have to make some operational changes to accommodate new traffic patterns. Ms.
548 Woods asked if that would be a long-term location for the facility. Mr. Johnston stated that it is a
549 sustainable location, but if a better opportunity arises, they are not obligated to stay there.

550
551 Mr. Arrowood asked if the standardization of trash collection would require the use of municipality
552 supplied cans only. Mr. Johnston stated that many localities have no wiggle room on what cans
553 they use, but that would certainly be addressed in the policy.

554
555 Ms. Woods asked if these changes would require increased refuse rates. Mr. Johnston stated that
556 there is no obvious reason that there will be any increase in rates.

557
558 Mr. Robertson asked if other localities with standardized collection see fewer workers
559 compensation claims. Mr. Johnston stated that they have, but it was not very popular amongst the
560 refuse crews since it is a slower process.

561
562 Councilmembers had no further questions or comments.

563
564
565 **D. Discussion of Appointment Process to fill a Council Vacancy**
566

567 Ms. Beauregard stated that with the recent resignation of former Mayor Andrea Oakes, a vacancy
568 exists on City Council. This will require that Council appoint an individual to fill her seat until a
569 special election is held on November 7, 2023. According to Virginia Code Section 24.2-228, this
570 appointment must be made within 45 days of the office becoming vacant. The appointment must
571 be made by the remaining members of Council no later than February 17. If the Council is unable
572 to make an appointment by that date, the judges serving the Staunton Circuit Court will make the
573 appointment.

574
575 Mr. Blair noted that this is an area of Virginia law where the Council has plenary discretion as to
576 the process that it wants to implement, to attempt to fill the vacancy.

577
578 Mayor Claffey asked if Councilmembers had any questions or comments.

Ms. Edwards prepared and presented proposed steps for the appointment process as follows:

1. Applications will be finalized and made available on the City's website and on paper at the City Manager's office starting on Friday, January 13, and must be returned to the City Manager's office by 5:00 p.m. on January 27.
2. The City Manager will forward the names and applications to Councilmembers and publish the names and applications on the City's website.
3. City Council will review applications in a closed session and make a decision on whom to interview, depending on the number of applications received.
4. City Council will interview applicants in an open session on Thursday, February 2.
5. A public hearing/public input session will take place after interviews are conducted.
6. City Council will deliberate in a closed session and make the appointment that evening.

Councilmembers were in agreement with the proposed appointment process as presented by Ms. Edwards.

Vice Mayor Darby moved that Council adopt Ms. Edwards' proposal with the understanding that the names of the candidates will be publicized. After interviews are conducted in an open session, Council will hear public comments and input on the candidates. Council will then proceed to a closed session to deliberate and make a final determination of the next councilmember.

The motion was seconded by Ms. Woods and carried as follows:

Vice Mayor Darby	aye	Ms. Edwards	aye
Mr. Arrowood	aye	Ms. Woods	aye
Mr. Robertson	aye	Mayor Claffey	aye

MATTERS FROM THE CITY MANAGER

Ms. Beauregard stated that this year, instead of collecting and hauling Christmas trees to the brush pile at the landfill to be turned into mulch, the City will be giving them to the Virginia Department of Wildlife Resources to help create fish habitats in area waters. She also stated that the Staunton Library will be hosting their first Wednesday Friendsday, a story-centered program for adults with intellectual disabilities and their caregivers. She closed by informing Council that those attending the meeting virtually may not be able to give comments due to issues with the Zoom platform.

MATTERS FROM THE PUBLIC

Mayor Claffey read the following statement:

"This part of City Council's agenda is entitled matters from the public. It is a time that council sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton City

Council's 'Matters from the Public' rules are available in paper form at the clerk's desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or begin your call, identify yourself and complete your remarks within five minutes."

Albino Fossa, 401 Bowling Street, described issues with a property he owns in Augusta County and the Health Department.

Joe McDonald, 1114 Springhill Road, pointed out an issue with the term lengths on the Nominations Committee report.

Mary Miller, 401 Albemarle Avenue, thanked Council for a wonderful meeting and their willingness to serve.

Joanne Tigert, 111 North Augusta Street, commended the library and described various operational challenges it faces.

Brenda Mead, 342 Sherwood Avenue, thanked Council for conducting work sessions in Council Chambers and for transparency during the Councilmember appointment process. She also described issues with meeting minutes and APRA funding.

Cindy Connors, 106A Skyline Avenue, suggested forming a citizen committee to address trash and recycling issues, and stated that ARPA funds should be used for infrastructure and Uniontown.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:25 p.m.

Kiley A. Kesecker
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	Jessie L. Moyers Chief Financial Officer
Item #	A	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Public Hearing and Introduction of Ordinance to Amend the FY2023 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four	

Background: The fourth budget amendment for fiscal year 2023 has been prepared for review and discussion. The total budget amendment equals \$28,833,731. Consideration of the ordinance is scheduled for February 9, 2023.

City Budget Amendment—\$18,193,840

1. General Fund amendment of \$5,795,695.

- \$5,322,668 – Appropriation from Prior Year Fund Balance which includes \$4,321,050 from FY2022 carry over for the following: \$500,000 for the July storm contingency, \$2,421,050 for CIP funding, \$1,000,000 to transfer to the Water Fund for the Gardener Spring Pump Station project, and a \$400,000 transfer to the Debt Fund to restore the original FY2023 debt service funding. In addition, there are \$737,489 in carry over funds for Street Maintenance reimbursement and \$264,129 for forfeited assets, grants, donations, and insurance recoveries carried over from June 30, 2022.
- \$188,007 – Appropriation for new insurance recoveries.
- \$108,325 – Appropriation for the Opioid Settlement funds received to date.
- \$176,695 – Appropriation for new non-capital grants and contributions.

2. Capital Improvements Fund amendment of \$2,421,050. This amount was transferred from the General fund using FY2022 carry over funds. Included in this amount is \$1,371,050 for the CIP funding that was cut from the FY2023 budget. In addition, \$200,000 from the FY2023 CIP and \$850,000 from the FY2024 CIP, both of which had a funding source of FY2022 carry over funds. All of these amounts are from the current CIP plan that was approved February 10, 2022.

There are also several CIP transfers between CIP accounts.

- \$59,441 – transferred from E911 Telephone Equipment to Radio Narrowband to fund a negative project balance.
 - \$379,066 – transferred from various old project accounts to fund ADA crosswalks for the W Beverley St paving project.
 - \$50,000 – transfer from the old Statler/Richmond Rd project to the Urban Street Construction reserve.
 - \$86,012 – transfer from the CIP undesignated line to fund the replacement of the prisoner transport van for the Sheriff's Office.
3. Debt Sinking Fund amendment of \$400,000 to appropriate the transfer from the General Fund using FY2022 carry over funds to restore the original debt service funding from the FY23 budget.
 4. Grants Fund amendment of \$45,972 to appropriate the State Homeland Security Program and the LLEBG grant.
 5. Blue Ridge Court Services amendment of \$31,219 to appropriate \$15,000 for Augusta Health Grant funds, \$800 for the VRSA grant, and \$15,419 to appropriate adjustments for the FY2023 budget.
 6. Water Fund amendment for \$9,500,000 to appropriate \$1,000,000 for the Gardener Spring project using funds transferred from the General Fund and \$8,500,000 to appropriate the Gardener Spring bond funds.
 7. Environmental Fund amendment of (96) to adjust the Commonwealth of Virginia grants funds from the Department of Environmental Quality.

School Budget Amendment—\$10,639,891

1. Education Fund amendment totaling \$5,932,767 appropriates \$5,757,497 for federal and state instructional programs for grant balances remaining at June 30, 2022, and additional grants awarded for FY2023 and appropriates \$175,270 in local general revenues. Local general revenues include an appropriation for Kindness Matters Funds, Thacker Funds, VRSA grant, VA Outdoor Foundation Grant, Valley Alliance for Education grant, recycling income, and an insurance recovery.
2. State Operated Programs Fund amendment totaling \$32,600 to appropriate an adjustment for Title I, Part D (The Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent or At Risk).
3. School CIP Fund amendment totaling \$4,631,428 to appropriate \$2,750,000 in Elementary and Secondary School Emergency Relief (ESSER III), \$1,603,576 in School Construction

funds from the State of Virginia, \$8,431 for an HVAC ARP grant, and \$269,421 for insurance reimbursement for the Ware chiller.

4. School Cafeteria Fund amendment totaling \$43,096 to appropriate carry over from fund balance for restricted donations and grants for the school cafeteria.

Attachments:

Attachment 1 – Budget Amendment Number Four

Attachment 2 – Notice of Public Hearing

Attachment 3—Presentation

City Manager's Recommendation: Recommends the ordinance be introduced as presented.

Suggested Motion (to be made before the public hearing is conducted): I move to introduce an ordinance amending the fiscal year 2023 budget by adding Budget Amendment Number Four, totaling \$28,833,731, and that Council conduct a public hearing of the ordinance.

City Manager: Leslie Beauregard

**Ordinance No. 2023-
AN ORDINANCE TO AMEND
THE FY2023 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON**

Attachment 1

BY ADDING BUDGET AMENDMENT NUMBER FOUR

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2023 Budget is amended as follows:

GENERAL FUND

Anticipated Revenue

General Revenue	\$	5,322,668
Recovered Costs		188,007
Miscellaneous Revenue		108,325
Capital Grants and Contributions		176,695
Total Revenue	\$	5,795,695

Appropriations

General Government	\$	108,325
Judicial Administration		18,301
Public Safety		373,221
Public Works		745,294
Parks, Recreation, Cultural		669,504
Community Development		60,000
Transfers to Other Funds		3,821,050
Total Appropriations	\$	5,795,695

GRANTS FUND

Anticipated Revenue

Capital Grants and Contributions	\$	45,972
Total Revenue	\$	45,972

Appropriations

Public Safety	\$	45,972
Total Appropriations	\$	45,972

BLUE RIDGE COURT SERVICES

Anticipated Revenue

Capital Grants and Contributions	\$	31,219
Total Revenue	\$	31,219

Appropriations

Public Safety	\$	31,219
Total Appropriations	\$	31,219

CITY CAPITAL IMPROVEMENTS FUND

Anticipated Revenue

Transfer from the General Fund	\$	2,421,050
Total Revenue	\$	2,421,050

Appropriations

Capital Projects	\$	2,421,050
Total Appropriations	\$	2,421,050

DEBT SERVICE SINKING FUND

Anticipated Revenue

Transfer from the General Fund	\$	400,000
Total Revenue	\$	400,000

Appropriations

Debt Service	\$	400,000
Total Appropriations	\$	400,000

WATER FUND

Anticipated Revenue

Debt	\$	8,500,000
Appropriation of Prior Year Unassigned Fund Balance	\$	1,000,000
Total Revenue	\$	9,500,000

Appropriations

Capital	\$	9,500,000
Total Appropriations	\$	9,500,000

ENVIRONMENTAL FUND

Anticipated Revenue

Environmental Fund Balance / Capital Grants and Contributions	\$	(96)
Total Revenue	\$	(96)

Appropriations

Operations	\$	(96)
Total Appropriations	\$	(96)

EDUCATION FUND - 900

Anticipated Revenue

General Revenue	\$	175,270
Capital Grants and Contributions		5,757,497
Total Revenue	\$	5,932,767

Appropriations

Operations	\$	5,932,767
Total Appropriations	\$	5,932,767

EDUCATION SOP FUND - 920

Anticipated Revenue

Capital Grants and Contributions	\$	32,600
Total Revenue	\$	32,600

Appropriations

Operations	\$	32,600
Total Appropriations	\$	32,600

CAFETERIA FUND - 930

Anticipated Revenue

Capital Grants and Contributions	\$	-
Transfer from Cafeteria Fund Balance	\$	<u>43,096</u>
Total Revenue	\$	43,096

Appropriations

Operations	\$	<u>43,096</u>
Total Appropriations	\$	43,096

SCHOOL CIP FUND- 966

Anticipated Revenue

Transfer from the Education Fund	\$	<u>4,631,428</u>
Total Revenue	\$	4,631,428

Appropriations

Capital Projects	\$	<u>4,631,428</u>
Total Appropriations	\$	4,631,428

GRAND TOTAL BUDGET AMENDMENT NO 4	\$	28,833,731
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INTRODUCED: January 26, 2023

PUBLIC HEARING: January 26, 2023

Public Hearing Advertisement Date: January 19, 2023

Approved this _____ day of _____ 2023

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Kiley Kesecker

Clerk of Council

Stephen W. Claffey

Mayor of Council

NOTICE OF PUBLIC HEARING

TO THE CITIZENS OF THE CITY OF STAUNTON, VIRGINIA

TAKE NOTICE that on Thursday, January 26, 2023, at the regular meeting of City Council at 7:30 p.m., to be held in the Rita S. Wilson Council Chambers, First Floor, City Hall, 116 West Beverley Street, Staunton, Virginia, the City Council intends to amend the Fiscal Year 2023 budget and will consider the adoption of the following:

An Ordinance to amend the FY 2023 Budget Ordinance for the City of Staunton, by adding Budget Amendment Number 4

A brief synopsis of the proposed budget amendment is stated below:

General Fund	\$5,795,695
Capital Improvements Fund	\$2,421,050
Education Fund	\$5,932,767
Water Fund	\$9,500,000
Environmental Fund	(\$96)
School SOP Fund	\$32,600
Grants Fund	\$45,972
Debt Service Sinking Fund	\$400,000
Blue Ridge Court Services Fund	\$31,219
School Cafeteria Fund	\$43,096
School CIP Fund	\$4,631,428
Total FY2023 Budget Amendment No. 4	\$28,833,731

All persons wishing to be heard at the public hearings are invited to attend. The public may also participate in the public hearings by Zoom, or by phone. Specific instructions to participate by Zoom or by phone can be found at: www.staunton.va.us/council.

Those interested in listening to the meeting may do so via live stream from the City's website or by listening to the public access television Channel (Comcast Channel 7). The public may also provide comments to City Council by (i) emailing the Clerk of Council at: keseckerka@ci.staunton.va.us, or (ii) calling 540.332.3812. Voice mail messages are acceptable. Hearing impaired persons desiring to participate in the public hearings should contact the Clerk of Council by email at keseckerka@ci.staunton.va.us, to request an interpreter.

Kiley A. Kesecker
Clerk of Council

Please run this advertisement on Thursday, January 19, 2023.

FY2023 Budget Amendment #4

**City Council Meeting
January 26, 2023**

FY2023 Budget Amendment #4

January 26, 2023 – Introduction and Public Hearing

February 9, 2023 – Scheduled for Adoption

FY2023's Budget Amendment #4 = \$28,833,731

City Budget Amendment = \$18,193,840

School Budget Amendment = \$10,639,891

General Fund \$5,795,695

General Fund – Appropriate Prior Year Fund Balance \$5,322,668

\$1,001,618 for appropriations from prior year funds for carry-forward expenditure/revenue balances for grants and programs

FORWARD FUNDS			
Category	Department	Description	Amount
Judicial Administration	Commonwealth Attorney	State Asset Forfeiture Funds	\$ 15,478.00
Parks, Recreation, Library & Culture	Horticulture	Susan Blackley Grant	\$ 583.00
Parks, Recreation, Library & Culture	Recreation	Nature Park Reserve	\$ 1,056.00
Parks, Recreation, Library & Culture	Recreation	Booker T Washington Kitchen	\$ 2,876.00
Public Safety	Fire	Four for Life Funds carry forward balance	\$ 21,355.00
Public Safety	Fire	Fire Programs Fund carry forward balance	\$ 113,111.00
Public Safety	Police Department	State and Federal Asset Funds	\$ 93,455.00
Public Safety	Police Department	Appropriate Insurance Recovery of Damaged Cruiser	\$ 16,215.00
Public Works	Street Maintenance	Highway Maintenance Funds	\$ 737,489.00
Total Carry Forward			<u><u>\$ 1,001,618.00</u></u>

General Fund cont.

The amendment also includes appropriations of \$4,321,050 from prior year unassigned fund balance .

UNASSIGNED FUND BALANCE RECOMMENDATIONS FROM DECEMBER 8, 2022 MEETING

Description	Amount	Amount
Transfer to Capital Improvement Fund	\$ 2,421,050	\$ 2,421,050
Transfer to Water Fund for Gardener Spring Pump Station	\$ 1,000,000	\$ 1,000,000
Transfer to Debt Service Fund	\$ 400,000	\$ 400,000
Storm Damage Reserve	\$ 500,000	\$ 500,000

Total Appropriations of Prior Year Fund Balance

\$ 4,321,050

General Fund cont.

General Fund – Recovered Cost \$296,332

APPROPRIATION OF INSURANCE RECOVERY & OTHER

Category	Department	Description	Amount
General Government	General Government	Appropriate Opioid Settlement	\$ 108,325.00
Parks, Recreation, Library & Culture	Horticulture	Appropriate Insurance Recovery for Storm Damage	\$ 99,000.00
Parks, Recreation, Library & Culture	Horticulture	Appropriate Tree Restitution Funds	\$ 1,100.00
Parks, Recreation, Library & Culture	Recreation	Appropriate Insurance Recovery for Storm Damage	\$ 52,960.00
Parks, Recreation, Library & Culture	Recreation	Appropriate Insurance Recovery for Roof Repairs	\$ 1,929.00
Public Safety	Fire Department	Appropriate Insurance Recovery for Deer Strike	\$ 3,809.00
Public Safety	Police Department	Appropriate Insurance Recovery for Deer Strike	\$ 6,525.00
Public Safety	Police Department	Appropriate Insurance Recovery of Damaged Cruiser	\$ 1,050.00
Public Safety	Police Department	Appropriate Insurance Recovery for Deer Strike	\$ 2,378.00
Public Safety	Police Department	Appropriate Insurance Recovery for Deer Strike	\$ 9,038.00
Public Safety	Police Department	Appropriate Insurance Recovery for Deer Strike	\$ 7,383.00
Public Works	Street	Appropriate Insurance Recovery for Damaged Light Pole	\$ 2,835.00

Total Appropriation of Insurance Recoveries & Other

\$ 296,332.00

General Fund cont.

General Fund – Grants & Donations \$176,695

APPROPRIATION OF GRANT FUNDING & OTHER DONATIONS

Category	Department	Description	Amount
Community Development	Tourism	Appropriate Va. State Tourism Grant via CARES Act	\$ 60,000.00
Judicial Administration	Circuit Court	Appropriate Additional Funds from Supreme Court of VA	\$ 2,823.00
Parks, Recreation, Library & Culture	Horticulture	Appropriate Susan Blackley Grant	\$ 10,000.00
Public Safety	Fire Department	Appropriate Fire Program Grant Funds	\$ 15,312.00
Public Safety	Fire Department	Appropriate FM Global Fire Prevention	\$ 1,974.00
Public Safety	Fire Department	Appropriate Additional Funds Four Life	\$ 695.00
Public Safety	Police Department	Appropriate VDCJS SRO Grant	\$ 67,486.00
Public Safety	Police Department	Appropriate DMV Highway Safety Grant	\$ 13,200.00
Public Safety	Police Department	Appropriate Project Life Saver	\$ 235.00
Public Works	Building Maintenance	Appropriate VERSA Insurance Grant for Crosswalk/BRCS Lighting	\$ 4,970.00

Total Appropriation of Additional Grant Funding and Other Donations

\$ 176,695.00

Grant Fund \$45,972

APPROPRIATION OF ADDITIONAL FUNDING FOR THE GRANT FUND

Category	Department	Description	Amount
Grants Fund	Fire Department	Appropriate Homeland Security Unmanned Ariel Sys	\$ 43,000.00
Grants Fund	Fire Department	Appropriate LLEBG Grant	\$ 2,972.00

Total Appropriation for the Grant Fund

\$ 45,972.00

Blue Ridge Court Services \$31,219

APPROPRIATION OF ADDITIONAL GRANT FUNDING TO BLUE RIDGE COURT SERVICES

Category	Department	Description	Amount
Blue Ridge Court Services	Blue Ridge Court Services	Appropriate VRSA Grant	\$ 800.00
Blue Ridge Court Services	Blue Ridge Court Services	Appropriate Additional FY23 Budget	\$ 15,419.00
Blue Ridge Court Services	Blue Ridge Court Services	Appropriate Augusta Health Grant Funds	\$ 15,000.00

Total Appropriation of Blue Ridge Court Services Grant Awards

\$ 31,219.00

Capital Improvements Plan Fund \$2,421,050

APPROPRIATION OF ADDITIONAL FUNDING FOR THE CIP FUND

Category	Description	Amount
CIP	Appropriate FY2023 General Fund CIP	\$ 1,371,050.00
CIP	Appropriate FY2023 CIP funded with carry over	\$ 200,000.00
CIP	Appropriate FY2024 CIP funded with carry over	\$ 850,000.00
CIP	Radio Narrowband	\$ 59,441.00
CIP	E911 Telephone Equipment	\$ (59,441.00)
CIP	ADA Sidewalks for VDOT Paving	\$ 379,066.00
CIP	State Route 1426	\$ (320,696.00)
CIP	MLK Memorial Sign	\$ (510.00)
CIP	Richmond Rd/Cochran Parkway	\$ (22,860.00)
CIP	Richmond Rd/Greenville Ave	\$ (35,000.00)
CIP	Urban Street Construction 2% Match	\$ 50,000.00
CIP	Statler/Richmond Rd Proj	\$ (50,000.00)
CIP	Sheriff Transport Van	\$ 86,012.00
CIP	CIP Funds Undesignated	\$ (86,012.00)

Total Appropriation for the CIP Fund

\$ 2,421,050.00

Debt Service Sinking Fund \$400,000

APPROPRIATION OF ADDITIONAL FUNDING FOR THE DEBT SERVICE SINKING FUND

Category	Department	Description	Amount
Debt Fund	Debt Service	Appropriate Additional Debt Service Funding	\$ 400,000.00

Total Appropriation for the Debt Fund

\$ 400,000.00

Water Fund \$9,500,000

APPROPRIATION OF ADDITIONAL FUNDING FOR THE WATER FUND

Category	Department	Description	Amount
Water Fund	Water Fund Capital	Appropriate Gardener Spring GF Transfer	\$ 1,000,000.00
Water Fund	Water Fund Capital	Appropriate Gardener Spring Bond Funds	\$ 8,500,000.00

Total Appropriation for the Water Fund

\$ 9,500,000.00

Environmental \$(96)

APPROPRIATION OF ADDITIONAL FUNDING FOR THE ENVIRONMENTAL FUND

Category	Department	Description	Amount
Environmental Fund	Litter Prev & Recycling	Appropriate Comm of VA Grant Funds	\$ (96.00)

Total Appropriation for the Environmental Fund

\$ (96.00)

School Budget Amendment

APPROPRIATIONS FOR EDUCATION FUND

Fund	Funding Source	Description	Amount
Education Fund	Federal and State Funding	Carryover and Funding Adjustments of State/Fed. Grants	\$ 5,757,497.00
Education Fund	Local Funding Source	Appropriate Donations and Insurance Recoveries	\$ 175,270.00

Total Education Fund Appropriation

\$ 5,932,767.00

APPROPRIATIONS FOR STATE OPERATED PROGRAM (SOP) FUND

Fund	Funding Source	Description	Amount
State Operating Program (SOP)	Federal Funding	Appropriate Additional Title 1 Part D Funds	\$ 32,600.00

Total State Operated Program Federal Fund Appropriation

\$ 32,600.00

School Budget Amendment cont.

APPROPRIATIONS FOR SCHOOL CAPITAL IMPROVEMENT FUND

Fund	Funding Source	Description	Amount
Education Fund	Local Funding Source	ESSR3 Construction Funding	\$ 2,750,000.00
Education Fund	Local Funding Source	State Construction Grant	\$ 1,603,576.00
Education Fund	Local Funding Source	HVAC ARP Grant	\$ 8,431.00
Education Fund	Local Funding Source	Insurance Recovery Ware Chiller Replacement	\$ 269,421.00

Total Capital Improvement Fund Appropriation

\$ 4,631,428.00

APPROPRIATIONS FOR SCHOOL CAFETERIA FUND

Fund	Funding Source	Description	Amount
Cafeteria Fund	Cafeteria Fund Balance	Re-appropriation of prior year grant balances	\$ 43,096.00

Total Cafeteria Fund Appropriation

\$ 43,096.00

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	Jessie L. Moyers Chief Financial Officer
Item #	B	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Ordinance to Appropriate an Additional 25% of the FY2023 Adopted Budget	

Background: The FY2023 budget was adopted on April 28, 2022 in the amount of \$142,185,506. Recognizing the uncertainty of the economy resulting from the global COVID-19 pandemic emergency-disaster and the potential impact on FY2023's revenues, it was decided to appropriate seventy-five percent (75%) of the approved budget at that time. Per Section 2 of City Ordinance No. 2022-10 (attached), Council has an option to appropriate additional funds at its discretion. Because this ordinance does not affect the amount of the previously approved FY2023 budget but only authorizes staff to allow expenditures up to 100% of the approved FY2023 budget, no public hearing is required.

As of the first six months of the fiscal year, the FY2023 revenues are trending at or above budget projections. Accordingly, staff recommends that Council appropriate the final 25%, or \$35,546,376, of the FY2023 adopted budget at this time. This will bring the total appropriation up to one hundred percent (100%) or, \$142,185,506, of the adopted budget.

The proposed FY2023 Budget Appropriation Ordinance totals \$35,546,376 (additional City appropriation of \$24,666,812 and additional Schools appropriation of \$10,879,564), as detailed below. The introduction this ordinance will occur at the January 26, 2023 meeting, and consideration of the ordinance is scheduled for February 9, 2023.

Fund	Additional 25% Appropriation
General Fund	16,298,235
Debt Service	1,346,642
Blue Ridge Court Services	323,214
Water Fund	2,541,875
Sewer Fund	2,466,299
Parking Fund	137,861
Stormwater Fund	478,250
Environmental Fund	1,074,436
Sub Total	<u>\$ 24,666,812</u>
Education Fund	9,477,710
Cafeteria Fund	468,524
School Textbook Fund	85,276
School Capital Improvements Fund	25,000
State Operated Programs	823,054
Sub Total	<u>\$ 10,879,564</u>
Total Appropriation	<u>\$ 35,546,376</u>

Attachments:

Attachment 1—Proposed Ordinance – FY2023 Adopted Budget Additional Appropriation

Attachment 2—FY2023 Adopted Budget Ordinance No. 2022-10

City Manager's Recommendation: Recommend the ordinance be introduced as presented.

Suggested Motion: I move to introduce an ordinance amending the fiscal year 2023 budget by adding an additional twenty-five percent (25%) of the FY2023 adopted budget in an amount equal \$35,546,376.

City Manager: Leslie Beauregard

**CITY OF STAUNTON, VIRGINIA
FY 2023 ADOPTED BUDGET**

GENERAL FUND

ANTICIPATED REVENUE

General Property Taxes	\$ 7,125,253
Other Local Taxes	4,308,458
Commonwealth of Virginia	3,304,617
Current Service Charges	474,173
Federal Revenue	395,160
Recovered Costs	294,250
Licenses and Permits	50,488
Use of Money and Property	27,300
Fines and Forfeitures	59,375
Miscellaneous	259,162
Total Revenue	<u>\$ 16,298,235</u>

**ADDITIONAL
APPROPRIATION**

APPROPRIATIONS

Transfer to Education Fund	\$ 3,766,309
Public Safety	3,732,246
Health and Welfare	1,978,160
Public Works	1,687,339
General Government Administration	1,596,423
Transfer to Debt Service Sinking Fund	1,040,184
Parks, Recreation, Library, and Cultural	1,111,104
Judicial Administration	683,672
Community Development	700,549
Transfer to the City CIP Fund	-
Educational Agency Contributions	2,250
Total Appropriations	<u>\$ 16,298,235</u>

DEBT SERVICE SINKING FUND

ANTICIPATED REVENUE

Transfer from the General Fund	\$ 1,346,642
Total Revenue	<u>\$ 1,346,642</u>

APPROPRIATIONS

Debt	<u>\$ 1,346,642</u>
Total Appropriations	<u>\$ 1,346,642</u>

BLUE RIDGE COURT SERVICES FUND

ANTICIPATED REVENUE

Non Capital Grants/ Contributions	\$ 238,234
Miscellaneous	33,202
Charges for Services	51,779
Total Revenue	<u>\$ 323,214</u>

APPROPRIATIONS

Operations	<u>\$ 323,214</u>
Total Appropriations	<u>\$ 323,214</u>

WATER FUND**ANTICIPATED REVENUE**

Charges for Service	\$	1,096,500
General Revenues		582,875
Proceeds from Debt Issuance		862,500
Total Revenue	\$	2,541,875

APPROPRIATIONS

Operations	\$	869,167
Debt		131,459
Capital		1,541,250
Total Appropriations	\$	2,541,875

SEWER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	977,044
General Revenues		551,755
Grant Contributions		937,500
Total Revenue	\$	2,466,299

APPROPRIATIONS

Operations	\$	855,868
Debt		218,191
Capital		1,392,241
Total Appropriations	\$	2,466,299

PARKING FUND**ANTICIPATED REVENUE**

Charges for Services	\$	79,550
General Revenues		58,311
Total Revenue	\$	137,861

APPROPRIATIONS

Operations	\$	93,320
Debt		44,541
Total Appropriations	\$	137,861

STORMWATER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	193,475
General Revenues		284,775
Total Revenue	\$	478,250

APPROPRIATIONS

Operations	\$	240,750
Capital		237,500
Total Appropriations	\$	478,250

ENVIRONMENTAL FUND**ANTICIPATED REVENUE**

Charges for Services	\$	916,109
General Revenues		155,828
Non Capital Grants/ Contributions		2,500
Total Revenue	\$	1,074,436

APPROPRIATIONS

Operations	\$	781,931
Capital		292,505
Total Appropriations	\$	1,074,436

EDUCATION FUND**ANTICIPATED REVENUE**

Commonwealth of Virginia	\$	5,038,983
Transfer from the General Fund		3,766,309
Federal Government		413,147
Charges for Services		54,068
General Revenues		205,203
Total Revenue	\$	9,477,710

APPROPRIATIONS

Administration and Operation of Schools	\$	9,477,710
Total Appropriations	\$	9,477,710

CAFETERIA FUND

ANTICIPATED REVENUE

Operating Grants	\$ 421,089
Charges for Service	1,225
General Revenues	46,210
Total Revenue	<u>\$ 468,524</u>

APPROPRIATIONS

Operations	<u>\$ 468,524</u>
Total Appropriations	<u>\$ 468,524</u>

SCHOOL TEXTBOOK FUND

ANTICIPATED REVENUE

Commonwealth of Virginia	\$ 51,447
General Revenues	33,829
Total Revenue	<u>\$ 85,276</u>

APPROPRIATIONS

Operations	<u>\$ 85,276</u>
Total Appropriations	<u>\$ 85,276</u>

SCHOOL CAPITAL IMPROVEMENTS PROJECT FUND

ANTICIPATED REVENUE

General Revenues	<u>\$ 25,000</u>
Total Revenue	<u>\$ 25,000</u>

APPROPRIATIONS

Capital Improvements	<u>\$ 25,000</u>
Total Appropriations	<u>\$ 25,000</u>

STATE OPERATED PROGRAMS

ANTICIPATED REVENUE

Operating Grants	\$ 703,229
General Revenues	119,826
Total Revenue	<u>\$ 823,054</u>

APPROPRIATIONS

Operations	<u>\$ 823,054</u>
Total Appropriations	<u>\$ 823,054</u>

Grand Total Revenues	\$ 35,546,376
Grand Total Expenditures	\$ 35,546,376
Balance	\$ 0

INTRODUCED: January 26, 2023

Approved this _____ day of ____ 2023

Effective Date: _____

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

CERTIFIED: _____
Stephen W. Claffey
Mayor of Council

Ordinance No. 2022-10

**AN ORDINANCE ESTABLISHING A BUDGET FOR THE
CITY OF STAUNTON, VIRGINIA, FOR THE FISCAL YEAR
BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023,
APPROPRIATING FUNDS AT SEVENTY-FIVE PERCENT (75%) OF SUCH
APPROVED BUDGETED AMOUNTS FOR PUBLIC PURPOSES FOR SUCH FISCAL
YEAR, SUBJECT TO FUTURE APPROPRIATION AMENDMENT;
ESTABLISHING A TAX RATE ON TAXABLE PERSONAL PROPERTY,
REAL ESTATE AND PROPERTY OF PUBLIC SERVICE CORPORATIONS;
ESTABLISHING AND IMPOSING A SERVICE CHARGE ON
CERTAIN REAL PROPERTY EXEMPT FROM TAXATION;
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE
CITY OF STAUNTON, VIRGINIA, RELATING TO TAXES, LICENSES,
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND
ALL ORDINANCES RELATING TO THE TIME OF
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN
SPECIFICALLY MODIFIED**

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

SECTION 1. The following budget, annexed and incorporated by reference, totaling **\$142,185,506** for the City of Staunton, Virginia for the fiscal year beginning July 1, 2022 and ending June 30, 2023 is hereby proposed, approved and adopted:

(SEE ATTACHED BUDGET, incorporated by reference)

SECTION 2. Public revenues of the City of Staunton, Virginia are hereby appropriated for public purposes for the fiscal year beginning July 1, 2022, and ending June 30, 2023, at **seventy-five percent (75%)** thereof as set forth in the appropriate Section of such budget, with the recognition and stipulation that budget approval is not an appropriation of funds and only those funds as appropriated at such percentage and no more are set aside and may be spent, subject to future appropriation amendment(s) by ordinance as may be adopted by City Council. All Education related funds will be appropriated at 100% with the exception of the General Fund Transfer portion of the Education Fund, which will be appropriated at 75%.

SECTION 3.

3.1. The tax rate for all real estate, including real estate owned by public service corporations, subject to tax for the calendar year beginning January 1, 2022, shall be and is fixed at \$0.92 per \$100.00 of assessed value of such property per year, with assessed values being established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January of every odd numbered year.

3.2. The tax rate for all real property and improvements located in the Downtown Service District is subject to an additional tax for the calendar year beginning January 1, 2022, which shall be and is fixed at \$0.15 (fifteen cents) per \$100.00 of

assessed value of such property for calendar year 2022. Assessed values for the Downtown Service District shall be established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January 1 of every odd numbered year. These rates shall continue until modified by action of the Council of the City of Staunton, Virginia.

SECTION 4.

4.1. The tax rate for all personal property, including vehicles owned by public service corporations (but excluding machinery and tools, referenced and defined in Section 58.1-3507 of the Code of Virginia, as amended), subject to tax for the calendar year beginning January 1, 2022, shall be fixed at \$2.90 per \$100.00 of assessed value per year.

4.2. The tax rate for machinery and tools as defined in Section 58.1-3507 of the Code of Virginia, as amended, subject to tax for the calendar year beginning January 1, 2022 shall be and is fixed at \$1.24 per \$100.00 of assessed value per year.

SECTION 5. For the period of July 1, 2022, through June 30, 2023, certain categories of property exempted from taxation under Section 58.1-3600 et seq. of the Code of Virginia, as amended, shall be assessed and have imposed a fee or service charge based on the assessed value of the real estate and the amount which the City of Staunton expended in the year preceding for police and fire protection and, in the case of faculty and staff housing of an educational institution, the cost of public school education. The categories of property eligible for such assessment, and the method for calculating the assessment, are prescribed in Section 58.1-3400 et seq. of the Code of Virginia, as amended.

SECTION 6. The rate of service charge or fee imposed for property subject to such charge or fee under Section 5 of this ordinance shall be and is fixed and imposed at \$0.18 per annum per \$100.00 of assessed value and \$0.46 per annum per \$100.00 of assessed value for faculty and staff housing of an educational institution for the 2022 calendar year. The service charge shall be and is payable in one installment on December 15, 2022. Any service charge not paid when due shall bear interest computed at the rate of 10% per annum from the due date until paid.

SECTION 7. The real estate lawfully owned by the County of Augusta lying wholly or partly in the corporate limits of the City of Staunton, Virginia, shall be exempt from the service charge imposed by Section 5 of this ordinance.

SECTION 8. It is the intention of Section 5, 6 and 7 of this ordinance to conform to and meet all the requirements of Section 58.1-3400 et seq. of the Code of Virginia, as amended, and shall be read and construed accordingly.

SECTION 9. The annual salary for each member of the Council of the City of Staunton, Virginia, is hereby established as follows and shall remain in effect until formal action is taken to amend this ordinance:

Mayor	\$11,000
Vice-Mayor	\$10,000
Council Member	\$10,000

SECTION 10.

10.1. 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.

10.2. 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 Staunton, 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 Staunton, Virginia, is of the opinion that the funds should be expended regardless of the position or action or inaction of the City Manager.

SECTION 11. 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 Staunton, Virginia relating to taxes, licenses, fees, service charges, costs and payment and collection thereof continuing in effect except as herein specifically modified.

SECTION 12. 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.

INTRODUCED: March 24, 2022

PUBLIC HEARING ADVERTISE DATE: April 6, 2022

PUBLIC HEARING DATE: April 14, 2022

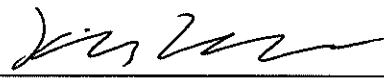
ADOPTED: April 28, 2022

EFFECTIVE DATE: July 1, 2022



Andrea W. Oakes, Mayor

ATTEST:



Kiley A. Kesecker
Clerk of Council

**CITY OF STAUNTON, VIRGINIA
FY 2023 PROPOSED BUDGET**

GENERAL FUND

ANTICIPATED REVENUE

	BUDGET
General Property Taxes	\$ 28,501,011
Other Local Taxes	17,233,830
Commonwealth of Virginia	13,218,468
Current Service Charges	1,896,693
Federal Revenue	1,580,640
Recovered Costs	1,177,000
Licenses and Permits	201,950
Use of Money and Property	109,200
Fines and Forfeitures	237,500
Miscellaneous	<u>1,036,648</u>
Total Revenue	\$ 65,192,940

APPROPRIATIONS

Transfer to Education Fund	\$ 15,065,237
Public Safety	14,928,984
Health and Welfare	7,912,638
Public Works	6,749,357
General Government Administration	6,385,690
Transfer to Debt Service Sinking Fund	4,160,736
Parks, Recreation, Library, and Cultural	4,444,415
Judicial Administration	2,734,688
Community Development	2,802,195
Transfer to the City CIP Fund	-
Educational Agency Contributions	<u>9,000</u>
Total Appropriations	\$ 65,192,940

DEBT SERVICE SINKING FUND

ANTICIPATED REVENUE

Transfer from the General Fund	\$ 5,386,569
Total Revenue	\$ 5,386,569

APPROPRIATIONS

Debt	\$ 5,386,569
Total Appropriations	\$ 5,386,569

BLUE RIDGE COURT SERVICES FUND

ANTICIPATED REVENUE

Non Capital Grants/ Contributions	\$ 952,935
Miscellaneous	132,806
Charges for Services	<u>207,115</u>
Total Revenue	\$ 1,292,856

APPROPRIATIONS

Operations	\$ 1,292,856
Total Appropriations	\$ 1,292,856

WATER FUND**ANTICIPATED REVENUE**

Charges for Service	\$	4,386,001
General Revenues		2,331,500
Proceeds from Debt Issuance		<u>3,450,000</u>
Total Revenue	\$	10,167,501

APPROPRIATIONS

Operations	\$	3,476,667
Debt		525,834
Capital		<u>6,165,000</u>
Total Appropriations	\$	10,167,501

SEWER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	3,908,177
General Revenues		2,207,020
Grant Contributions		<u>3,750,000</u>
Total Revenue	\$	9,865,197

APPROPRIATIONS

Operations	\$	3,423,470
Debt		872,762
Capital		<u>5,568,965</u>
Total Appropriations	\$	9,865,197

PARKING FUND**ANTICIPATED REVENUE**

Charges for Services	\$	318,200
General Revenues		<u>233,243</u>
Total Revenue	\$	551,443

APPROPRIATIONS

Operations	\$	373,278
Debt		178,165
Total Appropriations	\$	<u>551,443</u>

STORMWATER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	773,900
General Revenues		<u>1,139,101</u>
Total Revenue	\$	1,913,001

APPROPRIATIONS

Operations	\$	963,001
Capital		<u>950,000</u>
Total Appropriations	\$	1,913,001

ENVIRONMENTAL FUND**ANTICIPATED REVENUE**

Charges for Services	\$	3,664,434
General Revenues		623,311
Non Capital Grants/ Contributions		<u>10,000</u>
Total Revenue	\$	4,297,745

APPROPRIATIONS

Operations	\$	3,127,725
Capital		<u>1,170,020</u>
Total Appropriations	\$	4,297,745

EDUCATION FUND**ANTICIPATED REVENUE**

Commonwealth of Virginia	\$	20,155,933
Transfer from the General Fund		15,065,237
Federal Government		1,652,586
Charges for Services		216,271
General Revenues		<u>820,811</u>
Total Revenue	\$	37,910,838

APPROPRIATIONS

Administration and Operation of Schools	\$	<u>37,910,838</u>
Total Appropriations	\$	37,910,838

CAFETERIA FUND

ANTICIPATED REVENUE

Operating Grants	\$	1,684,356
Charges for Service		4,900
General Revenues		184,839
Total Revenue	\$	1,874,095

APPROPRIATIONS

Operations	\$	1,874,095
Total Appropriations	\$	1,874,095

SCHOOL TEXTBOOK FUND

ANTICIPATED REVENUE

Commonwealth of Virginia	\$	205,788
General Revenues		135,316
Total Revenue	\$	341,104

APPROPRIATIONS

Operations	\$	341,104
Total Appropriations	\$	341,104

SCHOOL CAPITAL IMPROVEMENTS PROJECT FUND

ANTICIPATED REVENUE

General Revenues	\$	100,000
Total Revenue	\$	100,000

APPROPRIATIONS

Capital Improvements	\$	100,000
Total Appropriations	\$	100,000

STATE OPERATED PROGRAMS

ANTICIPATED REVENUE

Operating Grants	\$	2,812,915
General Revenues		479,302
Total Revenue	\$	3,292,217

APPROPRIATIONS

Operations	\$	3,292,217
Total Appropriations	\$	3,292,217

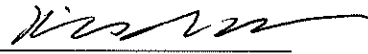
Grand Total Revenues	\$	142,185,506
Grand Total Expenditures	\$	142,185,506
Balance		(\$0)

INTRODUCED: March 24, 2022

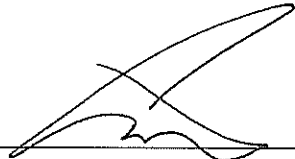
Approved this 28th day of April 2022

Effective Date: July 1, 2022

ATTEST:


Kiley A. Kesecker
Clerk of Council

CERTIFIED:


Andrea W. Oakes
Mayor of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	Staff Members: Rodney Rhodes Tim Hartless
Item #	C	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Built Environment	
Subject:	Consideration of a Final Plat for Winnbrook, Section 5	

Background: Winnbrook is a single-family residential development located on New Hope Road near its overpass of Interstate 81. In April 2003, City Council approved a rezoning of the property from R-1, Low Density Residential District to R-2, Low Density Residential District Conditional. The conditional zoning retained the same density as the previous zoning for the overall tract.

The proffered items from the rezoning are:

1. Minimum lot width of 85 feet at front setback.
2. Minimum lot depth of 135 feet.
3. Minimum lot area of 12,000 sq. ft.
4. There shall be no more than 76 single family lots.
5. Several uses in the standard R-2 District have been removed, such as housing boarders, golf courses, plant nurseries, cemeteries and not for profit social uses.

A preliminary plat for the development was approved by City Council in August 2003. The preliminary plat contains 76 single-family lots with a minimum lot area of 12,000 square feet.

Previously approved final plats:

Section	Date Approved	# Of Lots
Section 1	September 2005	19 lots
Section 2	June 2007	18 lots
Section 3	June 2014	11 lots
Section 4	November 2020	15 lots
Total lots approved		63 lots

Analysis: The proposed section 5 contains four new lots. The lots all have frontage on a recently constructed section of Wexford Drive.

Prior to the Planning Commission's consideration of the final plat, staff conducted a review of the proposal and identified a few minor issues. The City Engineer provided the applicant with a punch list of items that needed to be addressed before the final plat would be scheduled for City Council's consideration.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Future Land Use Map, designates this area as Low Density Residential and the approved Winnbrook single-family development does conform to this designation.

The final plat is in general conformance with the approved preliminary plat from 2003 and all requirements of the zoning and subdivision ordinances.

Staunton City Code Section 17.10.050 requires the Staunton City Council to approve the final plat.

Planning Commission Recommendation:

At its October 20, 2022 meeting, the Planning Commission considered the request. On a 3-0 vote, the Commission voted to recommend approval of the final plat with the following condition:

1. The items included on the punch list, which was provided to the applicant by the City Engineer, must be addressed prior to the final plat being placed on a City Council agenda.

The developer has completed all but one of the items on the punch list. The only outstanding item is raising the fire hydrant. The necessary riser has been ordered and the hydrant height will be corrected once the part has arrived. The City Engineer has conducted an inspection and has verified that all the other infrastructure is ready for acceptance by the city.

Attachments:

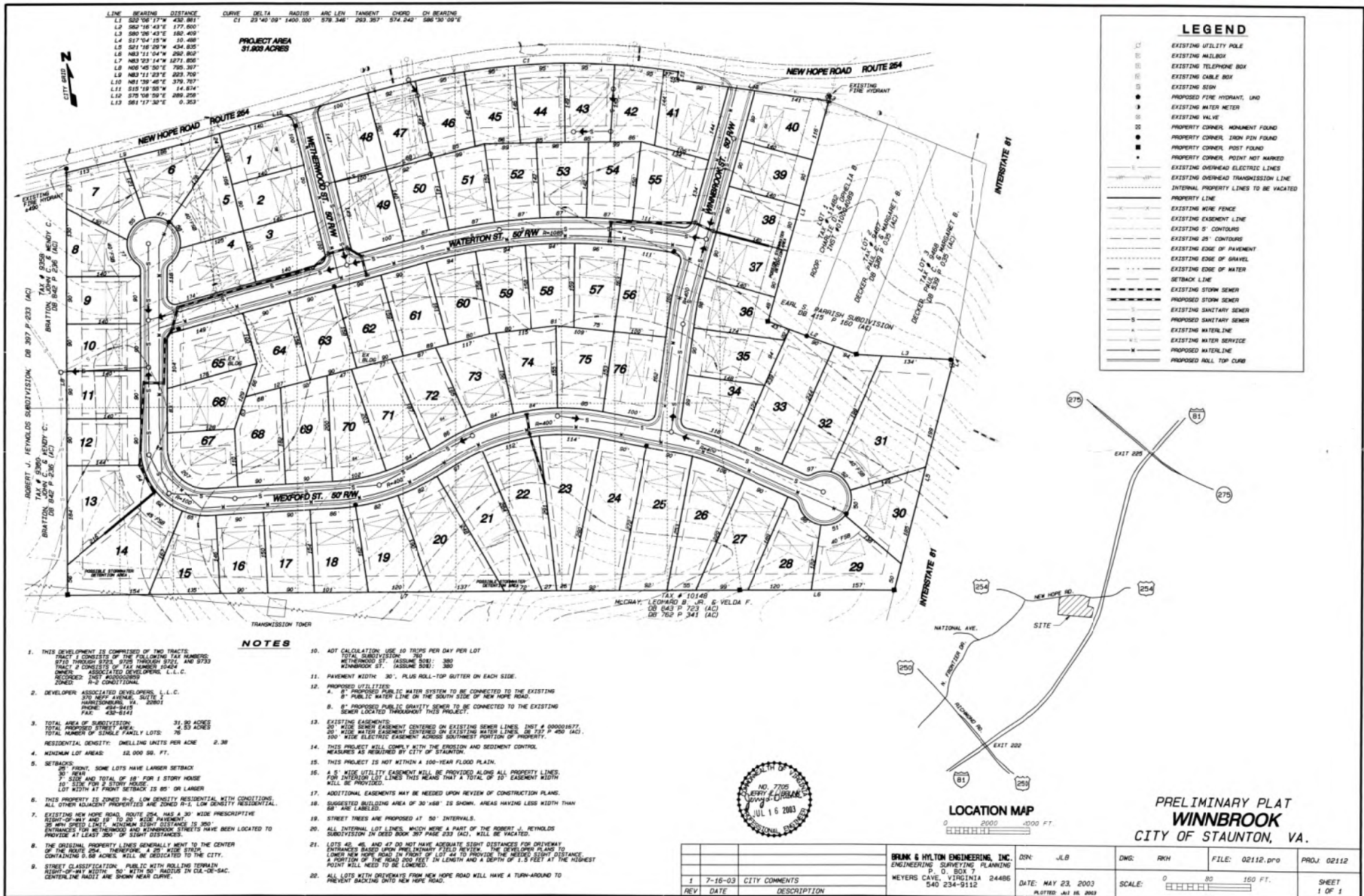
Attachment 1—Preliminary Plat, Winnbrook, Approved August, 2003

Attachment 2—Proposed Final Plat, Winnbrook Section 5

Attachment 3—Infrastructure Punch List – Dated October 4, 2022

Suggested Motion: I move that City Council approve the Final Plat as recommended by the Planning Commission.

City Manager: Leslie Beauregard



Attachment 2

CERTIFICATE OF APPROVAL

THIS SUBDIVISION KNOWN AS "WINNBROOK SECTION 5" IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE ADMITTED TO RECORD.

APPROVED BY THE CITY OF STAUNTON

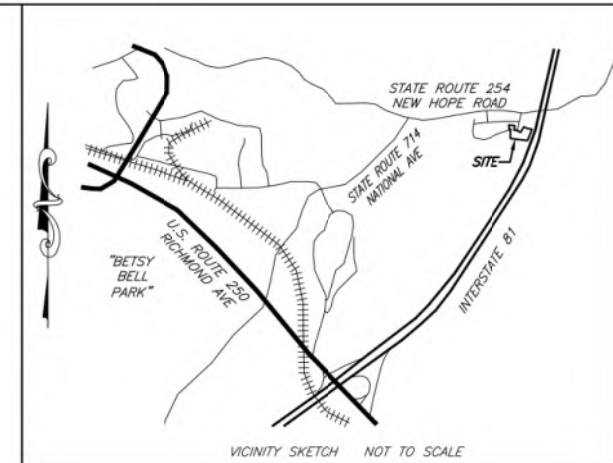
PLANNING COMMISSION DATE

CITY COUNCIL DATE

*** IF THIS PLAT IS NOT RECORDED WITHIN 6 MONTHS, THE SUBDIVISION APPROVAL IS VOID.

NOTES

- 1) THIS PLAT REPRESENTS A CURRENT FIELD SURVEY.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO INFORMATION DISCLOSED BY SUCH.
- 3) PROPERTY IS LOCATED IN FEMA DEFINED ZONE "X" COMMUNITY PANEL NO.: 51015C0333D EFFECTIVE DATE: SEPTEMBER 28, 2007
- 4) A 5' WIDE UTILITY EASEMENT ALONG ALL PROPERTY LINES IS HEREBY DEDICATED FOR PUBLIC USE.
- 5) SECTION 5 CONSISTS OF LOTS 49, 50, 52, & 53 AND ALSO DEDICATES A PORTION OF WEXFORD STREET.



GENERAL NOTES

OWNER: F.C.LAND, LLC
PID# 101861
INST# 210001492

EXISTING ZONING: (R-2) LOW DENSITY RESIDENTIAL

SETBACKS: FRONT = 25 FEET
SIDE = SINGLE STORY - NOT LESS THAN 7 FEET, AND THE SUM OF TWO NOT LESS THAN 18 FEET.
REAR = 30 FEET

SUBDIVIDER: F.C.LAND, LLC
5211 CONCOURSE DRIVE SOUTH
ROANOKE, VA 24019
CONTACT: ROBERT FRALIN
(540) 204-4247 (TEL)
(540) 204-4249 (FAX)

AGENT: BALZER & ASSOCIATES, INC
104 INDUSTRY WAY, SUITE 102
STAUNTON, VA 24401
540-248-3220 (TEL)
540-248-3221 (FAX)

WATER: CITY OF STAUNTON

SEWER: CITY OF STAUNTON

AREA TABULATION

AREA IN LOTS =	1.746 ACS
AREA IN ROADS =	0.411 ACS
TOTAL =	2.157 ACS

OWNER'S CONSENT TO DIVISION AND DEDICATION

THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND "WINNBROOK SECTION 5" IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY.

F.C.LAND, LLC DATE
(AGENT)

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF _____, TO WIT:

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED

BEFORE ME THIS _____ DAY OF _____, 2022.

BY: _____

NOTARY: _____

SURVEYOR'S CERTIFICATE

I, DANIEL E. HANSEN, A LAND SURVEYOR DULY LICENSED BY THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THIS SUBDIVISION KNOWN AS "WINNBROOK SECTION 5" IS A PORTION OF THOSE CERTAIN TRACTS OF LAND LAST CONVEYED TO F.C.LAND, LLC IN INSTRUMENT #210001492 OF RECORD IN THE CLERK'S OFFICE OF THE CITY OF STAUNTON, VIRGINIA.



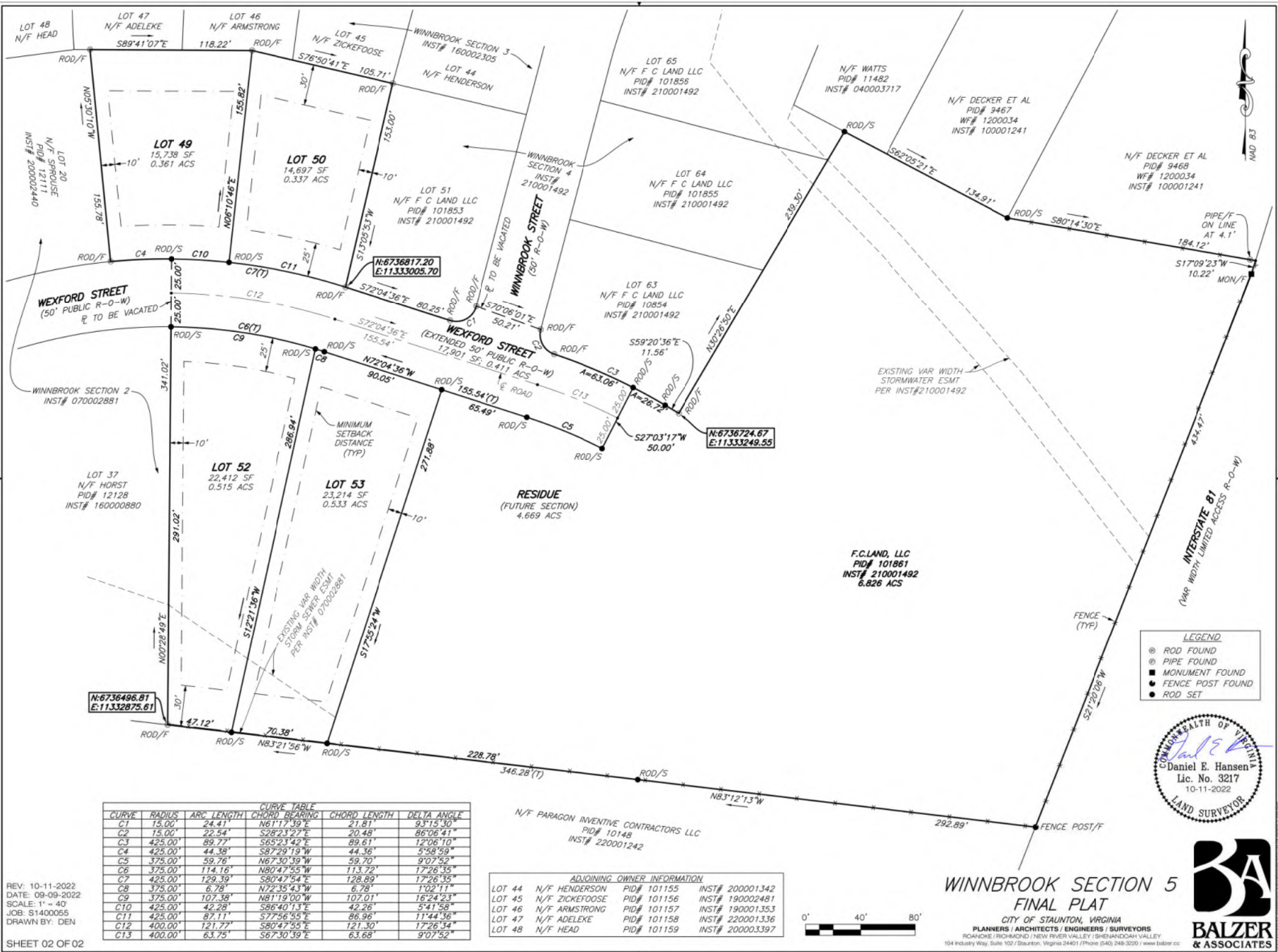
WINNBROOK SECTION 5
FINAL PLAT

CITY OF STAUNTON, VIRGINIA

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS

ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY
104 Industry Way, Suite 102 / Staunton, Virginia 24401 / Phone (540) 248-3220 / www.balzer.com





REV: 10-11-2022
DATE: 09-09-2022
SCALE: 1" = 40'
JOB: S1400055
DRAWN BY: DEN
SHEET 02 OF 02

CURVE TABLE					
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH	DELTA ANGLE
C1	15.00'	24.41'	N61°17'39"E	21.81'	93°15'30"
C2	15.00'	22.54'	S28°23'27"E	20.48'	86°06'41"
C3	425.00'	89.77'	S65°23'42"E	89.61'	12°06'10"
C4	425.00'	44.38'	S87°29'19"W	44.36'	5°58'59"
C5	375.00'	59.76'	N67°30'39"W	59.70'	9°07'52"
C6	375.00'	114.16'	N80°47'55"W	113.72'	17°26'35"
C7	425.00'	129.39'	S80°47'54"E	128.89'	17°26'35"
C8	375.00'	6.78'	N72°38'43"W	6.78'	1°02'11"
C9	425.00'	107.38'	N81°19'00"W	107.01'	16°24'23"
C10	425.00'	42.28'	S86°40'13"E	42.26'	5°41'58"
C11	425.00'	87.11'	S77°56'55"E	86.96'	11°44'36"
C12	400.00'	121.77'	S80°47'55"E	121.30'	17°26'34"
C13	400.00'	63.75'	S67°30'39"E	63.68'	9°07'52"

ADJOINING OWNER INFORMATION			
LOT 44	N/F HENDERSON	PID# 101155	INST# 200001342
LOT 45	N/F ZICKFOOSE	PID# 101156	INST# 190002481
LOT 46	N/F ARMSTRONG	PID# 101157	INST# 190001353
LOT 47	N/F ADELEKE	PID# 101158	INST# 220001336
LOT 48	N/F HEAD	PID# 101159	INST# 200003397

WINNBROOK SECTION 5
FINAL PLAT

CITY OF STAUNTON, VIRGINIA
PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY
104 Industry Way, Suite 102 / Staunton, Virginia 24401 / Phone (540) 248-3220 / www.balzer.co



Timothy A. Hartless

From: Lyle M. Hartt
Sent: Tuesday, October 4, 2022 10:16 AM
To: Kristen Viar
Cc: John S. Keene; Michael S. Faulkner; Timothy A. Hartless; Jay D. Lancaster; Daniel Hansen
Subject: Winnbrook Section 5 - Infrastructure Punchlist Items
Attachments: Winnbrook - Sect 5 - Infrastructure Punchlist Sketch.pdf

Good morning, Ms. Viar (or other representative of F.C. Land, LLC):

A prerequisite to the approval of a final plat is for any proposed City infrastructure to either be built by the developer and accepted by the City, or to be bonded and constructed within two (2) years. Of course, the portion of infrastructure to be included as part of the Winnbrook Section 5 final plat was concurrently constructed with previously accepted sections. These infrastructure improvements of Section 5 were recently inspected by the City and the following punchlist items were found – see attached sketch for location reference:

Winnbrook Section 5 – City Infrastructure Punchlist:

- 1) Locate/flag property corners. (This is primarily so proper location of water and sewer services can be confirmed – one per each lot, at right-of-way, no easements needed, etc.). Of particular concern are the front corners between:

- a. Lots 49 & 50
- b. Lots 52 & 53
- c. Lots 53 & Residue

During the inspection, the three corners listed above could not be found in the field.

- 2) Remove accumulated silt and shale from bottom of the meter box at Lot 49.
- 3) Reset meter box and remove silt from bottom of the meter box at Lot 50.
- 4) Reset meter box and remove silt from bottom of the meter box at Lot 53.
- 5) Add 6" riser to fire hydrant at intersection; scrape/clean and repaint. Paint per AWWA standards and City specs section 109.3.21.
- 6) Sewer cleanout to Lot 50 appears to be approximately 8' behind the property line. Need to move or install new cleanout so it is at the property line at street right-of-way. Also, lid to cleanout box is resting on PVC pipe; ensure finished cleanout has approximately 1" gap between top of PVC cap and cast iron lid (typ. of all cleanouts).
- 7) Sewer cleanout to Lot 53 appears to be approximately 8' behind the property line. Need to move or install new cleanout so it is at the property line at street right-of-way.
- 8) Install street signs ("Wexford St", Winnbrook St") and stop sign; match style and color of existing Winnbrook signs. Install per MUTCD standards.

Please reply-to-all to let us know when these items have been corrected, so a reinspection can be scheduled. Feel free to contact us with any questions.

Thanks,
Lyle

Lyle M. Hartt, P.E.
City Engineer
Public Works – Engineering Office
City of Staunton, VA

P.O. Box 58

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CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	Jessie Moyers Chief Financial Officer Leslie Beauregard City Manager
Item #	D	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Discussion of Recommended Allocation of Remaining American Rescue Plan Act Funds	

Background: The city has been allocated \$12,955,826 in American Rescue Plan Act funds. All funds have been received as of June 30, 2022. Federal requirements state that funds must be obligated by December 31, 2024. The city has until December 31, 2026 to expend all funds.

Council has appropriated \$3,232,500 to date. Council will need to appropriate the remaining \$9,723,326. Chief Finance Officer, Jessie Moyers, will facilitate the continued discussion from the January 12, 2023 council meeting on staff's recommendations for ARPA funded projects and expenditures.

Attachments:

Attachment 1—ARPA Recommendations
Attachment 2—Presentation

City Manager's Recommendation: For review and discussion only.

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

(part of the American Rescue Plan)

City of Staunton's Total Allocation	\$	12,955,826
Regional Radio System		2,000,000
West End Small Area Plan		100,000
Staunton Crossing Marketing Plan		107,500
Uniontown Comprehensive Plan/Small Area Study		75,000
Flood Shield Grants		300,000
Existing Tunnel Improvement Design		650,000
Funds appropriated through 12/31/2022	\$	3,232,500
Remaining ARPA funds to appropriate	\$	9,723,326

GENERAL GOVERNMENT		
Project	Description	Amount
Regional Animal Shelter Design and Relocation	Staunton's share of the animal shelter design and relocation to the old Verona Elementary building.	\$ 776,000
Building Security Improvements	Funds to enhance building security at various Staunton public facilities to include cameras, badges, and door locks.	\$ 400,000

PARKS, RECREATION, LIBRARY, AND CULTURAL		
Project	Description	Amount
MHP Paving	Repave park road at Montgomery Hall Park along with two parking lots. Park road was originally paved in 1972.	\$ 480,000
Refresh Bathhouse Facilities at Gypsy Hill Park Pool and Montgomery Hall Park Pool	Update fixtures, flooring, and lighting at the bathhouse facilities at both Gypsy Hill Park Pool and the Montgomery Hall Park Pool	\$ 400,000
Montgomery Hall Park Bathroom Refresh	Update Montgomery Hall Park bathroom facilities.	\$ 300,000
Moxie Field Design	Design phase of the Moxie Stadium renovation.	\$ 200,000
Library Roof Replacement	Roof replacement needed due to age and leaks.	\$ 375,000

PUBLIC SAFETY		
Project	Description	Amount
Fire - Pumper	Replaces a 2000 model with 57,337 motor hours, 113,387 miles, and 2,293,480 motor miles.	\$ 1,000,000
Fire - Pumper	Replace a 2008 model with 10,835 motor hours, 84,521 miles, and 433,400 motor miles.	\$ 1,000,000

PUBLIC WORKS		
Project	Description	Amount
PW Dump Trucks	Replace two of the four aging dump trucks in Public Works.	\$ 300,000

JUDICIAL ADMINISTRATION		
Project	Description	Amount
JDR Courthouse expense	Expenditures related to separating Staunton's Juvenile and Domestic Relations courts from the Augusta County court facilities.	\$ 2,327,326

STORMWATER		
Project	Description	Amount
Gypsy Hill Park Stream Restoration	Project includes restoring approximately 1,200 LF of Peyton Creek in Gypsy Hill Park to include flood benches and daylighting of Peyton Creek with walking trail and signage detailing the impact of TMDL pollutant reduction via the stream restoration project (Staunton A-2)	\$ 1,200,000

ENVIRONMENTAL		
Project	Description	Amount
Recycling Center	Relocate Staunton's central recycling collection center.	\$ 115,000
Refuse Standardization	Purchase, registration, and distribution of standard refuse collection bins. Procurement of mechanical tippers for refuse trucks.	\$ 850,000
		\$ -

City Council Work Session January 26, 2023

American Rescue Plan Act



American Rescue Plan Act (ARPA) Recap

- Amounts received equaled \$6,477,913 in June 2021 and \$6,477,913 in June 2022 for – a **total of \$12,955,826**
 - This represents the City's total allotment of ARPA Fund.
- Treasury guidance calls for all expenditures to be encumbered by December 31, 2024 and spent by December 31, 2026.

ARPA Funding Categories

- A. Support for the Public Health and Economic Impacts
- B. Premium Pay for Essential Workers
- C. Payroll Expenses for Public Health & Safety Employees
- D. Replace Public Sector Revenue loss (option elected by Staunton)
- E. Water, Sewer, and Broadband Infrastructure

Appropriated ARPA Funds

Regional Radio System	2,000,000
West End Small Area Plan	100,000
Staunton Crossing Marketing Plan	107,500
Uniontown Comprehensive Plan/Small Area Study	75,000
Flood Shield Grants	300,000
Existing Tunnel Improvement Design	650,000
Funds appropriated through 12/31/2022 \$	3,232,500

Suggested ARPA Use – 2 New Fire Pumpers

\$2,000,000 for 2 Pumpers to replace Engine #2 and #3

- Engine #2 – is a 2008 unit with 84,521 miles, 10,835 motor hours, and 433,400 motor miles.
- Engine #3 – is a 2000 unit with 113,387 miles, 57,337 motor hours, and 2,293,480 motor miles.

The lead time for a fire pumper is currently 22-24 months. The fire department still has a need to replace their heavy rescue unit which is a 1996 model.

Suggested ARPA Use – Public Works Dump Trucks

\$300,000 for 2 Dump Trucks in the Public Works Department.

There is a need to replace four existing dump trucks that were purchased all around the same time. They are requesting two now and two will be purchased later using Public Works CIP equipment funds. This will help stagger future replacements.

Suggested ARPA Use – Repave Montgomery Hall Park Road/Parking Lots

\$480,000 - to repave the park road and two parking lots at Montgomery Hall Park. The park road was originally paved in 1972. There is significant issues with cracking and damaged pavement.

Suggested ARPA Use – Montgomery Hall Park Bathroom Refresh

\$300,000- to update fixtures, lighting, and paint for the bathroom facilities at Montgomery Hall Park.



Suggested ARPA Use – Bathhouse Facilities

\$400,000 – to refresh the bathhouse facilities at both the Gypsy Hill Park Pool and the Montgomery Hall Park Pool to include updated fixtures, critical building repairs, updated lighting, and new paint.



Suggested ARPA Use – Moxie Stadium Design

\$200,000 – for the design of the Moxie Stadium renovation. Renovation will include the demolition of existing buildings and seating area. It will also include construction of a new press box, concession area, dugouts, and stadium seating. Field repairs will including installing a warning track and leveling of the outfield.

The stadium will be required to be closed for one year, which will require coordination with Staunton High School Baseball, the Staunton Braves, and Mary Baldwin University.

Construction phase of this project is in the current proposed CIP with funding spread over FY24, FY25, and FY26 with each year being funded at \$600,000 using carry over funds. The construction phase is currently estimated at \$1.8M, but final figures will not be available until the design phase is complete.

Suggested ARPA Use – Moxie Stadium Design cont.



Suggested ARPA Use – Library Roof Replacement

\$375,000 - to replace the roof of the Staunton Public Library.

The current roof leaks during heavy rains. Trash cans are often used to collect dripping rain water. Repairs have been made several times. The current roof is in need of replacement.



Suggested ARPA Use – Building Security Improvements

\$400,000 - to enhance security at Staunton's public facilities to include cameras, badges, electronic door locks, and other security needs.

Suggested ARPA Use – Regional Animal Shelter Design and Relocation

\$776,000 – Staunton's share for the design and construction phases of the relocation of the Regional Animal Shelter to the old Verona Elementary School in Augusta County.

The Shenandoah Valley Animal Services Center will be relocated from Lyndhurst to the old Verona Elementary School in Augusta County. The new location will need to be renovated and is expected to be ready in 2024. The renovated space will provide much needed additional space for animals and staff.

Suggested ARPA Use – Environmental

\$115,000 – to relocate Staunton’s central recycling collection center.

\$850,000 – to standardize refuse collection; includes the purchase, registration, and distribution of standard refuse collection bins. In addition, refuse collection trucks will be retrofitted with mechanical tippers.

Suggested ARPA Use – Stormwater

\$1,200,000 – for the Gypsy Hill Park Stream Restoration.

Project includes restoring approximately 1,200 LF of Peyton Creek in Gypsy Hill Park to include flood benches and daylighting of Peyton Creek with walking trail and signage detailing the impact of TMDL pollutant reduction via the stream restoration project (Staunton A-2).

Suggested ARPA Use – Juvenile and Domestic Relations Courthouse Expenditures

\$2,327,326 – for expenditures related to separating Staunton's Juvenile and Domestic Relations courts from the Augusta County court facilities.

Questions and Feedback



CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	Staff Member: Maggie Ragon
Item #	E	
Department:	Commissioner of Revenue	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Ordinance to Revise Guidelines for Real Estate Tax Relief for the Elderly and Permanently Disabled	

Background: Chapter 3.15 of the Staunton City Code allows for residents who are over age 65 and/or permanently and totally disabled who own their primary residence to apply for real estate tax relief based on the applicant's income and assets.

Current guidelines allow for a maximum household income of \$30,000 and assets of \$62,500. On January 1, 2023, an 8.7% increase was put in place for recipients of Social Security payments. In order for program participants to maintain a similar amount of tax relief from the local program, the Commissioner of Revenue proposes changing the program limits by increasing the net combined income to \$35,000 and net worth to \$70,000.

Attachment: Draft ordinance

City Manager's Recommendation: Recommend the ordinance be approved as presented.

Suggested Motion: I move to adopt the proposed amendments to Staunton City Code Chapter 3.15 as presented.

City Manager: Leslie Beauregard

DRAFT 1.9.23

Ordinance No. 2023-_____

**AN ORDINANCE
AMENDING, RESTATING AND REORDAINING
SECTION 3.15.030 (4) GENERAL ELIGIBILITY REQUIREMENTS
AND
3.15.060 AMOUNT OF EXEMPTION,
OF CHAPTER 3.15 REAL ESTATE TAX EXEMPTION
FOR ELDERLY AND DISABLED PERSONS,
OF TITLE 3, REVENUE AND FINANCE,
OF THE STAUNTON CITY CODE**

Recitals

A. Pursuant to Sections 58.1-3210 and 58.1-3212 of the Code of Virginia and provisions of Title 3 of the Staunton City Code, the City Council has the authority to enact and change provisions of the Staunton City Code regarding real estate tax exemptions for elderly and disabled persons;

B. The Social Security Administration announced that recipients of Social Security and Supplemental Security Income Payments would receive a cost of living increase of 8.7% in 2023;

C. The Commissioner of Revenue proposes changes to increase the eligibility income and asset limits which would allow current eligible tax relief recipients to retain a similar level of relief as they have attained in prior years;

D. The City Council finds that it is in the interest of the City and its citizens to amend the City Code provisions relating to real estate tax exemptions for elderly and disabled persons;

E. This matter has been properly heard, and considered; and

F. These recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 3.15.030, General Eligibility Requirements, and Section 3.15.060 Amount of Exemption, of Chapter 3.15 Real Estate Tax Exemption for Elderly and Disabled Persons, of Title 3, Revenue and Finance, of the Staunton City Code are hereby amended to read as follows:

3.15.030 General eligibility requirements.

Exemption pursuant to this chapter shall be granted to eligible persons as to their dwelling when:

1) The total combined income received from all sources during the preceding calendar year by (a) owners of the dwelling who use it as their principal residence, (b) owners' relatives who live in the dwelling, except for those relatives living in the dwelling and providing bona fide caregiving services to the owner whether such relatives are compensated or not, and (c) nonrelatives of the owner who live in the dwelling except for bona fide tenants or bona fide caregivers of the owner, whether compensated or not, does not exceed the sum of \$35,000; provided, however, that the first \$2,500 of income of each relative, other than the spouse of the owner, who is living in such dwelling shall not be included in such total. If an individual described in subsections (1)(b) and (c) of this section is permanently and totally disabled, any disability income received by such person shall not be included in such total.

(2) The net combined financial worth, including equitable interests, as of December 31st of the immediately preceding calendar year, of the owners and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding one acre, upon which it is situated, does not exceed \$70,000.

3.15.060 Amount of exemption.

The amount of the exemption granted by this chapter is as follows:

SCHEDULE OF RELIEF

Single Property Owner or Property Owner and Spouse							
	Net Combined Financial Worth						
Gross Combined Income	0-\$32,500	\$ 32,501 - \$38,750	\$38,751 - \$45,000	\$45,001 - \$51,250	\$51,251 - \$57,500	\$57,501 - \$63,750	\$63,751 - \$70,000
\$ 0 – \$21,000	100%	90%	80%	70%	60%	50%	45%
\$21,001 – \$24,000	85%	75%	65%	55%	50%	45%	40%
\$ 24,001 – \$28,000	70%	60%	55%	50%	45%	40%	35%
\$ 28,001 – \$31,000	50%	45%	40%	35%	30%	25%	20%
\$ 31,001 – \$35,000	35%	30%	25%	20%	15%	10%	5%

In all other respects, the provisions of Section 3.15.030 and 3.15.060 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective:

Stephen W. Claffey, Mayor

83 ATTEST: _____
84 Kiley A. Kesecker,
85 Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 26, 2023	Staff Member: Sheryl Wagner
Item #	F	
Department:	Tourism	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Engagement Strategic Area: Economic Development	
Subject:	Resolution to Establish Virginia America 250 Commission Local Committee	

Background: The Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for and commemorating the 250th anniversary of Virginia's participation in American independence. The VA250 has requested that each locality in Virginia form a local committee to aid in planning for the commemoration period. Sheryl Wagner was designated as the local contact for Staunton's VA250 committee.

For those localities that form official local VA250 Committees, as evidenced by the passing of a resolution of support and designation of a local contact, the state commission will provide grant funding opportunities for commemorative events and make available programs to include traveling exhibitions and teacher resources.

The City Manager and Director of Tourism will present the Council with a plan for the formation of the committee at a future Council meeting.

City Manager's Recommendation: Recommend that City Council support the resolution to create a Staunton VA250 committee.

Suggested Motion: I move that City Council supports the resolution to create a Staunton VA250 committee so that grant funding for commemorative events and other programs will be made available to the city.

City Manager: Leslie Beauregard

DRAFT 01.17.23

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
RELATING TO THE SUPPORT OF THE VIRGINIA 250 COMMISSION**

RECITALS

WHEREAS, the Council of the City of Staunton is dedicated to the furtherance of economic development and tourism in the City of Staunton;

WHEREAS, the Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for and commemorating the 250th anniversary of Virginia's participation in American independence;

WHEREAS, VA250 has requested that each locality form a committee to aid in planning for the commemoration period;

WHEREAS, the City of Staunton will form a local VA250 committee;

WHEREAS, the local VA250 committee will plan and coordinate programs occurring within Staunton celebrating the 250th anniversary of Virginia's participation in American independence and communicate regularly with VA250; and

WHEREAS, the Council of the City of Staunton wishes to undertake this endeavor with VA250 to promote and commemorate this important historic milestone.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF STAUNTON:

1. The Council of the City of Staunton hereby desires to support the Virginia America 250 Commission and their efforts to commemorate the 250th anniversary of Virginia's participation in American independence;

2. The City of Staunton will form a committee to aid in the planning for the commemoration period; and

3. The City Manager and Director of Tourism will present the Council a plan for the formation of the committee at a future Council meeting which shall include the size of the commission, the scope of the commission's responsibility, and an appointment process for the commission.

Adopted this 26th day of January, 2023.

Stephen W. Claffey, Mayor

50 ATTEST: _____
51 Kiley A. Kesecker,
52 Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 26, 2023	City Council John C. Blair, II City Attorney
Item #	G	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Inclusion Strategic Area: Responsive, Efficient Government	
Subject:	Resolution Supporting a State Budget Amendment to Provide \$250,000 to the Arcadia Project	

Background: The Arcadia Project is redeveloping two properties located at 119 and 123 East Beverley Street. The redevelopment efforts intend to create a vibrant cultural center featuring classrooms, theater space, event space, and other opportunities for cultural enrichment.

On January 18, 2023, the City Attorney and Delegate John Avoli's Office talked about a state budget amendment being proposed by Delegate Avoli to provide \$250,000.00 to the Arcadia Project. This budget amendment would be used to complete the renovations of the properties. This renovation will increase the economic vitality of historic downtown Staunton, increase opportunities for tourism, and help create eight new jobs.

Attachment: Proposed resolution.

City Manager's Recommendation: Adopt the resolution as presented.

Suggested Motion: I move to adopt the resolution in Support of a State Budget Amendment to Provide \$250,000 to the Arcadia Project.

City Manager: Leslie Beauregard

DRAFT 01.19.23

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**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
SUPPORTING AN AMENDMENT TO THE COMMONWEALTH OF
VIRGINIA'S BIENNIAL BUDGET IN THE AMOUNT OF \$250,000
TO SUPPORT THE ARCADIA PROJECT'S REDEVELOPMENT EFFORTS
AT 119 AND 123 EAST BEVERLEY STREET, STAUNTON, VIRGINIA**

RECITALS

WHEREAS, the Arcadia Project is redeveloping properties located at 119 and 123 East Beverley Street in Staunton Virginia; and

WHEREAS, the Arcadia Project's revitalization efforts will result in a vibrant cultural community center for the City of Staunton which fosters economic and creative vitality in the city, increases tourism opportunities within the city's borders, and will help create an estimated eight new jobs; and

WHEREAS, Delegate John Avoli has introduced an amendment to the Commonwealth's biennial budget, Item 386 #20h, to appropriate \$250,000 to the Arcadia Project's development efforts of the East Beverley Street properties.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF STAUNTON:

1. The Council of the City of Staunton hereby supports Delegate Avoli's budget amendment, Item 386 #20h, to appropriate \$250,000 to the Arcadia Project in Staunton, Virginia to further the redevelopment efforts of 119 and 123 East Beverley Street, Staunton, Virginia.

2. A copy of this Resolution shall be mailed by the Clerk of Council to Delegate Avoli, Senator Emmett Hanger, and Governor Glenn Youngkin.

Adopted this 26th day of January, 2023.

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council