

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
March 23, 2023
5:00 p.m.**

- | | | |
|------------------|--------------------|---|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:05 p.m. | 2. & B. | Presentation of the Proposed FY2024 Budget by the City Manager |
| 5:50 p.m. | 3. | Discussion about Establishment of a Housing Commission |
| 6:05 p.m. | 4. | Discussion about City Council Town Halls |
| 6:20 p.m. | 5. | Closed Meeting for: (i) Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Regarding the Order to Show Cause Concerning the Staunton Juvenile and Domestic Relations District Courts Facilities as well as a solar siting agreement; (ii) Discussion or Consideration of the Disposal of Real Property adjacent to Gypsy Hill Park in Staunton, Virginia, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body; and (iii) Consultation with Legal Counsel Concerning Actual or Probable Litigation Concerning a Quiet Title Action Related to Property on Churchville Avenue |
| 7:05 p.m. | | Break Until Regular Meeting at 7:30 p.m. |

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

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence – Robertson

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Special Meeting of February 28, 2023 and March 1, 2023

Work Session and Regular Meeting of March 9, 2023

REGULAR MEETING

- A. Public Hearing of Effective Real Property Tax Rate Increase***
- B. Introduction of an Ordinance Proposing a Budget for Fiscal Year 2024**
- C. Consideration of Revised Council Procedure Memoranda**
- D. Consideration of a Resolution Amending City Council Regular Meeting Times**

Matters from the City Manager

Matters from the Public*

Adjournment

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

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	March 23, 2023	City Council
Item #	1	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Work Session and Regular Meeting Agendas	

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

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

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 23, 2023	Leslie Beauregard City Manager Jessie Moyers Chief Finance Officer
Item #	2 & B	
Department:	City Manager’s Office Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Introduction of an Ordinance Proposing a Budget for Fiscal Year 2024	

Background: The City Manager will present the FY 2024 Proposed Budget to City Council during the work session. At the regular meeting, the Chief Finance Officer will present the proposed Budget Ordinance and ask that it be formally introduced. The proposed Budget Ordinance and budget meeting schedule are attached.

Attachments:

Attachment 1—FY 2024 Budget Ordinance

Attachment 2—FY 2024 Budget Calendar

City Manager's Recommendation: Recommend introduction of the Fiscal Year 2024 Budget Ordinance, as presented.

Suggested Motion: I move to introduce the Fiscal Year 2024 Budget Ordinance for the City of Staunton and to schedule a public hearing on the proposed ordinance during Council's regular meeting on April 13, 2023.

City Manager: Leslie Beauregard

Ordinance No. 2023-

**AN ORDINANCE ESTABLISHING A BUDGET FOR THE
CITY OF STAUNTON, VIRGINIA, FOR THE FISCAL YEAR
BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024,
APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SUCH FISCAL YEAR,
SUBJECT TO FUTURE APPROPRIATION AMENDMENT;
ESTABLISHING A TAX RATE ON TAXABLE PERSONAL PROPERTY,
REAL ESTATE AND PROPERTY OF PUBLIC SERVICE CORPORATIONS;
ESTABLISHING AND IMPOSING A SERVICE CHARGE ON
CERTAIN REAL PROPERTY EXEMPT FROM TAXATION;
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE
CITY OF STAUNTON, VIRGINIA, RELATING TO TAXES, LICENSES,
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND
ALL ORDINANCES RELATING TO THE TIME OF
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN
SPECIFICALLY MODIFIED**

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

SECTION 1. The following budget, annexed and incorporated by reference, totaling **\$152,355,651** for the City of Staunton, Virginia for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is hereby proposed, approved and adopted:

(SEE ATTACHED BUDGET, incorporated by reference)

SECTION 2. Public revenues of the City of Staunton, Virginia are hereby appropriated for public purposes for the fiscal year beginning July 1, 2023, and ending June 30, 2024, as set forth in the appropriate Section of such budget.

SECTION 3.

3.1. The tax rate for all real estate, including real estate owned by public service corporations, subject to tax for the calendar year beginning January 1, 2023, shall be and is fixed at \$0.89 per \$100.00 of assessed value of such property per year, with assessed values being established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January of every odd numbered year.

3.2. The tax rate for all real property and improvements located in the Downtown Service District is subject to an additional tax for the calendar year beginning January 1, 2023, which shall be and is fixed at \$0.15 (fifteen cents) per \$100.00 of assessed value of such property for calendar year 2023. Assessed values for the Downtown Service District shall be established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January 1 of every odd numbered year. These rates shall continue until modified by action of the Council of the City of Staunton, Virginia.

SECTION 4.

4.1. The tax rate for all personal property, including vehicles owned by public service corporations (but excluding machinery and tools, referenced and defined in Section 58.1-3507 of the Code of Virginia, as amended), subject to tax for the calendar year beginning January 1, 2023, shall be fixed at \$2.90 per \$100.00 of assessed value per year.

4.2. The tax rate for machinery and tools as defined in Section 58.1-3507 of the Code of Virginia, as amended, subject to tax for the calendar year beginning January 1, 2023 shall be and is fixed at \$1.24 per \$100.00 of assessed value per year.

SECTION 5. For the period of July 1, 2023, through June 30, 2024, certain categories of property exempted from taxation under Section 58.1-3600 et seq. of the Code of Virginia, as amended, shall be assessed and have imposed a fee or service charge based on the assessed value of the real estate and the amount which the City of Staunton expended in the year preceding for police and fire protection and, in the case of faculty and staff housing of an educational institution, the cost of public school education. The categories of property eligible for such assessment, and the method for calculating the assessment, are prescribed in Section 58.1-3400 et seq. of the Code of Virginia, as amended.

SECTION 6. The rate of service charge or fee imposed for property subject to such charge or fee under Section 5 of this ordinance shall be and is fixed and imposed at \$0.19 per annum per \$100.00 of assessed value and \$0.49 per annum per \$100.00 of assessed value for faculty and staff housing of an educational institution for the 2023 calendar year. The service charge shall be and is payable in one installment on December 15, 2023. Any service charge not paid when due shall bear interest computed at the rate of 10% per annum from the due date until paid.

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

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

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

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

SECTION 10.

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

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

SECTION 11. Any ordinance in conflict with this ordinance is hereby repealed to the extent and only to the extent that such conflict exists. However, all ordinances not in conflict with this ordinance shall continue in effect, including specifically all ordinances of the City of Staunton, Virginia relating to taxes, licenses, fees, service charges, costs and payment and collection thereof continuing in effect except as herein specifically modified.

SECTION 12. If any part of this ordinance is found to be invalid by competent authority, the remaining portions of this ordinance shall continue in effect to the fullest extent permitted by law.

INTRODUCED: March 23, 2023

PUBLIC HEARING ADVERTISE DATE: April 5, 2023

PUBLIC HEARING DATE: April 13, 2023

ADOPTED: April 27, 2023

EFFECTIVE DATE: July 1, 2023

Stephen W. Claffey, Mayor

ATTEST:

Kiley A. Kesecker
Clerk of Council

**CITY OF STAUNTON, VIRGINIA
FY 2024 PROPOSED BUDGET**

GENERAL FUND

ANTICIPATED REVENUE

	BUDGET
General Property Taxes	\$ 33,252,511
Other Local Taxes	\$ 18,401,500
Commonwealth of Virginia	\$ 12,983,352
Current Service Charges	\$ 1,685,786
Federal Revenue	\$ 1,239,852
Recovered Costs	\$ 1,154,000
Licenses and Permits	\$ 200,650
Use of Money and Property	\$ 109,200
Fines and Forfeitures	\$ 208,500
Miscellaneous	\$ 29,000
Total Revenue	\$ 69,264,351

APPROPRIATIONS

Transfer to Education Fund	\$ 15,970,171
Public Safety	\$ 16,110,574
Health and Welfare	\$ 7,374,026
Public Works	\$ 6,554,554
General Government Administration	\$ 7,298,548
Transfer to Debt Service Sinking Fund	\$ 5,591,903
Parks, Recreation, Library, and Cultural	\$ 4,392,841
Judicial Administration	\$ 2,872,144
Community Development	\$ 3,090,590
Transfer to the City CIP Fund	\$ -
Educational Agency Contributions	\$ 9,000
Total Appropriations	\$ 69,264,351

DEBT SERVICE SINKING FUND

ANTICIPATED REVENUE

Transfer from the General Fund	\$ 5,591,903
General Revenues	\$ 570,374
Total Revenue	\$ 6,162,277

APPROPRIATIONS

Debt	\$ 6,162,277
Total Appropriations	\$ 6,162,277

BLUE RIDGE COURT SERVICES FUND

ANTICIPATED REVENUE

Non Capital Grants/ Contributions	\$ 1,276,752
Charges for Services	\$ 140,000
Total Revenue	\$ 1,416,752

APPROPRIATIONS

Operations	\$ 1,416,752
Total Appropriations	\$ 1,416,752

WATER FUND**ANTICIPATED REVENUE**

Charges for Service	\$	4,552,976
General Revenues		4,317,141
Grant Contributions		3,855,000
Total Revenue	\$	12,725,117

APPROPRIATIONS

Operations	\$	2,919,855
Debt		945,262
Capital		8,860,000
Total Appropriations	\$	12,725,117

SEWER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	3,994,000
General Revenues		52,500
Grant Contributions		4,555,000
Total Revenue	\$	8,601,500

APPROPRIATIONS

Operations	\$	2,868,937
Debt		868,943
Capital		4,863,620
Total Appropriations	\$	8,601,500

PARKING FUND**ANTICIPATED REVENUE**

Charges for Services	\$	308,300
General Revenues		141,040
Total Revenue	\$	449,340

APPROPRIATIONS

Operations	\$	271,684
Debt		177,656
Total Appropriations	\$	449,340

STORMWATER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	774,500
General Revenues		1,200,500
Grant Contributions		727,800
Total Revenue	\$	2,702,800

APPROPRIATIONS

Operations	\$	602,800
Capital		2,100,000
Total Appropriations	\$	2,702,800

ENVIRONMENTAL FUND**ANTICIPATED REVENUE**

Charges for Services	\$	3,636,068
General Revenues		804,001
Non Capital Grants/ Contributions		10,000
Total Revenue	\$	4,450,069

APPROPRIATIONS

Operations	\$	3,359,929
Capital		1,090,140
Total Appropriations	\$	4,450,069

EDUCATION FUND**ANTICIPATED REVENUE**

Commonwealth of Virginia	\$	21,717,957
Transfer from the General Fund		15,970,171
Federal Government		2,022,546
Charges for Services		63,801
General Revenues		585,721
Total Revenue	\$	40,360,196

APPROPRIATIONS

Administration and Operation of Schools	\$	40,360,196
Total Appropriations	\$	40,360,196

CAFETERIA FUND

ANTICIPATED REVENUE

Operating Grants	\$ 1,945,538
Charges for Service	1,400
General Revenues	<u>233,235</u>
Total Revenue	\$ 2,180,173

APPROPRIATIONS

Operations	\$ <u>2,180,173</u>
Total Appropriations	\$ 2,180,173

SCHOOL TEXTBOOK FUND

ANTICIPATED REVENUE

Commonwealth of Virginia	\$ 814,348
General Revenues	<u>205,652</u>
Total Revenue	\$ 1,020,000

APPROPRIATIONS

Operations	\$ <u>1,020,000</u>
Total Appropriations	\$ 1,020,000

SCHOOL CAPITAL IMPROVEMENTS PROJECT FUND

ANTICIPATED REVENUE

General Revenues	\$ 425,000
Total Revenue	\$ 425,000

APPROPRIATIONS

Capital Improvements	\$ 425,000
Total Appropriations	\$ 425,000

STATE OPERATED PROGRAMS

ANTICIPATED REVENUE

Operating Grants	\$ 2,598,076
Total Revenue	\$ 2,598,076

APPROPRIATIONS

Operations	\$ 2,598,076
Total Appropriations	\$ 2,598,076

Grand Total Revenues	\$ 152,355,651
Grand Total Expenditures	\$ 152,355,651
Balance	<u>\$0</u>

INTRODUCED: March 23, 2023

Approved this _____ day of ____ 2023

Effective Date: _____

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

CERTIFIED: _____
Stephen W. Claffey
Mayor of Council

CITY OF STAUNTON, VIRGINIA
FY 2024 BUDGET SCHEDULE
(July 1, 2023 - June 30, 2024)

CITY OF STAUNTON		
	City Budget Schedule	
<i>Budget Calendar and Budget Discussion with City Council</i>	September 22, 2022	
<i>Budget Call/ Notice</i>	October 10, 2022	
<i>Budget Work session- School Board/ City Council- School Budget</i>	October 13, 2022	
<i>Budget Submission from Departments</i>	December 2, 2022	
<i>Budget Notice to Outside Agencies</i>	December 7, 2022	
<i>Governor's Budget Presentation</i>	December 15, 2022	
<i>Budget Discussions with Departments</i>	December 2022- February 2023	
<i>Presentation of Draft Capital Improvement Plan</i>	January 12, 2023	
<i>Budget Submission Requests from Outside Agencies</i>	January 20, 2023	
<i>City Council and School Board Joint Meeting</i>	January 26, 2023	5:00 PM
<i>Advertisement for Proposed Tax Rate - Public Hearing</i>	February 21, 2023	
<i>Budget Presentation to City Council-Worksession</i>	March 23, 2023	5:00 PM
<i>Public Hearing - Proposed Tax Rate</i>	March 23, 2023	7:30 PM
<i>Introduction of Total Budget Ordinance for City and Schools</i>	March 23, 2023	7:30 PM
<i>Advertisement for Proposed Budget Ordinance - Public Hearing</i>	April 5, 2023	
<i>City Council Budget Work session</i>	April 6, 2023	5:00 PM
<i>Budget Work session- School Board/ City Council- School Budget</i>	April 13, 2022	5:00 PM
<i>Budget Public Hearing (all budget ordinances)</i>	April 13, 2023	7:30 PM
<i>City Council Budget Worksession (If nessesary)</i>	April 20, 2023	7:30 PM
<i>City Council Budget Worksession</i>	April 27, 2023	5:00 PM
<i>Adoption of City Budget and Capital Improvement Plan</i>	April 27, 2023	7:30 PM

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 23, 2023	Brad Arrowood City Councilmember
Item #	3	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Built Environment Values: Inclusion & Equity; Engagement	
Subject:	Discussion about Establishment of a Housing Commission	

Background: At the request of Councilmember Arrowood, an item has been added to the work session to discuss the establishment of a Housing Commission.

City Manager's Recommendation: No action needed

Suggested Motion: No action needed.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 23, 2023	Leslie M. Beauregard City Manager John C. Blair, II City Attorney
Item #	4	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Discussion about City Council Town Halls	

Background: On February 28 and March 1, 2023, City Council conducted a retreat. During the retreat, members of Council discussed the possibility of conducting town hall meetings regarding the budget and other matters.

Subsequent to the retreat, Council members Woods, Robertson, Edwards, and Vice Mayor Darby and have indicated their desire to participate in town hall meetings.

This will be a discussion about the logistics and legal issues concerning Councilmember town halls as well as the possibility of developing a Council Procedure Memorandum regarding Councilmember town hall meetings.

Attachment: Not Applicable

City Manager's Recommendation: Not Applicable

Suggested Motion: Not Applicable

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	March 23, 2023	City Council John C. Blair, II City Attorney
Item #	5	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for: (i) Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Regarding the Order to Show Cause Concerning the Staunton Juvenile and Domestic Relations District Courts Facilities as well as a solar siting agreement; (ii) Discussion or Consideration of the Disposal of Real Property adjacent to Gypsy Hill Park in Staunton, Virginia, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body; and (iii) Consultation with Legal Counsel Concerning Actual or Probable Litigation Concerning a Quiet Title Action Related to Property on Churchville Avenue	

Suggested Motion: I move to enter a closed meeting for: (i) consultation with legal counsel for necessary legal-related advice and discussion regarding the Order to Show Cause concerning the Staunton Juvenile & Domestic Relations District Court Facility located in the District Courts Building at 6 East Johnson St., Staunton, pursuant to Virginia Code §§ 2.2-3711(A)(7) and 2.2-3711(A)(8); (ii) consultation with legal counsel concerning a solar siting agreement pursuant to Virginia Code §2.2-3711(A)(8); (iii) discussion or consideration of the disposition of real property located adjacent to Gypsy Hill Park in the City of Staunton where discussion in an open

meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code § 2.2-3711(A)(3); and (iv) consultation with legal counsel concerning actual or probable litigation concerning a quiet title action related to property on Churchville Avenue in the City of Staunton, Virginia where discussion in an open meeting would adversely affect the litigation posture of the City of Staunton.

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

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

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

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 23, 2023	Leslie Beauregard City Manager Jessie Moyers Chief Finance Officer Charles Haney City Assessor
Item #	A	
Department:	City Manager Finance Department City Assessor	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Public Hearing of Effective Real Property Tax Rate Increase	

Background: The City Assessor's Office has completed the 2023 general reassessment for the City. The Code of Virginia requires that all properties within a locality be assessed at 100% of their fair market value.

The total assessed value of all real property in the City equals \$3,324,826,400, an increase of 22% over 2022. The taxable assessed value, \$2,872,606,017, increased 26.14% over 2022. Total property values, excluding assessments due to new construction or improvements, increased 25.2% over 2022. As required by § 58.1-3321 of the Code of Virginia, because the reassessment would result in an increase of 1% or more in the total real property tax levied, City Council must conduct a public hearing at which it receives public comment concerning the "effective tax rate increase." This public hearing is in addition to the public hearing on the proposed budget.

The same state code provision specifically dictates the contents of the notice of public hearing to be published and requires that, among other details, the notice state the lowered tax rate necessary to offset the effect of the increased assessment (i.e., \$0.74 per \$100 assessed value), whether or not the governing body intends to consider the adoption of such a lowered tax rate. The current real property tax rate is \$0.92 per \$100 assessed value. The attached notice, prepared to fulfill all of the statutory requirements, was published in *The News Leader* on February 21, 2023.

No action is required of Council after the public hearing. Council will finally determine the real property tax rate on April 27, when the FY 2024 budget ordinance is scheduled for consideration.

Attachment: Notice of Proposed Real Property Tax Increase and Public Hearing

City Manager's Recommendation: Recommend City Council conduct the public hearing.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY OF STAUNTON
NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE
AND PUBLIC HEARING

Consistent with Virginia Code Section 58.1-3321, the City of Staunton proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by twenty-five and two tenths (25.2) percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.74 per \$100.00 assessed value. This rate will be known as the "lowered tax rate."
3. **Effective Rate Increase:** The City of Staunton proposes to adopt a tax rate of \$0.92 per \$100 of assessed value (which would be a maximum). The difference between the lowered tax rate and the proposed rate would be \$0.18 per \$100 assessed value, or nineteen and three tenths (19.3) percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of the City of Staunton will exceed last year's budget by six and nine tenths (6.9) percent.

A public hearing on the proposed increase will be held on March 23, 2023, 7:30 p.m., local time, in the Rita S. Wilson Council Chambers, 1st Floor, City Hall, 116 West Beverley Street, Staunton, Virginia. All persons wishing to be heard at the public hearings are invited to attend. The public may also participate in the public hearings by Zoom, or by phone. Specific instructions to participate by Zoom or by phone can be found at: www.staunton.va.us/council.

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

The foregoing provisions of Virginia Code Section 58.1-3321 shall not be applicable to the assessment of public service corporation property by the State Corporation Commission.

Notwithstanding other provisions of general or special law, the tax rate for taxes due on or before June 30 of each year may be fixed on or before May 15 of that tax year.

Kiley Kesecker
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 23, 2023	John C. Blair, II City Attorney
Item #	C	
Department:	City Council City Clerk City Manager’s Office City Attorney’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Revised Council Procedure Memoranda	

Background: On February 28 and March 1, 2023, the Staunton City Council conducted a retreat. During the retreat, the Council determined that it would like to delete one Council Procedure Memorandum, revise several Memoranda, and add three new Memoranda.

Deleted Procedure

The Council will consider deleting current Council Procedure Memorandum Number 11. The rationale for deleting this Memorandum is that current Council Procedure Memorandum Number 13 (which will be renumbered Number 12) will now incorporate the City Manager's fiscal oversight responsibility in that Memorandum.

New Procedures

The Council will consider adding a new Procedure Memorandum Number 17 which is a new invocation policy that adopts the current United States Supreme Court caselaw as the Council's official policy.

The Council will be also consider adding a proposed Procedure Memorandum Number 18 which will require that any item of business, except for an item coming from a Council committee, must have a second to open discussion and to take action on an item. The Virginia Attorney General has opined that a local governing body's business items do not require a

second. However, the Staunton City Charter provides the Council with the authority to establish this rule. All Councilors at the retreat agreed to require a second for business items to receive discussion and take action on the item.

Finally, the Council will consider adding a new Procedure Memorandum Number 19 which will address proclamations and other honors bestowed upon individuals and entities by the Council.

Amendments to Current Procedures

Council Procedure Memorandum Number 3: The proposed amendments clarify that if an individual or entity wishes to present an item to the Council during a work session, they will need to make a brief presentation and request at a Matters from the Public portion of a Regular Meeting.

There is also an amendment which strikes the provision related to the Council's invocation portion of its meeting. This provision will be reinserted into proposed Council Procedure Memorandum 17.

Council Procedure Memorandum 4: The proposed amendments clarify that an applicant for a land use approval (rezoning, special exception) will make a presentation that is separate and distinct from the public hearing.

Additionally, there is a proposal to set a fifteen minute time limit for presentations by individuals appealing the denial of a certificate of appropriateness by the Historic Preservation Commission.

Council Procedure Memorandum 10: The proposed amendments clarify that travel expenses by Councilmembers that are non-budgeted should be approved by the entire Council. The amendments also provide that travel expenses related to Virginia First Cities and Virginia Municipal League do not need full Council approval. It should be noted that these expenses are approved when Council adopts the annual budget as the budget does provide for Council travel to these events.

Renumbering: If Staunton City Council approves the proposed deletion of Council Procedure Memorandum 11, then current Council Procedure Memoranda Numbers 12-17 would be renumbered to Council Procedure Memoranda 11-16.

Council Procedure Memorandum 15 (would be renumbered 14): The proposed amendment eliminates Proclamations from a Council Consent Agenda. Proclamations and recognitions would be addressed by proposed Council Procedure Memorandum 19.

Attachment: Proposed Council Procedure Memoranda, amended.

City Manager's Recommendation: Adopt the Suggested Motion.

Suggested Motion: I move that the Staunton City Council delete Council Procedure Memorandum 11, adopt the proposed amendments to the Council Procedure Memoranda as presented, and adopt the new proposed Council Procedure Memoranda numbered 17, 18, and 19.

City Manager: Leslie Beauregard

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 for a work session will be advised by the City Manager to appear at the City Council's Matters from the Public at the Council's Regular Meeting. The individual will be advised to make a brief presentation at their Matters from the Public presentation within the five minute time period provided to all speakers. The individual may then request the City Council to allow them to make a presentation at a future Work Session. ~~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/Land Use 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 before the public hearing begins. If the applicant chooses to make a presentation, it shall be limited to 155 minutes which shall include questions asked by the Council and the applicant's answers. 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.

Certificate of Appropriateness Rules.

In the event that an individual appeals the Historic Preservation Commission's denial of a Certificate of Appropriateness, the appellant and/or their representative shall make a presentation to the City Council that shall not exceed fifteen minutes. At the conclusion of the appellant's presentation, the City Council members may ask questions of the appellant and/or their representative.

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 any events related to the Virginia Municipal League or Virginia First Cities~~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. 112

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 except for already budgeted appropriations for Council members to attend Virginia Municipal League and Virginia First Cities events.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. 123

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. The City Manager shall take the appropriate steps to provide oversight of funds to outside agencies such as requesting reports, financial statements, and data to support the agency's request.

REAFFIRMED: January 3, 2023

COUNCIL PROCEDURE MEMORANDUM NO. ~~13~~413

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. 145

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. 156

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. 167

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 2.10.08079, 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. 17

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.

COUNCIL PROCEDURE MEMORANDUM NO. 18

SUBJECT: Seconds for Actions

Section 11, First, authorized the Staunton City Council to adopt such bylaws as it deems necessary. Pursuant to this authority, the Council hereby adopts a bylaw which shall require a member to second any action by the Council for the matter to be considered for debate and action by the Council. However, motions that are the product of a Committee, a second shall not be required for the Council to consider the matter for debate and action.

COUNCIL PROCEDURE MEMORANDUM NO. 19

SUBJECT: Proclamations & Other Forms of Recognition

The Staunton City Council wishes to provide recognition to its residents and entities. Additionally, the Council desires to provide recognition to particular days, weeks, and months. The following forms of recognition may be requested by Staunton residents and entities:

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. The award of a Key to the City 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. The Mayor shall receive and administer all requests for commemorative letters as well as letters and certificates of recognition. 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.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 23, 2023	City Council John C. Blair, II City Attorney
Item #	D	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Resolution Amending City Council Regular Meeting Times	

Background: At its January 3, 2023 Organizational Meeting, the Staunton City Council adopted a Resolution establishing its meeting schedule for Calendar Years 2023 and 2024.

On February 28 and March 1, 2023, City Council conducted a retreat. During the retreat, Council determined that it would like to begin its Regular Meetings at 7:00 p.m. instead of the 7:30 p.m. meeting start time established in its January 3, 2023 Resolution.

The new starting time will begin with the Council's May 11, 2023 meeting.

Attachment: Draft resolution amending the meeting schedule.

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

Suggested Motion: I move that City Council adopt the resolution amending regular City Council meeting times, as presented.

City Manager: Leslie Beauregard

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**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
ESTABLISHING TIMES FOR
REGULAR MEETINGS OF THE
COUNCIL OF THE CITY OF STAUNTON
FOR THE PERIOD OF
MAY 11, 2023 THROUGH
DECEMBER 31, 2024**

RECITALS

A. Virginia Code Section 15.2-1416 provides that “[t]he governing body shall assemble at a public place as the governing body may prescribe . . . in January for cities Future meetings shall be held on such days as may be prescribed by resolution of the governing body but in no event shall less than six meetings be held in each fiscal year.” It also specifies that:

[t]he days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting; however, if the governing body subsequently prescribes any place other than the initial established public meeting place, or any day or time other than that initially established, as a meeting day, place or time, the governing body shall pass a resolution as to such future meeting day, place or time. The governing body shall cause a copy of the resolution to be posted on the door of the courthouse or the initial public meeting place and inserted in a newspaper having a general circulation in the . . . municipality at least seven days prior to the first such meeting at such other day, place or time. . .

B. Section 2.10.080 of the Staunton City Code provides that Council will hold regular meetings on the second and fourth Thursdays of each month at such hour as it may designate and at any other time to which it may be regularly adjourned or postponed;

C. At its organizational meeting on January 3, 2023, Council established its regular meeting dates for the period of January 1, 2023 through December 31, 2024 and specified that regular meetings would start at 7:30 p.m.;

D. Council now wishes to amend the time for all regular meetings to begin at 7:00 p.m. for the remaining period of May 11, 2023 through December 31, 2024.

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

1. Regular meetings of the Council shall be held on the second and fourth Thursdays of each month for the period of May 11, 2023 through December 31, 2024, at City Hall, 116

DRAFT 3.1.23

West Beverley Street, Staunton, Virginia, at 7:00 p.m. or at such earlier or other time or place as may be designated by the published agenda for any meeting or session of Council;

2. 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 members of the Council to attend a regular meeting, or if a quorum fails to attend, such regular meeting shall be continued to the next Monday. Such finding and declaration shall be communicated to the members of the Council 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.

Adopted this _____ day of _____, 2023.

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker, Clerk of Council

RETREAT OF STAUNTON CITY COUNCIL**Tuesday, February 28, 2023****9:00 a.m.****Wednesday, March 1, 2023****9:00 a.m.****Woodrow Wilson Presidential Library and Research Center**

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

ABSENT: Day 1 – R. Terry Holmes

ALSO PRESENT: Lou O’Boyle, Facilitator, Zelos LLC
Emily Groo, Facilitator, Zelos LLC
Leslie Beauregard, City Manager
Amanda Kaufman, Assistant City Manager
John Blair, City Attorney
Kiley Kesecker, Clerk of Council

RETREAT OF STAUNTON CITY COUNCIL DAY ONE

Mayor Claffey called the retreat to order on Tuesday, February 28, 2023, at 9:10 a.m., and offered introductory remarks.

Lou O’Boyle, facilitator, introduced the agenda and her co-facilitator, Emily Groo.

The retreat was conducted, with the participation of Council members and others in attendance.

At 3:00 p.m., the retreat was adjourned until 9:00 a.m. on Wednesday, March 1, 2023.

RETREAT OF STAUNTON CITY COUNCIL DAY TWO

Mayor Claffey reconvened the retreat on Wednesday, March 1, 2023, at 9:00 a.m., and welcomed everyone to day two of the Council retreat.

At the time the retreat was reconvened, all were present from the previous day, except for City Attorney John Blair. Councilor Holmes was also in attendance.

Ms. O’Boyle reviewed some of the work from the previous day and talked about how the group will move forward on day two.

The retreat continued, with the participation of Council members and others in attendance.

Ms. O’Boyle made final closing comments about Council making a commitment to the items discussed over the past two days going forward and hopes each of them can do so.

Mayor Claffey thanked everyone for their participation, and councilmembers shared optimistic remarks about the future.

Detailed minutes of the retreat are attached as **Attachment 1**.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 12:07 p.m.

Kiley A. Kesecker
Clerk of Council



Summary information from the Staunton, Virginia City Council Retreat 2023

- Date and Time: February 28, 2023 9:00 am – 3:00 pm; March 1, 2023 9:00 am – 12:30 pm
- Location: Woodrow Wilson Library
- Participants:
 - Leslie Beauregard, City Manager
 - Amanda Kaufman, Assistant City Manager
 - John Blair, City Attorney
 - Kiley Kesecker, Clerk of Council
 - Steve Claffey, Mayor
 - Amy Darby, Vice Mayor
 - Brad Arrowood, Councilmember
 - Michele Edwards, Councilmember
 - Terry Holmes, Councilmember
 - Mark Robertson, Councilmember
 - Alice Woods, Councilmember

Preparation for Retreat

In preparation for the retreat, Zelos spoke to the City Manager and reviewed relevant documents including the current strategic plan and Council procedures.

Zelos also conducted individual interviews with each Council member prior to the retreat. 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 were discussed during the retreat and contributed 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
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
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

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Theme	Summarized comments
	Not enough money to fix everything at once
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 - Renewed sense of hope for positive outcomes
Facilities	- Repurpose Augusta County Courthouse - Public safety facility upgrades - Funding for capital improvement projects
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



Theme	Summarized comments
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



Retreat Day 1: February 28, 2023

City kept the flipcharts for its own reference

Ground Rules

1. Respect each other
2. Provide opportunities for all to participate
3. Listen for understanding
4. Don't interrupt
5. Recognize and value the varying degrees of experience and perspectives
6. Get to know each other
7. Identify what's most important – priorities

Values Review

City Council recommended some changes in language and a review for consistency in the Values statements.

- Making all statements begin with "We will"
- Including an element of timeliness or efficiency for governance/government in the Excellence statement

Behaviors associated with Values

COUNCIL: What would we expect to see as these values play out in your roles and responsibilities as Council members?

Consider:

- How you engage with each other
- How you engage with staff
- How you engage with the public

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Integrity

- Be a person of your word
- Be authentic in all venues
- Be courteous and polite
- Say no in a kind and respectful way
- Take up conflict directly with the person

Inclusion & Equity

- Consider how decisions affect all citizens and communities in the city
- Communicate differences in parameters of programs and services to citizens and businesses
- AND consider these differences in policy decisions
- Make everyone feel that they belong

Excellence

- Responsiveness (quick turnaround) so that folks have trust in the government
- Good, proactive communication
- Improve systems and processes

Engagement

- Meet people in the community informally
- Invite folks to the process
- Cast a wider net
- Be welcoming
- Educate citizens about the process
- More interaction with the public

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- Discuss your shared experience as residents

Environmentally Conscious

- Find ways to lower the City's carbon footprint and energy usage
- Consider the environment and spending in all you do
- "Walk the talk"
- Consider the environmental impact of industry
- Educate yourself and staff (for example, the fire department)
- Learn from other localities

STAFF: What ideas do you have for creating a culture where these values are demonstrated throughout the organization?

- Align behaviors with employee of quarter or employee of the year
- Communicate what the behaviors are
- Incorporate into the employee performance evaluation process
- Alignment with City Council agenda briefings – summarize
- Incorporate strategic areas and values into budget process
- Posters featuring the employee and which value they are demonstrating
 - Make them visible (Public Works)
 - Visual way for employees to see how their work fits in – how they contribute
- Engage the Staunton employee committee to help deploy the values
- Include with job descriptions



Retreat Day 2: March 1, 2023

City kept the flipcharts for its own reference

Strategic Areas

We asked Council to imagine what the ideal future would look like in five (5) years for each strategic area. On a “postcard from the future” we asked them to identify 3-4 specific changes that they would like to see in that strategic area. We capture the brainstorm below.

After discussing the brainstorm and allowing Council to clarify, as necessary, we asked each Council member to identify their top 3 priorities for each strategic area. We organized the list in order of priority with the number of votes from Council members indicated.

Infrastructure – Brainstorm

- Water safety and security
- Walkable, safe places such as greenways and pedestrian trails
- Highly skilled and trained employees
- More efficient recycling and trash programs
- Stormwater management, flooding reduction
- Access to fiber optic internet
- Staunton Crossing
- Education / school buildings
- Alternative energy
- Underground utilities

Infrastructure – Identified Priorities

- Water security (7)



- Staunton Crossing (6)
- Walkable, safe places such as greenways and pedestrian trails (3)
- Access to fiber optic internet throughout the city (2)
- Stormwater management, flooding reduction (1)
- Augusta County Courthouse building [purchased by the City for a new purpose] (1)

Economic Development – Brainstorm

- Staunton Crossing- all land has been purchased and tenants are paying taxes
- Tourism, more music venue locations
- Affordable workforce housing for families
- West End
- Existing businesses are expanding, showing resilience and longevity
- Repurposing brick and mortar locations for city use
- Top notch schools to attract new businesses
- Top notch parks
- Well-rounded city = higher quality of life for citizens
- More retail businesses
- Business start-up assistance/mentorship programs

Economic Development – Identified Priorities

- Staunton Crossing (7)
- Affordable workforce housing for families (5)
- Tourism (4)



- Well-rounded city = higher quality of life for citizens (2)
- Support for new businesses (1)
- Parks and recreation (1)
- Top notch schools (1)

West End – Brainstorm

- No abandoned buildings
- Walkable sidewalks throughout
- Beautification efforts
- Housing & retail- Chestnut Hills
- Juvenile court relocation
- Walkability
- Gathering spaces- coffee shops, restaurants
- Adequate transportation
- Outdoor pavilion/ farmers market space
- Courting businesses to choose West End
- Holistic plan- small area plan- revitalization plan (already planned)

West End – Identified Priorities

- Courting businesses to choose West End/retail and housing combination (6)
- Beautification efforts (2)
- Gathering spaces (2)
- No abandoned buildings (2)
- Develop housing in Chestnut Hills area (1)

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- Juvenile court relocation (1)
- Walkability (1)

Built Environment – Brainstorm

- “Future proof” fire and police facilities
- Juvenile court solution (mandated & already underway)
- Permanent school bus maintenance facility
- Police relocation out of ground floor of City Hall
- Repurpose downtown buildings for city use
- Consider the working needs of the future to maintain downtown
- Creating a community center

Built Environment – Identified Priorities

- “Future proof” fire and police facilities (7)
- Juvenile court solution (mandated & already underway) (4) – The #1 priority
- Repurpose downtown buildings for city use (4)
- Creating a community center (3)

Responsive, Efficient Government

Responsive, efficient government is mainly a responsibility of staff, so we asked staff to brainstorm what the future for this strategic area might look like in five years.

- In order maintain competitive edge, Staunton will recruit employees that are highly qualified, retain employees that receive continual training and development and reflect the community they serve.
 - Employee Survey
 - Compensation Study



- Staff will always look for ways to solve problems regionally.
- Staff will review and implement necessary changes to the city's organizational structure to better achieve Council's goals.
- Develop an effective communications and engagement function.

Discussion about resources and next steps

In the afternoon of Day 2, Council spent time discussing resource realities for their strategic area priorities. Clerk of Council took notes of that discussion, please refer to those notes for more detail on the content.

How to think about funding priorities in a limited resource environment

- Need to find the “sweet spot” between taxes and what folks can absorb, and what the priorities are
- Debt service & no mechanism to pay for it currently. Real plan is required to make sure debt service fund remains solvent.
- Once Staunton Crossing gets going taxes can relax, but some things need to happen first in order to make this happen and see the impacts
- The city's fiscal plans are solid and resilient
- Pressure to alleviate the burden on the city to cover reduced social services benefits
- Infrastructure is dependent of tax revenue. Without good infrastructure, you cannot attract good business
- What are those things that are no to low cost and have high impact?

What do you need and how can we help?

- Experienced Council members
- New Council members
- Executive leadership

City Council
WORK SESSION
March 9, 2023
6:00 p.m.

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

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

1. Consideration of Work Session and Regular Meeting Agendas

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

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

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

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

2. Update for the Virginia America 250 Commission Local Committee

Director of Tourism Sheryl Wagner stated that the Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for and commemorating the 250th anniversary of Virginia's participation in American independence. The VA250 has requested that each locality in Virginia form a local committee to aid in planning for the commemoration period. Sheryl Wagner was designated as the local contact for Staunton's VA250 committee, and a resolution to create a Staunton 250 committee was adopted by City Council on January 26, 2023. Ms. Wagner presented the plan for the formation of the local VA250 committee, and listed the organizations she has been in contact with.

Mayor Claffey asked if Councilmembers had any questions or comments.

Councilmembers had no questions or comments.

3. Update on Services Provided by Valley Mission and Community Services Board to the City's Homeless Population

Susan Richardson from Valley Mission and Lydia Campbell from the Valley Community Services Board presented an update on services provided to the city's homeless population.

Mayor Claffey asked if Councilmembers had any questions or comments.

Ms. Woods clarified several points about the program processes and asked if there is an evaluation for those coming out of the criminal justice system with serious mental illnesses. Ms. Campbell stated that an evaluation takes place at the jail that is funded by the Department of Behavioral Health.

Discussion ensued about various situations and how they would be handled in the context of the unhoused and rehousing.

Councilmembers had no further questions or comments.

4. Closed Meeting for: (i) Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Regarding the Order to Show Cause Concerning the Staunton Juvenile and Domestic Relations District Courts Facilities; and (ii) Discussion or Consideration of the Acquisition of Real Property on Beverley, Johnson and Frederick Streets, Morris Mill Road, Thornrose Avenue, and North Frontier Drive in Staunton, Virginia, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body

Mr. Robertson moved to enter a closed meeting for: (i) consultation with legal counsel for necessary legal-related advice and discussion regarding the Order to Show Cause concerning the Staunton Juvenile & Domestic Relations District Court Facility located in the District Courts Building at 6 East Johnson St., Staunton, pursuant to Virginia Code §§ 2.2-3711(A)(7) and 2.2-3711(A)(8); (ii) discussion or consideration of the acquisition of real property located on Beverley, Johnson, and Frederick Streets, Morris Mill Road, Thornrose Avenue and North Frontier Drive in the City of Staunton, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code § 2.2-3711(A)(3).

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

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

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

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

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

99

100

101 The work session adjourned at 7:31 p.m.

102

103

104

105

Kiley A. Kesecker
Clerk of Council

DRAFT

REGULAR MEETING OF STAUNTON CITY COUNCIL**Thursday, March 9, 2023****7:30 p.m.****Rita S. Wilson Council Chambers**

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

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

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

The Pledge of Allegiance was recited in unison.

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

MAYOR'S REPORT

Mayor Claffey stated that the planning grant application for the Western State Hospital steam plant project has been approved by Governor Youngkin for \$99,000.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Edwards made an announcement regarding Women's History Month and recognized the many women entrepreneurs and community leaders in the city. She also shared that Queen City Women's Day would take place downtown that Saturday. Ms. Woods added that many non-profit organizations run by women would be highlighted as well.

APPROVAL OF MINUTES

Mr. Holmes moved to approve the work session and regular meeting minutes of February 23, 2023 as presented.

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

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

REGULAR MEETING

A. Staff Recognition – Barbara Bell

Barbara Bell, former Accounting Technician II in the Finance Department, received recognition of her retirement from service to the city.

B. Staff Recognition – Kevin Cline

Kevin Cline, former Firefighter/EMT in Fire & Rescue, received recognition of his retirement from service to the city.

C. Staff Recognition – Carol Milkman

Carol Milkman, former Office Manager in Public Works, received recognition of her retirement from service to the city.

D. Public Hearing and Consideration of an Amendment to Staunton City Code (SCC) Section 18.120.010(4), of Title 18, Zoning, to Allow an Undeveloped and Unaccepted Street to Serve as Primary Access to a Single-Family Dwelling

Senior Planner Rodney Rhodes stated that staff received a request from a citizen, Charlie Bishop, to amend SCC Chapter 18.120, Yard, Building, and Open Space Exceptions, to allow a limited number of single-family dwellings to be constructed on existing lots that utilize undeveloped streets as their primary means of ingress and egress.

At its December 15, 2022 meeting, the Planning Commission gave authorization to proceed with a zoning text amendment to address this issue. Staff drafted the zoning text amendment which was reviewed by the City Attorney and Mr. Bishop. At its January 19 meeting, the Planning Commission reviewed the draft amendment and additional changes were made with the assistance of Vice Chair Jessica Robinson.

Mr. Rhodes stated that the zoning text amendment allows the development of one single-family dwelling on an undeveloped street when all the lots having their sole access on the undeveloped street are under single ownership and are combined into one lot. Staff estimates that there are approximately 40 undeveloped streets, or portions of undeveloped streets in the city. In most cases, it would be cost prohibitive to build the street to the city's standards, severely restricting the development potential of the lots fronting on these undeveloped streets. The proposed amendment

would allow a limited number of these lots to be developed with single-family homes. The text amendment provides a definition of “undeveloped street.” Which aligns with an objective of the City of Staunton, Virginia Comprehensive Plan 2018-2040 of encouraging projects that infill existing neighborhoods.

Mayor Claffey asked if Councilmembers had any questions or comments.

Mr. Robertson asked if there is any concern about potential loopholes. Mr. Rhodes stated that those concerns have been addressed through careful review and revision of the language used, in order to minimize those risks.

Mr. Holmes clarified that Mr. Bishop intends to combine three lots into one and develop one house total on the entire paper street.

Councilmembers had no further questions or comments.

Mayor Claffey stated the following:

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

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

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

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

The public hearing was opened.

Wilson Fauber, 318 Woodmont Drive, spoke in support of the proposed amendments.

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

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

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

139	Mr. Holmes	aye	Mr. Arrowood	aye
140	Mr. Robertson	aye	Vice Mayor Darby	aye
141	Ms. Edwards	aye	Mayor Claffey	aye
142	Ms. Woods	aye		

143
144 **Ordinance No. 2023-____**
145

146 **AN ORDINANCE AMENDING**
147 **SECTION 18.120.010, SETBACK EXCEPTIONS,**
148 **OF CHAPTER 18.120, YARD, BUILDING SETBACK, AND OPEN SPACE**
149 **EXCEPTIONS,**
150 **OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE**
151 **TO ALLOW AN EXCEPTION FOR UNDEVELOPED STREETS TO SERVE AS**
152 **PRIMARY ACCESS TO ONE SINGLE-FAMILY DWELLING UNDER CERTAIN**
153 **CONDITIONS**
154 **AND**
155 **SECTION 18.10.200 “S” DEFINITIONS,**
156 **OF CHAPTER 18.10, DEFINITIONS**
157 **OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE**
158 **TO ADD A DEFINITION FOR STREET, UNDEVELOPED**
159

160 **Recitals**
161

162 **A.** Charles N Bishop Jr., owner of vacant land at 507 G Street, Staunton, Virginia,
163 has requested a zoning text amendment to allow undeveloped streets to serve as primary
164 access for one single-family dwelling under certain conditions;
165

166 **B.** City Staff has determined that an exception should be made, in certain cases, to
167 the requirement that every dwelling front on a street for at least 30 feet and that Chapter
168 18.120, Yard, Building Setback, and Open Space Exceptions, of the Zoning Title of the
169 Staunton City Code should be amended to give more flexibility to property owners;
170

171 **C.** City staff has further determined that a definition should be added to the
172 Staunton City Code defining the term “Undeveloped Street”;
173

174 **D.** The Planning Commission of the City of Staunton, after study and review, has
175 properly heard the matter and recommended approval of the Staunton City Code text
176 amendment;
177

178 **E.** This matter has been properly advertised, heard, and considered; and
179

180 **F.** These recitals are an integral part of this ordinance.
181

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

185 **AND REORDAINED** as follows:

186
187 **Chapter 18.120**
188 **YARD, BUILDING SETBACK, AND OPEN SPACE EXCEPTIONS**
189

190
191 Sections:

192
193 18.120.010 Setback exceptions.

194
195 **18.120.010 Setback exceptions.**

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

198
199 (1)....

200
201 (2)....

202
203 (3)....

204
205 (4) The following provisions also apply to certain conditions with respect to the use of lots and
206 access points:

207
208 (a)

209
210 (b)

211
212 (c)

213
214 (d)

215
216 (e)

217
218 (f) No dwelling shall be erected on a lot which does not abut on at least one street for at least
219 30 feet. A street shall form the direct and primary means of ingress and egress for all
220 dwelling units. Alleys, where they exist, shall form only a secondary means of ingress and
221 egress.

222
223 The following shall provide an exception to the requirement for 30 feet of street frontage:

224
225 (i). Where there is an existing undeveloped street or undeveloped portion of a street, and
226 where all the lots intended to utilize the undeveloped street or undeveloped portion
227 of a street for sole or primary access are under the same ownership, the undeveloped
228 street may be utilized as primary access for construction of one single-family
229 dwelling under the following conditions:
230

(A). The portion of undeveloped street used for access must be of a sealed surface construction in compliance with SCC 18.125.020;.

(B). The undeveloped street may be used by other lots as secondary access but shall only serve as primary access to one single-family dwelling;

(C). Where the undeveloped street serves as sole and primary access to more than one lot, the lots shall be combined into one lot for the purpose of constructing one single-family dwelling using the undeveloped street as sole and primary access. All provisions of Title 17, Subdivision, shall apply when combining the lots.

(D). The undeveloped street must have a direct connection to a developed public street without using or crossing any other undeveloped streets.

.....

....

Chapter 18.10 DEFINITIONS

....

....

18.10.200 “S” definitions.

“Street” means a public thoroughfare which affords the principal means of access to abutting property.

“Street line” means a dividing line between a lot, tract, or parcel of land and a contiguous street.

“Street, Undeveloped” means a street that has been dedicated to the City of Staunton by the express terms or by implication and shown on an approved and properly recorded subdivision plat but has never been constructed and accepted pursuant to SCC 12.05.030.

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

Introduced:

Adopted:

Effective Date:

Stephen W. Claffey, Mayor

ATTEST: _____

Kiley A. Kesecker,
Clerk of Council

E. Public Hearing and Consideration of Amendments to Staunton City Code (SCC) Section 18.125, of Title 18, Zoning, to Provide an Exemption for Some Single-Family Dwellings from the Required Parking and Sealed-Surface Requirements

Mr. Rhodes stated that Chapter 18.125 of the Staunton Zoning Code requires that every single-family dwelling have at least one off-street parking space. While requiring off-street parking helps to prevent congestion on public streets and is good zoning practice, there are unusual situations where an exception is warranted. In established neighborhoods where the existing development pattern consists of small or narrow lots with dwellings built close to the street with no off-street parking, the off-street parking requirement can create a hardship for infill development and result in the majority of an already small front yard becoming a parking area.

Chapter 18.125 of the Staunton Zoning Code also requires all off-street parking, including parking for single-family dwellings, to be constructed of a sealed-surface. A sealed-surface increases the cost of construction for the home which increases the purchase price for the buyer. In established older neighborhoods, gravel driveways are common and it can be an unnecessary burden to require a home builder to pave a driveway when the majority of the neighborhood's driveways are gravel.

Mr. Rhodes stated that staff proposes zoning text amendments to SCC Chapter 18.125, Minimum Off-Street Parking Requirements which would provide an exception to both the parking and the sealed-surface requirements in neighborhoods which have an established development pattern where neither is prevalent. At the January 19 meeting, the Planning Commission gave authorization to proceed with the zoning text amendments. At the meeting, Commission members provided input and suggested changes to the draft. Appropriate changes were then incorporated into the draft amendment.

The amendment provides an exemption to the off-street parking requirement for new single-family homes, developed on existing lots, when at least 50% of the existing single-family homes on the block do not have off-street parking. New single-family homes, developed on existing lots, are exempt from the sealed-surface parking requirement when at least 50% of the existing homes on the block do not have sealed-surfaced parking. The proposed amendment helps the development of infill lots, provides continuity with existing development patterns, and aligns with an objective of the City of Staunton, Virginia Comprehensive Plan 2018-2040: "Improve flexibility in older neighborhoods and redevelopment areas by examining lot size, set back, and parking requirements."

Mayor Claffey asked if Councilmembers had any questions or comments.

Mr. Arrowood stated that currently just about every core neighborhood is completely out of compliance with parking requirements and it becomes very difficult to build something as infill.

Councilmembers had no further questions or comments.

Mayor Claffey stated the following:

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

The public hearing was opened.

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

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

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

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

Ordinance No. 2023-_____

**AN ORDINANCE AMENDING
SECTION 18.125.011, EXCEPTIONS TO OFF-STREET PARKING
REQUIREMENTS,
OF CHAPTER 18.125, MINIMUM OFF-STREET PARKING REQUIREMENTS
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE
TO ALLOW AN EXCEPTION TO THE REQUIREMENT TO PROVIDE ONE
PARKING SPACE FOR A SINGLE-FAMILY DWELLING
AND
SECTION 18.125.020, OFF-STREET PARKING LOT LAYOUT,
CONSTRUCTION, AND MAINTENANCE,
OF CHAPTER 18.125, MINIMUM OFF-STREET PARKING REQUIREMENTS
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE
TO ALLOW AN EXCEPTION FOR A SINGLE-FAMILY DWELLING
TO THE SEAL-SURFACE REQUIREMENT**

Recitals

A. City staff have proposed amendments to Chapter 18.125, Minimum Off-Street Parking Requirements, to allow single-family dwellings, in certain situations, to be exempt from providing off-street parking and to allow an exemption to the sealed-surface requirement;

B. City Staff have determined that, in certain situations, the current off-street parking requirements may be too restrictive and that the Staunton City Code should be amended to give more flexibility to homeowners and real estate developers;

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

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 18.125, Minimum Off-Street Parking Requirements, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

**CHAPTER 18.125
MINIMUM OFF-STREET PARKING REQUIREMENTS**

Sections:

18.125.010 Off-street parking requirements – General.

18.125.011 Exceptions to off-street parking requirements.

18.125.020 Off-street parking lot layout, construction, and maintenance

18.125.010 Off-street parking requirements – General

....

....

18.125. 011 Exceptions to off-street parking requirements

(1)....

(2)....

(3)....

(4)....

(5) For lots platted before January 1, 2023, any single-family dwelling constructed on a street where more than 50% of the existing single-family dwellings located on the same side of the street between two intersecting streets do not have off-street parking.

18.125.020 Off-street parking lot layout, construction, and maintenance

(1)....

(2)....

(3)....

415 (4)....

416
417 (5) All areas devoted to permanent off-street parking as required under this chapter shall be of a
418 sealed-surface construction, and maintained in such a manner that no dust will result from
419 continuous use and no loose materials shall wash, erode, or in any other way be deposited onto
420 the public-right-of-way.

421
422 (a) For lots platted before January 1, 2023, in cases where a single-family dwelling is
423 constructed on a street in which the majority of lots fronting on the same side of the street
424 between two intersecting streets have already been developed, if more than 50% of the
425 existing required parking for each dwelling is not sealed-surface, any new dwelling shall not
426 be required to have sealed-surface parking. A non-sealed-surface shall consist of 21A stone
427 that is properly compacted. Alternate, but equivalent, materials and methods may be
428 approved at the discretion of the Zoning Administrator. All non-sealed-surface parking shall
429 be maintained in such a manner as to prevent loose materials from washing, eroding, or in
430 any other way being deposited onto the public right-of-way.

431
432 ~~(a)~~ In cases where a business use would require intermittent parking, the zoning
433 administrator may approve surfaces which are not sealed. Such surfaces shall include, but
434 not be limited to, structured turf, gravel or crush and run, asphalt millings or recycled
435 asphalt.

436
437 (i) All spaces located on gravel or other nonsealed parking areas, except structured turf
438 parking, shall be marked with concrete parking blocks, landscaped timbers, railroad ties
439 or similar devices. Spray paint on gravel or nonsealed surfaces does not constitute the
440 marking of parking spaces and is prohibited.

441
442 (ii) The parking area shall be maintained so that there are no ruts, potholes, mud, and
443 also so there is no erosion of gravel, dust, or mud into the public right-of-way.

444
445 (iii) In cases where the unsealed parking area has direct access from the public right-of-
446 way, there shall be a sealed surface drive which gives access to the unsealed parking
447 area. The drive shall be a minimum of 30 feet in length.

448
449 (iv) The parking area shall be landscaped and screened in accordance with the provisions
450 of Chapter 18.175 SCC, Landscape and Screening.

451
452 (v) This exception to the sealed surface requirement shall not apply to shared parking
453 arrangements or to cases where the parking is not provided on the same lot as the use
454 that it serves.

455
456 For the purposes of this section “intermittent parking” shall be defined as parking which
457 does not occur on a year-round weekly basis.

458
459 ~~(b)~~ Businesses conducting agritourism activities, as defined in Section 3.2-6400 of the Code
460 of Virginia, shall be exempt from the sealed surface requirement of the chapter.

461
462
463
464
465
466 In all other respects, the provisions of Title 18, Zoning, of the Staunton City Code
467 remain the same and are hereby restated, confirmed and reordained.
468

469 Introduced:

470 Adopted:

471 Effective Date:
472
473

Stephen W. Claffey, Mayor

474
475 ATTEST: _____
476 Kiley A. Kesecker,
477 Clerk of Council
478

479 **F. Consideration of a Final Plat for Villages at Staunton, Extension of Village Drive**
480

481 Mr. Rhodes stated that Village Associates has submitted a final plat for an extension of Village
482 Drive and public water and sewer lines. The Villages at Staunton is the original site of Western
483 State Hospital and later, Staunton Correctional Center, a minimum-security state prison. The
484 property transferred from the Commonwealth of Virginia to Village Associates in April 2006. City
485 Council approved a rezoning of the property in December 2005 to a "Traditional Neighborhood
486 Development Infill District (TND-I)" which is designed to allow the developer considerable
487 flexibility on this specific site. Permitted uses include both residential and commercial throughout
488 the site and allow for mixed uses within buildings. Both architectural design and site design
489 standards are included in the TND-I zoning. The master plan for the site was approved in 2005
490 with revisions in 2015 and 2021. The developer is now requesting approval of a final plat for an
491 extension of Village Drive and extension of public water and sewer lines to provide access and
492 service to a recently created lot and two apartment buildings.
493

494 Mr. Rhodes continued, stating that in September 2021, the developer obtained approval of a minor
495 subdivision plat which created one new lot containing 2.62 acres. Building permits were issued for
496 renovations to an existing building and construction of a new building to create 40 apartment units.
497 During construction, the property was accessed by way of a 50-foot private access easement. The
498 developer constructed a street within that easement, and is asking the city to accept it as an
499 extension of Village Drive.
500

501 Mayor Claffey asked if Councilmembers had any questions or comments.
502

503 Mr. Holmes asked what size the units would be. Mr. Rhodes stated that they are of various sizes.
504

505 Councilmembers had no further questions or comments.
506

Vice Mayor Darby moved that Council approve the final plat, as recommended by the Planning Commission.

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

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

G. Consideration of Fiscal Year 2024 Holiday Schedule

Chief Human Resources Officer Jon Venn stated that the City of Staunton will observe 13 paid holidays annually in FY 2024, plus other holidays as designated by City Council (Personnel Policy 5.3). The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday.

The City Manager recommended the following FY 2024 Holiday Schedule:

Observe the following 13 paid holidays plus the one additional paid holiday granted by City Council for FY24 for a total of 14 paid holidays:

Holiday	Date Observed
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Veteran's Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Day After Thanksgiving	Friday, November 24, 2023
Additional Holiday granted by City Council	Friday, December 22, 2023
Christmas Day	Monday, December 25, 2023
New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
Presidents' Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth Day	Wednesday, June 19, 2024
2 Personal Holidays*	Discretionary

*Must be on payroll July 1, 2023 to receive the personal holiday.

Mr. Robertson moved to adopt the fiscal year 2024 holiday schedule as presented.

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

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

H. Consideration of a Resolution Approving the City’s Participation in the Proposed Settlement of Opioid Related Claims

Mr. Robertson stated that as he is a practicing pharmacist, he felt his participation may have the appearance of a conflict of interest, so he would be abstaining from participating.

City Attorney John Blair stated that on November 11, 2021, there was an item before the City Council concerning opioid manufacturers and a distributor. At that time, the Council voted to join in a nationwide settlement that was a result of litigation brought by the Virginia Attorney General. An additional settlement is being proposed, as a result of that attorney general's litigation that has been brought against many components of the opioid distribution supply chain. CVS, Walgreens Teva, Allergan and Walmart have agreed to an \$18.7 billion nationwide settlement. Virginia's share, depending on how many localities approve, will be approximately \$425 million. The item for consideration is a resolution that would allow the city to join the settlement as part of the Virginia Attorney General's litigation. Mr. Blair noted that the November 2021 settlement that Council agreed to had a distribution formula based on population, as well as factors related to opioid use in respective localities. The resolution which would join that settlement would use the same formula based on population in those factors.

Mayor Claffey asked if Councilmembers had any questions or comments.

Ms. Edwards asked what the drawback would be of not participating in the settlement. Mr. Blair stated that if Council agrees to the nationwide global settlement, the city cannot bring claims against any of these entities as the City of Staunton.

Mr. Holmes asked if the money would be used for rehabilitation programs and similar things. Ms. Beauregard stated that the funds could be used for a variety of programs that are being explored.

Mr. Holmes moved that the Staunton City Council approve the resolution approving the city’s participation in the proposed settlement of opioid-related claims against Teva, Allergan, Walmart, Walgreens, CVS and their related corporate entities.

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

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

599 **A RESOLUTION OF THE STAUNTON CITY COUNCIL APPROVING OF THE**
600 **CITY'S PARTICIPATION IN THE PROPOSED SETTLEMENT OF OPIOID-**
601 **RELATED CLAIMS AGAINST TEVA, ALLERGAN, WALMART, WALGREENS, CVS,**
602 **AND THEIR RELATED CORPORATE ENTITIES, AND DIRECTING THE CITY**
603 **ATTORNEY TO EXECUTE THE DOCUMENTS NECESSARY TO EFFECTUATE THE**
604 **CITY'S PARTICIPATION IN THE SETTLEMENTS**
605

606 **WHEREAS**, the opioid epidemic that has cost thousands of human lives across the country
607 also impacts the Commonwealth of Virginia and its counties and cities, including the City of
608 Staunton, by adversely impacting the delivery of emergency medical, law enforcement, criminal
609 justice, mental health and substance abuse services, and other services by the City of Staunton's
610 various departments and agencies; and
611

612 **WHEREAS**, the Commonwealth of Virginia and its counties and cities, including the City
613 of Staunton, have been required and will continue to be required to allocate substantial taxpayer
614 dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and
615 continues to cause the citizens of the Commonwealth and the City of Staunton; and
616

617 **WHEREAS**, settlement proposals have been negotiated that will cause Teva, Allergan,
618 Walmart, Walgreens, and CVS to pay billions of dollars nationwide to resolve opioid-related
619 claims against them; and
620

621 **WHEREAS**, the City of Staunton has approved and adopted the Virginia Opioid
622 Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia
623 MOU"), and affirms that these pending settlements with Teva, Allergan, Walmart, CVS, and
624 Walgreens shall be considered "Settlements" that are subject to the Virginia MOU, and shall be
625 administered and allocated in the same manner as the opioid settlements entered into previously
626 with opioid distributors McKesson, Cardinal Health, and AmerisourceBergen, and opioid
627 manufacturer Janssen Pharmaceuticals; and
628

629 **WHEREAS**, the Staunton City Attorney has reviewed the available information about the
630 proposed settlements and has recommended that the City of Staunton participate in the settlements
631 in order to recover its share of the funds that the settlement would provide;
632

633 **NOW THEREFORE BE IT RESOLVED** that the Staunton City Council, this 9th day of
634 March, 2023, approves of the City of Staunton's participation in the proposed settlement of opioid-
635 related claims against Teva, Allergan, Walmart, Walgreens, CVS, and their related corporate
636 entities, and directs the City Attorney to execute the documents necessary to effectuate the City of
637 Staunton's participation in the settlements, including the required release of claims against settling
638 entities.
639

640 Adopted this 9th day of March, 2023.
641

642
643 ATTEST: _____
644 Kiley A. Kesecker,

Stephen W. Claffey, Mayor

MATTERS FROM THE CITY MANAGER

Ms. Beauregard shared information about several VDOT projects that would be taking place in the coming year. She also addressed issues at the Shenandoah Valley Animal Services Center and information received from the Shelter Director about the most recent situation involving the euthanasia of four surrendered dogs, as well as the new shelter location in Verona. The CoArt gallery will celebrate its 25th anniversary on March 25, and a new PBS series was airing on March 23, featuring Jones Gardens. She concluded by stating that the FY 2024 City Manager's proposed budget will be presented on March 23.

MATTERS FROM THE PUBLIC

Mayor Claffey read the following statement:

"This part of City Council's agenda is entitled matters from the public. It is a time that council sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton City Council's 'Matters from the Public' rules are available in paper form at the clerk's desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or begin your call, identify yourself and complete your remarks within five minutes."

Josie Fuqua, Augusta County, described issues with the Shenandoah Valley Animal Services Center and the euthanasia of four surrendered dogs.

Ashley Dulaney, 1756 Inglewood Drive, described issues with the Shenandoah Valley Animal Services Center and the euthanasia of four surrendered dogs.

Karen Magno, 303 Stonewall Jackson Boulevard, described issues with the Shenandoah Valley Animal Services Center and the euthanasia of four surrendered dogs.

Stacey Morris, 220 North New Street, described issues with the Shenandoah Valley Animal Services Center and the euthanasia of four surrendered dogs.

Rose, no last name or address given, described issues with the Shenandoah Valley Animal Services Center and the euthanasia of four surrendered dogs.

Paige Hearn, Augusta County, described issues with the Shenandoah Valley Animal Services Center and the euthanasia of four surrendered dogs.

Robin Hopkins, Waynesboro, described issues with the Shenandoah Valley Animal Services Center, the foster program and the euthanasia of four surrendered dogs.

Jean Frasier, Augusta County, described issues with the Shenandoah Valley Animal Services Center, and the euthanasia of four surrendered dogs.

Brittney Patterson, Waynesboro, described issues with the Shenandoah Valley Animal Services Center and the euthanasia of four surrendered dogs.

Renee Clark, Cat's Cradle, described issues with the Shenandoah Valley Animal Services Center, funding and the euthanasia of four surrendered dogs.

Brittney Patterson, Augusta County, described issues with the Shenandoah Valley Animal Services Center and the euthanasia of four surrendered dogs.

Lance Barton, Oak Hill Drive, introduced Ophie Kier and discussed securing African American history in our community.

Ophie Kier, 301 Yount Avenue, discussed the history of Uniontown and goals for the redevelopment of the area, as well as funding needs for the full project.

Ken Venable, 306 Ann Street, discussed the history and significance of Uniontown, as well as the importance of revitalization being done correctly and ensuring the landowners are aware of their options.

Denise Wormsley, 806 Patton Street, described hesitancy with changes to Uniontown and suspicion of the whole process.

Moonyene Jackson, no address given, continued Mr. Kier's remarks about the steps for the redevelopment of Uniontown, and stated that historical designation is critical.

Nitch Narduzzi, South Jefferson Street, spoke on issues with the Valley Community Services Board and Valley Mission.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:35 p.m.

Kiley A. Kesecker
Clerk of Council