

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
February 23, 2023
6:30 p.m.**

- | | | |
|------------------|-----------|--|
| 6:30 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 6:35 p.m. | 2. | Update from Registrar about Special Election |
| 6:55 p.m. | 3. | Presentation of Quarterly Financial Report |
| 7:15 p.m. | | Break Until Regular Meeting at 7:30 p.m. |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
February 23, 2023
7:30 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence – Edwards

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Special Meeting of February 2, 2023

Work Session and Regular Meeting of February 9, 2023

REGULAR MEETING

- A. Consideration of Ordinance to Amend the FY2023 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Five**
- B. Consideration of Virginia Department of Criminal Justice Services FY 2024 School Resource Officer Incentive Grant Program**
- C. Consideration of Virginia Commission for the Arts 2023-2024 Creative Communities Partnership Grant Application**
- D. Consideration of Appointment of Assistant City Manager as Representative to Select Public Bodies and Authorization for City Manager to Designate an Alternate Representative to Select Public Bodies**

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:	February 23, 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

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 23, 2023	Leslie Beauregard City Manager Christi Linhoss Registrar
Item #	2	
Department:	City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence Integrity Strategic Area: Responsive, Efficient Government	
Subject:	Information and Update on Special November Election	

Background: With the resignation of former Mayor Andrea Oakes, a vacancy was filled on City Council at a special meeting on February 2, 2023. The seat will be filled by the appointed Council Member until a special election is held on November 7, 2023. Christi Linhoss, Registrar, will provide information about the upcoming special election and answer any questions.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 23, 2023	Jessie L. Moyers Chief Financial Officer
Item #	3	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Presentation of Quarterly Financial Report	

Background: Jessie Moyers, Chief Finance Officer, will present a financial report for the second quarter of fiscal year 2023. The quarterly financial report, the golf report, and the sales, meals, and lodging tax reports are attached.

Attachments:

Attachment 1—Sales, Meals, and Lodging Tax Reports
Attachment 2—Financial Report
Attachment 3—Golf Report

City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

LOCAL SALES TAX HISTORY - 1% Tax Rate **Attachment #1**

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	% Change
July	324,283	359,853	399,841	408,778	457,551	523,345	14.4%
August	325,420	353,758	390,365	383,139	418,081	475,016	13.6%
September	335,271	364,511	408,013	416,225	459,262	500,792	9.0%
October	314,015	368,779	406,308	417,973	431,562	487,941	13.1%
November	324,549	367,724	386,214	367,040	430,213	478,059	11.1%
December	392,310	416,329	459,871	489,867	568,394		-100.0%
January	299,703	301,088	378,159	381,915	389,797		-100.0%
February	295,142	333,110	354,448	360,082	382,280		-100.0%
March	357,636	393,767	424,727	462,591	512,099		-100.0%
April	303,520	382,963	384,624	497,565	485,816		-100.0%
May	479,378	409,439	408,068	451,087	472,797		-100.0%
June	372,636	383,654	454,692	381,951	476,868		-100.0%
Totals	4,123,862	4,434,974	4,855,331	5,018,212	5,484,719	2,465,152	
Budget	4,100,400	4,015,000	4,300,000	3,393,750	4,662,500	5,275,000	
Budget Variance	23,462	419,974	555,331	1,624,462	822,219	(2,809,848)	
% OF BUDGET	100.6%	110.5%	112.9%	147.9%	117.6%	46.7%	
% CHANGE- YEAR	3.4%	7.5%	9.5%	3.4%	9.3%	-55.1%	

SALES TAX HISTORY

\$6,000,000
\$5,000,000
\$4,000,000
\$3,000,000
\$2,000,000
\$1,000,000
\$-

FY2009
FY2010
FY2011
FY2012
FY2013
FY2014
FY2015
FY2016
FY2017
FY2018
FY2019
FY2020
FY2021
FY2022

FY2009	\$ 3,554,096	
FY2010	\$ 3,495,905	-1.6%
FY2011	\$ 3,381,018	-3.3%
FY2012	\$ 3,588,737	6.1%
FY2013	\$ 3,729,201	3.9%
FY2014	\$ 3,760,505	0.8%
FY2015	\$ 3,988,839	6.1%
FY2016	\$ 4,079,919	2.3%
FY2017	\$ 4,039,658	-1.0%
FY2018	\$ 4,123,862	2.1%
FY2019	\$ 4,434,974	7.5%
FY2020	\$ 4,855,331	9.5%
FY2021	\$ 5,018,212	3.4%
FY2022	\$ 5,484,719	9.3%

SALES TAX MONTHLY HISTORY

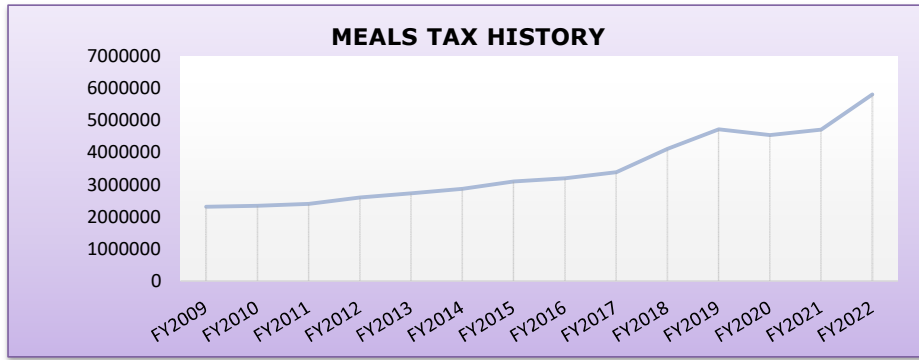
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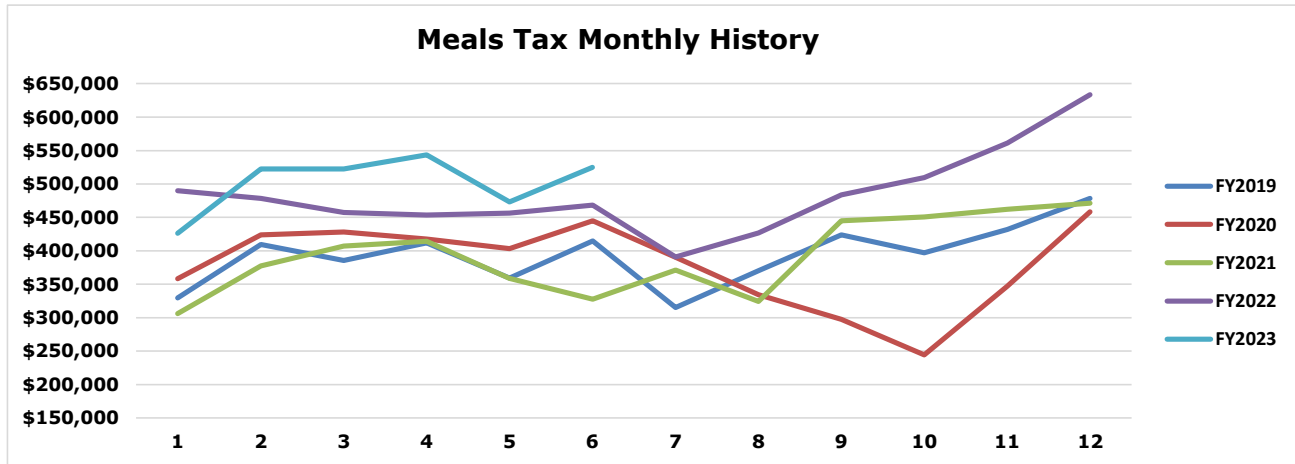
FY2019 FY2020 FY2021 FY2022 FY2023

FY 2023 MEALS TAX - 7% Tax Rate

	6% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	% Change
July	334,579	329,573	358,212	305,920	490,076	426,045	-13.1%
August	341,094	409,425	424,090	377,519	478,421	522,710	9.3%
September	343,277	385,385	427,995	407,128	457,575	522,740	14.2%
October	342,810	411,876	417,690	414,546	453,768	543,587	19.8%
November	312,114	359,316	403,285	358,586	456,293	473,158	3.7%
December	336,804	415,030	444,990	327,793	468,456	524,706	12.0%
January	293,064	315,163	390,333	371,174	390,422		-100.0%
February	301,836	370,265	334,123	324,288	426,769		-100.0%
March	363,207	423,831	297,411	445,061	483,854		-100.0%
April	343,386	397,110	244,201	450,532	509,567		-100.0%
May	374,830	432,043	347,244	462,115	561,110		-100.0%
June	431,265	478,306	458,278	471,063	633,671		-100.0%
Actuals	4,118,267	4,727,323	4,547,853	4,715,726	5,809,981	3,012,946	
Budget	3,200,000	4,112,500	4,600,000	3,562,500	4,300,000	5,358,050	
Budget Variance	918,267	614,823	(52,147)	1,153,226	1,509,981	(2,345,104)	
% of BUDGET	128.7%	115.0%	98.9%	132.4%	135.1%	56.2%	



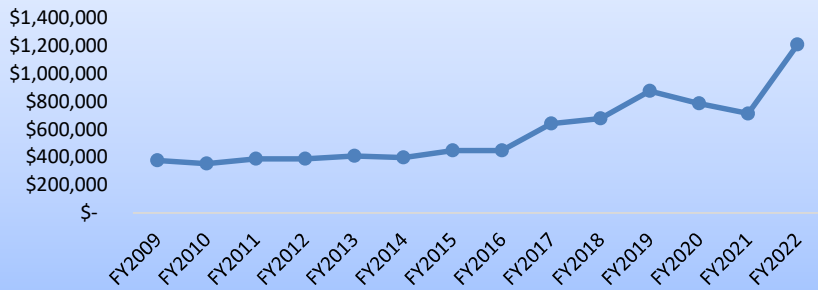
FY2009	\$	2,304,448	
FY2010	\$	2,344,698	1.7%
FY2011	\$	2,406,577	2.6%
FY2012	\$	2,599,776	8.0%
FY2013	\$	2,732,598	5.1%
FY2014	\$	2,868,910	5.0%
FY2015	\$	3,099,130	8.0%
FY2016	\$	3,203,638	3.4%
FY2017	\$	3,391,337	5.9%
FY2018	\$	4,118,267	21.4%
FY2019	\$	4,727,323	14.8%
FY2020	\$	4,547,853	-3.8%
FY2021	\$	4,715,726	3.7%
FY2022	\$	5,809,981	23.2%



FY 2023 LODGING TAX - 6.7% Tax Rate

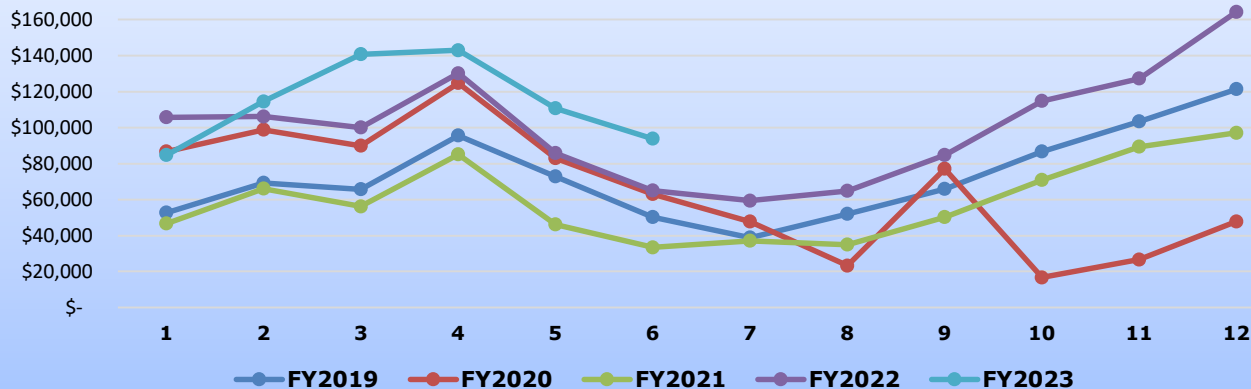
TAX RATE	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	% CHANGE
July	\$ 63,907	\$ 52,798	\$ 86,792	\$ 46,648	\$ 105,750	\$ 84,716	-19.9%
August	\$ 63,738	\$ 69,287	\$ 98,765	\$ 66,056	\$ 106,184	\$ 114,547	7.9%
September	\$ 62,756	\$ 65,785	\$ 89,978	\$ 56,235	\$ 100,094	\$ 140,720	40.6%
October	\$ 79,262	\$ 95,600	\$ 124,738	\$ 85,131	\$ 130,186	\$ 142,991	9.8%
November	\$ 50,187	\$ 72,869	\$ 82,915	\$ 46,252	\$ 85,840	\$ 110,688	28.9%
December	\$ 32,225	\$ 50,208	\$ 63,057	\$ 33,471	\$ 65,008	\$ 93,847	44.4%
January	\$ 29,239	\$ 38,856	\$ 47,730	\$ 37,127	\$ 59,405		-100.0%
February	\$ 32,490	\$ 52,085	\$ 23,204	\$ 34,928	\$ 64,791		-100.0%
March	\$ 50,304	\$ 65,973	\$ 77,152	\$ 50,273	\$ 84,717		-100.0%
April	\$ 64,326	\$ 86,719	\$ 16,730	\$ 70,866	\$ 114,860		-100.0%
May	\$ 72,905	\$ 103,399	\$ 26,667	\$ 89,381	\$ 127,191		-100.0%
June	\$ 76,577	\$ 121,369	\$ 47,878	\$ 97,078	\$ 164,234		-100.0%
Actuals	\$ 677,917	\$ 874,948	\$ 785,605	\$ 713,445	\$ 1,208,260	\$ 687,509	
Budget Totals	\$ 575,000	\$ 890,000	\$ 890,000	\$ 836,000	\$ 760,000	\$ 968,000	
Budget Variance	\$ 102,917	\$ (15,052)	\$ (104,395)	\$ (122,555)	\$ 448,260	\$ (280,491)	
% of BUDGET	118%	98%	88%	85%	159%	71%	
% CHANGE-YEAR	55.8%	29.1%	-10.2%	-9.2%	69.4%	-43.1%	

LODGING TAX HISTORY



	TOTAL REVENUE	% CHANGE
FY2009	\$ 376,829	
FY2010	\$ 354,239	31.9%
FY2011	\$ 388,022	10.2%
FY2012	\$ 388,721	-1.8%
FY2013	\$ 408,906	-6.0%
FY2014	\$ 397,786	9.5%
FY2015	\$ 447,792	0.2%
FY2016	\$ 448,175	5.2%
FY2017	\$ 640,843	-2.7%
FY2018	\$ 677,917	9.4%
FY2019	\$ 874,948	3.0%
FY2020	\$ 785,605	43.0%
FY2021	\$ 713,444	5.8%
FY2022	\$ 1,208,260	69.4%

LODGING TAX MONTHLY HISTORY



FY 2023 FINANCIAL REPORT - UNAUDITED
DECEMBER 31, 2022

Attachment #2

GENERAL FUND REVENUES	FY23 Original Budget	FY23 Revised Budget	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2023 (75%) & 2022 (25%)	\$ 20,492,518	\$ 15,369,388	\$ 5,300,380	\$ 15,192,138	26%	75% of 2023 Taxes due June 20, 2023 25% of 2023 Taxes due Dec 5, 2022
Real Estate - Public Service	940,000	705,000	929,541	10,459	99%	100% of 2023 Taxes due Dec 5, 2022
Real Estate - Interest	150,000	112,500	50,839	99,161	34%	
Real Estate- Penalty	120,000	90,000	69,863	50,137	58%	
Real Estate Tax -Downtown Serv District	125,243	93,932	33,009	92,234	26%	25% due Dec 5; 75% due June 23
Personal Property Taxes	6,055,000	4,541,250	6,106,544	(51,544)	101%	100% of 2023 PP Tax due December 5, 2022
Personal Property Taxes -Prior Written Off	-	-	749	(749)	#DIV/0!	
Personal Property Taxes- Public Service	2,800	2,100	2,975	(175)	106%	
Personal Property -Interest	85,000	63,750	42,822	42,178	50%	
Personal Property - Penalty	105,450	79,088	67,451	37,999	64%	
Machinery & Tools Tax	425,000	318,750	387,311	37,689	91%	100% Tax Due December 5, 2022
TOTAL PROPERTY TAXES	\$ 28,501,011	\$ 21,375,758	\$ 12,991,484	\$ 15,509,527	46%	
OTHER LOCAL TAXES						
Business & Occupational Licenses	\$ 2,250,000	\$ 1,687,500	\$ 165,025	\$ 2,084,975	7%	BPOL License due March 1, 2023
Water Utility Tax	281,280	210,960	116,451	164,829	41%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	298,000	223,500	106,644	191,356	36%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	585,000	438,750	243,003	341,997	42%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,275,000	3,956,250	1,499,340	3,775,660	28%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	575,000	431,250	-	575,000	0%	Paid in June
Recordation	300,000	225,000	163,796	136,204	55%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	385,000	288,750	196,650	188,350	51%	Paid at sale date, no delay in collection
Lodging Tax	968,000	726,000	593,662	374,338	61%	Paid Monthly w/ 1 month delay in collection
Meals Tax	5,358,050	4,018,538	2,488,240	2,869,810	46%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	8,500	6,375	5,206	3,294	61%	
Short Term Rental Tax	25,000	18,750	9,816	15,184	39%	
Local Communications Tax	925,000	693,750	326,858	598,142	35%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	\$ 17,233,830	\$ 12,925,373	\$ 5,914,691	\$ 11,319,139	34%	
PERMITS						
Short Term Rental Registration/Precious Metal	\$ -	\$ -	\$ 500	\$ (500)	#DIV/0!	
Judicial Charges for Services	1,000	750	420	580	42%	
Public Safety Charges for Services	186,700	140,026	118,889	67,811	64%	
Planning and Development Charges for Services	14,250	10,688	8,325	5,925	58%	
TOTAL PERMITS	\$ 201,950	\$ 151,464	\$ 128,134	\$ 73,816	63%	

DECEMBER 31, 2022

GENERAL FUND REVENUES	FY23 Original Budget	FY23 Revised Budget	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	
FINES & FORFEITURES						
Circuit Court Fines	\$ 168,000	\$ 126,000	\$ 47,939	\$ 120,061	29%	
Court Recorder Fees	54,000	40,500	19,950	\$ 34,050	37%	
Courthouse Maintenance Fee	9,500	7,125	3,587	5,913	38%	
Animal Control Fines	6,000	4,500	3,285	2,715	55%	
TOTAL FINES & FORFEITURES	\$ 237,500	\$ 178,125	\$ 74,761	\$ 162,739	31%	
REVENUE FROM USE OF PROPERTY						
Interest Revenue	\$ 45,000	\$ 33,750	\$ 24,608	\$ 20,392	55%	
Rental of Real Property	58,000	43,500	26,098	31,902	45%	
Rental of Real Property-Recreation	6,200	4,650	3,735	2,465	60%	
TOTAL REVENUE FROM USE OF PROPERTY	\$ 109,200	\$ 81,900	\$ 54,441	\$ 54,759	50%	
CHARGES FOR SERVICES						
Property Clean Up Fees	\$ 4,800	\$ 3,600	\$ 5,491	\$ (691)	114%	
Payment in Lieu of Tax from Proprietary Funds	1,170,319	877,740	-	1,170,319	0%	Allocation transfers from Enterprise Funds
DMV Stop Fees	8,000	6,000	1,230	6,770	15%	
Administrative Fees	18,000	13,500	3,645	14,355	20%	
Judicial Operations Charges for Services	78,242	58,682	33,438	44,804	43%	
Public Safety Tax Exempt Service Charge	6,972	5,229	7,031	(59)	101%	
Sale of Publications & Maps	-	-	275	(275)	#DIV/0!	
Recreation Charges for Services	\$ 610,360	\$ 457,770	285,684	324,676	47%	
TOTAL CHARGES FOR SERVICES	\$ 1,896,693	\$ 1,422,521	\$ 336,794	\$ 1,559,899	18%	
MISCELLANEOUS						
Sale of Salvage & Surplus	\$ 15,000	\$ 11,250	\$ 41,845	\$ (26,845)	279%	
Payment in Lieu of Taxes SRHA	13,923	10,442	13,923	-	100%	
Donations	-	-	28,735	(28,735)	#DIV/0!	
Miscellaneous	-	-	\$ 131,157	(131,157)	#DIV/0!	
TOTAL MISCELLANEOUS	\$ 28,923	\$ 21,692	\$ 215,660	\$ (186,737)	746%	
RECOVERED COSTS						
Wellness Program Reimbursement	\$ 11,000	\$ 8,250	\$ -	\$ 11,000	0%	
Recovered Costs - General Govt	-	-	5,485	\$ (5,485)	#DIV/0!	
Recovered Costs - Courts	58,000	43,500	-	58,000	0%	
Recovered Costs- Public Safety	648,000	486,000	661,880	(13,880)	102%	Buy-In from Harrisonburg/Rockingham for Regional Jail
Recovered Costs- Police Security	45,000	33,750	26,384	18,616	59%	
Recovered Costs- Insurance Recovery	-	-	177,619	(177,619)	#DIV/0!	
Recovered Costs- Public Works	25,000	18,750	969	24,031	4%	
Recovered Costs- Education	335,000	251,250	-	335,000	0%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	55,000	41,250	33,058	21,942	60%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	\$ 1,177,000	\$ 882,750	\$ 905,395	\$ 271,605	77%	
TRANSFERS						
Transfers From Health	\$ 400,000	\$ 300,000	\$ -	\$ 400,000	0%	
TOTAL TRANSFERS	\$ 400,000	\$ 300,000	\$ -	\$ 400,000	0%	

DECEMBER 31, 2022

	FY23 Original Budget	FY23 Revised Budget	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	
GENERAL FUND REVENUES						
COMMONWEALTH OF VIRGINIA REVENUE						
Public Facilities Tax	\$ 45,000	\$ 33,750	\$ 22,222	\$ 22,778	49%	State sales tax revenue from Hotel 24 South
Recordation	-	-	-	-	#DIV/0!	
Rolling Stock Taxes	10,200	7,650	5,941	4,259	58%	
Motor Vehicle Rental Tax	112,500	84,375	67,481	45,019	60%	
HB599 Law Enforcement	1,004,888	753,666	524,930	479,958	52%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,239,150	1,321,760	330,440	80%	
Recordation - Grantor's Tax	101,500	76,125	45,489	56,011	45%	
Juror/Witness Fees	9,100	6,825	805	8,295	9%	
DCJS- Victim Witness Grant	25,000	18,750	4,951	20,049	20%	
DMV Four for Life Funds	23,500	17,625	-	23,500	0%	
DMV Animal License Plates	1,000	750	151	849	15%	
State Crime Forfeited Assets- Police	-	-	25,972	(25,972)	#DIV/0!	Revenue based on criminal drug activity
Fire Programs Fund	88,000	66,000	103,312	(15,312)	117%	
E911 Wireless Funds	98,000	73,500	54,880	43,120	56%	Grants from the Wireless Board of Virginia
Street & Highway Maintenance	4,300,000	3,225,000	2,337,383	1,962,617	54%	Quarterly Payments from State
Public Assistance	1,628,175	1,221,131	370,261	1,257,914	23%	
CSA Administrative Fees	10,787	8,090	-	10,787	0%	
Comprehensive Services Act (CSA)	2,192,100	1,644,075	286,256	1,905,844	13%	
VA Comm for the Arts	4,500	3,375	-	4,500	0%	
Library	168,022	126,017	95,932	72,090	57%	Quarterly Payments from State
Commissioner of Revenue	140,484	105,363	41,163	99,321	29%	
Treasurer	143,532	107,649	45,881	97,651	32%	
Electoral Board & Registrar	75,679	56,759	-	75,679	0%	
Commonwealth Attorney	601,581	451,186	194,296	407,285	32%	
Sheriff	416,988	312,741	153,877	263,111	37%	
Circuit Court Clerk	348,098	261,074	193,046	155,052	55%	
Circuit Court Technology Grant	17,634	13,226	7,766	9,868	44%	
TOTAL COMMONWEALTH OF VIRGINIA	\$ 13,218,468	\$ 9,913,852	\$ 5,903,755	\$ 7,314,713	45%	
FEDERAL REVENUES						
Victim Witness Federal Grant	\$ 112,548	\$ 84,411	\$ 11,553	\$ 100,995	10%	
Federal DMV Grant	-	-	2,376	(2,376)	#DIV/0!	
U S Marshall Forfeited Asset	-	-	6,266	(6,266)	#DIV/0!	
Federal Aid-ARPA	-	100,000	-	-	#DIV/0!	
Miscellaneous Federal Aid	71,939	53,954	30,000	41,939	42%	
Welfare Public Assistance	1,396,153	1,047,115	384,423	1,011,730	28%	
TOTAL FEDERAL REVENUE	\$ 1,580,640	\$ 1,285,480	\$ 434,618	\$ 1,146,022	27%	
PRIOR YEAR APPROPRIATIONS						
Appropriation for Prior Year Encumbrances	\$ -	\$ 969,028	\$ -	\$ -	#DIV/0!	Outstanding Encumbrances at June 30, 2022
Appropriation of Prior Year Fund Balance	607,725	1,132,929	-	607,725		
TOTAL PRIOR YEAR APPROPRIATIONS	\$ 607,725	\$ 2,101,957	\$ -	\$ 607,725	0%	
TOTAL GENERAL FUND REVENUES	\$ 65,192,940	\$ 50,640,872	\$ 26,959,733	\$ 38,233,207	41.4%	

DECEMBER 31, 2022

GENERAL FUND EXPENDITURES	FY23 Original Budget	FY23 Revised Budget	FY23 YTD	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED
<u>GENERAL GOVERNMENT ADMINISTRATION</u>						
CITY COUNCIL	\$ 156,826	\$ 151,920	\$ 81,206	\$ 8,750	\$ 66,870	57%
CLERK OF COUNCIL	98,886	80,242	49,009	5,000	44,877	55%
CITY MANAGER	597,483	433,115	171,652	-	425,831	29%
HUMAN RESOURCES	695,234	597,359	403,766	43,850	247,618	64%
CITY ATTORNEY	396,191	395,587	170,696	96,219	129,276	67%
COMMUNICATIONS MANAGER	160,507	120,380	21,540	-	138,967	13%
PROFESSIONAL CONSULTANTS	77,000	57,750	55,000	-	22,000	71%
CITY MEMBERSHIPS	30,550	22,913	28,488	-	2,062	93%
FINANCE	1,017,740	1,100,296	473,145	90,285	454,310	55%
ASSESSOR	361,039	274,009	163,889	4,817	192,333	47%
COMMISSIONER OF REVENUE	386,761	293,301	146,726	357	239,678	38%
TREASURER	408,657	309,723	151,482	335	256,840	37%
REGISTRAR	242,571	192,168	104,164	1,542	136,865	44%
INFORMATION TECHNOLOGY	1,354,912	1,207,011	631,966	27,865	695,081	49%
RISK MANAGEMENT	765,000	573,750	367,658	121,663	275,679	64%
TOTAL GENERAL GOV'T ADMINISTRATION	\$ 6,749,357	\$ 5,809,524	\$ 3,020,387	\$ 400,683	\$ 3,328,287	51%
<u>JUDICIAL ADMINISTRATION</u>						
CIRCUIT COURT	\$ 162,098	\$ 122,651	\$ 80,379	\$ -	\$ 81,719	50%
GENERAL DISTRICT COURT	18,500	13,875	1,112	-	17,388	6%
MAGISTRATES	2,225	1,669	-	-	2,225	0%
JUVENILE DOMESTIC RELATIONS COURT	80,092	60,069	-	-	80,092	0%
CLERK OF THE CIRCUIT COURT	633,995	483,747	304,221	1,059	328,715	48%
SHERIFF	783,215	642,474	443,977	5,619	333,619	57%
VICTIM/WITNESS GRANT	87,790	67,122	46,358	-	41,432	53%
COMMONWEALTH ATTORNEY	966,773	725,922	450,022	333	516,418	47%
TOTAL JUDICIAL ADMINISTRATION	\$ 2,734,688	\$ 2,117,529	\$ 1,326,069	\$ 7,011	\$ 1,401,608	49%
<u>PUBLIC SAFETY</u>						
POLICE	\$ 5,916,304	\$ 4,703,841	\$ 2,971,699	\$ 79,433	\$ 2,865,172	52%
E911 CENTER	1,041,519	802,022	476,219	16,266	549,034	47%
FIRE	3,836,258	2,927,252	1,988,852	13,454	1,833,952	52%
COMMUNITY PUBLIC SAFETY	110,500	85,900	160,152	4,945	(54,597)	149%
JUVENILE DETENTION HOME	236,948	177,711	118,474	-	118,474	50%
JAIL	3,055,160	2,291,370	1,510,315	-	1,544,845	49%
OFFICE ON YOUTH	162,400	121,800	40,379	-	122,021	25%
INSPECTIONS	417,405	317,360	189,022	64	228,319	45%
ANIMAL CONTROL	152,240	114,180	40,162	-	112,078	26%
MEDICAL EXAMINER	250	188	140	-	110	56%
TOTAL PUBLIC SAFETY	\$ 14,928,984	\$ 11,541,624	\$ 7,495,414	\$ 114,162	\$ 7,319,408	51%

DECEMBER 31, 2022

GENERAL FUND EXPENDITURES	FY23 Original Budget	FY23 Revised Budget	FY23 YTD	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
PUBLIC WORKS							
ENGINEERING	\$ 312,624	\$ 236,621	\$ 141,098	\$ 384	\$ 171,142	45%	
PUBLIC WORKS ADMINISTRATION	302,108	229,429	164,381	2,151	135,576	55%	
STREETS	3,202,896	2,457,333	939,226	89,692	2,173,978	32%	
TRAFFIC ENGINEERING	335,167	218,979	60,846	52	274,269	18%	
TRAFFIC SIGNALS	242,073	231,521	148,509	12,546	81,018	67%	
BUILDING MAINTENANCE	1,475,192	1,200,660	681,859	102,415	690,918	53%	
EQUIPMENT MAINTENANCE	515,630	423,859	323,502	569	191,559	63%	
TOTAL PUBLIC WORKS	\$ 6,385,690	\$ 4,998,402	\$ 2,459,421	\$ 207,809	\$ 3,718,460	42%	
HEALTH AND WELFARE							
PUBLIC HEALTH	\$ 286,264	\$ 214,698	\$ 142,791	\$ -	\$ 143,473	50%	
VALLEY COMM SERVICES BOARD	200,334	150,251	100,167	-	100,167	50%	Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,150,000	2,362,500	829,418	-	2,320,582	26%	
DEPT OF SOCIAL SERVICES	3,952,949	2,964,712	1,329,668	-	2,623,281	34%	
TAX RELIEF FOR THE ELDERLY	209,000	156,750	-	-	209,000	0%	Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	114,091	85,568	71,447	-	42,644	63%	Outside Agency Contributions
TOTAL HEALTH AND WELFARE	\$ 7,912,638	\$ 5,934,479	\$ 2,473,491	\$ -	\$ 5,439,147	31%	
EDUCATION -OTHER							
EDUCATIONAL CONTRIBUTIONS-BRCC	\$ 9,000	\$ 6,750	\$ 6,750	\$ -	\$ 2,250	75%	Contribution to Blue Ridge Community College
TOTAL EDUCATION-OTHER	\$ 9,000	\$ 6,750	\$ 6,750	\$ -	\$ 2,250	75%	
PARKS, RECREATION, LIBRARY, CULTURAL							
PARKS AND RECREATION ADMIN	\$ 1,253,969	\$ 972,584	\$ 609,025	\$ 13,414	\$ 631,530	50%	
HORTICULTURE	210,276	159,860	719,556	1,868	(511,148)	343%	July storm damage \$625K
GOLF COURSE	157,514	120,827	64,653	29,769	63,092	60%	
COMMUNITY RECREATION ASSISTANCE	20,000	15,000	15,000	-	5,000	75%	Boys and Girls Club
PARK MAINTENANCE	1,273,389	972,992	526,528	31,283	715,578	44%	
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	11,625	12,750	-	2,750	82%	Outside Agency Contributions
LIBRARY	1,230,088	945,955	589,850	5,408	634,830	48%	
TOTAL PARKS, RECREATION, LIBRARY, CULTURAL	\$ 4,160,736	\$ 3,198,843	\$ 2,537,362	\$ 81,742	\$ 1,541,632	63%	
PLANNING AND COMMUNITY DEVELOPMENT							
PLANNING	\$ 365,075	\$ 349,021	\$ 179,961	\$ 54,727	\$ 130,387	64%	
COMMUNITY DEVELOPMENT ASSISTANCE	359,592	369,694	159,315	-	200,277	44%	Outside Agency Contributions
ECONOMIC DEVELOPMENT	1,383,171	1,039,531	209,831	-	1,173,340	15%	
TOURISM	560,651	473,518	299,347	101,743	159,561	72%	
STAUNTON WELCOME CENTER	55,758	43,972	23,011	-	32,747	41%	
TRANSPORTATION-CSPDC	77,948	58,461	58,461	-	19,487	75%	
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	\$ 2,802,195	\$ 2,334,197	\$ 929,926	\$ 156,470	\$ 1,715,799	39%	

DECEMBER 31, 2022

GENERAL FUND EXPENDITURES	FY23 Original Budget	FY23 Revised Budget	FY23 YTD	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL							
TRANSFER TO DEBT SERVICE FUND	\$ 4,444,415	\$ 3,333,311	\$ 4,444,415	\$ -	\$ -	100%	Annual Debt Payments
TRANSFER TO CIP FUND	-	-	-	-	-	#DIV/0!	
TRANSFER TO EDUCATION FUND	15,065,237	11,298,928	7,532,619	-	7,532,618	50%	Education Transfer/ 1st Half December and 2nd half to occur in June
TRANSFER TO BRCS FUND	-	17,225	17,225	-	(17,225)	#DIV/0!	
TRANSFER TO HUD	-	1,077	1,077	-	(1,077)	#DIV/0!	
TRANSFER TO PARKING FUND	-	3,230	3,230	-	(3,230)	#DIV/0!	
TRANSFER TO REFUSE FUND	-	18,302	18,302	-	(18,302)	#DIV/0!	
TRANSFER TO SEWER FUND	-	538	538	-	(538)	#DIV/0!	
TRANSFER TO STORMWATER FUND	-	2,153	2,153	-	(2,153)	#DIV/0!	
TRANSFER TO WATER FUND	-	24,761	24,761	-	(24,761)	#DIV/0!	
NON-DEPARTMENTAL EXPENDITURES	-	-	2,051	-	(2,051)	#DIV/0!	Distribution account-equal to zero at year end
TOTAL TRANSFERS AND NON-DEPARTMENTAL	\$ 19,509,652	\$ 14,699,525	\$ 12,046,371	\$ -	\$ 7,463,281	62%	
TOTAL GENERAL FUND EXPENDITURES	\$ 65,192,940	\$ 50,640,873	\$ 32,295,191	\$ 967,877	\$ 31,929,873	51.0%	

FY2023 GENERAL FUND BUDGET

ADOPTED BUDGET	\$ 65,192,941	JULY 1, 2022
ADOPTED BUDGET - APPROPRIATION REDUCTION	\$ (16,298,232)	
ENCUMBRANCE CARRY FORWARDS	969,028	JULY 1, 2022
FY2023 BUDGET AMENDMENT NO. 1	100,000	AUGUST 25, 2022
FY2023 BUDGET AMENDMENT NO. 3	<u>677,135</u>	DECEMBER 8, 2022
FY2023 REVISED BUDGET	50,640,872	
FY2023 REVENUES	\$ 26,959,733	
FY2023 EXPENDITURES	<u>\$ (32,295,191)</u>	
FY2023 NET YTD	\$ (5,335,458)	

Attachment #3

City of Staunton - Gypsy Hill Golf

	FY2023 Budget	FY2023 2nd QTR YTD	FY2022 2nd QTR YTD	FY2021 2nd QTR YTD
Revenues				
41631 Membership Fees	\$ 30,000	\$ 10,850	\$ 17,670	\$ 3,200
*41639 Cart Rentals	126,530	55,721	56,875	56,107
*41640 Green Fees	75,680	40,325	44,288	48,620
Total Direct Revenues	\$ 232,210	\$ 106,896	\$ 118,833	\$ 107,927
Expenses				
51006 Salaries	\$ 57,964	\$ 27,827	\$ 26,933	\$ 27,953
51510 Part - Time Help	24,801	10,639	7,564	7,869
51628 Bonus	-	2,500	-	-
52001 Group Life Insurance - VRS	777	384	369	364
52005 Health Insurance	-	-	-	-
52010 Social Security	6,332	3,140	2,644	2,746
52020 Retirement VRS	10,010	4,945	4,206	4,144
52030 Unemployment Insurance - VEC	30	43	29	9
53001 Advertising	5,000	-	-	-
53010 Professional Services	9,750	-	-	-
53011 Contractual Agreements	-	-	-	-
53040 Tree Care	15,000	3,960	6,145	-
53085 Collections Fees	-	1,589	1,756	-
53101 Main/Repair - Office Equipment	600	-	-	-
53165 Maintenance of Facilities	10,000	3,424	-	-
55001 Telephone	300	144	237	231
55002 Dues & Subscriptions	500	291	501	-
55015 Utilities - Electric	1,750	1,351	877	796
55405 Office Supplies	500	166	779	165
55415 Materials/ Supplies	200	1,086	-	-
55457 Fertilizers/Chemicals	-	1,317	-	6,564
55481 Gas & Oil	6,000	1,849	2,325	1,911
55486 Non-capital Equipment	-	-	-	-
55497 Rental of Equipment	6,000	-	-	-
58342 Computer Equipment	2,000	-	-	-
Direct Operations Costs	\$ 157,514	\$ 64,655	\$ 54,365	\$ 52,752
Debt				
**59600 Refunding Principal	\$ 25,000	\$ -	\$ -	\$ -
**59601 Refunding Interest	7,303	-	3,901.00	4,103.00
Debt Service Costs	\$ 32,303	\$ -	\$ 3,901	\$ 4,103
Direct Net Income / (Loss)	\$ 42,393	\$ 42,241	\$ 60,567	\$ 51,072
Park Maintenance Allocation				
*** Allocation - Pro Rated Budget	\$ 325,000	\$ 81,250	\$ 73,164	\$ 73,164
Park Maintenance Allocation Costs	\$ 325,000	\$ 81,250	\$ 73,164	\$ 73,164
Total Net Income / (Loss)	\$ (282,607)	\$ (39,009)	\$ (12,597)	\$ (22,092)

*Due to the July 6 storm, the golf course was closed until July 22, with limited holes offered until becoming fully operational again on July 29.

**Golf debt service has been refunded twice and golf is no longer able to be separated out. These are old estimates using the original debt service on the irrigation system.

***This is an allocation of Park Administration and Park Maintenance expenses.

SPECIAL MEETING OF STAUNTON CITY COUNCIL**Thursday, February 2, 2023****4:15 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 and noted that the purpose of the special called meeting is to publicly interview five applicants for a Council vacancy that occurred with the recent resignation of Andrea Oakes. The person appointed to the vacant position will serve until a special election can be held in November.

Mayor Claffey outlined the process that will be used for the interviews: Each interview will be 20 minutes and will consist of six questions, which the applicants received in advance. Following the interviews, there will be an opportunity for public comment, during which citizens may speak for two minutes on the candidates they support. Council will then enter into a closed session for deliberation, and may choose to make the appointment after returning to open session.

The five applicants interviewed were:

Kenneth Venable
Terry Holmes
Graham Butler
Wilson Fauber
Adam Campbell

Following the interviews, Mayor Claffey stated the following:

“In a moment, I will open up the portion of our meeting dedicated to receiving public input on the candidates for the Council vacancy. It is a time that Council sets aside to hear from citizens and others about the prospective Council appointee.

We ask that you please give your name, your address, and then keep your remarks at 2 minutes or less. When you reach the 2-minute time limit, I will let you know that your time limit has expired.

For our Zoom participants, please raise your hand now if you wish to speak about the candidates for the Council vacancy. Please keep your comments to 2 minutes as well.

Once everyone who wishes to speak has had an opportunity, I will then close this public input opportunity.

If you wish to speak about the candidates for the Council vacancy, please approach the podium. I will alternate between individuals physically present and those that have their hands raised via the Zoom platform.”

The floor was opened for public comment.

Pamela Wagner, 164 North Coalter Street, spoke in support of Wilson Fauber and Adam Campbell, but felt that Campbell would be the best choice overall.

Jack Chirieleison, 241 Thornrose Avenue, spoke in support of Adam Campbell.

Jordan Zipser, College Circle, spoke in support of both Adam Campbell and Ken Venable.

Brenda Mead, 241 Sherwood Avenue, spoke in support of Adam Campbell.

Lisa Hatter, 1782 Shutterlee Mill Road, spoke in support of Wilson Fauber.

Tracy Wyle, no address given, spoke in support of Adam Campbell.

Rosanne Vrugtman, 1743 Englewood Drive, described the qualities he is looking for in a seventh Councilmember.

Shelia Ahmadi, 108 College Circle, spoke in support of both Ken Venable and Adam Campbell.

Barbara Lee, Rockway Street, spoke in support of Ken Venable.

Douglas Payton, Baldwin Street, Spoke in support of Terry Holmes as a short-term solution and Ken Venable as a long-term solution.

With there being no one else wishing to speak, the public comment portion of the meeting was closed.

Mr. Robertson moved to enter a closed meeting for the discussion and consideration of prospective candidates for appointment to fill a vacancy on the Staunton City Council pursuant to Virginia Code Section 2.2-3711(A)(1).

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

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

Ms. Edwards moved 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.

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

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

Vice Mayor Darby moved that Council appoint Robert Terry Holmes to serve on the Staunton City Council until the individual receiving the most votes in the November 7, 2023 special election qualifies to serve on the Staunton City Council.

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

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

RESOLUTION APPOINTING ROBERT TERRY HOLMES TO THE STAUNTON CITY COUNCIL

WHEREAS, Andrea W. Oakes resigned from the Staunton City Council on January 3, 2023; and

WHEREAS, the term of Ms. Oakes expires on December 31, 2024; and

WHEREAS, pursuant to Virginia Code Section 24.2-226, the Staunton Circuit Court, upon the request of the Staunton City Council, issued a Writ of Special Election for November 7, 2023 for the remainder of Ms. Oakes' term; and

WHEREAS, Virginia Code Section 24.2-228 authorizes the Staunton City Council to appoint an individual to serve on the Staunton City Council until the individual receiving the most votes in the November 7, 2023 Special Election qualifies to serve on the Staunton City Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton that Robert Terry Holmes is appointed to serve on the Staunton City Council until the individual receiving the most votes in the November 7, 2023 Special Election qualifies to serve on the Staunton City Council.

BE IT FURTHER RESOLVED by the Council of the City of Staunton that Robert Terry Holmes shall exercise all of the powers of an individual elected to the Staunton City Council pursuant to Virginia Code Section 24.2-228.

Adopted this 2nd day of February, 2023.

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:33 p.m.

Kiley A. Kesecker
Clerk of Council

City Council
WORK SESSION
February 9, 2023
5:45 p.m.

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

Vice Mayor Darby moved to approve the work session and regular meeting agendas as presented.

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

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

2. Orientation/Update on Municipal Separate Storm Sewer System Permit, Chesapeake Bay Total Maximum Daily Load Action Plan and Stormwater Utility Fee

Environmental Programs Administrator Pete Kesecker stated that the City is required to develop, implement and enforce a Municipal Separate Storm Sewer System (MS4) Program to comply with coverage under General Permit No. VAR04, issued by the Virginia Department of Environmental Quality. The MS4 Program must include a program plan that includes the following six minimum control measures and special conditions for the approved Chesapeake Bay Total Maximum Daily Load (TMDL):

- Public education and outreach
- Public involvement and participation
- Illicit discharge detection and elimination
- Construction site runoff control
- Post-construction runoff control
- Pollution prevention and good housekeeping

Mr. Kesecker, along with Keith Thompson of Wiley|Wilson, provided an update on the status of the MS4/TMDL programs and Stormwater Utility Fee Program. Mr. Kesecker also discussed objectives moving forward for the next permit cycle, which will run from July 1, 2023– June 30, 2028, with the current cycle ending on June 30.

Mayor Claffey asked if Councilmembers had any questions or comments.

Mr. Robertson stated that he felt that the whole thing seems like state and federally sanctioned highway robbery, and asked why it is being done. Mr. Thompson stated that a number of environmental groups took the EPA to court because they felt that Chesapeake Bay restoration programs were taking too long. The EPA received a court mandate to address these issues, and the TMDL program is the result.

Mr. Holmes asked what happens if Staunton does not qualify. Mr. Thompson stated that they honestly do not know, since the program is so new. He estimated that failure to meet requirements would result first in a reprimand followed by fines.

Mayor Claffey stated that phosphorous seems to be the number one concern locally and asked what its primary source is. Mr. Thompson stated that phosphorous is primarily linked to nutrient loading, e.g., fertilization and lawn care. Other sources are the results of land development, vehicle pollutants, road runoff and animal waste.

Vice Mayor Darby asked how close Staunton is to the 40% completion requirement for the first permit cycle. Mr. Thompson stated that it is very close, and while he did not have the actual number at that time, he stated he could get it easily. Mr. Kesecker added that the cost of credits to get in compliance with that 40% requirement would be about \$1.3 million.

Mr. Holmes asked what would be the best way to bring businesses on board. Mr. Thompson stated that one way is through public-private partnerships, as well as through maintenance agreements.

Mr. Robertson asked how the City got into the program. Mr. Thompson stated that it is based on the census and that Staunton has a dense enough population for the EPA to require the program. Mr. Robertson asked what happens if Staunton just does not comply with the program. Mr. Thompson stated that unfortunately, once those triggers have been made, noncompliance is not an option.

Mr. Arrowood stated that it sounds like the target numbers were come up with arbitrarily, and asked if there are any communities appealing the target. Mr. Thompson stated that no one the he is aware of has gotten to the point where they felt appeal was a viable course of action.

Mayor Claffey asked if there are differences if the stormwater rates for citizens. Mr. Kesecker stated that the rates are based on impervious area of a property, i.e., pavement, buildings, compacted earth, etc. Mayor Claffey asked what would be recommended in terms of fees and structure. Mr. Kesecker stated that the fees are too low, and that maybe separate funds could be established for stormwater/flood mitigation and nutrient credits.

Mr. Holmes asked if there are any grant opportunities. Mr. Thompson answered yes, and stated that they already have an application in for the Cole Avenue project.

Councilmembers had no further questions or comments.

3. Discussion of Proposed FY2024 – FY2028 Capital Improvement Plan

Chief Finance Officer, Jessie Moyers, presented and reviewed the proposed FY2024-2028 Capital Improvement Plan for all City funds and the School CIP Fund. The proposed CIP was introduced on January 12. The School Board reviewed the School CIP at their January 2023 meeting and is

99 scheduled to adopt it at their February 13, 2023 school board meeting. Ms. Moyers noted that the
100 Planning Commission conducted a public hearing and adopted the proposed CIP at their January
101 19 meeting.

102
103 Mayor Claffey asked if Councilmembers had any questions or comments.

104
105 Vice Mayor Darby asked if with North River being pushed out even further, is the water supply
106 for the City secure with Gardner Springs. Mr. Johnston answered in the affirmative, stating that
107 Gardner Springs is capable of producing all the water that the City needs.

108
109 Mayor Claffey stated that they would be meeting with Mary Baldwin University the following day
110 to discuss sharing of the renovation costs at Moxie Stadium, as usage of the field is heavily
111 weighted towards the university. Discussion ensued about the stadium renovations, costs, field
112 usage, maintenance and ARPA funds.

113
114 Further discussion took place about the TMDL program costs and fees associated with it.

115
116 Councilmembers had no further questions or comments.

117
118
119 The work session adjourned at 7:04 p.m.

120
121
122 _____
123 Kiley A. Kesecker
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, February 9, 2023
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
R. Terry Holmes
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 John Hartless, on an invitation from Vice Mayor Darby.

MAYOR'S REPORT

Mayor Claffey discussed real estate assessments and assured the public that Council is working to reduce the tax rate.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Vice Mayor Darby stated that she had attended the Lewis Creek Watershed Advisory Committee meeting and the Central Shenandoah Planning District Commission meeting.

Mr. Robertson stated that the Nominations Committee met on February 1, 2023 and would like to make the following motion:

To appoint Joe Sprangel to the Economic Development Authority to fill the unexpired term of Norman Smiley ending January 31, 2026.

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

To appoint Daniel Hansen to the Planning Commission to fill the unexpired term of Brad Arrowood ending December 31, 2023.

To appoint Bradley Lyle to the Youth Commission to fill the unexpired term of Erika Bischof ending June 30, 2023.

To reappoint Maggie Ragon to the Shenandoah Valley Airport Commission for a 3-year term beginning March 1, 2023 and ending February 28, 2026.

To reappoint Jeff Ramsey to the Tourism Advisory Board for a 3-year term beginning January 1, 2023 and ending December 31, 2025.

To reappoint Bart McDowell to the Landscape Advisory Board for a 3-year term beginning January 1, 2023 and ending December 31, 2025.

To reappoint Kevin Spitzer to the Cable Television Commission for a 3-year term beginning January 1, 2023 and ending December 31, 2025.

To reappoint Aaron Trovato to the Bicycle and Pedestrian Advisory Committee for a 2-year term beginning January 1, 2023 and ending December 31, 2024.

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

To reappoint Alison Denbigh and Ronald Garber to the Economic Development Authority for 4-year terms beginning February 1, 2023 and ending January 31, 2027.

To reappoint Jessica Robinson to the Planning Commission for a 4-year term beginning March 1, 2023 and ending February 28, 2027.

To reappoint Frank Heard and Jerry Siford to the Lewis Creek Watershed Advisory Committee for 3-year terms beginning March 1, 2023 and ending February 28, 2026.

To reappoint Philip Lacey to the Board of Building Code Appeals for a 5-year term beginning March 1, 2023 and ending February 28, 2028.

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. Holmes	aye		

APPROVAL OF MINUTES

Mr. Robertson moved to approve the work session and regular meeting minutes of January 26, 2023 as presented.

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

97	Mr. Robertson	aye	Ms. Edwards	aye
98	Mr. Arrowood	aye	Vice Mayor Darby	aye
99	Ms. Woods	aye	Mayor Claffey	aye
100	Mr. Holmes	abstain		

REGULAR MEETING

A. Staff Recognition – John Brown

Treasurer Rick Johnson presented John Brown, former Deputy Clerk in the Treasurer's Office, a certificate in recognition of his retirement from service to the City.

B. Public Hearing and Introduction of Ordinance to Amend the FY2023 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Five

Chief Financial Officer Jessie Moyers stated that the fifth budget amendment for fiscal year 2023 has been prepared for review and discussion. The total budget amendment equals \$9,716,425. She noted that this is a City only amendment and it does require a public hearing, which was properly advertised on February 2, 2023. Consideration of the ordinance is scheduled for February 23, 2023.

Ms. Moyers outlined the amendment as follows:

City Budget Amendment—\$9,716,425

1. General Fund amendment of \$113,099.
 - (11,901) – Adjust appropriation for the FY2023 Health Department Budget.
 - \$50,000 – Appropriate additional American Rescue Plan Act (ARPA) funding for the West End Small Area Plan.
 - \$75,000 – Correct appropriation of ARPA funds for the Uniontown Small Area Plan.
2. Capital Improvements Fund amendment of \$7,508,326 to appropriate ARPA funding for the following:
 - \$480,000 – Montgomery Hall Park Paving
 - \$200,000 – Gypsy Hill Park Bathhouse Refresh
 - \$200,000 – Montgomery Hall Park Bathhouse Refresh
 - \$300,000 – Montgomery Hall Park Bathroom Upgrades
 - \$200,000 – Moxie Stadium Renovation Design
 - \$375,000 – Library Roof Replacement
 - \$300,000 – Two Public Works Dump Trucks
 - \$776,000 – Regional Animal Shelter Design and Renovation
 - \$400,000 – City Facility/Building Security Improvements
 - \$2,000,000 – Two Fire Pumps
 - \$2,277,326 – JDR Courthouse expense
3. Community Development amendment of \$5,000 to adjust the appropriation for Brownfields Assessment Grant.

- 145 4. Water Fund amendment for (\$75,000) to correct the ARPA appropriation of the Uniontown
146 Small Area study, offset is in the General Fund.
147
148 5. Environmental Fund amendment of \$965,000 to appropriate ARPA Funds for the
149 following:
150
151 • \$115,000 – Relocate Centralized Recycling Center
152 • \$850,000 – Standardize Refuse Collection
153
154 6. Stormwater Fund amendment for \$1,200,000 to appropriate ARPA Funds for the Gypsy
155 Hill Stream Restoration.
156

157 Mayor Claffey asked if Councilmembers had any questions or comments.
158

159 Mr. Holmes asked if some appropriations could be changed to put more money towards addressing
160 stormwater issues. Ms. Moyers stated that due to the time constraints associated with the
161 encumbrance of ARPA funds, any project that is not already in its design phase would not be a
162 viable appropriation. Discussion ensued about the proposed fire trucks.
163

164 Vice Mayor Darby moved to introduce an ordinance amending the fiscal year 2023 budget by
165 adding Budget Amendment Number Five, totaling \$9,716,425, and that Council conduct a public
166 hearing of the ordinance.
167

168 The motion was seconded by Mr. Holmes and carried as follows:
169

170 Vice Mayor Darby	aye	Mr. Holmes	aye
171 Mr. Arrowood	aye	Ms. Woods	aye
172 Mr. Robertson	aye	Mayor Claffey	aye
173 Ms. Edwards	aye		

174

175 Mayor Claffey stated the following:
176

177 “In a moment, I will open up the Public Hearing. It is a time that Council sets aside to hear from
178 citizens and others about a specific topic.
179

180 We ask that you please give your name, your address, and then keep your remarks at five minutes
181 or less. When you reach the five-minute time limit, I will let you know that your time limit has
182 expired.
183

184 For our Zoom participants, please raise your hand now if you wish to speak on this particular
185 Public Hearing. If you raise your hand during this Public Hearing, you will also be able to raise
186 your hand during this Council meeting for other Public Hearings and Matters of the Public. Please
187 keep your comments to five minutes as well. Once everyone who wishes to speak has had an
188 opportunity, I will then close the Public Hearing.
189

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

The public hearing was opened.

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

C. Public Hearing and Consideration of Amendments to Staunton City Code, Regulations of Open Burning

Fire Marshal Perry Weller stated that 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, and the Fire Chief and the Deputy Fire Marshal are proposing ordinance amendments to Chapter 8.20 of the City Code, as were previously presented 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 Council.

Mayor Claffey asked if Councilmembers had any questions or comments.

Mr. Claffey asked if the City were to clean off major portions of the woodlands at Staunton Crossing for development, would a special use permit be granted. Mr. Blair stated that there would not be that authority in the amendment. Mr. Weller added that the burden of hauling or incinerating construction debris is an expense that is included in a bid for a contract.

Mayor Claffey stated the following:

"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.

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

Vice Mayor Darby moved that City Council adopt the fire prevention-related and compliance and enforcement ordinances, as presented.

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

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

(ATTACHMENT A)

D. Public Hearing and Consideration of a Request by Whitney S. Jordan for a Special Use Permit at 2234 West Beverley Street to Permit Residential Development on the Ground Floor

Senior Planner Rodney Rhodes stated that Whitney Jordan is requesting a Special Use Permit for the property located at 2234 West Beverley Street to construct three residential apartment units in the existing building. The property is located on the west end of the City on the south side of West Beverley Street near the intersection with Rowe Street. The property was originally platted in Augusta County in 1924 as part of the “Second Noon Addition” and was annexed into the City in 1948. The building appears to have been constructed around 1950. Most recently, the building has been used for retail on the ground floor and one residential unit on the second floor. Ms. Jordan acquired the property in November of 2022, and now proposes three new residential units on the ground floor while retaining the by-right unit on the second floor. A floor plan of the first floor was provided by the applicant. The property is zoned B-2, General Business District, and residential use on the ground and basement levels of buildings is permitted only by Special Use Permit.

Mr. Rhodes continued, stating that staff has conducted a review of the request and has not identified any issues. This is a change of use in the zoning code as well as the building code and a building permit will be required. Parking is required at the rate of two parking spaces per unit. There are 10 existing marked spaces in front of the building – exceeding the City’s onsite parking requirement. Zoning to the north, across West Beverley Street, is B-2, General Business District. Zoning to the south, east, and west, is R-3, Medium Density Residential District, and R-3, Medium Density Residential District, Conditional.

The City of Staunton, Virginia, Comprehensive Plan 2018-2040, Future Land Use Map, designates this area as commercial. Despite the commercial designation, this building is surrounded on three sides by residential uses. The amount of parking provided onsite is limited and therefore would limit the viable options for commercial uses. The use of the building for residential purposes appears to be more compatible with the immediate area surrounding the property. The issuance of the Special Use Permit will help facilitate the development of three additional dwelling units and the redevelopment of an underutilized property in the City’s West End.

Mr. Rhodes concluded by stated that at its January 19 meeting, the Planning Commission conducted a public hearing, during which no one spoke in opposition to the request, and the Commission unanimously voted to recommend approval of the Special Use Permit with the condition that the ground floor of the structure may be used for no more than three residential units.

Mayor Claffey stated the following:

“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.

Applicant Whitney Jordan was present and briefly described the project. Ms. Edwards asked what the timeline for the project is. Ms. Jordan stated that she would like to see someone move in by summer. Discussion ensued about the size and features of each unit.

Wilson Fauber, no address given, spoke in support of Ms. Jordan and the project.

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

Mr. Holmes moved that Council adopt the resolution and approve the Special Use Permit, with the condition, as recommended by the Planning Commission.

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

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

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR PROPERTY LOCATED AT
2234 W BEVERLEY STREET (PID: 6624)**

Recitals

A. Whitney S. Jordan (Owner), owner of certain land identified as parcel identification number 6624, currently addressed as 2234 W Beverley Street, Staunton (the Property), having acquired the land through a deed dated November 15, 2022 and recorded in the Clerk's Office of the Staunton Circuit Court as Instrument Number 220003521, is requesting a Special Use Permit to allow three residential units to be constructed on the ground floor of the existing building (the Project);

B. The Owner seeks a Special Use Permit under Staunton City Code (SCC) Section 18.60.070(3)(a) to allow living and sleeping quarters on the ground floor of the building;

C. The Property is located within a B-2, General Business District, which according to SCC provision 18.60.070(3)(a), living and/or sleeping quarters in detached accessory buildings and on the ground and basement levels of main buildings may be permitted on review;

D. The Staunton Planning Commission conducted a public hearing concerning the Project, after notice and advertisement as required by law on January 19, 2023;

E. The Staunton Planning Commission considered and recommended approval of the Owner's application for the Project at its January 19, 2023 meeting;

F. Upon consideration of the Staunton Planning Commission's recommendation, the City staff briefing, comments received at the public hearing, as well as the factors set forth within

Section 18.60.070 and Chapter 18.210 of the SCC, Staunton City Council finds and determines that granting the proposed Special Use would serve the public necessity, convenience, general welfare or good zoning practice; and

G. These recitals are an integral part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia that a Special Use Permit is hereby granted to allow the Project to be established on the Property, subject to the following condition:

1. The ground floor of the structure may be used for no more than three residential units.

Introduced: February 9, 2023

Adopted: February 9, 2023

Effective: February 9, 2023

Stephen W. Claffey, Mayor

Attest: _____
Kiley A. Kesecker, Clerk of Council

E. Public Hearing and Consideration of an Amendment to Chapter 18.120, to Allow Accessory Buildings and Structures in a Front Yard in Certain Situations

Mr. Rhodes stated that the zoning code requires all residential accessory structures and buildings to be located in a side or rear yard and prohibits the structures in a front yard. While this is generally good zoning practice, there are unusual situations where an exception is warranted. The Planning and Zoning Office has received a request from the owners of 1824E Springhill Road, Joseph and Hannah Gazmen, to place an inground swimming pool in an area that the code defines as a front yard. The front yard is defined as “a yard extending across the full width of the lot between the nearest principal building and the front lot line”. The subject property is located 1,700 feet from the public street (Springhill Road) and the front of the house is oriented towards the extremely long private driveway, rather than the public street. In this situation, not permitting an accessory structure, such as a detached garage, storage building, or swimming pool, in what the code defines as the front yard, unnecessarily restricts the utilization of the property.

At the December 15, 2022 meeting, the Planning Commission gave authorization to proceed with a zoning text amendment to address this issue. Staff has drafted the necessary language and has advertised this item for public hearing.

The amendment includes:

- Expanding the definition of structure to clarify that all structures and buildings shall be subject to the area regulations in each zoning district, which includes setbacks and lot coverage limitations.
- Adding an exception that allows accessory buildings or structures in a front yard when the accessory building or structure is located at least 400 feet from the public right-of-way.

There are two housekeeping items that are addressed: replacing the word “terrace” with “deck,” and adding an exception for generators and mechanical equipment to exempt both from setback requirements, the latter of which has already been a long-standing practice.

Mr. Rhodes concluded by stated that at its January 19 meeting, the Planning Commission conducted a public hearing, during which no one spoke in opposition to the request, and the Commission unanimously voted to recommend approval of the amendment.

Mayor Claffey asked if Councilmembers had any questions or comments.

Mr. Holmes asked if this will be done on a case-by-case basis. Mr. Rhodes stated that it would be by right if the homeowner had 400 feet of front yard.

Councilmembers had no further questions or comments.

Mayor Claffey stated the following:

“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.

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

Mr. Holmes moved that Council adopt the ordinance and approve the amendment, as recommended by the Planning Commission.

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

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

(ATTACHMENT B)

F. Public Hearing and Consideration of an Ordinance to Partially Exempt from Real Estate Taxation by Classification or Designation Property Located at 1119, 1127, 1129, 1159 and 1177 Montgomery Avenue in the City of Staunton, Virginia and Proposed to be Developed by Lily Gardens VA LLC as Lily Gardens

Mr. Rhodes stated that Lily Gardens VA LLC, proposes to develop a 48-unit apartment complex at 1119, 1127, 1129, 1159 and 1177 Montgomery Avenue that will serve low and moderate income families.

The site contains 20.0 acres and is zoned R-3 Medium Density Residential District Conditional. Multi-family apartments are permitted in the R-3 District Conditional with administrative

review/approval of a site plan. No further land use approvals are required. The proposed development is well within the density limits of the R-3 District Conditional. This would be a federal tax credit project with funding received through Virginia Housing (formerly the Virginia Housing Development Authority). In order for the application to be competitive in the upcoming Virginia Housing March 2023 application round (with a March 16, 2023 deadline), the developer requested that Council adopt a tax abatement ordinance and a revitalization area resolution and to authorize the City Manager to transmit a letter to Virginia Housing supporting an allocation of federal housing tax credits to the project.

Mr. Rhodes stated that a draft tax abatement ordinance is being presented for Council's consideration. The developer notes that the adoption of the ordinance will increase the application score by five points, making it more competitive in the upcoming Virginia Housing March 2023 application round. The requested abatement amount is \$2,000 a year for a period of three years. The improvements are expected to be valued at \$8,900,000. Mr. Rhodes added that City Assessor Charles Haney, Jr. notes that based on the \$8,900,000 hard cost and the City's current tax rate of \$0.92/100, the project would be expected to generate additional tax revenue in the annual amount of \$81,900, after project completion.

Mayor Claffey asked if Councilmembers had any questions or comments.

Ms. Edwards asked if there is opportunity to add more unity since it is under the density limits. Mr. Rhodes answered yes, and stated that theoretically they could do 25 units per acre.

Mr. Holmes asked if they will provide streets and sidewalks. Mr. Rhodes stated that the developer must provide pedestrian access through the site, but along the City road is the City's responsibility.

Councilmembers had no further questions or comments.

Mayor Claffey stated the following:

"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.

Kristen Maxwell, 813 Churchville Avenue, asked if there will be any restrictions in place for income and rent control. Applicant Jen Surber was present virtually and stated that the requirement would be capped at those who make 30% to 80% of the area's median income.

Ms. Woods asked if it will be all workforce housing. Ms. Surber answered yes.

Brenda Mead, 342 Sherwood Avenue, spoke in support the project and asked if anything will be done to mitigate or offset the runoff generated from the site. Mr. Rhodes stated that it will absolutely be monitored and reviewed to make sure the site meets stormwater requirements.

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

Ms. Woods moved that City Council, pursuant to Virginia Code § 58.1-3219.4, adopt the proposed ordinance, partially exempting from real estate taxation property located at 1119, 1127, 1129, 1159 and 1177 Montgomery Avenue in the City of Staunton, Virginia and proposed to be developed by Lily Gardens VA LLC as Lily Gardens, as presented

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

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

Ordinance No. 2023-_____

**AN ORDINANCE TO PARTIALLY EXEMPT FROM REAL ESTATE TAXATION
BY CLASSIFICATION OR DESIGNATION
PROPERTY OWNED BY LILY GARDENS VA LLC
PROPOSED TO BE DEVELOPED AS LILY GARDENS
LOCATED AT 1119, 1127, 1129, 1159, and 1177 MONTGOMERY AVENUE
(PARCEL IDENTIFICATION NUMBERS 10920, 10921, 10922, 10985, and 11193)
LOCATED IN THE CITY OF STAUNTON, VIRGINIA,**

Recitals

A. Lily Gardens VA LLC (Lily Gardens) has applied to the Council of the City of Staunton, Virginia, for an ordinance providing it with partial tax exempt status from the City of Staunton on real property taxes relating to the proposed development of 1119, 1127, 1129, 1159, and 1177 Montgomery Avenue (Parcel identification numbers 10920, 10921, 10922, 10985, and 11193) (Property);

B. Council desires to support and encourage the development of the Property by enacting an ordinance to provide Lily Gardens with a partial tax exemption from real property taxes;

C. On February 9, 2023 Council held a public hearing in accordance with notice duly and lawfully published in *The News Leader*;

D. Virginia Code § 58.1-3219.4 authorizes Council to enact such exemptions within the limitations therein prescribed and as may be prescribed by this Council; 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, pursuant to § 58.1-3219.4 of the Code of Virginia that:

1. The real property located of 1119, 1127, 1129, 1159, and 1177 Montgomery Avenue (parcel identification numbers 10920, 10921, 10922, 10985, and 11193) is to be partially exempted, as provided in this ordinance.

- 527
- 528 2. At a public hearing duly and lawfully held on February 9, 2023 pursuant to public
- 529 notice, the Council examined and considered Lily Gardens' proposal for partial
- 530 tax exemption.

- 531
- 532 3. Council hereby finds that:
- 533

534 **A.** The Property, along with improvements currently located thereon, is assessed at a

535 total of Two Hundred Fifty-Nine Thousand Two Hundred No/100 Dollars (\$259,200.00) for tax

536 year 2022, and the cost of the proposed improvements, as represented by Lily Gardens, is

537 expected to be Eight Million Nine Hundred Thousand and No/100 Dollars (\$8,900,000.00).

538

539 **B.** The real property taxes that were paid by the Property's owner for tax year 2022,

540 were Two Thousand Three Hundred Eighty-Four and 64/100 Dollars (\$2,384.64). The increase

541 in value attributable to the proposed improvements could result in an increase of the amount of

542 total tax on the Property in the amount of Eighty-One Thousand Nine Hundred and No/100

543 Dollars (\$81,900.00).

544

545 **C.** Lily Gardens is an organization that proposes to develop housing structures for

546 historically underprivileged residents of the City of Staunton, and nearby areas. The proposed

547 development of the Property will serve the City of Staunton, and its residents, as an affordable

548 housing option. Accordingly, Lily Gardens is eligible for a partial exemption from the

549 assessment of real property taxes as a result of such development under Virginia Code § 58.1-

550 3219.4.

551

- 552 4. Council hereby exempts Lily Gardens from real property taxes assessed against
- 553 the Property in the amount Two Thousand and No/100 Dollars (\$2,000.00)
- 554 annually for a period of three (3) tax years from the date of final completion of
- 555 such development, but in no event shall the exemption continue for more than
- 556 five (5) tax years from the effective date of this ordinance.
- 557

- 558 5. The cost of the proposed improvements shall be presumed as shown on the
- 559 building permit application submitted by Lily Gardens.
- 560

- 561 6. The exemption granted by this ordinance is contingent upon the following:
- 562

563 **A.** Lily Gardens' acquisition of record title to the Property; and

564

565 **B.** Lily Gardens providing housing predominately for persons with low to

566 moderate income as defined by Virginia Housing.

567

568

569 Introduced: February 9, 2023

570 Adopted: February 9, 2023

571 Effective Date: February 9, 2023

572

573

G. Consideration of Resolution to Designate Property Located at 1119, 1127, 1129, 1159 and 1177 Montgomery Avenue as a Revitalization Area

Mr. Rhodes also presented a draft resolution for Council's consideration. The developer notes that adoption of the resolution will make it more competitive in the upcoming Virginia Housing March 2023 application round. According to Virginia Housing, in order for a project to qualify for revitalization area points, the development must be located in one of the following:

- a Qualified Census Tract, as defined by the U.S. Department of Housing and Community Development (HUD);
- a census tract in which 70% or more of the families have incomes which are less than 80% of the statewide median income;
- an already established redevelopment area, conservation area or rehabilitation district established by the city;
- a Housing Rehabilitation Zone established by an ordinance adopted by the city; or
- a defined revitalization area.

Although the property is located within an Opportunity Zone, the developer has determined that the project area does not qualify for revitalization area points under the first four criteria identified above; however, Council's adoption of a resolution establishing a defined revitalization area, may qualify the project for these application points.

Mr. Holmes moved that City Council, pursuant to Virginia Code § 36-55.30:2(A), adopt the proposed resolution designating property located at 1119, 1127, 1129, 1159 and 1177 Montgomery Avenue as a revitalization area, as presented.

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

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

**RESOLUTION OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA,
DESIGNATING 1119, 1127, 1129, 1159, AND 1177 MONTGOMERY AVENUE
(PARCEL IDENTIFICATION NUMBERS 10920, 10921, 10922, 10985, AND 11193)
AS A REVITALIZATION AREA**

RECITALS

A. Pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, the City Council of the City of Staunton, Virginia, desires to designate 1119, 1127, 1129, 1159, and 1177 Montgomery Avenue (parcel identification numbers 10920, 10921, 10922, 10985, and 11193) (the property) as shown on Exhibit A attached hereto as a revitalization area;

B. The property is located in an area where the industrial, commercial, or other economic development of such area will benefit the City of Staunton but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational,

entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and private enterprise and investment are not reasonably expected, without assistance, to produce the construction of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Staunton, Virginia, that pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, 1119, 1127, 1129, 1159, and 1177 Montgomery Avenue (parcel identification numbers 10920, 10921, 10922, 10985, and 11193) is hereby designated as a revitalization area. The designation hereby granted is contingent upon Lily Gardens VA, LLC's acquisition of record title to such property.

Adopted this 9 of February, 2023.

Stephen W. Claffey, Mayor

Attest: _____

Kiley A. Kesecker
Clerk of Council

H. Consideration of Authorization of City Manager to Execute and Deliver to Virginia Housing Development Authority a Letter in Support of Allocation of Tax Credits to Lily Gardens VA LLC

Mr. Rhodes also stated that a support letter is requested from the City to Virginia Housing. The purpose of the letter is to communicate the City's support for the allocation of federal housing tax credits requested by the developer for the proposed development.

Ms. Edwards moved that the City Manager be authorized and directed to prepare and send to Virginia Housing a letter supporting the allocation of federal housing tax credits, requested by the developer for the proposed development, as presented.

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

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

I. Consideration of Ordinance to Amend the FY2023 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four

Ms. Moyers outlined the fourth budget amendment for fiscal year 2023. The total budget amendment equals \$28,833,731.

City Budget Amendment—\$18,193,840

- 670
671 1. General Fund amendment of \$5,795,695.
672
673 • \$5,322,668 – Appropriation from Prior Year Fund Balance which includes \$4,321,050 from
674 FY2022 carry over for the following: \$500,000 for the July storm contingency, \$2,421,050
675 for CIP funding, \$1,000,000 to transfer to the Water Fund for the Gardner Spring Pump
676 Station project, and a \$400,000 transfer to the Debt Fund to restore the original FY2023 debt
677 service funding. In addition, there are \$737,489 in carry over funds for Street Maintenance
678 reimbursement and \$264,129 for forfeited assets, grants, donations and insurance recoveries
679 carried over from June 30, 2022.
680 • \$188,007 – Appropriation for new insurance recoveries.
681 • \$108,325 – Appropriation for the Opioid Settlement funds received to date.
682 • \$176,695 – Appropriation for new non-capital grants and contributions.
683
684 2. Capital Improvements Fund amendment of \$2,421,050. This amount was transferred from
685 the General fund using FY2022 carry over funds. Included in this amount is \$1,371,050 for
686 the CIP funding that was cut from the FY2023 budget. In addition, \$200,000 from the
687 FY2023 CIP and \$850,000 from the FY2024 CIP, both of which had a funding source of
688 FY2022 carry over funds. All of these amounts are from the current CIP plan that was
689 approved February 10, 2022.
690
691 There are also several CIP transfers between CIP accounts.
692
693 • \$59,441 – transferred from E911 Telephone Equipment to Radio Narrowband to fund a
694 negative project balance.
695 • \$379,066 – transferred from various old project accounts to fund ADA crosswalks for the
696 West Beverley Street paving project.
697 • \$50,000 – transfer from the old Statler/Richmond Road project to the Urban Street
698 Construction reserve.
699 • \$86,012 – transfer from the CIP undesignated line to fund the replacement of the prisoner
700 transport van for the Sheriff's Office.
701
702 3. Debt Sinking Fund amendment of \$400,000 to appropriate the transfer from the General
703 Fund using FY2022 carry over funds to restore the original debt service funding from the
704 FY23 budget.
705
706 4. Grants Fund amendment of \$45,972 to appropriate the State Homeland Security Program
707 and the LLEBG grant.
708
709 5. Blue Ridge Court Services amendment of \$31,219 to appropriate \$15,000 for Augusta Health
710 Grant funds, \$800 for the VRSA grant, and \$15,419 to appropriate adjustments for the
711 FY2023 budget.
712
713 6. Water Fund amendment for \$9,500,000 to appropriate \$1,000,000 for the Gardner Spring
714 project using funds transferred from the General Fund and \$8,500,000 to appropriate the
715 Gardener Spring bond funds.
716

7. Environmental Fund amendment to adjust the Commonwealth of Virginia grants funds from the Department of Environmental Quality.

School Budget amendment—\$7,889,891

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 \$1,881,428 to appropriate \$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.

Mayor Claffey asked if Councilmembers had any questions or comments.

Councilmembers had no questions or comments.

Mr. Arrowood moved to approve an ordinance amending the fiscal year 2023 budget by adding Budget Amendment Number Four, totaling \$26,083,731.

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

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

(ATTACHMENT C)

J. Consideration of Ordinance to Appropriate an Additional 25% of the FY2023 Adopted Budget

Ms. Moyers stated that 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 75% of the approved budget at that time. Per Section 2 of City Ordinance No. 2022-

10, 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, and staff recommends that Council appropriate the final 25%, or \$35,546,376, of the FY2023 adopted budget. This will bring the total appropriation up to 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:

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	\$ 24,666,812
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	\$ 10,879,564
Total Appropriation	\$ 35,546,376

Mayor Claffey asked if Councilmembers had any questions or comments.

Mr. Holmes asked if the parking fund is taking in any money. Ms. Moyers stated that it is taking in some money that does cover a portion of its debt service, but it is not fully sustainable and they are hoping to do a parking study in the near future.

Councilmembers had no further questions or comments.

Vice Mayor Darby moved to adopt an ordinance amending the fiscal year 2023 budget by adding an additional 25% of the FY2023 adopted budget in an amount equal \$35,546,376.

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

813	Mr. Robertson	aye	Mr. Arrowood	aye
814	Vice Mayor Darby	aye	Ms. Woods	aye
815	Mr. Holmes	aye	Mayor Claffey	aye
816	Ms. Edwards	aye		

(ATTACHMENT D)

MATTERS FROM THE CITY MANAGER

Interim Deputy City Manager John Blair stated that Staunton is in the running for Best Small Town Culture Scene in *USA Today's 10 Best* contest. He also noted that the City received a grant from the Virginia Risk sharing Association to make improvements to the pedestrian crosswalk on Johnson Street, from the Wharf Parking Lot to the Johnston Street Parking Garage. He continued, stating that real estate assessments have been mailed and received by property owners, and with an average total increase of 25.49%, there are many questions, some of which he addressed by briefly outlining the assessment process. He closed by stating that the FY 2024 budget process is in full swing and provided a list of upcoming budget meeting dates.

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."

Mary Miller, 241 Albemarle Avenue, discussed Tyree Nichols and the Milgram Experiment of 1961.

Brenda Mead, 241 Sherwood Avenue, listed areas of the City where crosswalks are still needed and described issues with real estate assessments.

Barbara Lee, Rockway Street, described concerns with Uniontown, which Councilors Holmes and Arrowood addressed by giving more detail on the issues the area is facing.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:06 p.m.

Kiley A. Kesecker
Clerk of Council

Ordinance No. 2023-

AN ORDINANCE AMENDING, RESTATING AND REORDAINING
CHAPTER 8.20, REGULATION OF OPEN BURNING, OF TITLE 8, HEALTH AND
SAFETY, OF THE STAUNTON CITY CODE

Recitals

A. Pursuant to Virginia Code § 10.1-1321, localities are permitted to adopt ordinances relating to air pollution and open burning after first submitting the ordinance or subsequent amendments to the Virginia State Air Pollution Control Board (Board);

B. The City Fire Chief and Deputy Fire Marshal determined that the City's open burning regulations merited update and presented proposed amendments to the regulations to City Council at its August 25, 2022 work session at which time Council agreed to the submittal of the amendments to the Board for review and approval;

C. The Board has reviewed the proposed amendments and approved them for consideration by Council;

D. Council again reviewed the proposed amendments at its January 26, 2023 meeting prior to formal introduction and consideration at its February 9, 2023 meeting;

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 Chapter 8.20, Regulation of Open Burning, of Title 8, Health and Safety, of the Staunton City Code be, and the same is hereby amended, restated and ordained or reordained, as applicable to read as follows:

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.

47 **8.20.010 Title.**

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

51 **8.20.020 Purpose.**

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

58 **8.20.030 Definitions.**

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

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

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

69 (32) "Clean-burning waste" means waste ~~which does not produce dense smoke when burned and that~~
70 is not prohibited to be burned under this chapter and that consists of only (i) 100 percent wood waste,
71 (ii) 100 percent clean lumber or clean wood, (iii) 100 percent yard waste, or (iv) 100 percent mixture
72 of only any combination of wood waste, clean lumber, clean wood or yard waste.

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

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

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

86 (37) "Construction waste" means solid waste which is produced or generated during construction,
87 remodeling, or repair of pavements, houses, commercial buildings and other ~~of~~ structures.
88 Construction waste consists of lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete,
89 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.

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

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

(610) “Garbage” means ~~rotting animal and vegetable matter, waste material and trash normally accumulated by a household in the course of ordinary day to day living and other forms of solid or liquid waste, including, but not limited to, waste resulting from residential, agricultural, commercial, industrial, institutional, trade, construction, land clearing, forest management and emergency operations~~ readily putrescible discarded materials composed of animal, vegetable or other organic matter.

(711) “Hazardous waste” means a "hazardous waste" as described in 9VAC20-60 (Hazardous Waste Management Regulations). ~~refuse or combination of refuse which, because of its quantity, concentration or physical, chemical or infectious characteristics may:~~

(a) ~~Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating illness; or~~

(b) ~~Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed, or otherwise managed.~~

(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.

(813) “Industrial waste” means all waste generated on the premises of manufacturing ~~and 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. ~~operations such as, but not limited to, those carried on in factories, processing plants, refineries, slaughter houses, and steel mills.~~

(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.

(915) “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.

~~(108) “Open burning” means the burning of any matter in such a manner that the products resulting from combustion are emitted directly into the atmosphere without passing through a stack, duct or chimney.~~ 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.

(119) “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.

(4220) “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.

~~(13) “Residential burning” means the outdoor burning of leaves, clippings, prunings and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his designee.~~

~~(1422) “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.~~

~~(4523) “Sky lantern” means an unmanned device with a fuel source that incorporates an open flame in order to make the device airborne.~~

~~(4624) “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.

(1726) “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;

(58) 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.

(69) 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

(710) 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.

(811) 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 ~~leaves and~~ 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 ~~300~~ 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;

~~(b)~~ (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 at least 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;~~

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

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

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

(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

(gk) 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 300-1,000 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 air-fieldsstreets. 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, ~~clean-burning construction waste, and clean-burning demolition 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 \$~~25.00~~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.~~residential burning or for burning of residential construction waste.~~

(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. ~~and other than residential construction waste.~~

(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.

In all other respects, the provisions of Chapter 8.20 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective:

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

DRAFT

DRAFT 1.20.23

Ordinance No. 2023-____

**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 ALLOW ACESSORY BUILDINGS AND STRUCTURES IN A FRONT YARD
IN CERTAIN SITUATIONS,
TO CLARIFY THAT ACCESSORY STRUCTURES ARE SUBJECT TO AREA
REGULATIONS FOR EACH ZONING DISTRICT,
AND
TO CLARIFY SETBACK EXCEPTIONS FOR DECKS, GENERATORS, AND
OTHER MECHANICAL EQUIPMENT**

Recitals

A. Joseph and Hannah Gazmen, owners of 1824E Springhill Road, Staunton, Virginia, have requested a zoning text amendment to allow accessory buildings and structures in a required front yard when the accessory building or structures is located at least 400 feet from the public right-of-way;

B. City Staff has determined that an exception should be made, in certain cases, to the prohibition of accessory buildings and structures in a front yard and that 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 real estate developers;

C. City Staff has further determined that the definition of structures should be amended to include inground swimming pools and to clarify that structures shall be treated the same as buildings for the purposes of area regulations in each zoning district;

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

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 Chapters 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 18.10
DEFINITIONS**

18.10.200 “S” definitions.

“Structure” means anything constructed or erected which requires location on the ground or attached to something having a location on the ground to include inground; swimming pools; provided, however, that utility poles shall not be considered to be structures. In any zoning district, a structure shall be treated the same as an accessory building as it relates to the area regulations.

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, and steps; provided, however, steps or stairs to a dwelling, nonenclosed, not to exceed six feet.

(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)~~ [Decks](#) and porches (nonenclosed) not to exceed six feet.

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

(l) Accessory buildings or structures in a front yard when the accessory building or structure is located at least 400 feet from the public right of way.

(m) Mechanical equipment and generators when installed and used as an accessory use and related to the function of the principal use.

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:

Adopted:

Effective Date:

Stephen W. Claffey, Mayor

ATTEST: Kiley A. Kesecker,
Clerk of Council

**Ordinance No. 2023-
AN ORDINANCE TO AMEND
THE FY2023 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON
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>1,881,428</u>
Total Revenue	\$	1,881,428

Appropriations

Capital Projects	\$	<u>1,881,428</u>
Total Appropriations	\$	1,881,428

GRAND TOTAL BUDGET AMENDMENT NO 4	\$	26,083,731
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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

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
<u>GENERAL GOVERNMENT</u>			
Misc Revenue	11001-41750	\$ 108,325	
Other Expense	11099800-55670		\$ 108,325
To appropriate Opioid Settlement			
JUDICIAL ADMINISTRATION			
<u>COMMONWEALTH ATTORNEY</u>			
Appropriation of Prior Year Fund Balance	11001-41930	\$ 15,478	
State forfeited assets	11022210-55472		\$ 15,478
To carry forward the balance of the state forfeited assets confiscated as a result of criminal drug operations, as mandated by state requirements			
<u>CLERK OF THE CIRCUIT COURT</u>			
Circuit Court Technology trust funds	11023-45318-40310	\$ 2,823	
Technology Trust Funds for records management/indexing	11022160-55429-40310		\$ 2,823
To adjust appropriate additional Comm of VA funds from the Supreme Court of Virginia			
PUBLIC SAFETY			
<u>POLICE DEPARTMENT</u>			
Appropriation of Prior Year Fund Balance	11001-41930	\$ 93,455	
State forfeited asset expenditures	11033110-55472		\$ 79,819
Federal forfeited asset expenditures	11033110-55473		\$ 13,636
To carry forward the balance of the state and federal forfeited asset funds. Carry forward is mandated by state and federal regulations.			
Appropriation of Prior Year Fund Balance	11001-41930	\$ 6,645	
M&R Vehicles	11033110-55305		\$ 6,645
To appropriate prior year fund balance for insurance proceeds			
Appropriation of Prior Year Fund Balance	11001-41930	\$ 9,570	
M&R Vehicles	11033110-55305		\$ 9,570
To appropriate prior year fund balance for insurance proceeds			

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
<u>POLICE DEPARTMENT</u>			
Donations	11033-41731	\$ 235	
M&S Crime Prevention	11033110-55418		\$ 235
To appropriate Project Lifesaver funds			
Insurance recovery	11031-41928	\$ 6,525	
Police Maintenance and Repairs-vehicles	11033110-53105		\$ 6,525
To appropriate insurance proceeds for deer strike			
Insurance recovery	11031-41928	\$ 50	
Insurance recovery	11031-41928	\$ 1,000	
Police Maintenance and Repairs-vehicles	11033110-55305		\$ 1,050
To appropriate insurance proceeds for struck cruiser			
Insurance recovery	11031-41928	\$ 2,378	
Police Maintenance and Repairs-vehicles	11033110-53105		\$ 2,378
To appropriate insurance proceeds for deer strike			
Insurance recovery	11031-41928	\$ 9,038	
Police Maintenance and Repairs-vehicles	11033110-55305		\$ 9,038
To appropriate insurance proceeds for damages to Police cruiser			
Insurance recovery	11031-41928	\$ 7,383	
Police Maintenance and Repairs-vehicles	11033110-53105		\$ 7,383
To appropriate insurance proceeds for deer strike			
DMV grant	11033-46205-52900	\$ 13,200	
Police Overtime	11033110-51530-52900		\$ 12,400
Police Training	11033110-55005-52900		\$ 800
To appropriate Selective Enforcement Grant from the National Highway Traffic Safety Administration			
DCJS Grants	11033-45559-53500	\$ 67,486	
Full Time Salaries	11033110-51006-53500		\$ 47,775
Group Life Insurance	11033110-52001-53500		\$ 640
Health Insurance	11033110-52005-53500		\$ 5,701
Social Security Taxes	11033110-52010-53500		\$ 3,655
VRS	11033110-52020-53500		\$ 8,251
VEC	11033110-52030-53500		\$ 23
Worker's Comp	11033110-52025-53500		\$ 1,441
To appropriate FY23 SRO Grant Program			

<u>FIRE DEPARTMENT</u>			
Appropriation of Prior Year Fund Balance	11001-41930	\$ 134,466	
Four for Life funds expenditures	11033290-55602		\$ 21,355
Fire Programs funds expenditures	11033290-55639		\$ 113,111
To carry forward the balance of state funds received, as mandated by state requirements.			

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
Noncap Grant Programs	11033-44122	\$ 1,974	
Noncap Equipment	11033210-55486		\$ 1,974
To appropriate FM Global Foundation grant			
		\$ 695	
Four for Life funds expenditures	11033290-55602		\$ 695
To appropriate funds for life			
Fire Programs fund grants	11033-45525	\$ 15,312	
Fire Programs funds expenditures	11033290-55639		\$ 15,312
To appropriate additional fire programs grant funds			
Insurance Proceeds	11031-41928	\$ 3,809	
Maint & Repair Vehicles	11033210-53105		3,809
To appropriate insurance proceeds for deer strike			
PUBLIC WORKS			
<u>ADMINISTRATION</u>			
Street & Highway Maintenance	11043-45530	\$ 737,489	
Maintenance Street Paving	11044130-53225-18300		\$ 737,489
To appropriate additional paving expenditures for street maintenance.			
Insurance recovery	11041-41928	\$ 2,835	
Building Materials	11044210-55450		\$ 2,835
To appropriate insurance proceeds for light pole damage from snow plow			
Non Cap Grant	11043-41737	\$ 4,970	
Non Cap Equipment	11044150-55486		\$ 4,170
Transfer to BRCS	11099600-59313		\$ 800
To appropriate the VRSA Grant BA			

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
PARKS AND RECREATION			
<u>PARKS AND RECREATION</u>			
Appropriation of prior year reserves	11001-41930	\$ 1,056	
Materials and Supplies To carry forward the balance of donated funds to build a nature park.	11077110-55415-31200		\$ 1,056
Appropriation of prior year reserves	11001-41930	\$ 500,000	
Tree Care	11077120-53040-19200		\$ 500,000
To appropriate prior year fund balance for storm damage			
Appropriation of prior year reserves	11001-41930	\$ 2,876	
Building improvements/ capital outlay. To carry forward the balance of donated funds for the Booker T. Washington facility kitchen.	11077110-58385-34400		\$ 2,876
Insurance Recovery	11071-41928	\$ 52,960	
Maint of Facilities	11077130-53165-19200		\$ 31,500
Maint of Facilities	1177210-53165-19200		\$ 9,122
Revenue Loss	11072-41640		\$ 11,338
Tree Care	11077120-53040-19200		\$ 1,000
Insurance Recovery	11071-41928	\$ 99,000	
Tree Care	11077120-53040-19200		\$ 99,000
To appropriate insurance recovery for July storm			
Insurance Recovery	11071-41928	\$ 1,929	
Maint of Facilities To appropriate insurance recovery for repairs for holidays General	11077130-53165-19200		\$ 1,929
<u>HORTICULTURE</u>			
Appropriation of prior year reserves	11001-41930	\$ 583	
Donations - Parks & Recreation	11073-41730-33200	\$ 10,000	
Materials and Supplies	11077120-55415-33200		\$ 10,000
Materials and Supplies To appropriate Susan Blackley grant funds (Community Foundation) and FY22 carry over	11077120-55415-33200		\$ 583
Restitution Payments	11071-41753	\$ 1,100	
Tree Care	11077120-53040		\$ 1,100
To appropriate horticulture restitution funds			
COMMUNITY DEVELOPMENT			
<u>TOURISM</u>			
Misc Federal Revenue	11083-46250-ARPAT	\$ 60,000	
Advertising	11088210-53001-ARPAT		\$ 30,000
Professional Services	11088210-53010-ARPAT		\$ 30,000

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
TRANSFERS TO OTHER FUNDS			
<u>CAPITAL IMPROVEMENTS</u>			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	\$ 2,421,050	
Transfer to the City Capital Improvements Fund	11099600-59339		\$ 2,421,050
To record CIP project funding from prior year carryover			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	\$ 1,000,000	
Transfer to the Water Fund	11099600-59353		\$ 1,000,000
To reserve funds for the Gardener Springs Pump Station Project			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	\$ 400,000	
Transfer to the Debt Fund	11099600-59312		\$ 400,000
To restore funding for FY23			
TOTAL GENERAL FUND		\$ 5,795,695	\$ 5,795,695

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE

BUDGET AMENDMENT NO. 4 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

General Revenues

<u>Appropriation of Prior Year Fund Balance</u>		\$ 5,322,668	
Forfeited Assets for Police - State	79,819		
Forfeited Assets for Comm Attorney	15,478		
Forfeited Assets for Police - Federal	13,636		
Prior Year Insurance Proceeds	16,215		
EMS Four for Life Funds for Fire Department	21,355		
Fire Programs Fund	113,111		
Recreation- Nature Park Donations	1,056		
Recreation-Donations- Booker T. Community Center	2,876		
Horticulture	583		
Public Works - Streets	737,489		
Storm Contingency	500,000		
Transfer to the Capital Improvements Fund	2,421,050		
Transfer to Water Fund for Gardener Spring Pump Station	1,000,000		
Transfer to City Debt Sinking Fund	400,000		
<u>Recovered Costs</u>		188,007	
Public Works - Insurance Proceeds	2,835		
Public Safety - Insurance Proceeds	30,183		
Parks & Recreation - Insurance Proceeds/Restitution	154,989		
<u>Miscellaneous Revenue</u>		108,325	
General government - Opioid Settlement	108,325		
<u>Non-Capital Grants and Contributions</u>		176,695	
Police Department	80,921		
Fire Department	17,981		
Judicial	2,823		
Public Works	4,970		
Horticulture	10,000		
Tourism	60,000		

Total General Fund Revenues **\$ 5,795,695**

GENERAL FUND EXPENDITURE SUMMARY

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	
Transfer to Other Funds	<u>\$ 3,821,050</u>	
Total General Fund Expenditures	\$ 5,795,695	

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
CITY CAPITAL IMPROVEMENTS FUND			
Transfer from the General Fund	39001-49211	\$ 1,371,050	
CIP Funds - Fire Truck Reserve	39033210-58463		\$ 400,000
CIP Funds - Fire SCBA Reserves	39033210-58518		\$ 30,000
CIP Funds - Cardiac Monitor Replacement Reserves	39033210-58519		\$ 10,000
CIP Funds - VDOT Matching Funds	39044130-58456		\$ 100,000
CIP Funds - Ineligible Streets and/or Parking Lots	39044130-58403		\$ 150,000
CIP Funds - Adaptive Traffic Controls	39044130-58514		\$ 140,000
CIP Funds - Brick Sidewalks	39044130-58494-17500		\$ 100,000
CIP Funds - New Sidewalks	39044130-58484		\$ 100,000
CIP Funds - PW Equipment Reserves	39044130-58505		\$ 100,000
CIP Funds - PW Building Maint	39044210-58506		\$ 100,000
CIP Funds - BRCC Community Capital Building Fund	39066800-58430		\$ 41,050
CIP Funds - School Building Maint Reserve	39066800-58400		\$ 100,000
To appropriate funds transferred from the General Fund per CIP			
Transfer from the General Fund	39001-49211	\$ 200,000	
CIP Funds - ADA Compliant Pedestrian Signals	39044130-58514		\$ 200,000
To appropriate funds transferred from the General Fund per CIP			
Transfer from the General Fund	39001-49211	\$ 850,000	
CIP Funds - Fire Truck Reserve	39033210-58463		\$ 300,000
CIP Funds - GHP Pumphouse	39077210-58522		\$ 225,000
CIP Funds - Bicycle & Pedestrian Plan	39088110-58513		\$ 125,000
CIP Funds - Greenways Project	39077210-58508		\$ 100,000
CIP Funds - Dog Park Lights	39077210-58523		\$ 100,000
To appropriate funds transferred from the General Fund per CIP			
E911 TELEPHONE EQUIP	39033140-58467-40216		\$ 0.03
BOWLING ST BRIDGE VDOT REV SHA	39044130-58464-70016		\$ 0.10
GHP DUCK POND PROJECT	39077210-58492		\$ 0.35
SAFE RT SCHOOL SHELBURNE	39044130-58477		\$ 0.73
GOLF COURSE IRRIGATION PROJECT	39077130-58455		\$ (0.85)
SAFE RT SCHOOL SHELBURNE	39044130-58477-72913		\$ (0.73)
HEALTH DEPT BLDG	39055110-58413		\$ (0.70)
MHP MOLD REMEDIATION	39044210-58450		\$ (0.59)
LAKE TAMS PROJECT	39077210-58491-SLAF		\$ (0.45)
RR SMITH CENTER PROJECT	39088120-58407		\$ (0.45)
BOWLING ST BRIDGE VDOT REV SHA	39044130-58464		\$ (0.10)
LAKE TAMS PROJECT	39077210-58491		\$ (0.05)
WESTERN STATE DEVELOPMENT	39088150-58401-72811		\$ (0.05)
MHP POOL	39077110-58418		\$ (0.02)
CIP FUNDS UNDESIGNATED	39099800-58400		\$ 2.78
To clear balance of closed CIP projects			
RADIO NARROWBAND	39033210-58473		\$ 59,441
E911 TELEPHONE EQUIPMENT	39033140-58467		\$ (59,441)
To cover negative balance in Radio Narrowband project			
STATE ROUTE 1426	39044130-58487-70019		\$ (320,697)
MLK MEMORIAL SIGN	39044130-58501		\$ (510)
RICHMOND RD/COCHRAN PARKWAY	39044130-58493-70021		\$ (22,860)
RICHMOND RD/GREENVILLE AVE	39044130-58482		\$ (35,000)
ADA SIDEWALKS FOR VDOT PAVING	39044130-58521		\$ 379,066
To close old project to fund ADA crosswalks			

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
URBAN STREET CONSTRUCTION 2% MATCH	39044130-58456		\$ 50,000
STATLER/RICHMOND RD PROJ	39044130-58481		\$ (50,000)
Close balance from 2013 project			
SHERIFF TRANSPORT VAN	39022170-58316		\$ 86,012
CIP FUNDS UNDESIGNATED	39099800-58400		\$ (86,012)
To fund Sheriff's Transport Van			
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 2,421,050	\$ 2,421,050
DEBT SERVICE SINKING FUND			
Transfer from the General Fund	11101-49211	\$ 400,000	
Debt Service Sinking Fund Reserve	11199500-59500		\$ 400,000
To appropriate funds transferred from the General Fund			
TOTAL DEBT SERVICE SINKING FUND		\$ 400,000	\$ 400,000
GRANTS FUND			
<u>Police Department</u>			
State Homeland Security Program	21533-46229-40253	\$ 43,000	
Special Equipmnet	21533110-58341-40253		\$ 43,000
To appropriate 2020 Homeland Security Grant-Unmanned Aerial System			
Non Cap Grant	21533-46252-40254	\$ 2,972	
Non Cap Equipment	21533110-55486-40254		\$ 2,972
To appropriate LLEBG grant			
TOTAL GRANTS FUND		\$ 45,972	\$ 45,972
BLUE RIDGE COURT SERVICES FUND			
Augusta Health grant funds	21033-44122-40237	\$ 15,000	\$ -
Contractual services-Augusta Health DBT group	21033341-53011-40237		\$ 15,000
To appropriate the Augusta Health funding for Behavior Health			
Supervision Fees	21032-41656	\$ (20,000)	
HEM Monitoring Fees	21032-41658	\$ (47,115)	
VCSB Therapeutic Docket	21033-44121	\$ 39,631	
Aug Health Dbt	21033-44122-40237	\$ (37)	
VCSB MH Rural Jail div	21033-44125	\$ (8,000)	
VCSB Rapid Diversion	21033-44125-40402	\$ 31,824	
Community Correction	21033-45556	\$ (11,665)	
Supreme Ct Drug court	21033-45570	\$ 30,781	
Part time help	21033340-51510-40401		\$ 19,050
Social Security	21103340-52010-40401		\$ 1,450
Other Salaries	21033340-51009		\$ (30,058)

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
Part time help	21033340-51510		\$ (23,360)
Group Life	21033340-52001		\$ (193)
Health insurance	21033340-52005		\$ (7,030)
Social Security	21033340-52010		\$ (3,854)
VRS	21033340-52020		\$ (3,131)
Worker's Comp	21033340-52025		\$ (1,325)
Unemployment Insurance	21033340-52030		\$ (20)
Disability Insurance	21033340-52035		\$ (4,212)
Contractual Agreement	21033340-53011		\$ (6,100)
Training & Travel	21033340-55005		\$ (103)
Office supplies	21033340-55405		\$ (5,500)
Non Capital Equipment	21033340-55486		\$ (6,300)
Rental of Equipment	21033340-55497		\$ (10,686)
Rental of Real Property	21033340-55499		\$ (11,000)
Contractual Agreement	21033341-53011-40237		\$ 8,900
Other Salaries	21033341-51009		\$ 40,158
Group Life	21033341-52001		\$ 538
Health insurance	21033341-52005		\$ 7,242
Social Security	21033341-52010		\$ 3,073
VRS	21033341-52020		\$ 6,935
Worker's Comp	21033341-52025		\$ 24
Disability Insurance	21033341-52035		\$ 30
Emergency Needs	21033341-55205		\$ 21,000
Peer x 2	21033341-55207		\$ 12,000
Therapeutic Supplies	21033341-55415		\$ 4,000
Part time help	21033343-51510		\$ (21,932)
Health insurance	21033343-52005		\$ 3,267
Social Security	21033343-52010		\$ (1,678)
VRS	21033343-52020		\$ (843)
Worker's Comp	21033343-52025		\$ (1,948)
Unemployment Insurance	21033343-52030		\$ (30)
M&S Urine Screen	21033343-55404		\$ 7,056
Other Salaries	21033345-51009-40402		\$ 29,562
Social Security	21033345-52010-40402		\$ 2,262
Special Expenses Housing	21033345-55205		\$ (11,825)
To adjust FY23 budget for BRCS			
Transfer from General Fund	21001-49211	\$ 800	
MR Office Equipment	21033340-53101		\$ 800
To appropriate the VRSA Grant BA			
TOTAL BLUE RIDGE COURT SERVICES FUND		\$ 31,219	\$ 31,219

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
WATER FUND			
Transfer from General Fund	53001-49211	\$ 1,000,000	
Gardener Springs Pump Station	53004399-58367-73511		\$ 1,000,000
To appropriate general fund carry over for the Gardener Spring project			
Proceeds from the issuance of debt	53001-41746	\$ 8,500,000	
Bond Issuance Cost	53009500-59521		\$ 83,361
Garden Spring Pump Station	53004399-58367-73514		\$ 8,416,639
To appropriate bond funds for Gardener Spring project			
TOTAL WATER FUND		\$ 9,500,000	\$ 9,500,000
ENVIRONMENTAL FUND			
Litter Prevention and Recycling Program			
Comm of VA grant funds	58003-45540	\$ (96)	
Litter Control Grant materials & supplies	58004822-55415		\$ (6,000)
Equipment Rent	58004822-55497		\$ (4,000)
Recycling Charges	58004822-53038		\$ 9,904
To adjust Comm of VA grant funds from the Department of Environmental Quality			
TOTAL ENVIRONMENTAL FUND		\$ (96)	\$ (96)

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 4			
			AMOUNT
	LEDGER CODE	REVENUE	EXPENDITURE

FY 2023 BUDGET AMENDMENT NO. 4 SUMMARY

CITY GOVERNMENT FUNDS

GENERAL FUND	\$	5,795,695
CAPITAL IMPROVEMENTS FUND	\$	2,421,050
DEBT SERVICE SINKING FUND	\$	400,000
GRANTS FUND	\$	45,972
BLUE RIDGE COURT SERVICES FUND	\$	31,219
WATER FUND	\$	9,500,000
ENVIRONMENTAL FUND	\$	(96)

TOTAL CITY GOVERNMENT FUNDS	\$18,193,840
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EDUCATION FUNDS

EDUCATION FUND	\$	5,932,767
SCHOOL CIP FUND 966	\$	1,881,428
CAFETERIA FUND	\$	43,096
SOP FUND	\$	32,600

TOTAL EDUCATION FUNDS	\$ 7,889,891
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TOTAL FY2022 BUDGET AMENDMENT NO. 4	\$26,083,731
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**STAUNTON CITY SCHOOLS
FY 2023 BUDGET AMENDMENT
AMENDMENT NO. 4**

EDUCATION FUND		REVENUES	EXPENDITURES
STATE AND FEDERAL GRANT REVENUE/PROGRAMS			
TITLE III Part A- Limited English Proficient			
To appropriate additional federal grants for the Limited English Proficient Program - Carryover Funding	900100-43375-T3-00	\$ 494	
Educational supplies	91103195-56013-T3-00		\$ 247
Educational supplies	91102195-56013-T3-00		\$ 247
TITLE I Part D Neglected and Delinquent			
To appropriate additional federal grant funds for neglected and delinquent students			
TITLE I Part D Neglected and Delinquent Contingency	900300-43015-T1D00	\$ 98,703	
	91101100-59100-T1D00		\$ 98,703
Special Education Preschool Program			
To appropriate the balance of grant funds from the 2020, 2021, and 2022 federal award for the preschool program			
Special Education Preschool 619 Funds	900300-43173-PRE00	\$ 35,936	
PRESCHOOL Contingency-Grant Balance	91101100-59100-PRE00		\$ 35,936
To appropriate School Improvement Grant			
School Improvement Grant	900300-43040-SIG00	\$ 15,449	
Other Purchase Services	91312195-53569-SIG00		\$ 15,449
TITLE VIB Federal Grant			
To appropriate remaining grant funds from prior year grant funds awarded for T6B00			
Federal Revenue	900300-43027-T6B00	\$ 1,188,214	
T6B00 Contingency	91101100-59100-T6B00		\$ 1,188,214
TITLE VIB Federal ARPA Grant			
To appropriate ARPA grant funds for funds awarded for T6B00			
Federal Revenue	900300-43027-T6ARP	\$ 140,849	
T6B00 Contingency	91101100-59100-T6ARP		\$ 140,849

STAUNTON CITY SCHOOLS
FY 2023 BUDGET AMENDMENT
AMENDMENT NO. 4

EDUCATION FUND		REVENUES	EXPENDITURES
STATE AND FEDERAL GRANT PROGRAMS			
<u>TITLE I Federal Funds</u>			
To appropriate remaining grant funds from prior years for TITLE I	900300-43010-T1-00	\$ 167,150	
TITLE 1 Contingency -Grant Balances	91101100-59100-T1-00		\$ 167,150
<u>TITLE II Federal Funds</u>			
To appropriate remaining grant funds from prior year for TITLE II	900300-43345-RT-00	\$ 10,255	
Teacher Salaries	91102187-51120-RT-00		\$ 10,255
<u>TITLE IV Federal Funds- Student Support and Enrichment</u>			
To adjust 2020 for prior year and new grant funds for TITLE IV			
Title VI Part A Revenue	900300-43378-T4-00	\$ 46,766	
TITLE IV Contingency	91102195-59100-T4-00		\$ 46,766
<u>PERKINS V - TITLE 1</u>			
To appropriate additional federal grants for Perkins	900400-43243-PRK00		\$ 41,395
Replace - Computers / Technology	91103395-58107-PRK00	\$ 41,395	
To appropriate remaining balance of VISION GEER Technology Grant			
Federal Revenue	900300-43999-VISON	\$ 34,887	
Testing Services	97109095-58207-VISON		\$ 34,887
To appropriate ESSR2 funds			
Federal ESSR II Funds	900300-43999-ESSR2	\$ 795,529	
Contingency	91101100-59100-ESSR2		\$ 795,529
To appropriate ARP Homeless Grant			
ARP Homeless Grant	900300-43995-ARHCY	\$ 28,459	
Other Purchased Services	91221195-53569-ARHCY		\$ 5,139
Internal Services-Transportation	91221195-54098-ARHCY		\$ 8,687
Other Operating Supplies	91221195-56014-ARHCY		\$ 14,633
To appropriate ARPA Bonus			
Federal Revenue	900300-43999-ARBPB	\$ 265,110	
Bonuses	91101100-51628		\$ 265,110

STAUNTON CITY SCHOOLS
FY 2023 BUDGET AMENDMENT
AMENDMENT NO. 4

EDUCATION FUND		REVENUES	EXPENDITURES
STATE AND FEDERAL GRANT PROGRAMS			
To record ESSR3 Education Fund Appropriation			
Other Federal Funds	900300-43999-ESSR3	\$ 2,022,560	
Contingency - ESSR3	91101100-59100-ESSR3		\$ 2,022,560
To appropriate Emergency Connectivity Funds			
Federal ECF00 Funds	900300-43999-ECF00	\$ 144,448	
Data Lines / Networking	97609095-55003-ECF00		\$ 107,900
Data Lines / Networking	97109095-55003-ECF00		\$ 36,548
Adjust appropriation for ISAEF			
ISAEF Funding	900300-42203-ISAEF		\$ 60
Education Supplies	91103395-56212-ISAEF	\$ 3,800	
IA Salary	91103195-51151-ISAEF	\$ 12,605	
Teacher Salaries	91101100-51120		\$ 16,345
To appropriate VA Dept of Health grant			
Federal ARPA funds	900300-43999-VDHOE	\$ 16,555	
R&M Supplies	94209099-56007-VDHOE		\$ 16,555
To adjust State Revenues			
Basic Aid	900300-42202	\$ 113,594	
Sales Tax	900300-42201		\$ 6,172
Vocational SOQ	900300-42217	\$ 347,389	
Gifted SOQ	900300-42207		\$ 1,632
SPED SOQ	900300-42212		\$ 12,005
Remedial SOQ	900300-42208		\$ 6,614
VRS Instruction	900300-42223	\$ 48,449	
FICA Instruction	900300-42221	\$ 20,299	
GLI Instruction	900300-42241	\$ 2,468	
English as a Second Language	900300-42299-ESL		\$ 8,264
Salary Supplemental	900300-42258		\$ 23,556
Grocery Tax Hold Harmless	900300-42426	\$ 156,134	
At Risk Regular	900300-42265		\$ 296,258
Early Reading Intervention	900300-42228-PALS		\$ 15,781
Contingency	91101100-59100		\$ 318,051
TOTAL STATE AND FEDERAL GRANT PROGRAMS		\$ 5,757,497	\$ 5,757,497

STAUNTON CITY SCHOOLS

FY 2021 BUDGET

AMENDMENT NO. 4

EDUCATION FUND		REVENUES	EXPENDITURES
LOCAL GENERAL REVENUE/PROGRAMS			
Equity Initiatives			
To appropriate prior year balance of Equity Funds	900100-49302	\$ 71,529	
Prior Year Fund Balance			
Contingency	91101100-59100-EQUIT		\$ 71,529
 To appropriate private donations for Kindness Matters			
Donations Private Gifts	900300-40580-EQUIT	\$ 12,605	
Contingency	91101100-59100-EQUIT		\$ 12,605
 To appropriate private donation for school supplies			
Donations Private Gifts	900300-40580	\$ 250	
Contingency	91101195-56013		\$ 250
 Bessie Weller Elementary Thacker Fund			
To appropriate the balance of donated funds received from the Thacker Fund for Bessie Weller Elementary School			
Prior Year Fund Balance	900100-49302	\$ 27,751	
Bessie Weller Elementary Thacker Fund	91101181-56109-THACK		\$ 27,751
 To Appropriate VRSA Grant Award			
Other Grants - VRSA	900300-40587	\$ 4,000	
Repair / Maint Supplies	94209099-56007		\$ 4,000
 To appropriate insurance recoveries			
Insurance Adjustments	900100-40510	\$ 7,578	
Repair / Main	93409096-53604		\$ 1,624
Repair / Main Services	94209099-53688		\$ 5,954
 To appropriate VA Outdoor Foundation Grant			
Grant Revenue	900300-40587-VOFBW	\$ 25,000	
Additional-Site Improvements	94209099-58299-VOFBW		\$ 25,000
 To appropriate Valley Alliance for Education grant			
Grant Revenue	900384-40587-VAE	\$ 2,979	
Other Grant Expense	91104184-55679-VAE		\$ 2,979
 To appropriate Recycling Income			
Sale of Salvage and Surplus	900100-40515	\$ 21,803	
Contingency	91101100-59100		\$ 21,803

STAUNTON CITY SCHOOLS
FY 2022 BUDGET AMENDMENT

AMENDMENT NO. 4

		REVENUES	EXPENDITURES
To reappropriate T Alden Arts Grant			
Prior Year Fund Balance	900100-49302	\$ 1,775	
Educational Supplies	91101181-56013		\$ 592
Educational Supplies	91101182-56013		\$ 592
Educational Supplies	91101183-56013		\$ 591
TOTAL LOCAL GENERAL REVENUE/PROGRAMS		\$ 175,270	\$ 175,270
TOTAL EDUCATION FUND		\$ 5,932,767	\$ 5,932,767
STATE OPERATED PROGRAMS FUND			
TITLE I Part D Neglected and Delinquent - SOP			
To appropriate additional federal grant funds for neglected and delinquent students	920391-43015-T1D00	\$ 32,600	
Other Salaries	S1109991-51120-T1D00		\$ 18,000
Education Supplies	S1109993-56013-T1D00		\$ 5,000
Other Professional Services	S1109991-55210-T1D00		\$ 9,600
TOTAL STATE OPERATED PROGRAMS FUND 920		\$ 32,600	\$ 32,600
SCHOOL CIP FUND 966			
Capital Improvement Projects			
To appropriate School Construction Grant funds			
Other State Funds	966400-42999-SMREN	\$ 1,603,576	
Construction	K6609087-58360-SMREN		\$ 1,603,576
To appropriate HVAC ARP			
Federal Revenue	966100-43999-CSLFR	\$ 8,431	
Replace HVAC/Chiller	K6609087-58104-CSLFR		\$ 8,431
To appropriate insurance recovery for Ware Chiller			
Insurance Adjustments	966100-40510	\$ 269,421	
Replave HVAC/Chiller	K6609095-58104		\$ 269,421
TOTAL SCHOOL CIP FUND 966		\$ 1,881,428	\$ 1,881,428

STAUNTON CITY SCHOOLS
FY 2023 BUDGET AMENDMENT
AMENDMENT NO. 4

CAFETERIA FUND		REVENUES	EXPENDITURES
Appropriation from fund balance	930100-49302	\$ 43,096	
	H5109000-51620-SSO		\$ 15,210
Other Operating Supplies	H5109081-56014-SOSB		\$ 200
Other Operating Supplies	H5109000-56014-NKHVA		\$ 2,683
Paper Supplies	H5109000-56003-MM5K		\$ 3,489
Contingency	H5109000-59100-EQUIT		\$ 2,000
Contingency	H5109000-59100-GIANT		\$ 17,571
Other Operating Supplies	H5109000-56014-KIWA		\$ 24
Contingency	H5109000-59100		\$ 1,919
TOTAL SCHOOL CAFETERIA FUND 930		\$ 43,096	\$ 43,096

GRAND TOTAL BUDGET AMENDMENT NO. 4		\$ 7,889,891	\$ 7,889,891
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**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	\$ 1,346,642
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	\$ 323,214
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

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 23, 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:	Ordinance to Amend the FY2023 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Five	

Background: The fifth budget amendment for fiscal year 2023 was introduced on February 9, 2023. The total budget amendment equals \$9,716,425. This is a city only amendment and it did require a public hearing, which was properly advertised on February 2, 2023 and held at the February 9, 2023 meeting.

City Budget Amendment—\$9,716,425

1. General Fund amendment of \$113,099.
 - (11,901) – Adjust appropriation for the FY2023 Health Department Budget.
 - \$50,000 – Appropriate additional American Rescue Plan Act (ARPA) funding for the West End Small Area Plan.
 - \$75,000 – Correct appropriation of ARPA funds for the Uniontown Small Area Plan.
2. Capital Improvements Fund amendment of \$7,508,326 to appropriate ARPA funding for the following:
 - \$480,000 – Montgomery Hall Park Paving
 - \$200,000 – Gypsy Hill Park Bathhouse Refresh
 - \$200,000 – Montgomery Hall Park Bathhouse Refresh

- \$300,000 – Montgomery Hall Park Bathroom Upgrades
 - \$200,000 – Moxie Stadium Renovation Design
 - \$375,000 – Library Roof Replacement
 - \$300,000 – Two Public Works Dump Trucks
 - \$776,000 – Regional Animal Shelter move and renovation
 - \$400,000 – Building Security Improvements
 - \$2,000,000 – Two Fire Pumpers
 - \$2,277,326 – JDR Courthouse expense
3. Community Development amendment of \$5,000 to adjust the appropriation for Brownfields Assessment Grant.
 4. Water Fund amendment for (\$75,000) to correct the ARPA appropriation of the Uniontown Small Area study, offset is in the General Fund.
 5. Environmental Fund amendment of \$965,000 to appropriate ARPA Funds for the following:
 - \$115,000 – Relocate Centralized Recycling Center
 - \$850,000 – Standardize Refuse Collection
 6. Stormwater Fund amendment for \$1,200,000 to appropriate ARPA Funds for the Gypsy Hill Stream Restoration.

Attachment: Budget Amendment Number Five

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

Suggested Motion: I move to approve an ordinance amending the fiscal year 2023 budget by adding Budget Amendment Number Five, totaling \$9,716,425.

City Manager: Leslie Beauregard

Ordinance No. 2023-
AN ORDINANCE TO AMEND
THE FY2023 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON
BY ADDING BUDGET AMENDMENT NUMBER FIVE

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

Miscellaneous Revenue		(11,901)
Capital Grants and Contributions		125,000
Total Revenue	\$	113,099

Appropriations

General Government	\$	(11,901)
Community Development		125,000
Total Appropriations	\$	113,099

CITY CAPITAL IMPROVEMENTS FUND

Anticipated Revenue

Capital Grants and Contributions	\$	7,508,326
Total Revenue	\$	7,508,326

Appropriations

Capital Projects	\$	7,508,326
Total Appropriations	\$	7,508,326

COMMUNITY DEVELOPMENT FUND

Anticipated Revenue

Capital Grants and Contributions	\$	286,720
Appropriation of Prior Year Unassigned Fund Balance		(281,720)
Total Revenue	\$	5,000

Appropriations

Operations	\$	5,000
Total Appropriations	\$	5,000

WATER FUND

Anticipated Revenue

Capital Grants and Contributions	\$	(75,000)
Appropriation of Prior Year Unassigned Fund Balance	\$	-
Total Revenue	\$	(75,000)

Appropriations

Capital	\$	(75,000)
Total Appropriations	\$	(75,000)

ENVIRONMENTAL FUND

Anticipated Revenue

Capital Grants and Contributions	\$	965,000
Total Revenue	\$	965,000

Appropriations

Capital	\$	965,000
Total Appropriations	\$	965,000

GRAND TOTAL BUDGET AMENDMENT NO 5

\$

9,716,425

INTRODUCED: February 9, 2023

PUBLIC HEARING: February 9, 2023

Public Hearing Advertisement Date: February 2, 2023

Approved this _____ day of _____ 2023

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Kiley Kesecker

Clerk of Council

Stephen W. Claffey

Mayor of Council

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 5			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
<u>GENERAL GOVERNMENT</u>			
Contribution to Local Health Department	11001-41750	\$ (11,901)	
To Adjust FY23 Budget Commitment	11055110-55605		\$ (11,901)
COMMUNITY DEVELOPMENT			
Miscellaneous Federal Aid	11001-46250-ARPA	\$ 50,000	
Professional Services	11088120-53010-ARPA		\$ 50,000
To appropriate additional ARPA funds for the West End Small Area Plann			
Miscellaneous Federal Aid	11001-46250-ARPA	\$ 75,000	
Professional Services	11088120-53010-ARPA		\$ 75,000
Correct coding for Uniontown Small Area Plan			
TOTAL GENERAL FUND		\$ 113,099	\$ 113,099

BUDGET AMENDMENT NO. 5 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

General Revenues		
Miscellaneous Revenue		(11,901)
General government - Health Department	(11,901)	
<u>Non-Capital Grants and Contributions</u>		125,000
Community Development	125,000	
Total General Fund Revenues		\$ 113,099

GENERAL FUND EXPENDITURE SUMMARY

General Government	\$ (11,901)
Community Development	125,000
Total General Fund Expenditures	\$ 113,099

CITY CAPITAL IMPROVEMENTS FUND			
Miscellaneous Federal Aid	39001-46250-ARPA	\$ 7,508,326	
MHP Paving	39044130-58403-ARPA		\$ 480,000
GHP Pool Bathhouse Refresh	39077210-58527-ARPA		\$ 200,000
MHP Pool Bathhouse Refresh	39077210-58528-ARPA		\$ 200,000
MHP Bathrooms	39077210-58496-ARPA		\$ 300,000
Moxie Field Design	39077210-58524-ARPA		\$ 200,000
Library Roof	39044210-58525-ARPA		\$ 375,000
Fire - Pumpers	39033210-58463-ARPA		\$ 2,000,000
PW Dump Trucks	39044130-58505-ARPA		\$ 300,000
Regional Animal Shelter Design and Relocation	39033510-58486-ARPA		\$ 776,000
JDR Courthouse expense	39044210-58529-ARPA		\$ 2,277,326
Building Security Improvements	39044210-58526-ARPA		\$ 400,000
To appropriate additional ARPA funds			
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 7,508,326	\$ 7,508,326

CITY OF STAUNTON			
FY 2023 BUDGET AMENDMENT NO. 5			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
COMMUNITY DEVELOPMENT FUND			
Brownfields Assessment Grant	22083-46241-45004	\$ 286,720	
Appropriation for Prior Year Encumbrance	22001-41931	\$ (281,720)	
Training & Travel Grant	22088567-55005		\$ 4,500
Special Expenses	22088567-55205		\$ 500
Appropriate remaining Brownfields Assessment Grant			
TOTAL COMMUNITY DEVELOPMENT FUND		\$ 5,000	\$ 5,000
WATER FUND			
Miscellaneous Federal Aid	53001-46250-ARPA	\$ (75,000)	
Water Lines	53004321-58365-ARPA		\$ (75,000)
Correct coding for Uniontown Small Area Plan			
TOTAL WATER FUND		\$ (75,000)	\$ (75,000)
ENVIRONMENTAL FUND			
Miscellaneous Federal Aid	58001-46250-ARPA	\$ 965,000	
Refuse Standardization	58004820-58341-ARPA		\$ 850,000
Recycling Center	58004821-58387-ARPA		\$ 115,000
To appropriate additional ARPA spending			
TOTAL ENVIRONMENTAL FUND		\$ 965,000	\$ 965,000
STORMWATER FUND			
Miscellaneous Federal Aid	57001-46250-ARPA	\$ 1,200,000	
Gypsy Hill Park Stream Restoration	57004799-58360-ARPA		\$ 1,200,000
To appropriate additional ARPA spending			
TOTAL STORMWATER FUND		\$ 1,200,000	\$ 1,200,000

FY 2023 BUDGET AMENDMENT NO. 5 SUMMARY

CITY GOVERNMENT FUNDS

GENERAL FUND	\$ 113,099
CAPITAL IMPROVEMENTS FUND	\$ 7,508,326
COMMUNITY DEVELOPMENT FUND	\$ 5,000
WATER FUND	\$ (75,000)
ENVIRONMENTAL FUND	\$ 965,000
STORMWATER FUND	\$ 1,200,000

TOTAL CITY GOVERNMENT FUNDS	\$ 9,716,425
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TOTAL FY2023 BUDGET AMENDMENT NO. 5	\$ 9,716,425
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CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 23, 2023	Staff Member: Captain Chad Kauffman
Item #	B	
Department:	Police Department	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence Engagement Strategic Area: Responsive, Efficient Government	
Subject:	Virginia Department of Criminal Justice Services FY 2024 School Resource Officer Incentive Grant Program	

Background: The Virginia Department of Criminal Justice Services (DCJS) is offering a new cycle of state grants to continue funding for School Resource Officer (SRO) positions to enhance and continue partnerships between local law enforcement agencies and school divisions. The Staunton Police Department has one SRO position at Shelburne Middle School currently funded by this grant program through June 30, 2023. Grantees are required to submit a new application for continued funding in FY 2024. While the FY 2023 grant did not require a local match, the new round of funding requires localities to contribute matching funds based on the Composite Index of Local Ability to Pay. Staunton's rate is calculated at .3967, resulting in the following match requirement:

	City Share	DCJS Share	Total Compensation
Shelburne M.S. SRO	\$34, 793.00	\$52, 912.00	\$87,705.00

Fiscal Impact: Because this grant requires a cash match, per City Council Procedure Memorandum No. 5, submitting an application for this grant requires approval by City Council. The Shelburne Middle School SRO position was initially filled by an existing patrol officer in the Department who would not otherwise be assigned as an SRO. The city share of the grant will be funded with the existing salary of the officer assigned to the school.

City Manager's Recommendation: Recommend that Council authorize staff to apply for the

Virginia Department of Criminal Justice Services FY 2024 School Resource Officer Incentive Grant Program.

Suggested Motion: I move City Council authorize staff to apply for the Virginia Department of Criminal Justice Services FY 2024 School Resource Officer Incentive Grant Program.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 23, 2023	Staff Member: Rodney S. Rhodes
Item #	C	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Inclusion & Equity Excellence Engagement	
Subject:	Virginia Commission for the Arts 2023-2024 Creative Communities Partnership Grant Application	

Background: The Virginia Commission for the Arts (VCA) has operated the Creative Communities Partnership Grant (previously known as Local Government Challenge Grant) program for a number of years. In the past, the City has applied for and obtained grant funds to assist three local arts organizations: ShenanArts, the Stonewall Brigade Band and the Staunton Augusta Art Center. A partnership grant requires an equal match payable to each arts organization by the local government. Local match funds will be included in the proposed City budget for City Council's consideration. The Creative Communities Partnership Grants will be available for 2023-2024, with a total maximum grant of \$4,500. Grant applications are due on April 1, 2023, and staff intends to submit an application that provides for funding for the three organizations that previously received grant funding: ShenanArts, Stonewall Brigade Band and Staunton Augusta Art Center. Based on the maximum possible grant amount, staff recommends the following breakdown:

	City Share	VCA Share	Total
ShenanArts	\$1,500.00	\$1,500.00	\$3,000.00
Stonewall Brigade Band	\$1,500.00	\$1,500.00	\$3,000.00
Staunton Augusta Art Center	\$1,500.00	\$1,500.00	\$3,000.00
Total	\$4,500.00	\$4,500.00	\$9,000.00

Should deliberations concerning the proposed FY 2023-2024 budget result in the removal of any matching funds, it is possible to rescind the request at a later date. By authorizing the City

Manager to submit the grant application, the City is not irrevocably committed to appropriating the matching funds. It should also be noted that the City will be committed to match only those funds which are actually received from the state. If a grant of any amount less than the \$4,500 is received, then that amount will be matched by the City, if local funds are appropriated and available, and divided among the three organizations in the same proportions as those outlined above.

Fiscal Impact: \$4,500 in city funding.

City Manager's Recommendation: Recommend that Council authorize staff to apply for a grant from the Virginia Commission for the Arts for a 2023-2024 Creative Communities Partnership Grant.

Suggested Motion: I move City Council authorize staff to apply for the 2023-2024 Creative Communities Partnership Grant, with the understanding that acceptance will be determined by the availability of local funds to match the grant.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 23, 2023	Leslie Beauregard City Manager
Item #	D	
Department:	City Manager	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Appointment of Assistant City Manager as Representative to Select Public Bodies and Authorization for City Manager to Designate an Alternate Representative to Select Public Bodies	

Background: The City of Staunton is a member locality of several regional agencies including: BRITE Transit Advisory Committee (BTAC), Staunton Augusta Waynesboro Metropolitan Planning Organization (SAWMPO), Valley Alcohol Safety Action Program (VASAP), and Blue Ridge Criminal Justice Board (BRCJB).

The organizational documents of each organization authorize the appointment of a City of Staunton representative to each body. The organizational documents of BTAC, SAWMPO and VASAP allow for the appointment of an alternate representative of the City to participate in meetings in the event the City's primary representative is unable to attend.

With the recent hire of Ms. Amanda Kaufman as the City's Assistant City Manager, it is appropriate for City Council to appoint Ms. Kaufman as the City's representative member on the bodies.

The attached Resolutions appoint the Assistant City Manager to serve as the City's representative to each body. Additionally, for those bodies which permit the appointment of an alternate representative in the event that the Assistant City Manager is unable to attend those bodies' meetings, the resolutions grant the City Manager such authority.

Attachments:

Resolutions appointing Amanda Kaufman as the City of Staunton's representative on the following regional agencies:

- BRITE Transit Advisory Committee
- Staunton Augusta Waynesboro Metropolitan Planning Organization
- Valley Alcohol Safety Action Program
- Blue Ridge Criminal Justice Board

City Manager's Recommendation: Appoint Assistant City Manager Amanda Kaufman as representative of the City to the policy board of the following regional agencies: BRITE Transit Advisory Committee, the Staunton Augusta Waynesboro Metropolitan Planning Organization, the Valley Alcohol Safety Action Program, and the Blue Ridge Criminal Justice Board.

Suggested Motion: I move to appoint Assistant City Manager Amanda Kaufman as representative of the City to the policy board of the following regional agencies: BRITE Transit Advisory Committee, the Staunton Augusta Waynesboro Metropolitan Planning Organization, the Valley Alcohol Safety Action Program, and the Blue Ridge Criminal Justice Board.

City Manager: Leslie Beauregard

DRAFT 02.13.23

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF THE CITY MANAGER, LESLIE M.
BEAUREGARD, AS A MEMBER OF THE BLUE RIDGE INTER CITY
TRANSIT EXPRESS ADVISORY COMMITTEE AND CONCURRENTLY
APPOINT ASSISTANT CITY MANAGER, AMANDA KAUFMAN, AS THE
CITY'S REPRESENTATIVE MEMBER ON THE BOARD, AND AUTHORIZING
THE CITY MANAGER TO APPOINT AN ALTERNATE MEMBER ON THE
BOARD AS MAY BE NECESSARY**

Recitals

A. The Central Shenandoah Planning District Commission is responsible for the operation of the Blue Ridge Inter City Transit Express (BRITE) which provides transportation in the areas of Staunton, Waynesboro, and Augusta County;

B. The BRITE funding partners and stakeholders consist of the City of Staunton, Virginia, the City of Waynesboro, Virginia, the County of Augusta, Virginia, Augusta Health, Blue Ridge Community College, Shenandoah Valley Social Services, Wilson Workforce Rehabilitation Center, and Staunton Downtown Development Association;

C. The BRITE Transit Advisory Committee (BTAC) consists of one (1) member from each of the funding partners;

D. Leslie M. Beauregard was designated as the City's representative member of BTAC pursuant to a resolution adopted by City Council at its regular meeting on March 24, 2022;

E. Amanda Kaufman was hired as the City of Staunton's Assistant City Manager, effective February 21, 2023;

F. It is Ms. Beauregard's recommendation for Staunton City Council to terminate her appointment to BTAC and concurrently appoint Amanda Kaufman, Assistant City Manager, as the representative BTAC member, and for the City Manager to be authorized to appoint an alternate BTAC member as may be necessary; and

G. These recitals are an integral part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia that:

1. To the extent necessary, the appointment of Leslie M. Beauregard, City Manager, is terminated and Amanda Kaufman, Assistant City Manager, is appointed as the City representative on the Board, effective retroactively to and including February 21, 2023;

2. The City Manager is authorized to appoint an alternate member to the board as may be necessary; and

3. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the Board.

Adopted: _____, 2023, effective retroactively to and including February 21, 2023.

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF CITY MANAGER, LESLIE M.
BEAUREGARD, AS A MEMBER OF THE STAUNTON AUGUSTA
WAYNESBORO METROPOLITAN PLANNING ORGANIZATION POLICY
BOARD AND CONCURRENTLY APPOINT THE ASSISTANT CITY
MANAGER, AMANDA KAUFMAN, AS THE CITY'S REPRESENTATIVE
MEMBER ON THE BOARD; AND AUTHORIZING THE CITY MANAGER TO
APPOINT AN ALTERNATE MEMBER ON THE BOARD AS MAY BE
NECESSARY

Recitals

**OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF CITY MANAGER, LESLIE M.
BEAUREGARD, AS A MEMBER OF THE STAUNTON AUGUSTA
WAYNESBORO METROPOLITAN PLANNING ORGANIZATION POLICY
BOARD AND CONCURRENTLY APPOINT THE ASSISTANT CITY
MANAGER, AMANDA KAUFMAN, AS THE CITY'S REPRESENTATIVE
MEMBER ON THE BOARD; AND AUTHORIZING THE CITY MANAGER TO
APPOINT AN ALTERNATE MEMBER ON THE BOARD AS MAY BE
NECESSARY**

Recitals

A. The Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) was established as a result of the designation of the Staunton-Augusta-Waynesboro Urbanized Area by the U.S. Census on March 26, 2012. Federal regulations require an urbanized area to create and maintain an ongoing transportation planning process that is overseen by representatives of the local jurisdictions as well as state and federal transportation officials;

B. SAWMPO was created through a Memorandum of Understanding between the local jurisdictions in the urbanized area, including the Cities of Staunton and Waynesboro, Augusta County, and the Secretary of Transportation for the Commonwealth of Virginia. The MOU was adopted by SAWMPO at its first meeting, held on August 13, 2012, circulated to the local governments for adoption, and was executed on November 7, 2012. SAWMPO designated the Central Shenandoah Planning District Commission to serve as the staff to the SAWMPO;

C. Under the June 2016 Bylaws of SAWMPO, the voting membership of the SAWMPO shall be composed of two (2) voting representatives for the City of Staunton, and one (1) alternate member to serve in the absence of the regular representative. City Council designates the respective representatives;

D. Leslie M. Beauregard was designated as the City's representative member of SAWMPO pursuant to a resolution adopted by City Council at its regular meeting on March 24, 2022;

E. Amanda Kaufman was hired as the City of Staunton's Assistant City Manager, effective February 21, 2023;

F. It is Ms. Beauregard's recommendation for Staunton City Council to terminate her appointment to SAWMPO and concurrently appoint Amanda Kaufman, Assistant City Manager, as a representative SAWMPO member, and for the City Manager to appoint an alternate SAWMPO member as may be necessary; and

J. These recitals are an integral part of this resolution.

47
48 **NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of
49 Staunton, Virginia that:
50

51 1. To the extent necessary, the appointment of Leslie M. Beauregard to the
52 Staunton-Augusta-Waynesboro Metropolitan Planning Organization policy board is
53 terminated and Amanda Kaufman, Assistant City Manager, is appointed as a City
54 representative on the board, effective retroactively to and including February 21, 2023;
55

56 2. The City Manager is authorized to appoint an alternate member to the policy
57 board as may be necessary; and
58

59 3. It directs the Clerk of Council to transmit immediately an attested copy of
60 this Resolution to the Board.
61

62
63 Adopted: _____, 2023, effective retroactively to and including February 21,
64 2023.
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66
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70 _____
71 Stephen W. Claffey, Mayor
72

73 ATTEST: _____
74 Kiley A. Kesecker
75 Clerk of Council

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF CITY MANAGER, LESLIE M.
BEAUREGARD, AS THE VALLEY ALCOHOL SAFETY ACTION PROGRAM
POLICY BOARD MEMBER AND CONCURRENTLY APPOINT THE
ASSISTANT CITY MANAGER, AMANDA KAUFMAN, AS THE CITY'S
REPRESENTATIVE MEMBER ON THE BOARD**

Recitals

A. The Valley Alcohol Safety Action Program (VASAP) is a public body corporate duly formed under the provisions of Article 2, Chapter 7, of Title 18.2 of the Code of Virginia to operate a program to provide public information, probation, education, prevention, and rehabilitation services for persons charged under the laws with operating motor vehicles while under the influence of alcohol or drugs;

B. The City of Staunton, Virginia, is a participating locality of VASAP;

C. Under the April 9, 2019 Bylaws of VASAP (the Bylaws), "[t]he Policy Board (Board) shall consist of not more than twelve members and shall develop policies for operation of the Program. One of such members shall be selected by the governing body of each participating locality for a term of three years and shall be either the Chief Operating Officer of the locality, or his/her designee;"

D. Leslie M. Beauregard was designated as the City's representative member on the Board pursuant to a resolution adopted by City Council at its regular meeting on March 24, 2022

E. Amanda Kaufman was hired as the City of Staunton's Assistant City Manager, effective February 21, 2023;

F. It is Ms. Beauregard's recommendation for Staunton City Council to terminate her appointment to the VASAP Board and concurrently appoint Amanda Kaufman, Assistant City Manager, as the City's Board Member; and

G. These recitals are an integral part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia that:

1. To the extent necessary, the appointment of Leslie M. Beauregard to the Valley Alcohol Safety Action Program Policy Board is terminated and Amanda Kaufman, Assistant City Manager, is appointed as the City's representative on the Board, effective retroactively to and including February 21, 2023, and

2. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the Board.

Adopted: _____, 2023, effective retroactively to and including February 21, 2023.

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

DRAFT

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF CITY MANAGER, LESLIE M.
BEAUREGARD, AS THE BLUE RIDGE CRIMINAL JUSTICE BOARD
MEMBER AND CONCURRENTLY APPOINT THE ASSISTANT CITY
MANAGER, AMANDA KAUFMAN, AS THE CITY'S REPRESENTATIVE
MEMBER ON THE BOARD**

Recitals

A. The Blue Ridge Criminal Justice Board (BRCJB) was duly formed under the provisions of Virginia Code Section 9.1-178 et seq. to provide and support a broad range of community-oriented justice options in an effort to reduce jail overcrowding, enhance public safety, and offer remedial and rehabilitative opportunities to pretrial defendants and post conviction offenders;

B. The City of Staunton, Virginia, is a participating locality of BRCJB;

C. Under the November 19, 2013 Bylaws of BRCJB (the Bylaws), BRCJB shall include "a person appointed by each governing body to represent the governing body;"

D. City Manager, Leslie M. Beauregard currently serves as the City of Staunton's government representative to BRCJB, pursuant to a resolution adopted by City Council at its regular meeting on October 24, 2019;

E. Amanda Kaufman was hired as the City of Staunton's Assistant City Manager, effective February 21, 2023;

F. It is Ms. Beauregard's recommendation for Staunton City Council to terminate her appointment to BRCJB and concurrently appoint Amanda Kaufman, Assistant City Manager, as the City's BRCJB representative; and

G. These recitals are an integral part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia that:

1. To the extent necessary, the appointment of Leslie M. Beauregard to the Blue Ridge Criminal Justice Board is terminated and Amanda Kaufman, Assistant City Manager, is appointed as the City's government representative, effective retroactively to and including February 21, 2023; and

2. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the BRCJB.

Adopted: _____, 2023, effective retroactively to and including February 21, 2023.

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

DRAFT