



Agenda: Staunton, VA - City Council Retreat

Purpose of the event

1. Review and discuss policies and procedures
2. Build relationship and promote a one team approach
3. Revisit the Staunton plan – vision, values, and strategic areas
4. Establish realistic priorities associated with Staunton's strategic areas

Logistics

- Dates: February 28 – March 1, 2023
- Times: February 28, 9:00 am – 3:00 pm; March 1, 9:00 am – 12:30 pm
- Location: Woodrow Wilson Library and Research Center

Time	Agenda activities
February 28, 2023	
9:00 – 9:30 am	Welcome, agenda review, opening remarks, introductions, ground rules
9:30 – 10:30 am	Review and discussion of policies and procedures
10:30 – 10:45 am	BREAK
10:45 – 11:30 am	Continue review and discussion of policies and procedures
11:30 am – 12:15 pm	LUNCH
12:15 pm – 12:45 pm	So, you wanted to run for public office? What contributed to your decision?
12:45 pm – 1:15 pm	Interview summary report review – Surprises? What you expected? Gaps? Additions?

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Time	Agenda activities
1:15 pm – 1:30 pm	Vision review
1:30 pm – 1:45 pm	BREAK
1:45 pm – 2:15 pm	Values review • What ideas do you have for applying these values with Council when you agree and when you don't? • City Manager, what ideas do you have for applying these values with staff?
2:15 pm – 2:45 pm	Strategic areas and descriptions • Review the descriptions in preparation for day 2 and make adjustments if needed
2:45 pm – 3:00 pm	• Overview of day 2 • Wrap up questions
March 1, 2023	
9:00 am – 9:15 am	Welcome back, agenda review, reflection on day 1
9:15 am – 10:00 am	Postcards from the future – Prioritization activity • Infrastructure • Economic Development
10:00 am – 10:45 am	Postcards from the future – Prioritization activity • West End • Built Environment
10:45 am – 11:00 am	BREAK

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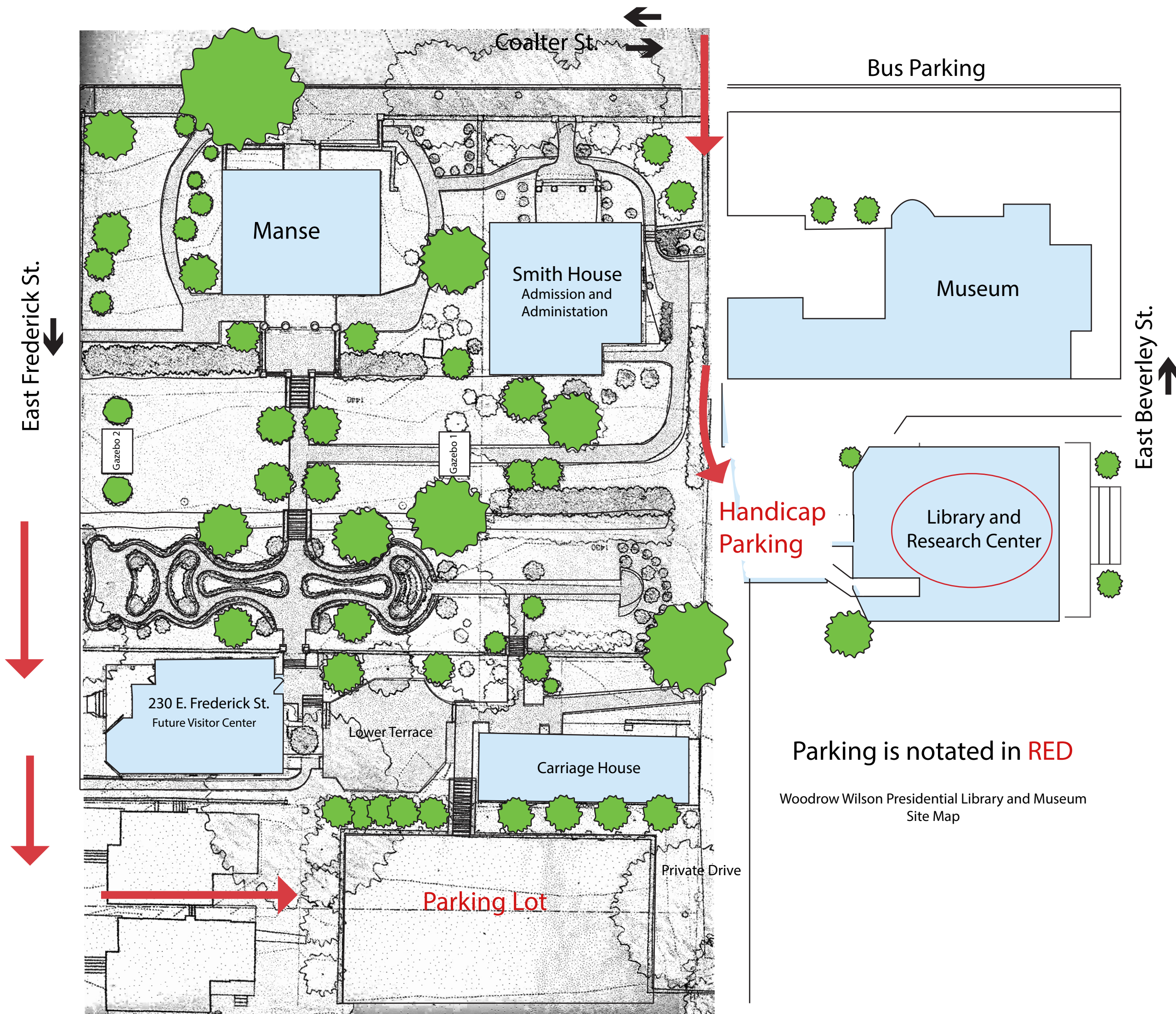
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Time	Agenda activities
11:00 am – 11:30 pm	City Manager – Responsive, Efficient Government priorities
11:30 am – 12:00 pm	Resource reality check for priorities
12:00 pm – 12:20 pm	What do you need and how can we help? • Experienced Council member • New Council members • Executive City leadership
12:20 pm – 12:30 pm	Wrap up & evaluation • Learn, Thank, Do

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COUNCIL PROCEDURE MEMORANDA

Council Procedure Memorandum No. 1	Communication between City Council, the City Manager and Staff
Council Procedure Memorandum No. 2	Boards and Commissions – Applications and Appointments
Council Procedure Memorandum No. 3	Agendas for City Council Meetings; Council Member Remote Participation for City Council Meetings
Council Procedure Memorandum No. 4	Speakers Appearing Before Council During Regular Meetings and Public Hearings
Council Procedure Memorandum No. 5	Grant Applications
Council Procedure Memorandum No. 6	Abstention from Casting Vote
Council Procedure Memorandum No. 7	Adoption of Ordinances
Council Procedure Memorandum No. 8	Procedure for Refusal or Reduction of Council Pay Increases
Council Procedure Memorandum No. 9	Non-budgeted Money Request
Council Procedure Memorandum No. 10	Travel by Council Members
Council Procedure Memorandum No. 11	Staff Liaison to Outside Agencies that receive Capital Improvement Appropriations from the Staunton City Council
Council Procedure Memorandum No. 12	Spending Generally; Spending Authority for the Mayor
Council Procedure Memorandum No. 13	Requests for Funding Organizations
Council Procedure Memorandum No. 14	Naming of Public Facilities
Council Procedure Memorandum No. 15	Consent Agenda
Council Procedure Memorandum No. 16	Freedom of Information Act (FOIA) Requests
Council Procedure Memorandum No. 17	Meetings

COUNCIL PROCEDURE MEMORANDUM NO. 1

SUBJECT: Communication between City Council, the City Manager, and Staff

1. As provided in Sections 3, 14 and 15 of the Charter of the City, the government of the City is vested in the Council and its administration in the City Manager.
2. When the public duties of Council necessitate contact with the administrative officers or employees of government, the following procedure will apply:
 - a. The normal channel will be to the City Manager who will respond to the member of Council with information, explanation, or action as appropriate. The City Manager may determine that action should be taken, if at all, after formal consideration and vote of Council.
 - b. Since it is important that Council members show interest in the various departments of government, visits are encouraged to city offices for observation, familiarization and getting acquainted overall with City employees. However, such visits will be made after notification to the office of the City Manager and will conform to paragraph c below.
 - c. No requirements of any kind or requests for information will be levied directly upon the various employees of city government, except to Council appointees, by any member of Council, including through written or electronic means. Requests, requirements or tasks desired by Council will be communicated directly to the City Manager and from the latter, as summarized and interpreted, to the appropriate office. It will be the City Manager's responsibility to assure that appropriate response is provided and that as to any matter of general application or interest, all members of Council are informed.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 2

SUBJECT: Boards and Commissions — Applications and Appointments

1. Application forms will be available in the Clerk of Council's office and on the City's website to any resident who wishes to be considered for appointment to a City board, commission or committee. Applications will be filed with and maintained in the Clerk of Council's office. Upon receipt of an application form, the Clerk of Council will contact each applicant to inform them that their application has been received.
2. When an appointment is forthcoming on a board, commission, or committee, the Clerk's office will post a description of responsibilities approximately 60 days prior to the date of appointment on the City's website to encourage the submission of applications.
3. The Nominations Committee will review all applications as part of its deliberations in the process of selection of appointees. A report from the Nominations Committee will be sent to Council, with the agenda materials, prior to the Council meeting. Additionally, the Clerk of Council will separately send a copy of all applications considered by the Nominations Committee to Council. These applications will be marked as confidential pursuant to the Virginia Freedom of Information Act.
4. When possible, appointments will be made approximately 30 days prior to the expiration of the term of current members to permit orientation of new appointees and continuity of responsibilities.
5. The Nominations Committee may appoint a Council liaison to boards and commissions. The Council liaison shall communicate with the chair of the board or commission that they are appointed to serve. The liaison shall ensure that the board or commission's needs are being met. If a board or commission does not have a Council liaison, the chair of the board or commission shall communicate with Council about any needs the board or commission that may require Council attention.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 3

SUBJECT: Agendas for City Council Meetings; Council Member Remote Participation for City Council Meetings

Agendas:

Anyone wishing to appear before City Council at a regularly scheduled meeting shall contact the City Manager to determine whether or not the item shall be placed on the agenda. If the Clerk of Council is contacted for this purpose, the Clerk shall relay the inquiry to the City Manager. The Manager will review all requests before deciding which items will be placed on the agenda. Each person shall be informed of the opportunity to appear before Council during “Matters from the Public.”

At each work session, the first agenda item will be “Approval of Agendas” for both the work session and the regular session meetings of Council. The Mayor or other presiding officer will entertain a motion for Council to approve the proposed work session and regular session agendas, with or without modification as identified in the motion. The Clerk of Council will poll each Council member on such vote and, if necessary, successive votes will be taken until there is Council approval of both agendas. With a vote for approval of modification, Council may amend its regular session agenda at the beginning of the regular session, again with the Clerk of Council conducting an individual poll on the vote of each member of Council.

At each regular meeting of Council, the first agenda item will be an “Invocation/Moment of Silence.” Such an invocation or moment of silence will be on a rotating basis, with each Council member electing which to observe and whether to defer to the next Council member in the rotation or another Council member. Any invocation will be directed to Council and may be offered consistent with applicable controlling law. Any moment of silence may be introduced by the Council member with reference to a remembrance or thought of current or historic events.

There will be an agenda for each and every Council meeting, including work sessions, and no matters which are not on the approved agendas will be discussed unless deemed an emergency. Notwithstanding any prior action of Council to the contrary, Council members may contact the City Manager with any items desired to be on the agenda, if necessary. The proposed agenda items cut-off time will be at noon on the Friday two weeks preceding the Thursday City Council meeting. Agenda items proposed by Council members shall be placed on the following meeting’s work session agenda. The proposed agendas and back-up materials will be transmitted to Council members by Friday afternoon prior to the meeting, absent special circumstances.

Agenda materials shall be compiled and delivered to the Clerk of Council by 12 noon on the Friday preceding the scheduled Council meeting for duplication and distribution, by whatever means as determined by Council (i.e., paper copies, electronically, etc.).

Member Remote Participation for City Council Meetings:

1. **Purpose and Applicability.** It is the policy of the City Council under this memorandum that individual members of the Council may participate remotely in Council meetings by electronic means as permitted by Virginia Code Section 2.2-3708.2, even in the absence of the Governor having declared a state of emergency, when there is a quorum physically assembled at one primary or central meeting location. For circumstances when the Governor has declared a state of emergency, such as has existed with COVID-19, the requirements of Virginia Code Section 2.2-3708.2(A)(3) must be satisfied. The purpose of this policy is to comply with the requirements of Section 2.2-3708.2 of the Code of Virginia to allow for and govern remote participation by one or more Council members in Council meetings by electronic communication means in general, outside of an extraordinary situation involving a Governor- declared state of emergency. All City Council proceedings pursuant to this policy shall be conducted in accordance with Virginia Code Section 2.2-3708.2 as that statute, a part of the Virginia Freedom of Information Act, may hereafter be amended. This policy shall apply to the entire City Council membership without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
2. **Quorum and Setting Required.** The City Council may consider a member's individual request for remote participation by electronic communication means only if a quorum of the Council is physically assembled at one primary or central meeting location, and there is an arrangement for the voice of the remotely participating Council member to be heard by all persons at such primary or central meeting location.
3. **Notice and Permissible Reasons for Electronic Participation.** Council member participation remotely under this policy shall only be allowed if: on or before the day of the meeting, the Council member notifies the Mayor or other presiding officer that the member's inability to attend is due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance or due to a family member's medical condition that requires the Council member to provide care for the family member which prevents the Council member's physical attendance at the meeting, or due to a personal matter and the Council member identifies with specificity the nature of the personal matter. A Council member may remotely participate in up to five meetings each calendar year due to personal matters. A Council member's remote participation due to a temporary or permanent disability or other medical condition shall not be subject to a meeting limitation per calendar year. A Council member's remote participation due to a family member's medical condition that requires the Council member to provide care for the family member thereby preventing the Council member's physical attendance shall not be subject to a meeting limitation per calendar year. The Council member requesting to remotely participate in the meeting must state the remote location from which they will participate.
4. **Approval.** Individual participation from a remote location shall be approved unless such participation would violate this policy or applicable law. City Council shall vote whether to allow such participation and, if approved, the Council's meeting minutes shall reflect the

following: the remote location from which the member participated, even though the remote location need not be open to the public; if the basis for the remote participation is disability or a Council member's or a family member's medical condition, the fact of such; and, if the basis for the remote participation is a personal matter, the specific nature of the personal matter. Upon adoption of a motion to approve the Council member's participation by electronic communication means, the Council member shall be allowed to fully participate in the meeting by electronic communication means. Before proceeding with the remainder of the Council meeting, the Mayor shall ask the Council member to state their name. The Mayor shall then ask the other Council members and members of the public in attendance if they can hear the remotely participating Council member. The meeting shall not proceed until the remotely participating Council member's voice can be heard by all Council members and members of the public physically assembled at the meeting location.

5. **Disapproval.** If the City Council votes to disapprove the Council member's remote participation because such participation would violate this policy or applicable law, such disapproval shall be recorded in the Council's minutes with specific reasons cited under this policy and/or under applicable law for the disapproval.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 4

SUBJECT: Speakers Appearing Before Council

City Council meetings offer two types of forums for the public to address the Council. Public hearings, when scheduled for a Council regular meeting agenda, provide the public with an opportunity to address a specific issue before the Council for its consideration.

The City Council also has an item on its regular meeting agenda entitled “Matters from the Public” which occurs after “Matters from the City Manager” portion of the regular meeting.

The Council will provide an opportunity for both in-person public participation as well as remote public participation for both public hearings and “Matters from the Public.”

The Staunton City Council permits the use of the City’s Zoom platform to enable community members to remotely participate in public hearings and “Matters from the Public.”

During a public hearing and “Matters from the Public”, the Mayor will ask the City Manager to determine if anyone is on the Zoom platform before beginning the public hearing or “Matters from the Public.” If individuals are on the Zoom platform, the Mayor shall proceed with the public hearing or “Matters from the Public” by alternating between individuals who are physically present for the meeting and individuals participating through the Zoom platform.

Individuals participating through the Zoom platform shall adhere to all rules and time limits applicable to physically present individuals participating in the public hearing or “Matters from the Public.”

The City Manager or designee is authorized to end the call of an individual participating through the Zoom platform when the individual’s time period for the call expires.

The following are the Council’s rules for public participation in public hearings as well as Matters from the Public.

Public Hearing Rules.

It shall be the policy of the City Council to require all speakers from the floor to come forward and speak into the microphone and give their names and addresses. Individuals participating through the Zoom platform are required to provide their names and addresses. Each speaker will be limited to 5 minutes. This announcement shall be made at the beginning of each Council public hearing, when necessary.

Also, in a public hearing, the following procedure will be followed:

1. The business item will begin with a presentation by a staff member. The Council may ask the staff member any questions that it has about the item.
2. In a land use public hearing, the applicant will be asked if they wish to make a presentation to Council. If the applicant chooses to make a presentation, it shall be limited to 5 minutes. After the applicant concludes their presentation, the Council may ask the applicant any questions that it has about the presentation.
3. The Mayor shall then open the public hearing. All persons speaking for or against shall be limited to 5 minutes and allowed to speak only if the point has not previously been made. Speakers at a public hearing may only speak about the subject of the public hearing. The Mayor shall close the public hearing after all persons wishing to speak for or against the item have been provided an opportunity to address the Council. No individual may speak more than once at the public hearing. After the public hearing is closed, no person in the audience may speak on the item.
4. In a land use matter, the applicant will then be offered an opportunity to rebut or address any comments made during the public hearing. The rebuttal by the applicant shall be limited to 5 minutes.
5. At the conclusion of the applicant's rebuttal, the Council may ask the applicant or staff members any questions that it has about the item.

A majority vote of Council may waive any of the limits set for the speakers or the applicant.

Matters from the Public Rules.

1. Before the beginning of "Matters from the Public", the Mayor shall read the "Introductory Remarks for Matters from the Public" adopted at Council's April 8, 2021 meeting.
2. Each individual speaking at "Matters from the Public" shall be limited to 5 minutes.
3. No individual shall speak more than once at "Matters from the Public" at each regular Council meeting.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 5

SUBJECT: Grant Applications

The City Manager or designee shall review all applications on behalf of the City for state, federal, or private grants. The City Manager shall have the authority to approve and submit the grant application on behalf of the City without submitting the same for review and approval of City Council, except in the following cases:

1. Grants that require City funds or property to be contributed as a matching or percentage share, or
2. Grants that require a resolution, ordinance, or other authorization from City Council.

The City Manager shall report to City Council all grants approved and submitted by the City Manager without submittal for review and approval to City Council, in accordance with this procedural memorandum, no later than the second meeting of City Council following the City Manager's approval and submittal.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 6

SUBJECT: Abstention from Casting Vote

Section 2.10.120 of the Code of Staunton provides that every member of Council present shall vote upon all questions that a vote must be taken, unless excused by the Council (unless the member has an immediate personal or financial interest in the matter). Requests by a member to abstain from voting or to announce the intention not to vote because of personal or other financial interest shall be made to the presiding officer of Council prior to the placing of the matter before Council for vote. Council need take no further action to allow the abstention in the case of a member's personal or other financial interest in the matter, consistent with the requirements of the Virginia State and Local Government Conflict of Interests Act.

A Council member may also abstain from a vote without further Council action if the Council member believes that voting upon a matter may create the appearance of a conflict of interest. The Council member shall state the specific reason that the member believes the appearance of a conflict of interest exists.

Additionally, a Council member may abstain from a vote to approve meeting minutes without further Council action if the Council member did not attend the meeting for which minutes approval is being considered.

Council shall consider a request to abstain from a vote for other reasons and may grant the request if a majority of the members present (excluding the member requesting the abstention) votes in favor of granting the request.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 7

SUBJECT: Adoption of Ordinances

It shall be the policy of the City Council that ordinances, subject to particular circumstances generally, shall be presented to Council for its consideration in the following manner:

1. The ordinance may be introduced at the Council meeting having such ordinance on the agenda. If the ordinance is so introduced it shall be placed on Council's next agenda (or a designated Council agenda at a subsequent meeting) for consideration for final adoption.
2. If a majority of the members of Council (four) support a motion to adopt an ordinance upon its introduction and such ordinance is not subject to other requirements before introduction and adoption as provided by the Code of Virginia, The Code of the City of Staunton or the Charter of the City of Staunton, the ordinance may be so adopted without the necessity of consideration at a subsequent meeting.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 8

SUBJECT: Procedure for Refusal or Reduction of Council Pay Increases

1. No City Council member shall be required to accept a pay increase in whole or in part if opposed to its enactment, morally opposed to accepting compensation for services, or feels the performance as a Council member does not justify that amount of compensation, or for any other reason.
2. If the Council member concerned does not desire to accept such an increase in whole or in part, the member shall:
 - a. Immediately notify the City Manager of the decision to refuse the pay increase or such part of it as he/she desires; and
 - b. Request continuance of the present pay or, if applicable, the amount of the pay increase to be accepted; and
 - c. Execute such waiver of increased compensation as may be required by law or deemed necessary by the City.
3. The waiver of pay increase or part thereof shall remain in effect from the time of its submission until it shall be revoked in writing by the Council member concerned. At such time, the revocation will be made available as public information.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 9

SUBJECT: Non-Budgeted Money Request

It shall be the policy of the City Council not to accept any request for money outside of the budget process, except those requests which could not reasonably be anticipated by the applicant during the budget process.

Requests for Staunton-based projects will be submitted to the Director of Finance in accordance with the City Manager's budget calendar each budget year. These requests will then be evaluated along with other requests during the budget review. Approved requests for sports, organizations, youth, etc. will only be paid after staff has been satisfied that the project has been or will be completed.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 10

SUBJECT: Travel by Council Members

It shall be the policy of the City Council to approve travel by members of the Council at City expense, prior to the conference, seminar, meetings (except VML appointed committee meetings) or other event.

The member of Council shall present the proposed travel to the majority of Council during a work session or Council meeting and receive approval of Council prior to making arrangements or incurring City expense.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 11

**SUBJECT: Staff Liaison to Outside Agencies that Receive Capital
Improvement Appropriations from the Staunton City Council**

It shall be the formal policy of Staunton City Council to consider each appropriation of capital and/or operating funds (where appropriate) to an outside agency (i.e., one that does not report to the City Manager) to determine if periodic and regular reports on the progress of this capital and/or operating funding are required. Should such a periodic reporting be appropriate, the Council will direct the City Manager to appoint a staff liaison to the outside agency. Such a staff liaison will be responsible to monitor the activities relating to this capital and/or operating appropriation and report to City Council on a periodic and regular basis. Council will review each appropriation to determine how often it requires such a report. The City Manager will be directed to provide that report during a Council meeting or work session in accordance with Council's requirements.

The City Manager will be responsible for the assignment of a staff liaison, if so directed, within thirty days of the approval of capital funding and/or operating funding for use by an outside agency. Status reports regarding these capital improvements and funds will be prepared in accordance with Council's direction at the discretion of the City Manager. Should for any reason Council require an additional report, the City Manager will be so directed and said report will be provided to Council at the earliest possible convenience.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 12

SUBJECT: Spending Generally; Spending Authority for the Mayor

1. No dues or fees of civic organizations shall be paid for a membership of the City, City Council or individual members of City Council.
2. It shall be the policy of City Council to authorize the Mayor to incur expenses up to \$250.00 per transaction on behalf of the City when in the Mayor's judgment the expense is in the City's best interest. Such expenses shall be incurred and contracted within the parameters of any applicable procurement laws and policies of the City. All such expenses will be charged to the operating budget of City Council. If the Mayor expends any funds pursuant to this section, the Mayor will report the expenses to the City Council at the Council's next regular meeting.
3. Any expenses exceeding the \$250.00 limit established by Council shall require the approval of the majority of a quorum of Council prior to being incurred.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 13

SUBJECT: Requests for Funding Organizations

It shall be the policy of City Council to require each organization requesting funds from the City to furnish to the City Manager and City Council a financial statement and/or a budget prior to Council acting upon the request. The purpose of this policy is to afford Council a better understanding of the organizational needs prior to entertaining such requests.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 14

SUBJECT: Naming of Public Facilities

It shall be the policy of City Council to receive and approve requests to name public facilities as hereafter specified:

1. The naming of a public facility shall be in honor of an individual, group, business or organization that has made an exceptional contribution to the City of Staunton, the Commonwealth of Virginia or the Nation. This would include:
 - A. Individuals, groups, businesses or organizations that have made a major donation of land or funds for the facility equal to at least 50% of the total cost of the project.
 - B. Individuals, still living, who have, through dedicated and unpaid service, made a significant contribution to the quality of life of Staunton residents.
 - C. Deceased individuals who have made significant contributions to the quality of life of Staunton residents, or significant contribution to the Commonwealth of Virginia or the Nation.
2. A public facility shall include any building, park, place, street, trail, etc.
3. Generally, a facility shall be named in a manner that describes its function. (e.g. Landes Park, Booker T. Washington Community Center)
4. Any individual, group, business or organization may petition the City Council to name a public facility.
5. A petition made to the City Council to name a public facility shall include the following information:
 - A. The full name of the individual, group, business or organization making the nomination.
 - B. The full name of the individual, group, business or organization being nominated.
 - C. If the nomination is for a deceased individual, the date of birth and death.
 - D. The association, if appropriate, with the public facility or place to be named.
 - E. A brief biography of the individual or a description of the group business or organization, including all other information relevant to the nomination.
 - F. Any recommendation for the installation of a permanent memorial or plaque may be included with the above information.

6. The City Council may, at its discretion, designate or change a name for a new or existing public facility, consistent with the requirements of this policy and may withdraw the name or rename a facility at any time.
7. Official names of facilities, places, parks, etc. shall be used in all City communications, maps, plans, documents, signs and other means of identification.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 15

SUBJECT: Consent Agendas

It shall be the policy of City Council to have the City Manager place routine, non-controversial items on a Consent Agenda. A briefing for the Consent Agenda shall be prepared in the manner and format of regular business items on the agenda. All matters listed under the consent agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of the items. If discussion is desired, the item may be removed from the Consent Agenda at the request of a member of City Council and considered separately.

The Consent Agenda shall be adopted by a motion “to approve the consent agenda and listing each individual item included therein,” and shall be considered by the Council as a single item. Any business item so included on the consent agenda shall be described in sufficient detail in the Consent Agenda Briefing to provide the public with an appropriate understanding of such item. Upon objection by any member of Council to including an item, that item shall be removed from the consent agenda and placed on the regular agenda for Council’s consideration.

Consent agenda items may include, but are not limited to:

- Minutes
- Nominations Committee Reports
- Resolutions
- Proclamations
- Financial Reports

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 16

SUBJECT: Freedom of Information Act (FOIA) Requests

1. For the purposes of complying with FOIA requests for Council member public records, the City shall be considered the custodian for all Council member public record transmissions including those sent and received through the City's email network.
2. It shall be the policy of City Council that any and all FOIA requests made to a Council member shall be immediately directed to the City's FOIA Officer who will respond to the request and ensure compliance with FOIA.
3. A City Council member may waive reasonable charges related to their time accessing or searching for public records. No City Council member shall have the authority to waive other charges related to FOIA requests. Fees are calculated based on the amount of staff time required to search, access, redact, duplicate, and supply the requested records.
4. Upon the expiration of their term in office, a Council member shall provide electronically copies of all of their public records other than those sent and received through the City network and related to the transaction of public business on a thumb drive provided by the City's Information Technology Department. This thumb drive will be provided to the City's FOIA Officer. The City's FOIA Officer will use the copies to fulfill all further FOIA requests for Council member emails, and will maintain the copies in accordance with the Virginia Public Records Act. For purposes of this Memorandum, "public business" encompasses those matters over which the Staunton City Council has supervision, control, jurisdiction, or advisory power.
5. Council members shall comply with the Library of Virginia's Records Retention Schedule pursuant to the Virginia Public Records Act.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 17

SUBJECT: Meetings

The Staunton City Council shall conduct three types of meetings: an organizational meeting, regular meetings, and special meetings.

Organizational Meeting: Beginning in January 2023, the Council shall conduct an organizational meeting every two years. The City Attorney shall call the meeting to order and conduct the election for a new Mayor to serve a two year term. The Mayor shall then preside over the remainder of the meeting which shall consist of the election of a Vice-Mayor, the adoption of a meeting schedule, a review and consideration of Council Procedure Memoranda, establishment of the Council Nominations Committee, and appointment of the Council Nominations Committee members.

Regular Meetings: Pursuant to Section 6 of the Staunton City Charter and Staunton City Code Section 2.10.70, the Staunton City Council shall hold its regular meetings on the second and fourth Thursday of each month at an hour and place designated by the City Council. The Council may, by a majority vote, cancel a regular meeting.

Special Meetings: Pursuant to Section 7 of the Staunton City Charter, the Mayor or any two members of the Staunton City Council may call a special meeting. At least 12 hours notice of the special meeting must be provided to each Council member of the special meeting. The notice shall contain the business to be transacted at the special meeting as well as the date, time, and place of the meeting. The notice must be personally served or left at the Council member's usual place of residence or business. The 12 hour notice requirement may be waived if all Council members attend the meeting or waive the notice requirement. No business shall be transacted at a special meeting except that for which the meeting is called unless all Council members attend the special meeting or give their written consent to transact business not contained in the notice.

Hazardous Conditions: In the event the Mayor, or the Vice-Mayor, if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for Council members to attend a regular meeting, such regular meeting shall be continued to the next Monday. Such finding and declaration shall be communicated to the Council members and the media as promptly as possible. And, to the fullest extent permitted by law, all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 18

SUBJECT: Invocation

At each regular meeting of Council, the second agenda item will be an “Invocation/Moment of Silence.” Such an invocation or moment of silence will be on a rotating basis, with each Council member electing whether to observe their turn in the rotation and whether to defer to the next Council member in the rotation or another Council member. Any invocation will be directed to Council and may be offered consistent with applicable controlling law. Any moment of silence may be introduced by the Council member with reference to a remembrance or thought of current or historic events.

An invocation or moment of silence shall not be used to proselytize audience members or to disparage the religious faith or non-religious views of others. Before commencing the invocation or moment of silence, a Council member shall state to the audience, “Please feel free to join me in this invocation/moment of silence (whichever is applicable) if you desire to do so.”

No person attending the meeting is required to participate in the invocation or moment of silence. Any person attending the meeting is free to leave the meeting prior to or during the invocation/moment of silence, and to rejoin the meeting at the conclusion of the invocation/moment of silence. Members of the public will not be treated differently based on whether they participate in the invocation/moment of silence.

Proclamations & Other Forms of Recognition

1. **Commemorative Letter** prepared on Mayor's letterhead, affixed with the City seal and mailed in a flat envelope for birthdays, retirements, congratulations, etc.
2. **Letter & Certificate of Recognition** for significant individual or organizational achievements/milestones. Mailed to individual or organization in a flat envelope.
3. **Commemorative Proclamation** presented by the Mayor, or designee, to an organization at an event or function in recognition of local, state or national achievement or to commemorate an event, such as Small Business Saturday.
4. **Proclamation in Council Chambers** presented by the Mayor, in observance of a certain day, week or month, such as: Juneteenth, Arbor Day, Veterans Day, etc. Also presented to non-profit organizations in connection with national, statewide or local observances or in connection with a significant milestone, such as: Pride Month/Shenandoah LGBTQ Center, September Childhood Cancer Awareness Month, etc. All proclamations presented in Council Chambers must be unanimously approved by City Council.
5. **Key to the City** presented in Council Chambers as a symbol of civic recognition and gratitude, reserved for individuals whose service to the public and the common good rises to the highest level of achievement. Must be unanimously approved by City Council.

Recognition requests will be submitted to the Clerk via a request form on the City's website. Each type of recognition will have a unique form requiring specific information about the request. All proclamation requests will be sent to Councilmembers for approval. Requests for a Key to the City must come from a member of City Council and cannot be submitted via the website.

Examples of request forms and guidelines:

Proclamations – Governor of Virginia's webpage <https://www.governor.virginia.gov/constituent-services/request-a-proclamation/>

Other forms of recognition – Governor of Virginia's webpage <https://www.governor.virginia.gov/constituent-services/recognition-requests/>

Ceremonial Item Guidelines – Waynesboro's webpage <https://www.waynesboro.va.us/667/Ceremonial-Item-Guidelines>

To request a proclamation – Rapid City, SD <https://www.rcgov.org/departments/mayor-s-office-city-council/mayor-s-office/mayoral-proclamations-4649.html>



December 6, 2022

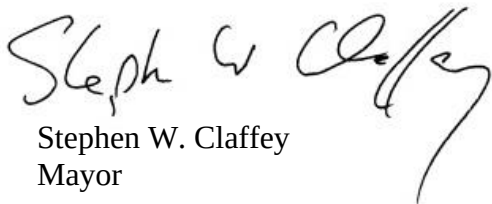
VDOT- Staunton District
Attn: Randy S. Kiser, P.E.
811 Commerce Road
Staunton, VA 24401

Dear Mr. Kiser,

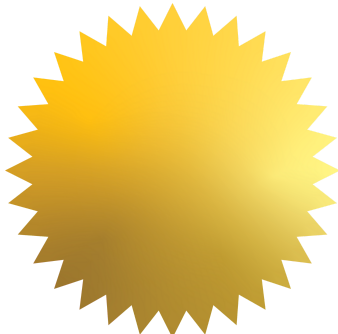
On behalf of the City of Staunton, I would like to take the opportunity to congratulate you on your retirement from VDOT. During your 37 years of public service, and as Staunton's District Engineer, you met many challenges in keeping the City operational. You are to be commended for your expertise and leadership to the VDOT Staunton District and to the City of Staunton.

We wish you many years of happiness, good health, and prosperity as you begin this well-deserved new chapter in your life.

Sincerely,



Stephen W. Claffey
Mayor





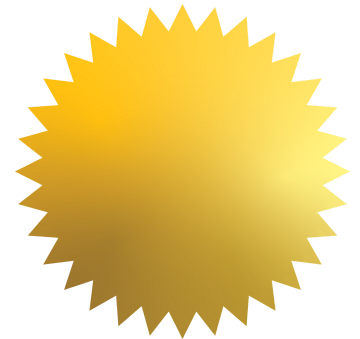
CITY OF STAUNTON, VIRGINIA

Certificate of Recognition

Presented to

John Q. Public

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.



Stephen W. Claffey
MAYOR

STAUNTONTM
VIRGINIA

Kiley A. Kesecker
CLERK OF COUNCIL



CITY OF STAUNTON, VIRGINIA

Proclamation

**Small Business Saturday
November 26, 2022**

- WHEREAS,** the City of Staunton, Virginia, celebrates our local small businesses and the contribution they make to our local economy and community; and
- WHEREAS,** according to the United States Small Business Administration, there are currently 30.7 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, and are responsible for 64.9 percent of net new jobs created over the past 20 years, and
- WHEREAS,** small businesses employ 47.3% of the employees in private sector in the United States; and
- WHEREAS,** 94% of consumers in the United States value the contributions small businesses make in their community; and
- WHEREAS,** 92% of companies planning promotions on Small Business Saturday said the day helps their business stand out during the busy holiday season' and
- WHEREAS,** the citizens of Staunton support our local businesses and recognize that such local businesses create jobs, boost our local economy and preserve our communities; and
- WHEREAS,** the City of Staunton, Virginia, supports local businesses by, among other initiatives and activities, establishing and maintaining a downtown service district and partnering with the Staunton Downtown Development Association; and
- WHEREAS,** the City of Staunton, Virginia joins with other localities in Virginia and across the nation in recognizing the importance of local businesses;

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that November 26, 2022, is hereby designated as

Small Business Saturday

in the City of Staunton, and Staunton City Council urges the residents of our Staunton community, our regional community, and communities across the country, to support small business and merchants on Small Business Saturday and throughout the year.

Adopted this 11th day of October, 2022.

ANDREA W. OAKES, MAYOR

ATTEST: _____
CLERK OF COUNCIL



CITY OF STAUNTON, VIRGINIA

Proclamation

In Recognition of VFW Post 2216

- WHEREAS,** The Veterans of Foreign Wars is an organization of US war veterans, who, as military service members fought in wars, campaigns, and expeditions on foreign land, waters, or airspace; and
- WHEREAS,** the VFW promotes civic responsibility, patriotism, and supports youth and local programs in communities across America; and
- WHEREAS,** chartered in 1931, VFW Post 2216 has always maintained a top priority of providing assistance to veterans and their families; and
- WHEREAS,** since 2014, Post 2216 has contributed a total of \$414,626 to local and other charities that assist veterans and families; and
- WHEREAS,** the extremely long list of various charities and programs Post 2216 contributes to includes:

St. Jude's Children's Hospital
Special Olympics
National Home for Children
Veterans Day Open House
Shriners' Children's Hospital
Muscular Dystrophy Association
Ride with Pride
Kids Fun Day

Salvation Army of Staunton
New Directions Women's Center
Valley Children's Advocacy Center
Voice of Democracy
Valley Mission
Blue Ridge Food Bank
Bessie Weller School
UVA Children's Hospital

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council, that the City of Staunton hereby recognizes

VFW Post 2216

for the extraordinary contributions it has made to the Staunton Community, the country and the world, and Staunton City Council recognizes the courage, honor, sacrifice and dedication which veterans of the United States Armed Forces have displayed in the cause of justice, freedom and democracy.

Adopted this 14th day of November, 2022.

ATTEST: _____
CLERK OF COUNCIL

ANDREA W. OAKES, MAYOR



CITY OF STAUNTON, VIRGINIA

Proclamation

Juneteenth
June 19

- WHEREAS,** it is well documented that Africans were enslaved and forcibly brought to a land that would later become the United States beginning in the early 1600s and continuing for over 200 years becoming the main cause of the Civil War; and
- WHEREAS,** although President Abraham Lincoln’s Emancipation Proclamation was issued on January 1, 1863, in Texas, many slaveholders continued to enslave Black people after the announcement; and
- WHEREAS,** on June 19, 1865, Union soldiers, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended; and
- WHEREAS,** African Americans who had been enslaved, celebrated June 19 – also known as Emancipation Day, Freedom Day, Jubilee Day, Juneteenth Independence Day and Black Independence Day – as a symbolic date representing African American freedom; and
- WHEREAS,** Juneteenth also serves as a reminder of the work yet to come that will be necessary in order to ensure a more equitable world for future generations; and
- WHEREAS,** Juneteenth has been celebrated by Texans since 1866, it became a Virginia state and federal holiday in 2021; and
- WHEREAS,** the Shenandoah Valley Juneteenth Celebration Committee began hosting an annual celebration of Juneteenth in Staunton, Virginia in 2017; and
- WHEREAS,** Staunton City Council recognizes that the observance of the end of American slavery is a part of the history and heritage of the United States and acknowledges the significance of Juneteenth as a federal, state and citywide day of celebration.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that June 19, 2022, is hereby recognized as

Juneteenth

in the City of Staunton, and Council encourages all residents to join together in celebration and solidarity, and urges all residents to actively raise their own awareness of the significance of this celebration in African American History and in the heritage of our nation and City.

Adopted this 9th day of June, 2022.

ANDREA OAKES, MAYOR

ATTEST: _____
CLERK OF COUNCIL



CITY OF STAUNTON, VIRGINIA

Proclamation

LGBTQ+ Pride Month & The Shenandoah LGBTQ Center

- WHEREAS,** our nation was founded on the principle of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans; and
- WHEREAS,** the historical riot at Stonewall in New York City on June 28, 1969 is recognized as the beginning of the modern-day LGBTQ+ civil rights movement and, as a result, for more than 50 years, June has been celebrated as LGBTQ+ Pride Month nationwide; and
- WHEREAS,** everyone should be able to live without fear of prejudice, discrimination, violence, and hatred based on race, ethnicity, religion, class, gender identity, sexual orientation, age, mental or physical disability and to be supported by their peers, educators, and community leaders; and
- WHEREAS,** the fabric of our community is strengthened when we center the values of equity, inclusion, justice, diversity, acceptance and kindness, not only during this month of remembrance, patronage and recognition, but throughout the year and beyond; and
- WHEREAS,** Staunton has a diverse LGBTQ+ community and is committed to uplifting the voices and dignity for all people in the community; and
- WHEREAS,** the Shenandoah LGBTQ Center of Staunton, Virginia was established in July 2018, by Christopher Wood to address the unique challenges faced by the rural LGBTQ+ community and is a community-based organization that strengthens this community through advocacy, education, programs and safe spaces; and
- WHEREAS,** the Center has served countless members of the community since its inception, and continues to offer programs and support for individuals of any age, through all phases of their journey as LGBTQ+ people; and
- WHEREAS,** consistent with the efforts of the Center, the City of Staunton strives to be a community where everyone is celebrated for our differences, rather than limited by what might divide us.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that the entire month of June 2022, is hereby designated as

LGBTQ+ Pride Month

in the City of Staunton, and Council honors The Shenandoah LGBTQ Center and its work to serve the LGBTQ+ community, encourages the citizens of Staunton to celebrate their diverse community, and joins our LGBTQ+ community in celebrating the resiliency of LGBTQ+ people of all ages.

Adopted this 9th day of June, 2022.

ANDREA OAKES, MAYOR

ATTEST: _____
CLERK OF COUNCIL



CITY OF STAUNTON, VIRGINIA

Proclamation

In Recognition of Wil Reid and Langdon Reid

- WHEREAS,** Wilson Fairchild is a country music duo made up of Wil and Langdon Reid, who have been writing, performing and playing music together their whole lives; and
- WHEREAS,** Wil and Langdon come by their talents honestly, as Wil is the son of the late Harold Reid and Langdon's dad is Don Reid, both of the legendary Statler Brothers; and
- WHEREAS,** these two cousins continue in the footsteps of their fathers not only on stage, but also by continuing the tradition of Staunton's unforgettable Independence Day celebration first initiated by the Statler Brothers more than 50 years ago; and
- WHEREAS,** Wil and Langdon, along with a stellar committee of enthusiastic community leaders, have resurrected the celebration offered years ago when the Statlers headlined the event and is today known as Happy Birthday America; and
- WHEREAS,** the goal of Happy Birthday America is to celebrate America's birthday in the same family-oriented and wholesome tradition of food, fun, music and fireworks that Staunton has come to love; and
- WHEREAS,** in 2022, Happy Birthday America returned to Gypsy Hill Park for the first time since the beginning of the COVID-19 pandemic, and was an immense success due to the efforts of our community and Staunton icons Wil and Langdon Reid.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council, that the City of Staunton honors

Wil Reid and Langdon Reid

with the key to the City of Staunton. The City recognizes, with great appreciation, the efforts of the entire Happy Birthday America Committee in organizing this patriotic event started by the City of Staunton and the Statler Brothers. As Harold and Don would say "it all began with a walk in the park."

Adopted this 25th day of August, 2022.

ATTEST: _____
CLERK OF COUNCIL

ANDREA W. OAKES, MAYOR

The Key to the City of Staunton is a beloved symbol of civic recognition and gratitude reserved for individuals whose service to the public and the common good rises to the highest level of achievement.



City of Staunton, VA: Summary of Council Interviews

This summary document includes information from individual telephone interviews with members of Staunton City Council. The interview questions and copies of the Staunton Plan were provided to each Council Member prior to their scheduled interview.

The purpose of the interviews was to gather information to provide a high-level look at key themes that reflect areas of agreement as well as diverse points of view. The themes will be discussed during the retreat and will contribute to the development of the retreat agenda.

The information in this summary report is organized as follows:

1. What's going well?
2. What are the biggest challenges/concerns?
3. What are some opportunities to take advantage of that will have a positive impact?
4. Reaction to the Staunton Plan.
5. Information for planning a successful retreat.

Key themes

Theme	Summarized comments
1. What's going well?	
New day	• New leadership including elected officials and new County leaders • A desire to honor the past, embrace where they are and look forward to moving ahead • Positive outlook about the future of Staunton
City initiatives / work environment	• Diversity, equity, and inclusion Committee • First female City Manager • Great staff including some very good recent hires
Vibrant downtown / tourist destination	• Downtown development is drawing residents and visitors to the area • Festivals and events are well attended • Shopping and dining options are available • Gypsy Park



Theme	Summarized comments
2. What are the biggest challenges / concerns?	
Economic development	• Staunton Crossing needs to be a priority for development • Need to attract more industry and retail in order to create good paying jobs and diversity the tax base • Actively promote Staunton as a business-friendly community
City facilities and infrastructure	• Public safety facilities are old and cramped • Need a new juvenile court facility • Aging infrastructure that needs updating and/or replacement
Growth / land use	• Population has stabilized • Need affordable housing options • Staunton is landlocked • Necessity to focus on redevelopment • Need a shared long-term vision for the future and stick to it vs addressing one project at a time
Fiscal constraints	• Priorities will need to be determined • Not enough money to fix everything at once
3. What are some opportunities to take advantage of that will have a positive impact?	
Infrastructure improvements	• One-time funds to pursue and use wisely • Water system upgrades • Expansion of recycling program • Capital improvement projects (CIP)
Target areas for economic development	• Staunton Crossing • West End • Richmond Road area • Expansion of downtown
Destination city	• Expand tourism options • Staunton has a good strategic location - easy to get to • Natural beauty of Staunton and surrounding area
Leadership	• Good mix of new and experienced leaders within City government and elected officials • Open to new ideas



Theme	Summarized comments
	• Renewed sense of hope for positive outcomes
Facilities	• Repurpose Augusta County Courthouse • Public safety facility upgrades • Funding for capital improvement projects
4. Reaction to the Staunton Plan.	
Vision	• General agreement that vision statement is ok as it • Previous statement was long and the current statement is an improvement • Like the tag line
Values	• General agreement that values are good • All Council members agreed the values should apply to both Council and staff
Strategic Areas	• General agreement that the strategic areas are still valid • City initiatives appear to align with the five strategic areas
5. Information for planning a successful retreat.	
Outcomes and tone for the retreat	• Respectful environment • Opportunity for all to participate and be heard • Listen for understanding • Don't interrupt • Identify what's most important - priorities • Recognize that there are varying degrees of experience represented and all are valuable



GUIDING THE PRIORITIES & FOCUS OF CITY COUNCIL & STAFF

The Staunton Plan was developed by City Council during their retreat on August 10-11, 2021. The Staunton Plan includes values to guide how the City does the work, and a vision and five focus areas, called strategic areas, that guide what work should be prioritized. There are also actions identified within the strategic areas. City Council adopted the Staunton Plan on October 14, 2021.

Vision

A culturally rich, historic city with an exciting future of innovation, growth and resilience.



Values

Integrity

The City of Staunton will be courteous and polite, and we will work to cultivate trust and a sense of integrity between each other and the public.

Inclusion & Equity

The City of Staunton will work hard to be inclusive in our thoughts, words and deeds. We will strive to achieve diversity in representation, respect and seek various perspectives and opinions, and endeavor to achieve equitable outcomes for everyone in our community.

Excellence

The City of Staunton is committed to excellence with a focus on ongoing training and education for elected officials and staff, fiscal responsibility and effective government and governance.

Engagement

The City of Staunton will aim to involve those who are affected by a decision in the decision-making process. We will listen and we will have open, honest communications with each other and the community.

Environmentally Conscious

The City of Staunton will seek to understand and be aware of the short and long-term impacts our decisions have on the environment and therefore community.

Legend



Completed or on schedule with timelines



In progress and work continues



Not yet started

Strategic Areas	Actions
Infrastructure	1. City council and staff will evaluate the use of ARPA funds and other federal and state assistance for addressing the City's growing list of infrastructure needs. 2. The City will take steps forward to mitigate the issues with flooding and stormwater management.
Economic Development	1. City council and staff will review the corridor overlay district requirements to ensure appropriate and effective conditions for the City as a whole. 2. City council and staff will review the existing economic development incentive philosophy and program and whether these can be improved and adjusted based on other best practices. 3. The City will continue to participate in regional public transit initiatives.
Responsive, Efficient Government	1. Staff and elected officials will receive ongoing training and development in an effort to ensure they are equipped to handle the challenges of today, and develop innovation solutions to complex issues that impact the community. 2. Employees of the City of Staunton should reflect the community they serve as measured by demographic data. 3. Staff will provide City Council with a briefing for a potential regional public safety answering point by early 2022. 4. City Council will hold a separate pre budget work session, to be conducted in January 2022, to review financials, budget projections and priorities for FY2023. 5. As part of the FY2023 budget, a separation of the Economic Development Director position and the Community Development Director position will be considered. 6. Staff and City Council will consider the development and adoption of comprehensive rules of procedure for Council meetings. 7. As part of the FY2023 budget, staff will review the City's organizational structure and revise as appropriate to better achieve Council's goals. 8. Staff will develop a dashboard and process of important benchmarks for City strategic areas and action, programs and projects, to be reported on a semi-annual basis to City Council and the community.
West End	1. City staff will be responsible for overseeing the development of a small area plan for what is known as the West End. 2. Develop marketing materials which will be beneficial for the West End. 3. Develop targeted wayfinding plan and signage for the area. 4. Include specific references to the West End redevelopment in City planning documents.
Built Environment	1. The police department has identified space needs that are not currently being met with the current facility. This action includes a space needs analysis and identifying next steps in the process.

Strategic Areas	Actions
	 2. The fire and rescue department has identified space needs that are not currently being met with the current facility. This action includes a space needs analysis and identifying next steps in the process.
	 3. City Council and staff will review and analyze the current Streetscape Plan for downtown and surrounding areas.
	 4. A workgroup consisting of members of City Council and Staunton City School Board are together reviewing options to find solutions to the immediate needs of the schools to vacate space at Shelburne Middle School. This initiative will also address space needs and requirements for the City Schools.
	 5. In conjunction with the space needs analyses that are to be conducted for individual departments, the City will take into consideration a citywide space needs analysis and plan.

Infrastructure

Staunton Plan Scorecard

[Home](#)[Scorecards](#)[Strategic A...](#)[Actions](#)

This strategic area focuses on the physical and organizational structure of the City.

Actions



1. City council and staff will evaluate the use of ARPA funds and other federa...

Staunton Plan Scorecard | 5/20/21 - 12/31/24



2. The City will take steps forward to mitigate the issues with flooding and st...

Staunton Plan Scorecard | 10/14/21 - 6/23/22

Economic Development

Staunton Plan Scorecard

[Home](#)[Scorecards](#)[Strategic A...](#)[Actions](#)

This strategic area affirms City Council's commitment to prioritizing economic development in Staunton.

Actions

-  **1. City council and staff will review the corridor overlay district requirements...**
Staunton Plan Scorecard | 8/26/21 - 9/30/22
-  **2. City council and staff will review the existing economic development incen...**
Staunton Plan Scorecard | 5/1/22 - 5/31/22
-  **3. The City will continue to participate in regional public transit initiatives.**
Staunton Plan Scorecard | 5/1/22 - 5/31/22

Responsive, Efficient Government

Staunton Plan Scorecard

This strategic area focuses on developing professional, efficient and effective government staff that reflects the community they serve. It also includes development for elected officials as they become more proficient in the practices of governance.

Actions



1. Staff and elected officials will receive ongoing training and development i...

Staunton Plan Scorecard | 5/1/22 - 5/31/22



2. Employees of the City of Staunton should reflect the community they serv...

Staunton Plan Scorecard | 5/1/22 - 5/31/22



3. Staff will provide City Council with a briefing for a potential regional public...

Staunton Plan Scorecard | 5/1/22 - 5/31/22



4. City Council will hold a separate pre budget work session, to be conducted...

Staunton Plan Scorecard | Completed 2/2/22



5. As part of the FY2023 budget, a separation of the Economic Development ...

Staunton Plan Scorecard | 5/1/22 - 5/31/22



6. Staff and City Council will consider the development and adoption of com...

Staunton Plan Scorecard | 12/1/22 - 1/26/23



7. As part of the FY2023 budget, staff will review the City's organizational str...

Staunton Plan Scorecard | 5/1/22 - 5/31/22



8. Staff will develop a dashboard and process of important benchmarks for C...

Staunton Plan Scorecard | 10/14/21 - 2/28/23

West End

Staunton Plan Scorecard

[Home](#)[Scorecards](#)[Strategic A...](#)[Actions](#)

This strategic area indicates City Council's commitment to providing resources to Staunton's West End.

Actions



1. City staff will be responsible for overseeing the development of a small ar...

Staunton Plan Scorecard | 5/1/22 - 5/31/22



2. Develop marketing materials which will be beneficial for the West End.

Staunton Plan Scorecard | 5/1/22 - 5/31/22



3. Develop targeted wayfinding plan and signage for the area.

Staunton Plan Scorecard | 5/1/22 - 5/31/22



4. Include specific references to the West End redevelopment in City plannin...

Staunton Plan Scorecard | 1/1/23 - 12/31/23

This strategic area focuses on the physical assets owned and maintained by the City.

Actions



1. The police department has identified space needs that are not currently b...

Staunton Plan Scorecard | 5/1/22 - 5/31/22



2. The fire and rescue department has identified space needs that are not cu...

Staunton Plan Scorecard | 5/1/22 - 5/31/22



3. City Council and staff will review and analyze the current Streetscape Plan...

Staunton Plan Scorecard | 10/1/22 - 4/27/23



4. A workgroup consisting of members of City Council and Staunton City Sch...

Staunton Plan Scorecard | Completed 9/7/21



5. In conjunction with the space needs analyses that are to be conducted for...

Staunton Plan Scorecard | 5/1/22 - 5/31/22

1. City council and staff will evaluate the use of ARPA funds and other federal and state assistance for addressing the City's growing list of infrastructure needs.

Staunton Plan Scorecard

[Home](#)
[Scorecards](#)
[Strategic A...](#)
[Actions](#)

Description

The American Rescue Plan Act became law on March 11, 2021 and allocated \$360 billion in funding directly to state and local governments through the [Coronavirus State and Local Fiscal Recovery Fund](#) (SLFRF). The U.S. Department of the Treasury is responsible for overseeing this program.

The City of Staunton was allotted just under \$13 million, with half received in May 2021 and the other half is anticipated to be received in May 2022. The purpose of this one-time funding is to assist communities in recovering from the public health emergency and its negative economic impacts, so the City's overarching focus is primarily on public health, public safety, and long-term infrastructure benefits (i.e. stormwater, affordable housing, pedestrian walkability).

Restrictions on the funding are complex. The U.S. Department of the Treasury details the restrictions through several documents and an FAQ, [all of which are linked on this page](#). Broadly, however, the money can be used for items in the following categories:

1. Support for public health and economic impacts
2. Premium pay for essential workers
3. Payroll expenses for public health and safety employees
4. Replace public sector revenue loss
5. Water, sewer and broadband infrastructure

The City has until December 2024 to make a plan (encumber) the funds and until December 2026 to spend the funds.

Staff has briefed City Council several times on possible uses and recommendations for the ARPA funds. More information about the already approved and recommended uses of ARPA funds can be found [here](#).

Analysis

Dec-22

City Council is considering final allocations of these funds during January and February 2023.

Strategic Areas

Infrastructure
Staunton Plan Scorecard

Gantt Chart

	2021			2022				2023				2024			
Name	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
✓ Staunton Plan Scorecard															
1. City council and staff will															

2. The City will take steps forward to mitigate the issues with flooding and stormwater management.

Staunton Plan Scorecard

 Home Scorecards Strategic A... Actions

Description

In response to the devastating flooding in August of 2020 that resulted in 166 reports of damage estimated at \$3.1 million, City staff has since been working on a flood mitigation strategy. The first step was the study by Wiley|Wilson on which Council was briefed at its meeting on May 27, 2021. City Council was again briefed on August 26, 2021, were presented with several recommendations by staff, and provided feedback and approval to move forward with those recommendations.

To view presentations given to City Council regarding the flood mitigation efforts, visit <https://www.ci.staunton.va.us/government/city-council/agendas-minutes/presentations>.

Analysis

Dec-22

1. **Weather sensors/warning system** -Eleven rain gauge sensors have been installed throughout the north, west and southern reaches of the Lewis Creek watershed. Three flood warning sensors have been installed in the downtown business district and two more flood warning sensors have been approved by VDOT for installation off Middlebrook Rd. in Augusta County. Staff is in the process of defining the proper thresholds of water level that will trigger flood alerts to be posted with the different department's city wide in order to enact emergency services.
2. **Tunnel Maintenance / Improvements:** A tunnel maintenance and improvement program would maximize the capacity of the existing tunnels that convey Lewis and Peyton creeks through downtown. Such a program would include an inspection and maintenance of the tunnels, along with possible improvements to them to mitigate "chokepoints," like the confluence of Lewis and Peyton Creeks underneath the Wharf parking lot. Specifically the design would address structural, hydraulic, and legal issues surrounding the maintenance of the underground stormwater tunnels. We are currently working to find a funding source for the shovel ready design of this project with the actual project to come in a future. **UPDATE - In September 2022, City Council approved a budget amendment in the amount of \$650,000 to fund a study to come up with recommendations and a plan to address ongoing tunnel maintenance and inspection. Discussions with the consultant chosen to do the study are ongoing.**
3. The **Flood shields** would be temporary shields that could be erected at building openings by the property owner during flood events to reduce property damage. These would not work in all cases due to building types and openings but where they are applicable could prevent damages. We are working to determine the exact scope of this project and determine a funding source. We hope to be able to utilize the stream and rainfall monitors to give advance warning so these can be installed during flooding events. **UPDATE - In September 2022, City Council approved a budget amendment in the amount of \$300,000 to make reimbursement-based grants available to local businesses in flood prone areas for the purchase and installation of flood shields.**
4. As far as **public information**, staff is working with the CSPDC to promote some of their existing efforts which are very informative (Resiliency Digest).

Strategic Areas

Infrastructure
Staunton Plan Scorecard

Recommendations

Dec-22

None at this time.

1. City council and staff will review the corridor overlay district requirements to ensure appropriate and effective conditions for the City as a whole.

Staunton Plan Scorecard

[Home](#)[Scorecards](#)[Strategic A...](#)[Actions](#)

Description

City Council will provide input concerning entrance corridor overlay regulations.

Analysis

Dec-22

Upon completing the data gathering, analysis, and outreach components associated with the Entrance Corridor Design Guidelines review and update, Frazier Associates drafted the complete text and provided sample graphics and formatting for the new guidelines. City staff has completed a thorough review of the draft document and will begin working with the Fraziers with editing/changes before it is formally presented to the Planning Commission and City Council.

Strategic Areas

Economic Development
Staunton Plan Scorecard



2. City council and staff will review the existing economic development incentive philosophy and program and whether these can be improved and adjusted based on other best practices.

Staunton Plan Scorecard

 Home

 Scorecards

 Strategic A...

 Actions

Description

Review the existing information on the city's incentive programs and whether these can be improved and adjusted based on other best practices.

Analysis

Dec-22

City staff reached out to the City of Lynchburg's Economic Development office following the retreat since that was mentioned as a model.

In a span of over forty years Lynchburg's Economic Development Authority (EDA) has built up its budget to offer these incentives allowing them to proceed without having to go before Council to request funds in each case. They have found this practice successful as it gives flexibility in addition to expediting projects.

The City of Lynchburg does allocate \$250,000 annually to the EDA budget, to use at their discretion and any unused funds remain for future use. In addition to these funds and previous investments over the years they also have regular income from high annual leases paid to them on their publicly owned properties.

Strategic Areas

Economic Development

Staunton Plan Scorecard

Recommendations

Dec-22

If Council wishes for staff to continue researching this, that is feasible. But it appears at least from this one model that the key is funding being allocated to the EDA for such purposes. And Staunton currently does not do this as a practice.



3. The City will continue to participate in regional public transit initiatives.

Staunton Plan Scorecard



Home



Scorecards



Strategic A...



Actions

Description

The City will continue to engage and participate in regional public transit initiatives, such as BRITE and the Afton Express.

Analysis

Dec-22

The BRITE Transit Advisory Committee (BTAC) is a group of stakeholders dedicated to improving transportation in the areas of Staunton, Waynesboro, and Augusta County. Consistent transportation is a necessary resource for any area to thrive and BTAC works to ensure we provide the services our population requires to grow and succeed.

City staff through the City Manager's Office participate on the BRITE Transit Advisory Committee which meets on the second Wednesday of every other month. Information on BRITE and this Committee can be found at <https://www.britebus.org/brite-transit-advisory-committee-btac/>. The public is invited to attend all meetings and learn more about our regional transit efforts.

Strategic Areas

Economic Development

Staunton Plan Scorecard



1. Staff and elected officials will receive ongoing training and development in an effort to ensure they are equipped to handle the challenges of today, and develop innovation solutions to complex issues that impact the community.

Staunton Plan Scorecard

 Home

 Scorecards

 Strategic A...

 Actions

Description

Ongoing training and development is critical to a well informed and prepared city workforce, City Council and community.

Analysis

Dec-22

Training offered to directors and supervisors included:

- **Consequences of Bias**
- **EEO Laws: Supervisor Responsibilities**
- **Hiring Liability-Discrimination**
- **Hiring Liability-Supervisor Responsibilities**
- **Introduction to Lawful Hiring**
- **Lawful Interviewing-Ask Effective Questions**
- **Lawful Interviewing: Conduct Interviews, Part I**
- **Lawful Interviewing: Conduct Interviews, Part II**
- **Lawful Interviewing: Prepare to Interview**
- **TalentEd Recruit and Hire**

In addition, the **Virginia Center for Inclusive Communities** facilitated a diversity, equity and inclusion leadership training for directors and managers on May 2, 2022.

Human Resources will continue to review other coursework offered by the Virginia Risk Sharing Association that may benefit staff.

Strategic Areas

Responsive, Efficient Government

Staunton Plan Scorecard



2. Employees of the City of Staunton should reflect the community they serve as measured by demographic data.

Staunton Plan Scorecard

 Home

 Scorecards

 Strategic A...

 Actions

Description

The City should strive to utilize recruitment processes and grow a workplace culture that attracts a diverse applicant pool and reflects the community that is being served.

Analysis

Dec-22

Human Resources continues to monitor, review and evaluate applicant and employee demographic information on a quarterly basis. The Cheif Human Resources Officer has met with the following agencies in hopes to partner with them and place some of their clients in our workforce. Based on the information they provided, their clients would be more diverse.

- Cold Springs Community Corrections Alternative Program-Transitional Work Release Program
- Virginia Career Works-Work Experience Program

Strategic Areas

Responsive, Efficient Government

Staunton Plan Scorecard

Recommendations

Dec-22

Human Resources will continue to explore and pursue options that more viable, than job fairs for instance, to achieve this goal.

Attachments

 City Applicants EEO Breakdown 4th Quarter 2022.pdf

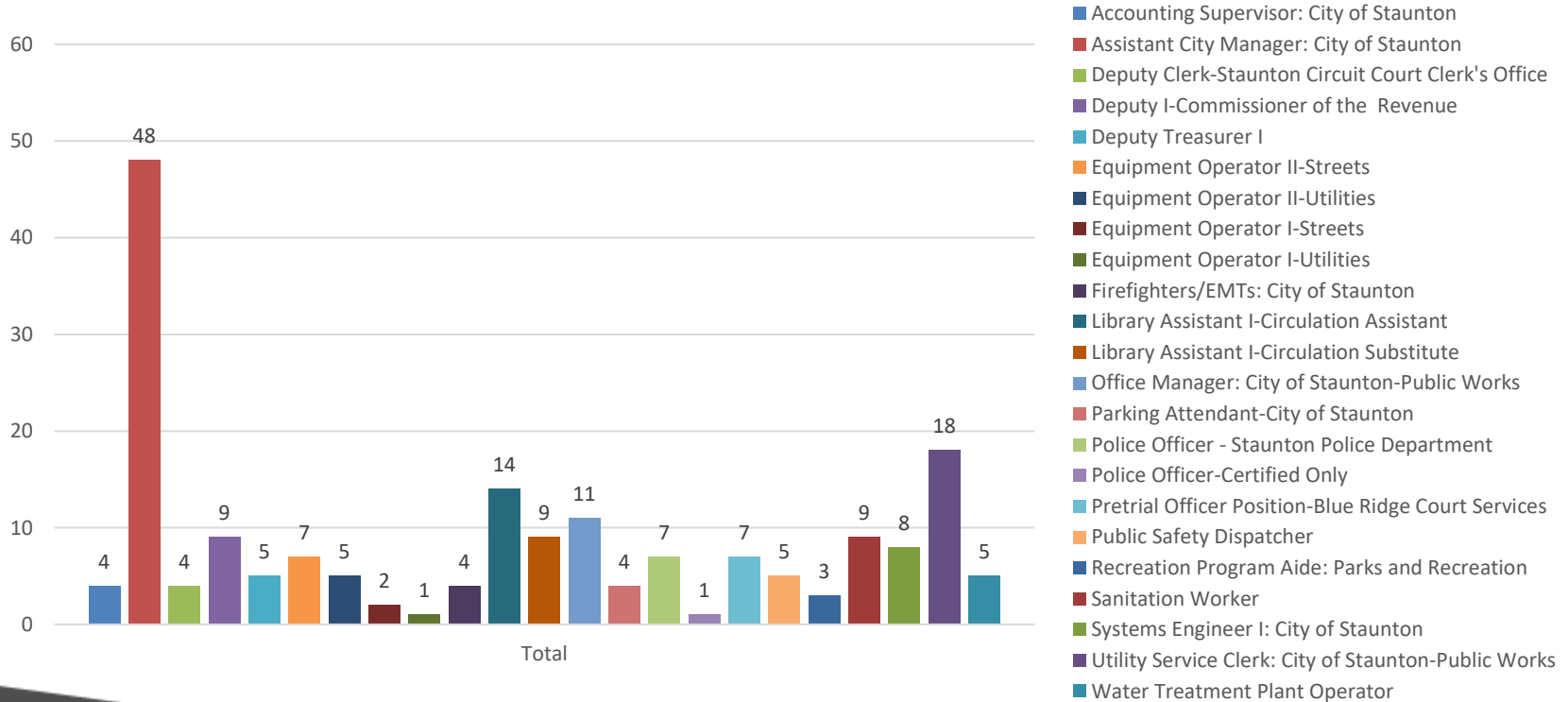
 FT City Employees Summary Q4 2022 01062023.pdf

EEO Applicant Metrics Staunton City

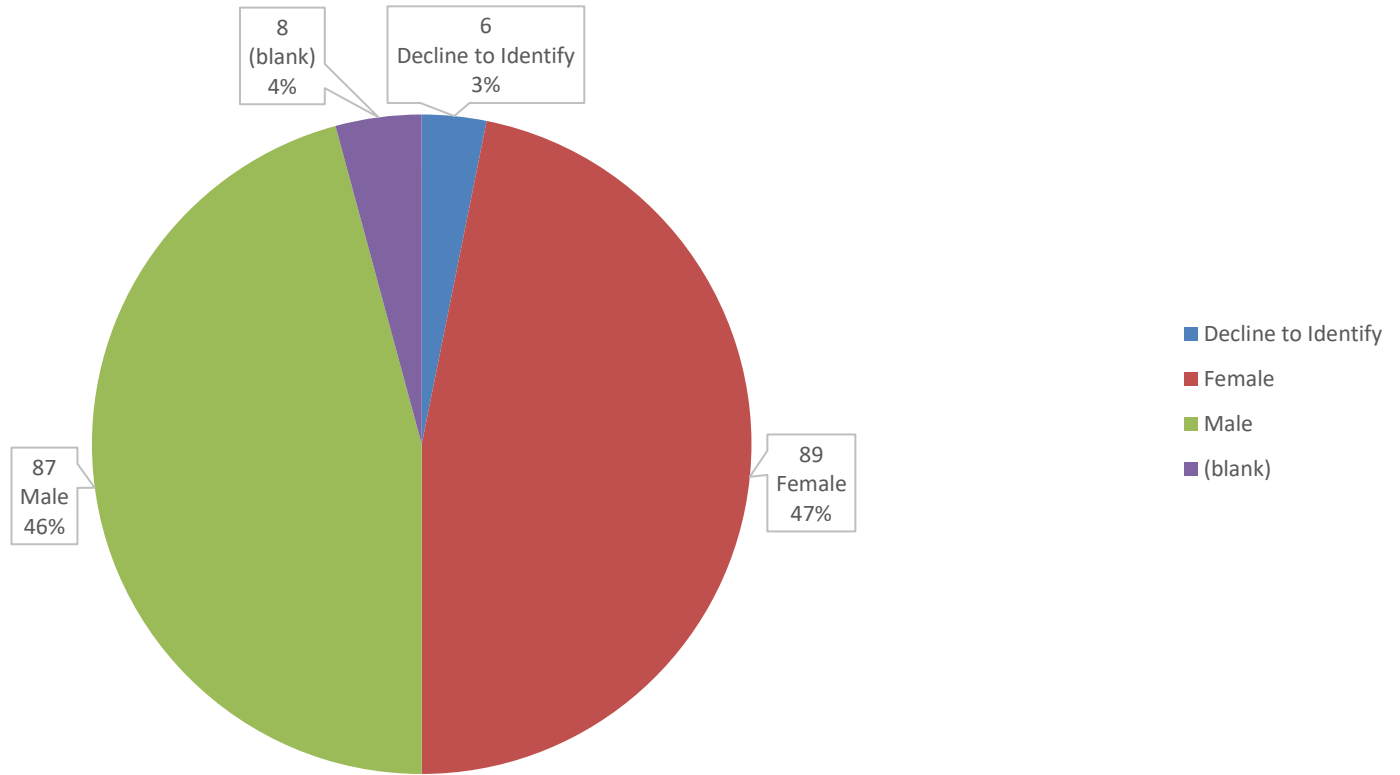
A breakdown of the gender and race/ethnicity of
Applications received in 4th Quarter 2022

Presented by The Office of Human Resources

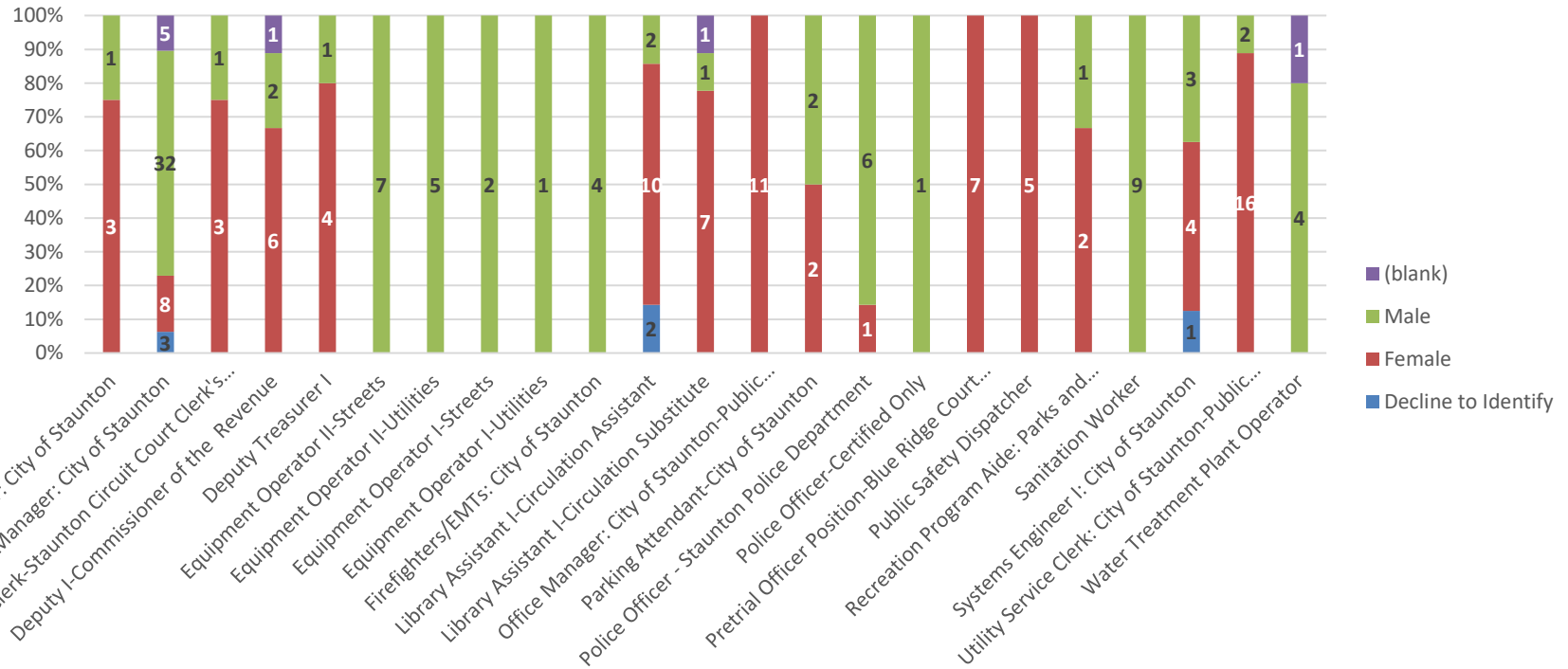
Total Full Time Applicants for 4th Quarter 2022 - Grand Total=190



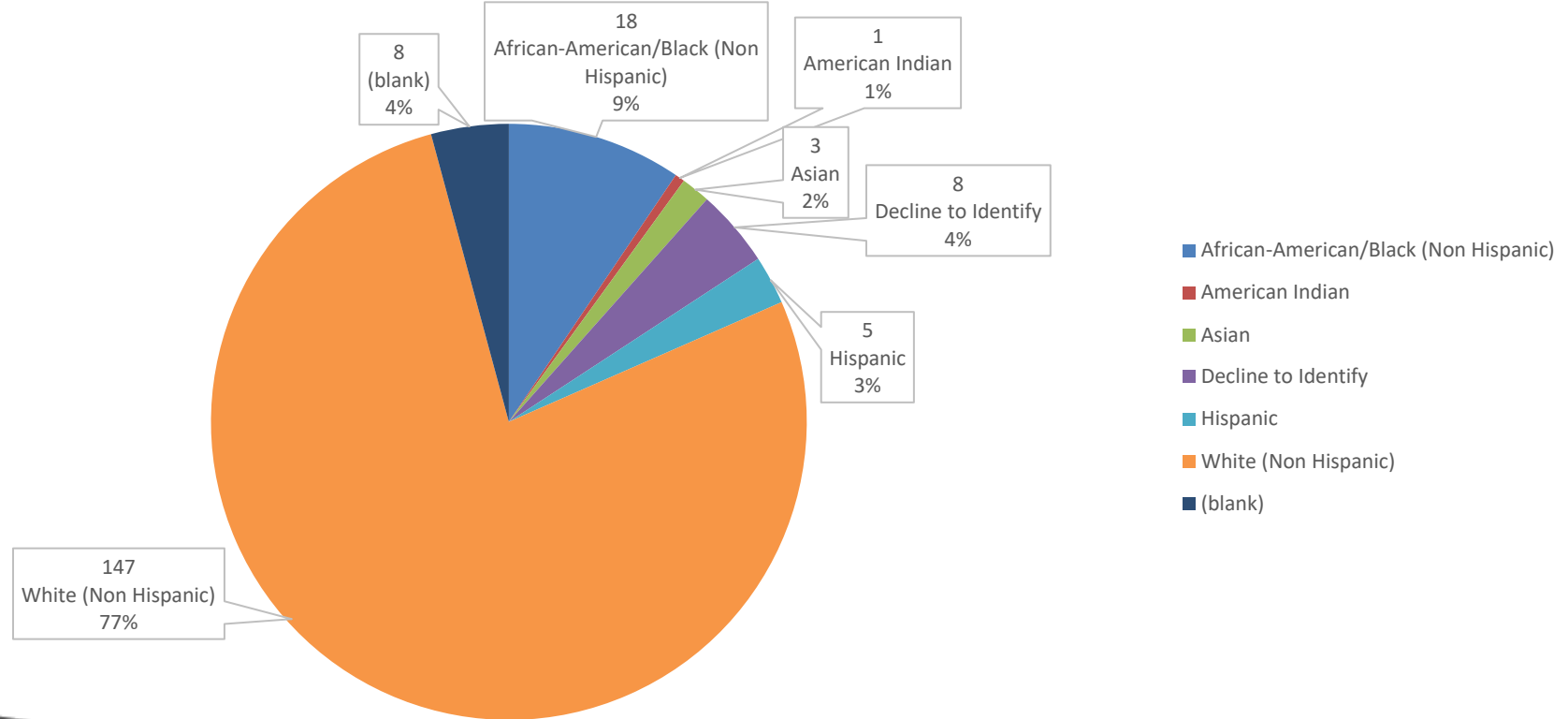
Full Time Applicants by Gender for 4th Quarter 2022



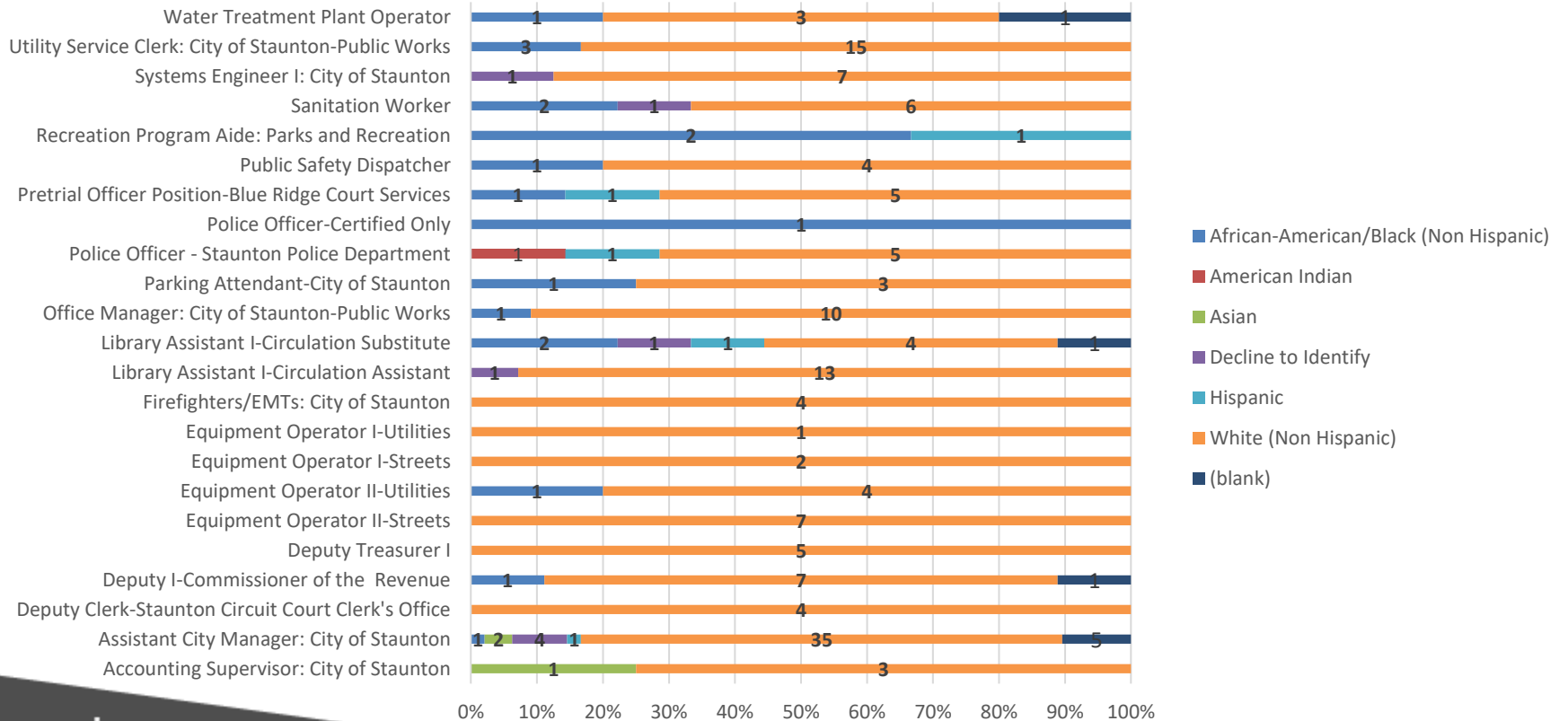
Gender of Applicants Per Full Time Position for 4th Quarter 2022



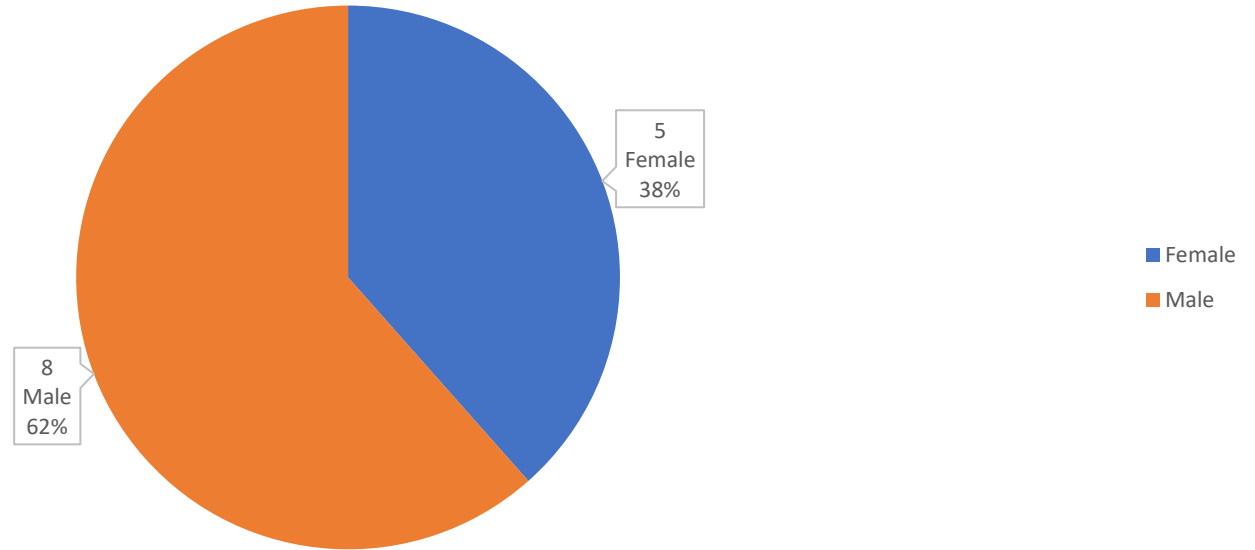
Full Time Applicants by Race/Ethnicity for 4th Quarter 2022



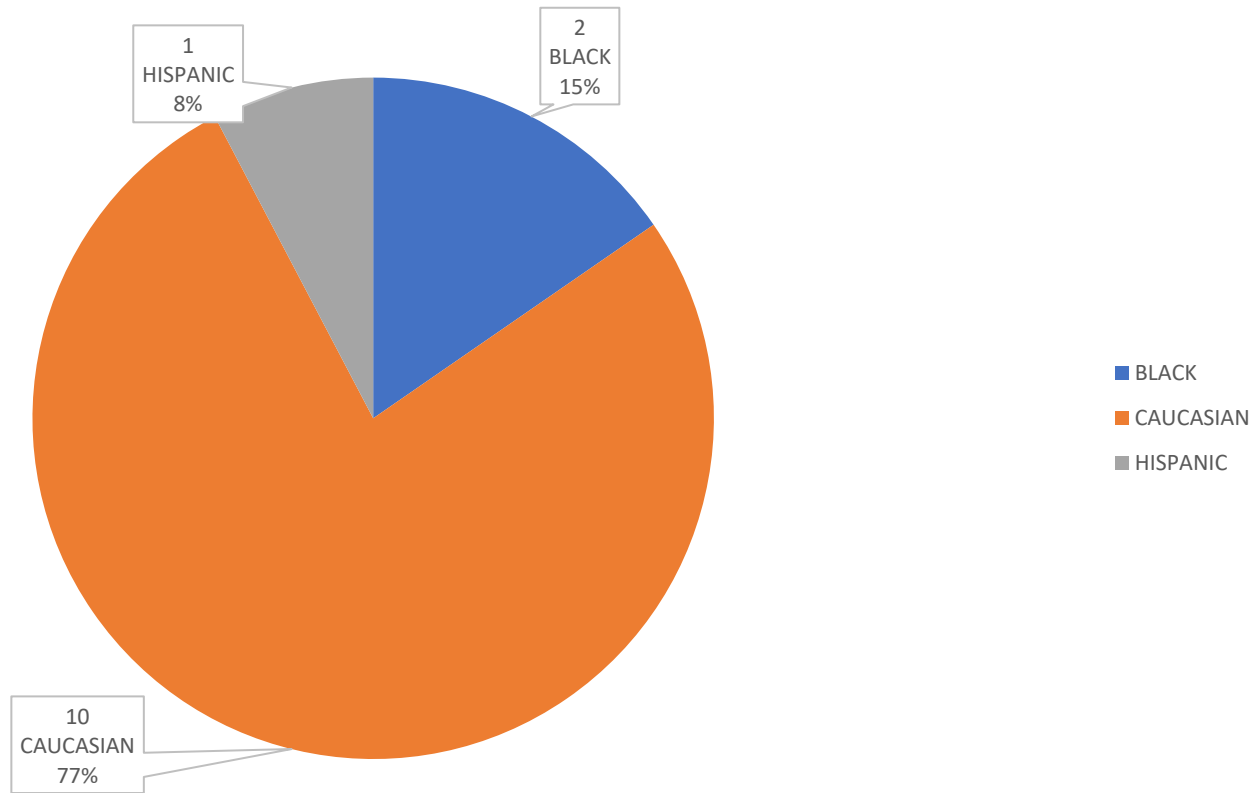
Race/Ethnicity of Full Time Applicants Per Position for 4th Quarter 2022



Actual Full Time Hires by Gender for 4th Quarter 2022



Actual Full Time Hires by Ethnicity for 4th Quarter 2022



Full Time City of Staunton Employees as of 12/31/2022

	<u>Total</u>	<u>Female</u>	<u>Male</u>	<u>W</u>	<u>B</u>	<u>O</u>
ASSESSOR	3	1 33.3%	2 66.7%	3 100%	0 0%	0 0%
BLUE RIDGE COURT SERVICES	15	13 86.7%	2 13.3%	14 93.3%	1 6.7%	0 0.0%
CITY ATTORNEY	2	1 50.0%	1 50.0%	2 100.0%	0 0.0%	0 0.0%
CITY MANAGER	3	2 66.7%	1 33.3%	3 100.0%	0 0.0%	0 0.0%
CLERK OF THE CIRCUIT COURT	7	6 85.7%	1 14.3%	7 100.0%	0 0.0%	0 0.0%
COMMISSIONER OF REVENUE	3	2 66.7%	1 33.3%	3 100.0%	0 0.0%	0 0.0%
COMMONWEALTH ATTORNEY	10	5 50.0%	5 50.0%	10 100.0%	0 0.0%	0 0.0%
FINANCE DEPARTMENT	7	5 71.4%	2 28.6%	7 100.0%	0 0.0%	0 0.0%
FIRE DEPARTMENT	36	1 2.8%	35 97.2%	35 97.2%	1 2.8%	0 0.0%
HUMAN RESOURCES	5	4 80.0%	1 20.0%	5 100.0%	0 0.0%	0 0.0%
INFORMATION TECHNOLOGY	6	2 33.3%	4 66.7%	6 100.0%	0 0.0%	0 0.0%
COMMUNITY DEVELOPMENT/ EVELOPMENT	13	5 38.5%	8 61.5%	12 92.3%	1 7.7%	0 0.0%
LIBRARY	9	9 100.0%	0 0.0%	9 100.0%	0 0.0%	0 0.0%
PARKS AND RECREATION	20	2 10.0%	18 90.0%	18 90.0%	2 10.0%	0 0.0%
POLICE DEPARTMENT	63	17 27.0%	46 73.0%	60 95.2%	3 4.8%	0 0.0%
PUBLIC WORKS	73	12 16.4%	61 83.6%	67 91.8%	5 6.8%	1 1.4%
TOURISM	4	3 75.0%	1 25.0%	4 100.0%	0 0.0%	0 0.0%
TREASURER	2	0 0.0%	2 100.0%	1 50.0%	1 50.0%	0 0.0%
VALLEY ALCOHOL SAFETY ACTION	3	2 66.7%	1 33.3%	3 100.0%	0 0.0%	0 0.0%
SHERIFF	9	3 33.3%	6 66.7%	9 100.0%	0 0.0%	0 0.0%
TOTALS	293	95	198	278	14	1
Percentages		32.4%	67.6%	94.9%	4.8%	0.3%

3. Staff will provide City Council with a briefing for a potential regional public safety answering point by early 2022.

Staunton Plan Scorecard

[Home](#)[Scorecards](#)[Strategic A...](#)[Actions](#)

Description

In 2010, a feasibility study looking at emergency communications consolidation was completed for Staunton, Augusta County and Waynesboro. There was interest expressed at the August 2021 retreat to revisit this topic for further discussion.

Recommendations

Dec-22

To date staff has not brought this back to City Council for discussion. If there is still an interest, staff can schedule work session time sometime in 2023 after the budget process has been completed ideally.

Strategic Areas

Responsive, Efficient Government

Staunton Plan Scorecard

4. City Council will hold a separate pre budget work session, to be conducted in January 2022, to review financials, budget projections and priorities for FY2023.

Staunton Plan Scorecard

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Description

City Council will commence the FY2023 earlier than usual with a preliminary work session before the budget is presented in March.

Analysis

Q1-22

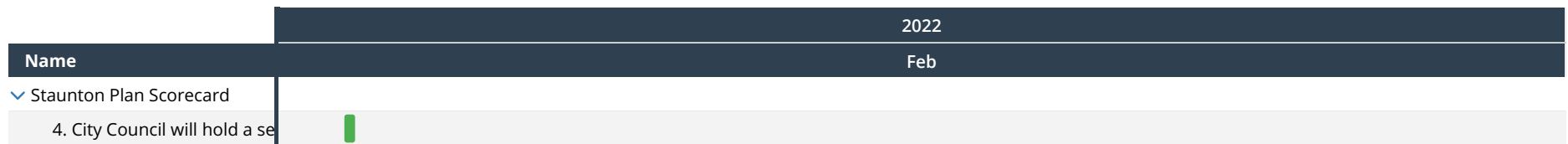
City Council held a budget work session on February 2, 2022 to discuss issues related to the development of the FY 2023 budget and to provide input to staff.

Strategic Areas

[Responsive, Efficient Government](#)

Staunton Plan Scorecard

Gantt Chart



 5. As part of the FY2023 budget, a separation of the Economic Development Director position and the Community Development Director position will be considered.
Staunton Plan Scorecard

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Description

This was discussed during the retreat in light of the upcoming retirement of the Director of Economic Development and Community Development, which is occupied by one employee at this time.

Analysis

Q4-22

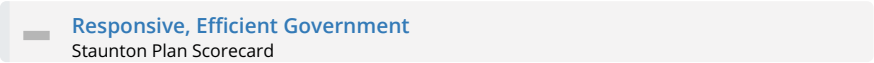
This continues to be reviewed and will be as part of the FY 2024 budget development.

Recommendations

Q4-22

None at this time.

Strategic Areas

 **Responsive, Efficient Government**

Staunton Plan Scorecard



6. Staff and City Council will consider the development and adoption of comprehensive rules of procedure for Council meetings.

Staunton Plan Scorecard

Description

This item is related to the rules and procedures of City Council as far as how they conduct business.

Recommendations

Q4-22

Staff will start to review these in the fall of 2022 for discussion and consideration at City Council's Organizational Meeting in January 2023.

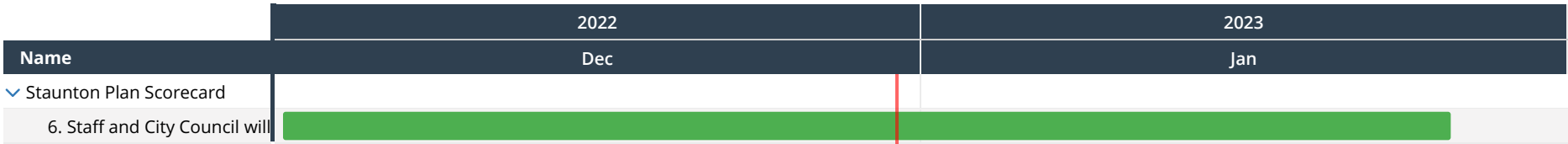
Strategic Areas



Responsive, Efficient Government

Staunton Plan Scorecard

Gantt Chart



 7. As part of the FY2023 budget, staff will review the City's organizational structure and revise as appropriate to better achieve Council's goals.
Staunton Plan Scorecard

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Description

City staff will review areas of the city operations and organizational structure that could improve efficiencies and how we provide service, with a focus on Council's goals.

Analysis

Q4-22

City staff did not focus as much on this during the development of the FY 2023 budget. There are ties to this however in the discussion around the Action Item related to the Economic Development Director and the Community Development Director. This could be a more intentional focus as we start to think about the FY 2024 budget, not only in this area but in others.

Strategic Areas

 **Responsive, Efficient Government**
Staunton Plan Scorecard

Recommendations

Q4-22

Explore possible changes to organizational structure as discussions on the FY 2024 budget commence and departments start to think about and develop their budget submissions.



8. Staff will develop a dashboard and process of important benchmarks for City strategic areas and action, programs and projects, to be reported on a semi-annual basis to City Council and the community.

Staunton Plan Scorecard

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Description

A dashboard showing the progress of each Strategic Area and Action Item is a descriptive and visual way to show how Council's priorities are progressing, or not. This dashboard was developed using a software tool called ClearPoint Strategy.

Recommendations

Q4-22

Review and revise Council's strategic areas and the dashboard during their February 2023 retreat.

Strategic Areas

— **Responsive, Efficient Government**

Staunton Plan Scorecard

Gantt Chart





1. City staff will be responsible for overseeing the development of a small area plan for what is known as the West End.

Staunton Plan Scorecard

 Home

 Scorecards

 Strategic A...

 Actions

Description

A Small Area Plan would help to define the vision of the West End.

Analysis

Dec-22

JUNE UPDATE

Staff has begun preparing a scope of work for a Small Area Plan for the West End. Through our contacts, we have received confirmation that \$100k is a fair estimate on the cost of hiring a consultant to prepare the plan. As suggested by City Council, staff is researching possible grant funding for the study; however, utilizing ARPA funding would expedite the project.

JANUARY UPDATE

An RFP for the West End Small Area Plan will be released in early 2023. City staff also recommended, and City Council approved, an additional \$50,000 towards the cost of the small area plan from American Rescue Plan Act Funds.

Strategic Areas

West End

Staunton Plan Scorecard

Recommendations

Dec-22

None at this time until responses to the RFP are received.



2. Develop marketing materials which will be beneficial for the West End.

Staunton Plan Scorecard

Description

Targeted marketing for the West End businesses would be beneficial for that area of the city.

Analysis

Dec-22

Staff will need to develop a plan for this action item.

Strategic Areas



West End

Staunton Plan Scorecard

Recommendations

Dec-22

There will be opportunities as we start the process around the small area plan and the actions and community outreach related to the Brownfields Assessment Grant. It makes sense to leverage those opportunities first and then explore others.



3. Develop targeted wayfinding plan and signage for the area.
Staunton Plan Scorecard



Home



Scorecards



Strategic A...



Actions

Description

Targeted wayfinding for the West End businesses would be beneficial for that area of the city.

Analysis

Dec-22

No new signage was installed during the reported time period. This could also be explored more however during the small area plan study that will be done during 2023.

Strategic Areas



West End

Staunton Plan Scorecard

Recommendations

Dec-22

Continue to explore ways in which wayfinding and signage to and into the West End can be improved.



4. Include specific references to the West End redevelopment in City planning documents.
Staunton Plan Scorecard



Home



Scorecards



Strategic A...



Actions

Description

As City planning documents are prepared/updated (i.e. Comprehensive Plan), references, when appropriate, will be made to the West End redevelopment.

Analysis

Dec-22

While the City hasn't prepared any planning documents that are applicable to the West End redevelopment (review and update of the Comprehensive Plan will begin in 2024), the current Brownfields Redevelopment Program may be a catalyst for redevelopment of abandoned or underutilized commercial or industrial sites in the West End.

Strategic Areas



West End

Staunton Plan Scorecard

Recommendations

Dec-22

With the review and update of the Comprehensive Plan beginning in 2024, continue to keep at a high priority the planning needs of the West End.

 1. The police department has identified space needs that are not currently being met with the current facility. This action includes a space needs analysis and identifying next steps in the process.
Staunton Plan Scorecard

[Home](#)[Scorecards](#)[Strategic A...](#)[Actions](#)

Description

The city is in need of a comprehensive assessment of current space utilization and future space needs for the City's Fire & Rescue Department and its Police Department. As part of the City's planning philosophy, a study will provide a comprehensive assessment of current space utilization and future space needs. Under this study, the core elements that will be evaluated are as follows:

- Space Inventory
- Space Needs Assessment
- Projection of Space Needs
- Management Process
- Storage Needs

Analysis

Dec-22

The study results have been received by staff who have been meeting with the consultants to review them and come up with next steps.

Strategic Areas

 **Built Environment**
Staunton Plan Scorecard

2. The fire and rescue department has identified space needs that are not currently being met with the current facility. This action includes a space needs analysis and identifying next steps in the process.

Staunton Plan Scorecard

 Home Scorecards Strategic A... Actions

Description

The city is in need of a comprehensive assessment of current space utilization and future space needs for the City's Fire & Rescue Department and its Police Department. As part of the City's planning philosophy, a study will provide a comprehensive assessment of current space utilization and future space needs. Under this study, the core elements that will be evaluated are as follows:

- Space Inventory
- Space Needs Assessment
- Projection of Space Needs
- Management Process
- Storage Needs

Analysis

Dec-22

The study results have been received by staff who have been meeting with the consultants to review them and come up with next steps.

Strategic Areas

 Built Environment
Staunton Plan Scorecard

3. City Council and staff will review and analyze the current Streetscape Plan for downtown and surrounding areas.

Staunton Plan Scorecard



Description

In the fall of 2021, city staff started to review the streetscape plan for the Downtown Business District that was adopted by City Council in 2004. Several elements had not been completed or even funded at this time. As a result, in the FY 2022-2026 many of these projects are in the unfunded/unscheduled list. And remain at this status in the next five years until funding can be identified and a higher priority put on these projects.

Unfunded/Unscheduled Streetscape Projects for the Downtown Business District

STREETSCAPE /WATER LINE REPLACEMENT GREENVILLE AVE ENTRY WAY	Greenville Avenue - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements (Staunton Plan E-3)	\$ 2,516,710
STREETSCAPE - MIDDLEBROOK AVENUE FROM RAILROAD BRIDGE TO AUGUSTA STREET	Middlebrook Avenue Streetscape - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$2,534,700. (Staunton Plan E-3)	\$ 2,534,700
STREETSCAPE - FREDERICK STREET FROM COALTER STREET TO LEWIS STREET	Frederick Street - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$3,825,480 (Staunton Plan E-3)	\$ 3,825,480
STREETSCAPE - NEW STREET FROM BEVERLEY STREET TO FREDERICK STREET	New Street - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$150,000 (Staunton Plan E-3)	\$ 150,000
STREETSCAPE - COALTER STREET FROM GREENVILLE AVENUE TO FREDERICK STREET	Coalter Street - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$2,903,190 (Staunton Plan E-3)	\$ 2,903,190
STREETSCAPE - CENTRAL AVENUE FROM JOHNSON STREET TO FREDERICK STREET	Central Avenue - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$1,554,900 (Staunton E-3)	\$ 1,554,900
STREETSCAPE - NORTH AUGUSTA STREET FROM FREDERICK STREET TO CHURCHVILLE AVE	North Augusta Street - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$4,066,170 (Staunton E-3)	\$ 4,066,170
STREETSCAPE - LEWIS STREET FROM FREDERICK STREET TO MIDDLEBROOK AVE	Lewis Street - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$2,676,040 (Staunton E-3)	\$ 2,676,040
STREETSCAPE - LEWIS STREET FROM FREDERICK STREET TO CHURCHVILLE AVE	Lewis Street - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$4,762,180 (Staunton E-3)	\$ 4,792,180
STREETSCAPE - JOHNSON STREET FROM SOUTH AUGUSTA STREET TO LEWIS STREET	Johnson Street - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. \$1,483,920 (Staunton Plan E-3)	\$ 1,483,920

Recommendations

Dec-22

None at this time.

Strategic Areas

Built Environment

Staunton Plan Scorecard

4. A workgroup consisting of members of City Council and Staunton City School Board are together reviewing options to find solutions to the immediate needs of the schools to vacate space at Shelburne Middle School. This initiative will also address space needs and requirements for the City Schools.

Staunton Plan Scorecard

[Home](#)[Scorecards](#)[Strategic A...](#)[Actions](#)

Description

Operations Complex & Shelburne MS

- The total cost estimated at **\$10,000,000**, pending architectural review.
- 50/50 cost sharing with City would be \$5m each.

SOURCE	CITY	SCS	TBD
Transfer from City's GF Reserves	\$ 2,500,000		
CIP Reserves		300,000	
ARP ESSER III		2,750,000	
VDOE School Construction		1,830,000	
TBD per CIP			1,200,000
TBD to fill gap			1,420,000
Total	\$ 2,500,000	\$ 4,880,000	\$ 2,620,000
Identified sources & TBD	\$ 7,380,000		\$2,620,000
Grand Total	\$ 10,000,000		

Analysis

FY22

The workgroup completed their initial work and last met in September 2021.

In December 2021, Staunton City Schools (SCS) received two independent appraisals of both target properties. In early January 2022, SCS reached out to the property owner regarding one of those properties and received permission to access the property as needed to conduct Phase I and II environmental tests.

Presently, SCS is soliciting bids for engagement of consultants to perform the requisite environmental due diligence. Once they have those results, SCS will seek to close the purchase with guidance from their legal counsel and issue an RFP for architectural services.

Whether the working group will meet again is TBD.

Strategic Areas

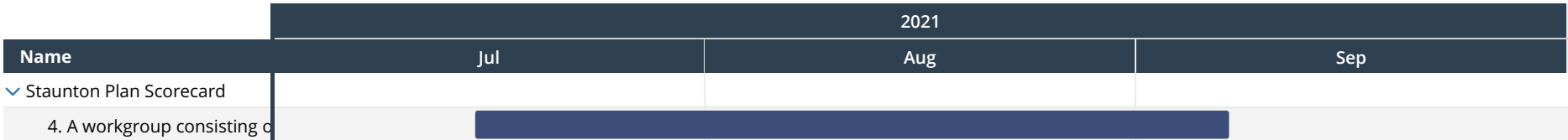
Built Environment
Staunton Plan Scorecard

Recommendations

FY22

Continue to work with the schools on their capital needs.

Gantt Chart



...e at Shelburne



5. In conjunction with the space needs analyses that are to be conducted for individual departments, the City will take into consideration a citywide space needs analysis and plan.

Staunton Plan Scorecard



Home



Scorecards



Strategic A...



Actions

Description

The city recognizes that there are space needs with numerous departments in City Hall and in other city facilities.

Recommendations

Dec-22

Public Works will develop a list of other space needs studies that need to be completed and build out a proposed schedule. The timing of this is TBD.

Strategic Areas



Built Environment

Staunton Plan Scorecard