Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
February 8, 2024
5:00 p.m.

5:00 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
5:05 p.m.	**2.**	**Review of Staunton Historic District Design Guidelines**
5:35 p.m.	**3.**	**Update on Staunton's Pathway to Affordable Housing and Housing for Working Families**
5:55 p.m.	**4.**	**Review of the Purpose and Goal for Comprehensive Plans and the Potential Process and Possible Timeline for Updating the Staunton, VA Comprehensive Plan 2018-2040**
6:20 p.m.	**5.**	**Update from City Treasurer on Judicial Sale of Delinquent Properties**
6:35 p.m.		**Break Until Regular Meeting at 7:00 p.m.**

Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
February 8, 2024
7:00 p.m.

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence – Darby

Mayor's Report

Additional Items by Members of Council

<u>REGULAR MEETING</u>

A. Consent Agenda

A.1. Approval of Minutes
Work Session and Regular Meeting of January 25, 2024

A.2. FY 2024 Quarterly Financial Report

All items will be voted on in one (1) motion. If so requested by any member of Council, an item placed on the consent agenda shall be removed and taken up as a separate matter at the end of the Regular Meeting.

B. Public Hearing and Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to add Chapter 18.47, TRD-1, Traditional Residential Development District

C. Public Hearing on Diversity, Equity and Inclusion Commission Final Report and Recommendations

D. Consideration of Request by Staunton-Augusta-Waynesboro Habitat for Humanity for the Waiver of Fees Related to the Construction of a Home at 908 Anderson Street Staunton, Virginia

E. Consideration of Resolution to Modify Economic Development Authority Bonds for the Legacy at North Augusta

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

<table>
<tr><td>Meeting Date:</td><td>February 8, 2024</td><td rowspan="3">City Council</td></tr>
<tr><td>Item #</td><td>1</td></tr>
<tr><td>Department:</td><td>City Council</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Values: Integrity
Engagement</td></tr>
<tr><td>Subject:</td><td colspan="2">Work Session and Regular Meeting Agendas</td></tr>
</table>

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

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

City Manager: Leslie Beauregard

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**February 8, 2023**	**Staff Member:** **Rodney Rhodes**
Item #	**2**	
Department:	**Community Development – Planning Division**	
Alignment with Staunton Plan (Value/Strategic Area):	**Strategic Areas: Infrastructure; Responsive, Efficient Government**	
Subject:	**Review of Staunton Historic District Design Guidelines**	

Background: At the August 24, 2023 City Council meeting, Council requested that staff provide an overview of the Staunton Historic District Design Guidelines at a future work session. It was noted that only one of the current Councilors was serving when the guidelines were adopted in 2018.

During the February 8th work session, City Senior Planner Rodney Rhodes, Director of Historic Staunton Foundation Frank Strassler, and Chair of the Staunton Historic Preservation Commission Deneen Brannock will provide City Council with an overview of the adopted Historic District Design Guidelines.

Attachment: The Staunton Historic District Design Guidelines can be found online at:
Historic District Design Guidelines

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**February 8, 2023**	**Staff Member:** **Rebecca Joyce**
Item #	**3**	
Department:	**Community Development**	
Alignment with Staunton Plan (Value/Strategic Area):	**Strategic Area: Economic Development** **Values: Inclusion & Equity; Engagement**	
Subject:	**Update on Staunton's Pathway to Affordable Housing and Housing for Working Families**	

Background: At the March 23, 2023, work session, as requested by Councilmember Brad Arrowood, there was a discussion about the establishment of a Staunton Housing Commission. In May 2023, Rebecca Joyce started as the City's Housing Planner. In addition to managing the city's HUD CDBG Program, her role is to advise and lead affordable housing activities, policies, and initiatives. At the August 24, 2023, and the October 26, 2023, work sessions, Ms. Joyce provided updates to City Council about the City's housing program. She also presented a timeline for upcoming tasks through the spring of 2024.

During the February 8th work session, Ms. Joyce will provide information on the housing tasks that have been completed since the fall, as well as discuss upcoming tasks that will take us through the spring of 2024. Jeremy Crute, Senior Planner from the Central Shenandoah Planning District Commission will be providing an update on the Central Shenandoah Regional Housing Study including some results and strategies that have emerged and a timeline for the wrap-up of the planning process.

Attachment: Presentation Slides

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Attachment 1

STAUNTON
VIRGINIA

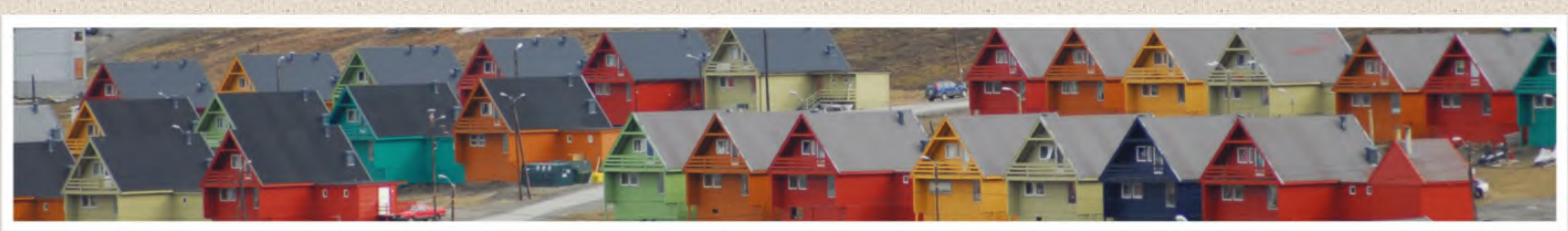
Staunton's Pathway to Affordable Housing and Housing For Working Families Update #3

Presentation to City Council
February 8, 2024

STAUNTON PLAN

Economic Development Strategic Area: Action 3

Enhance the economic well-being and quality of life for the City through attracting new industries in target areas and supporting the expansion and retention of existing businesses. **This area also addresses affordable housing and housing for working families.**



Housing Needs

- Sheltering For The Unhoused
- Transitional Housing
- Permanent Supportive Housing
- Low-Income Homeowners Maintenance And Repair Assistance
- More Affordable Rental Units
- More Affordable Housing Homeownership Opportunities
- Workforce Rental And Homeownership Options To Assist With Economic Development
- Diversity of Housing Stock Types
- Neighborhoods of Mixed-Use Housing Options
- On-going Maintenance And Renovation Of Newer Multi-family And Single-Family Units As They Age
- Incentives For Builders To Develop Housing That Allows People To Age In Place
- Developer-Friendly Community Development Including Incentives/Fee Waivers/Zoning Changes
- Local Housing Strategy and Action Plan

The City Participates In These Housing Groups:

Staunton-Augusta-Waynesboro Housing Consortium

CAPSAW Housing Supports Group

Valley Homeless Connection

Staunton-Harrisonburg-Waynesboro Regional Housing Planners Group

Central Shenandoah Regional Housing Study Leadership Team

Current Fiscal Year Tasks

1. Provide City Council and Staff educational opportunities and relevant guest speakers to expand the knowledge base about the current housing situation and how it affects the City.
2. Distribute a survey to the housing providers, developers, owners of rental properties, large employers, and other stakeholders to see what policies could be implemented and types of assistance provided by the City to increase the providers' capacity, effectiveness, and service provision.
3. Attend the Staunton-Augusta-Waynesboro Housing Summit being held on October 11-12, 2023.
4. Create a task list of housing-related activities that the City is currently doing or could do without additional funding and minimal staff effort to further affordable and workforce housing.

Current Fiscal Year Tasks (continued)

5. Explore potential available federal and state grant funding and technical assistance opportunities to conduct a housing and developable land inventory and housing strategic plan.
6. Take advantage of the CDBG 5-year Consolidated Plan Update to gather citizen input about housing needs.
7. Investigate ways to leverage the CDBG funds through the FY2025 city budgeting process in order to provide additional support to housing providers and city staff to increase the amount and quality of affordable housing that is available.
8. Explore the potential of creating a Housing Committee or Commission, define its role, the requirements and responsibilities of its members, and a funding source to staff it.

Central Regional Housing Study

– Update from the Central Shenandoah Planning District Commission

- Preliminary Analysis and Strategies
- Upcoming Timeline

Thank You!

Rebecca Joyce
Housing Planner and Grants Coordinator
City of Staunton
joycerl@ci.staunton.va.us 540.213.6699

Jeremy Crute
Senior Planner
Central Shenandoah Planning District Commission
jeremy@cspdc.org 540.885.5174

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

<table>
<tr><td>Meeting Date:</td><td>February 8, 2023</td><td rowspan="3">Staff Member:

Rodney Rhodes</td></tr>
<tr><td>Item #</td><td>4</td></tr>
<tr><td>Department:</td><td>Community Development – Planning Division</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Strategic Areas: Infrastructure; Responsive, Efficient Government</td></tr>
<tr><td>Subject:</td><td colspan="2">Review of the Purpose and Goal for Comprehensive Plans and the Potential Process and Possible Timeline for Updating the Staunton, VA Comprehensive Plan 2018-2040</td></tr>
</table>

Background: At the October 26, 2023 City Council work session, Council requested that staff provide a review of the Staunton Comprehensive Plan at a future work session. Councilmembers noted that they were interested to hear how staff contemplates updating the current Comprehensive Plan and a potential timeline for completing the review and update.

During the February 8th work session, City Senior Planner Rodney Rhodes will provide City Council with an overview of Comprehensive Plans and a potential path forward in updating the Staunton Comprehensive Plan. City Council has allocated $100,000 towards this update.

Attachment: The current Staunton Comprehensive Plan can be found online at:
Comprehensive Plan

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**February 8, 2024**	**Rick Johnson** **City Treasurer**
Item #	**5**	
Department:	**City Treasurer**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Inclusion** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Update from City Treasurer on Judicial Sale of Delinquent Properties**	

Background: Rick Johnson, City Treasurer, will provide an update to the report and information he provided to City Council at the September 28, 2023 work session.

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:	**February 8, 2024**	**City Council**
Item #:	**A**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Strategic Area: Responsive, Efficient Government**	
Subject:	**Consent Agenda**	

Background: As provided in Council Procedure Memorandum No. 14, it is the policy of City Council to have the City Manager place routine, noncontroversial items on a Consent Agenda. Briefings for each item included on the Consent Agenda have been prepared in the manner and format of regular business items on the agenda, with each item described in sufficient detail to provide the public with an appropriate understanding of such item. All matters listed on the Consent Agenda will be enacted by one motion and as a single item. There will be no separate discussion of an item. 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 at the end of the regular meeting agenda.

The Mayor will inquire whether any member of City Council desires to remove any item from the Consent Agenda and to place such item on the regular meeting agenda for separate consideration.

Suggested Motion (if no items removed): I move to approve the Consent Agenda, as presented.

Suggestion Motion (if one or more items removed): I move to approve the Consent Agenda with the exception of item(s) _____, and that item(s)____ be moved to the end of the regular agenda for discussion and a separate vote.

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 8, 2024**	**City Council**
Item #	**A.1**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Integrity Engagement**	
Subject:	**Approval of Minutes**	

Background: Draft meeting minutes are attached for City Council's consideration and for approval as Council prefers.

Attachment:

Attachment 1 – Work Session and Regular Meeting Minutes of January 25, 2024

Suggested Motions: I move to approve the work session and regular meeting minutes of January 25, 2024 [as presented] [with the following changes: ___________________________.]

City Manager: Leslie Beauregard

City Council
WORK SESSION
January 25, 2024
5:00 p.m.

Council Members present: Mayor Claffey, Vice Mayor Darby, and Councilors Arrowood, Campbell, Edwards, Robertson, and Woods.

Mayor Claffey called the meeting to order: Mayor Claffey called this 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.

Ms. Woods moved to approve the work session and regular meeting agendas as presented.

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

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

2. Joint City Council/School Board Budget Work Session

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

City Manager Leslie Beauregard introduced Schools Superintendent Dr. Garett Smith.

Dr. Smith stated that the main priority is to provide teacher raises to match any state raises, with the city's contribution increasing by 8% based on the revenue sharing agreement. They are also working with city staff on a solution to continue the child care program for staff, with reduced fees, when federal funding runs out. The Shelburne Middle School renovation is now estimated to cost $15 million, with $5 million potentially funded by a state construction grant. If the grant is not received, School Board members requested that Council add the project to the planned courthouse bond. Dr. Smith also noted the rise in state rankings for student achievement in recent years.

Mr. Robertson asked how much of the free child care program is ESSER funded on a yearly basis. Dr. Smith estimated the total to be around $90,000, adding that while those funds run out this year, they have decided to continue it for one more year.

Ms. Edwards asked if there were any plans to offer additional perks for those nearing retirement to help attract long-term teachers. Dr. Smith stated that they recently revamped the leave policy to incentivize teachers to retain unused sick days, providing a cash-out option of up to $10,000 upon retirement.

Mayor Claffey asked what percentage of the free lunch program is federally or state-subsidized. Dr. Smith replied that it used to be 95% federal and 5% city, but now it is 80% federal and 20% city.

School Board member Kristin Siegel stated that there is a proposed bill in the Senate that, if approved by a referendum, would impose a 1% sales tax that could be used to fund school capital projects.

Councilmembers had no further questions or comments.

3. <u>Discussion of The Pathways Program of the Augusta County Commonwealth's Attorney's Office</u>

Ms. Woods recused herself from the dais due to her employment with the Pathways Program.

Ms. Beauregard provided an update on discussions regarding the Pathways Program, which diverts individuals from the criminal justice system through community service and case management. The city would potentially be required to allocate funds for the program, including additional staffing for the Commonwealth's Attorney's Office.

Councilmembers expressed interest in exploring the program further, focusing on evidence-based effectiveness and potential budget considerations.

Councilmembers directed Ms. Beauregard to gather more information and continue her discussions with Commonwealth's Attorney Jeff Gaines.

4. <u>Closed Meeting for (i) Discussion or Consideration of the Disposition of Publicly-Held Real Property within Staunton Crossing and on Peck Street; and (ii) Discussion of the Award of a Public Contract Involving the Expenditure of Public Funds for the Purchase of Surveying Services Where Discussion in an Open Session Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body</u>

Mr. Arrowood moved to enter a closed meeting for: (i) Discussion or consideration of the disposition of publicly-held real property located at Peck Street, 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 (ii) Discussion of the award of a public contract involving the expenditure of public funds for surveying services, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code §2.2-3711(A)(29).

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

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

Vice Mayor Darby 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 Mr. Robertson and carried as follows:

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

The work session adjourned at 7:00 p.m.

____
Kiley A. Kesecker
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, January 25, 2024
7:00 p.m.
Rita S. Wilson Council Chambers

PRESENT:	**Mayor Stephen W. Claffey**
	Vice Mayor Amy G. Darby
	Brad D. Arrowood
	Adam F. Campbell
	Michele D. Edwards
	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 Mayor Claffey.

MAYOR'S REPORT

Mayor Claffey stated that a City Council retreat is scheduled for February 9, during which Councilmembers will discuss items for inclusion in the State of the City Address. He then recognized and thanked the Public Works Department for their hard work after the snowfall the previous week. Council attended the King Day celebration on January 22, and a proclamation was presented. Mayor Claffey stated he had also attended an Economic Development Authority meeting earlier that morning and also announced the departure of the Executive Director of the Staunton Downtown Development Association, Greg Beam. Lastly, he invited everyone to attend the Green Street Redesignation Ceremony on January 12.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Edwards gave a brief update from the Library Advisory Board meeting.

Mr. Campbell stated that he had attended his first regional Youth Commission meeting as Council liaison.

Mr. Arrowood shared some information from the recent meeting of the Historic Preservation Commission regarding the restoration of a historic 19th century home in Staunton. He added that the winter farmer's market is ongoing.

Vice Mayor Darby stated that she attended the Staunton-Augusta Rescue Squad Banquet.

Mr. Robertson stated that city staff discovered that there were errors in terms of service to appointments made in December 2021 to a number of volunteers appointed to start terms of service on January 1, 2022. The Nominations Committee will provide the following amendments to correct those errors:

> To amend the terms of service of Judge Robin Mayer, Peter Boatner, Jeffrey Gaines, and Chris Hartless on the Blue Ridge Criminal Justice Board from ending December 31, 2024 to ending December 31, 2023.
>
> To amend the term of service of Jason Clarke on the Library Advisory Board from ending December 31, 2026 to ending December 31, 2025.
>
> To amend the term of service of Elissa McDonald on the Recreational Advisory Commission from ending December 31, 2025 to ending December 31, 2024.

<u>REGULAR MEETING</u>

A. Consent Agenda

Mayor Claffey made the following statement:

"Per Procedure Memorandum No. 14, it is the policy of City Council to have routine, non-controversial items placed on a Consent Agenda. All items on the Consent Agenda will be voted on in one motion. If separate discussion of an item is requested by any member of Council, that item shall be removed and considered separately at the end of the regular meeting agenda."

A.1. Approval of Meeting Minutes
Work Session and Regular Meeting of January 11, 2024

A.2 Consideration of Ordinance to Amend the FY2024 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two

Mayor Claffey asked if any Councilmembers desired to remove any item from the Consent Agenda to be placed on the regular meeting agenda for separate consideration.

Mr. Campbell moved to approve the Consent Agenda as presented.

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

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

(ATTACHMENT A)

B. Consideration of a Final Plat for Red Oaks, Section 7

Senior Planner Rodney Rhodes stated that S & H Associates of Staunton, represented by Rupen Shah, has submitted a final plat for Section 7 of the Red Oaks Subdivision, consisting of the final 19 building lots, lots 15–33, and the creation of a new street to be named River Oak Drive. In 2001, City Council approved the Red Oaks Development, with Mr. Shah and the late Robert Haggerty as the owners and developers. Located between Frontier Drive and the intersection of Berry and Sterling Streets, the rear of the development is zoned R-3, Medium Density Residential District, with the entrance portion zoned B-2, General Business District. The developers received Council approval through a Special Use Permit for a Planned Residential Development (PRD) consisting of 77 lots with the concept of a “contained exclusive retirement village.” There were to be a mixture of housing types; the units would be offered for sale, and a homeowner’s association was created as part of the development.

Mr. Rhodes continued, stating that an infrastructure construction plan has been approved for Section 7, though the construction of the infrastructure has not been completed. A bond for $670,000 to cover the proposed public improvements, (i.e., water line, sanitary sewer, stormwater, and street) has been received, reviewed, and accepted by the City Engineer. The zoning of the affected area is R-3, Medium Density Residential District, and the new lots will be used for single-family dwellings. The *Staunton Virginia Comprehensive Plan 2018–2040, General Land Use Development Guide* Future Land Use Map designates this area as Low Density Residential, and the approved Red Oaks PRD is consistent with this designation. The proposed layout meets the requirements of Title 17 “Subdivision” and Title 18 “Zoning” of the Staunton City Code, and the final plat is in general conformance with the layout shown on the preliminary plat.

Mr. Rhodes concluded by stating that at its December 21, 2023, meeting, the Planning Commission considered the request. On a 4-0 vote, with one abstention, the Commission voted to recommend approval, contingent upon the city receiving a bond for the public infrastructure.

Councilmembers had no questions.

Mr. Robertson stated he would abstain from voting due to the appearance of a conflict of interest, as his brother is the general contractor for the Red Oaks project.

Vice Mayor Darby moved that City Council approve the final plat for Red Oaks, Section 7, as recommended by the Planning Commission.

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

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

C. Modification of Contract for Architectural, Engineering and Related Services for Design and Construction Administration of the City of Staunton Juvenile & Domestic Relations District Court Facility

Chief Finance Officer Jessie Moyers stated that the City of Staunton currently has a contract with Moseley Architects PC for architectural, engineering, and related services for the design and construction administration of the City of Staunton Juvenile & Domestic Relations District Court Facility for $1,456,000. The proposed contract change is for an increase of $499,786 for additional design services. The Virginia Public Procurement Act allows contracts of this nature to be increased by more than 25% over the original contract value only when authorized in writing by the governing body. City Council is requested to authorize this increase by a motion that authorizes the City Manager to execute the writing on behalf of the Council. No additional funding is being requested as funding for these services has been identified in the CIP fund.

Mayor Claffey asked if Councilmembers had any questions.

Councilmembers had no questions.

Mr. Arrowood moved to authorize the City Manager to sign the Moseley Architects' contract for additional services relating to the design of the J&DR Courthouse.

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

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

MATTERS FROM THE CITY MANAGER

Ms. Beauregard presented updates and information on the following items:

Green Street Redesignation Ceremony: January 26 at 1 p.m., honoring African American war heroes, Captain William Washington Green Sr., Captain William W. Greene Jr., and Nathaniel Green.

VDOT public hearing: February 26, to discuss the shared use path on Richmond Avenue.

Historic Recognition: Staunton Coca-Cola Bottling Works at 709 North Augusta Street, has been nominated to the National Register of Historic Places, with the Staunton Historic Preservation Commission is set to review the draft nomination on February 27.

National Community Survey: Ongoing, sent to 3,000 households, will help inform City Council decisions. A second feedback option for the community will open in mid-February.

Transit Equity Day: February 5, the BRITE Bus System will operate fare-free in recognition of Transit Equity Day, honoring civil rights activist Rosa Parks on her birthday, February 4.

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."

David Klinger, 100 Village Drive, expressed safety concerns with the crosswalk on Greenville Avenue at the entrance to the Blackburn Inn.

Leslie Kipp, 16 Church Street, described his issues with the Staunton DEI Commission report.

Caroline Motley, no address given, expressed concerns about the facilities at Shelburne Middle School.

There was no one else present wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 7:36 p.m.

Kiley A. Kesecker
Clerk of Council

(ATTACHMENT A)

Ordinance No. 2024- 01

AN ORDINANCE TO AMEND

THE FY2024 BUDGET ORDINANCE

FOR THE CITY OF STAUNTON

BY ADDING BUDGET AMENDMENT NUMBER TWO

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2024 Budget is amended as follows:

GENERAL FUND - 110

Anticipated Revenue		
General Revenue	$	6,594,518
Recovered Costs		11,314
Miscellaneous Revenue		393,722
Capital Grants and Contributions		109,407
Total Revenue	$	7,108,961
Appropriations		
General Government	$	612,880
Judicial Administration		19,795
Public Safety		212,432
Public Works		595,552
Parks, Recreation, Cultural		80,032
Community Development		23,270
Transfers to Other Funds		5,565,000
Total Appropriations	$	7,108,961

GRANTS FUND - 215

Anticipated Revenue		
Capital Grants and Contributions	$	5,244
Total Revenue	$	5,244
Appropriations		
Public Safety	$	5,244
Total Appropriations	$	5,244

HUD FUND - 225

Anticipated Revenue		
Transfer from the General Fund	$	43,712
Total Revenue	$	43,712
Appropriations		
Public Works	$	43,712
Total Appropriations	$	43,712

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue		
Transfer from the General Fund	$	4,315,000
Recovered Costs	$	142,527
Operating Grants and Contributions	$	1,732,332
Total Revenue	$	6,189,859
Appropriations		
Capital Projects	$	6,189,859
Total Appropriations	$	6,189,859

BOND FUND - 395

Anticipated Revenue		
General Revenues	$	94,793
Total Revenue	$	94,793
Appropriations		
Capital Projects	$	94,793
Total Appropriations	$	94,793

WATER FUND - 530

Anticipated Revenue		
Debt	$	-
Appropriation of Prior Year Unassigned Fund Balance	$	5,930,000
Total Revenue	$	5,930,000
Appropriations		
Capital	$	5,930,000
Total Appropriations	$	5,930,000

SEWER FUND - 540

Anticipated Revenue		
Appropriation of Prior Year Fund Balance	$	198,275
Total Revenue	$	198,275
Appropriations		
Capital	$	198,275
Total Appropriations	$	198,275

STORMWATER FUND - 570

Anticipated Revenue		
Capital Grants and Contributions	$	950,000
Total Revenue	$	950,000
Appropriations		
Capital		950,000
Total Appropriations	$	950,000

ENVIRONMENTAL FUND - 580

Anticipated Revenue		
Environmental Fund Balance / Capital Grants and Contributions	$	2,122,813
Total Revenue	$	2,122,813
Appropriations		
Operations	$	2,122,813
Total Appropriations	$	2,122,813

EDUCATION FUND - 900		
Anticipated Revenue		
General Revenue	$	479,136
Capital Grants and Contributions		2,515,755
Total Revenue	$	2,994,891
Appropriations		
Operations	$	2,994,891
Total Appropriations	$	2,994,891

EDUCATION SOP FUND - 920		
Anticipated Revenue		
Capital Grants and Contributions	$	3,687
Total Revenue	$	3,687
Appropriations		
Operations	$	3,687
Total Appropriations	$	3,687

CAFETERIA FUND - 930		
Anticipated Revenue		
Capital Grants and Contributions	$	214,599
Operating Grants and Contributions	$	5,756
Transfer from Cafeteria Fund Balance	$	47,865
Total Revenue	$	268,220
Appropriations		
Operations	$	268,220
Total Appropriations	$	268,220

SCHOOL CIP FUND- 966		
Anticipated Revenue		
Transfer from the Education Fund	$	4,464,356
Capital Grants and Contributions		-
Total Revenue	$	4,464,356
Appropriations		
Capital Projects	$	4,464,356
Total Appropriations	$	4,464,356

GRAND TOTAL BUDGET AMENDMENT NO 2	**$**	**30,374,811**

INTRODUCED: January 11, 2024

PUBLIC HEARING: January 11, 2024

Public Hearing Advertisement Date: January 4, 2024

Approved this 25th day of January, 2024

Effective Date: January 25, 2024

CERTIFIED: Steph W Claffey

Stephen W. Claffey

Mayor of Council

ATTEST: Kiley Kesecker

Kiley Kesecker

Clerk of Council

CITY OF STAUNTON

FY 2024 BUDGET AMENDMENT NO. 2

		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
GENERAL GOVERNMENT			
Misc Revenue	11001-41750-40257	$ 24,222	
Other Expense	11099800-55670-40257		$ 24,222
To appropriate Opioid Settlement Funds			
Appropriation of prior year reserves	11001-41930	$ 85,000	
Contingency	11099800-56997		$ 85,000
To appropriate funds to cover Valley Supportive Housing back taxes			
Appropriation of prior year reserves	11001-41930	$ 131,158	
Other Expenses-Opioid Funds	11099800-55670-40257		$ 131,158
To appropriate carry over balance for Opioid Funds			
Interest Income	11001-41510	$ 369,500	
Professional Services	11088150-53010		$ 41,500
Auto Equipment	11033110-58316		$ 225,000
Contracted Maint-Special Equipment	11022170-53166		$ 8,000
Tree Care	11077120-53040		$ 50,000
Professional Services	11088110-53010		$ 45,000
To appropriate additional interest income			
INFORMATION TECHNOLOGY			
PS Non Capital Grant	11013-45551	$ 3,000	
Rental of Software	11011510-55498		$ 3,000
To appropriate grant for GIS Software			
JUDICIAL ADMINISTRATION			
COMMONWEALTH ATTORNEY			
Appropriation of Prior Year Fund Balance	11001-41930	$ 20,342	
State forfeited assets	11022210-55472		$ 20,342
To carry forward the balance of the state forfeited assets confiscated as a result of criminal drug operations, as mandated by state requirements			
CLERK OF THE CIRCUIT COURT			
Circuit Court Technology trust funds	11023-45318-40310	$ (547)	
Technology Trust Funds for records management/indexing	11022160-55429-40310		$ (547)
To adjust appropriate additional Comm of VA funds from the Supreme Court of Virginia			
PUBLIC SAFETY			
POLICE DEPARTMENT			
Appropriation of Prior Year Fund Balance	11001-41930	$ 111,185	
State forfeited asset expenditures	11033110-55472		$ 97,491
Federal forfeited asset expenditures	11033110-55473		$ 13,694
To carry forward the balance of the state and federal forfeited asset funds. Carry forward is mandated by state and federal regulations.			
Insurance recovery	11031-41928	$ 390	
Police Maintenance and Repairs-vehicles	11033110-53105		$ 390
To appropriate insurance proceeds for vehicle repairs			

CITY OF STAUNTON

FY 2024 BUDGET AMENDMENT NO. 2

		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
Insurance recovery	11031-41928	$ 3,236	
Police Maintenance and Repairs-vehicles	11033110-55411		$ 3,236
To appropriate insurance proceeds for drone repairs			
Insurance recovery	11031-41928	$ 581	
Police Maintenance and Repairs-vehicles	11033110-55305		$ 581
To appropriate insurance proceeds for vehicle repairs			
Other Grants	11033-41737	$ 4,750	
Materials/Supplies	11033110-55415		$ 4,750
To appropriate safety grant			
DMV grant	11033-46206-52900	$ 15,200	
Police Overtime	11033110-51530-52900		$ 14,400
Police Training	11033110-55005-52900		$ 800
To appropriate Selective Enforcement Grant from the National Highway Traffic Safety Administration			
FIRE DEPARTMENT			
Appropriation of Prior Year Fund Balance	11001-41930	$ 77,090	
Four for Life funds expenditures	11033290-55602		$ 36,001
Fire Programs funds expenditures	11033290-55639		$ 41,089
To carry forward the balance of state funds received, as mandated by state requirements.			
PUBLIC WORKS			
ADMINISTRATION			
Appropriation of prior year fund balance	11001-41930	$ 595,552	
Maint/Street Paving	11044130-53225-18300		$ 595,552
To appropriate carry over balance for VDOT reimburseable funds			
PARKS AND RECREATION			
PARKS AND RECREATION			
Appropriation of prior year reserves	11001-41930	$ 1,056	
Materials and Supplies	11077110-55415-31200		$ 1,056
To carry forward the balance of donated funds to build a nature park.			
Appropriation of prior year reserves	11001-41930	$ 2,876	
Building improvements/ capital outlay.	11077110-58385-34400		$ 2,876
To carry forward the balance of donated funds for the Booker T. Washington facility kitchen.			
Insurance Recovery	11071-41928	$ 7,107	
Maint of Facilities	11077210-53165		$ 7,107
To appropriate insurance recovery for damage merry go round			

CITY OF STAUNTON

FY 2024 BUDGET AMENDMENT NO. 2

		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
LIBRARY			
Other Grants	11073-44122-40305	$ 6,000	
Non-Capital Equipment	11077510-55486-40305		$ 6,000
To appropriate additional grant funds			
Non-Capital State Revenue	11073-45550	$ 57,734	
Books-State Revenue	11077510-55423		$ 57,734
To appropriate additional state aid for library			
HORTICULTURE			
Appropriation of prior year reserves	11001-41930	$ 5,259	
Materials and Supplies	11077120-55415-33200		$ 5,259
To appropriate Susan Blackley grant funds (Community Foundation) and FY22 carry over			
COMMUNITY DEVELOPMENT			
COMMUNITY DEVELOPMENT			
Misc Federal Revenue	11001-46250-ARPA	$ 23,270	
Professional Services	11088120-53010-ARPA		$ 23,270
To appropriate remaining ARPA Funding			
TRANSFERS TO OTHER FUNDS			
CAPITAL IMPROVEMENTS			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	$ 4,315,000	
Transfer to the City Capital Improvements Fund	11099600-59339		$ 4,315,000
To record transfer to CIP from prior year reserves			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	$ 1,250,000	
Transfer to the Environmental Fund for Landfill	11099600-59358		$ 1,250,000
To transfer funds from prior year reserves for Landfill capital			
TOTAL GENERAL FUND		**$ 7,108,961**	**$ 7,108,961**

CITY OF STAUNTON

FY 2024 BUDGET AMENDMENT NO. 2

		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
BUDGET AMENDMENT NO. 2 GENERAL FUND SUMMARY			
GENERAL FUND REVENUE SUMMARY			
General Revenues			
Appropriation of Prior Year Fund Balance		$ 6,594,518	
Operational Contingency	$ 85,000		
Opiod Settlement	131,158		
Forfeited Assets for Police - State	97,491		
Forfeited Assets for Comm Attorney	20,342		
Forfeited Assets for Police - Federal	13,694		
EMS Four for Life Funds for Fire Department	36,001		
Fire Programs Fund	41,089		
Recreation- Nature Park Donations	1,056		
Recreation-Donations- Booker T. Community Center	2,876		
Horticulture	5,259		
Public Works - Streets	595,552		
Transfer to the Capital Improvements Fund	4,315,000		
Transfer to Environmental Fund for Landfill Capital	1,250,000		
Recovered Costs		11,314	
Public Safety - Insurance Proceeds	4,207		
Parks & Recreation - Insurance Proceeds/Restitution	7,107		
Miscellaneous Revenue		393,722	
General government - Opioid Settlement	24,222		
Interest Income	369,500		
Non-Capital Grants and Contributions		109,407	
General Government	3,000		
Police Department	19,950		
Judicial	(547)		
Parks and Rec	63,734		
Community Development	23,270		
		19,403	
Total General Fund Revenues		**$ 7,128,364**	
GENERAL FUND EXPENDITURE SUMMARY			
General Government		$ 612,880	
Judicial Administration		19,795	
Public Safety		212,432	
Public Works		595,552	
Parks, Recreation, Cultural		80,032	
Community Development		23,270	
Transfer to Other Funds		$ 5,565,000	
Total General Fund Expenditures		**$ 7,108,961**	

CITY OF STAUNTON FY 2024 BUDGET AMENDMENT NO. 2			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
CITY CAPITAL IMPROVEMENTS FUND			
Transfer from the General Fund	39001-49211	$ 3,865,000	
Additional for GHP Bathrooms	39077210-58511		$ 90,000.00
Lights at MHP Soccer field	39077110-58405		$ 160,000.00
Library Study	39044210-58474		$ 65,000.00
IT Equipment Reserve	39011510-58423		$ 350,000.00
Extend Fiber at MHP	39011510-58472		$ 100,000.00
JDR Courthouse/West End Complex	39044210-58529-???		$ 3,000,000.00
Comprehensive Plan	39088110-58536		$ 100,000.00
To appropriate funds transferred from the General Fund per CIP			
Transfer from the General Fund	39001-49211	$ 450,000	
VDOT UPC 121201 (NEW HOPE ROAD)	39044130-58499-73711		209,877.00
VDOT UPC 121203 (WEST BEV EAST)	39044130-58499-73811		199,947.00
VDOT UPC 121204 (WEST FREDERICK ST)	39044130-58499-73911		80,767.00
VDOT UPC 121205 (WEST BEV WEST)	39044130-58499-74211		348,064.00
VDOT UPC 116962 (NEW STREET)	39044130-58499-74311		84,124.00
LOCAL SHARE OF HUD SIDEWALK PROJECT-TRANSFER TO HUD	39099600-59324		43,712.00
ADA SIDEWALKS FOR VDOT PAVING	39044130-58521		(329,366.41)
2% URBAN ST CONSTRUCTION	39044130-58456		(187,124.59)
To fund local share of VDOT paving, crosswalks, and sidewalk with carry over and CIP balances			
Federal Aid-VDOT Funds (CFDA# 20.205)	39073-46250	$ 1,732,332.00	
VDOT UPC 121201 (NEW HOPE ROAD)	39044130-58499-73730		$ 241,963.00
VDOT UPC 121203 (WEST BEV EAST)	39044130-58499-73830		$ 630,951.00
VDOT UPC 121204 (WEST FREDERICK ST)	39044130-58499-73930		$ 185,938.00
VDOT UPC 121205 (WEST BEV WEST)	39044130-58499-74230		$ 388,480.00
VDOT UPC 116962 (NEW STREET)	39044130-58499-74330		$ 285,000.00
To appropriate VDOT SGR Funds			
Recovered Costs-Augusta Co	39001-41901-73612	$ 102,327.33	
Recovered Costs-Waynesboro	39001-41901-73613	$ 40,200.02	
E911 Telephone	39033140-58467		$ 142,527.35
Appropriate recovered costs for radio project			
TOTAL CAPITAL IMPROVEMENTS FUND		**$ 6,189,859**	**$ 6,189,859**
SHS BOND FUND			
Appropriate from Fund Balance	39501-41930	$ 94,792.50	
Transfer to School CIP	39569404-59394-73211		$ 94,792.50
To appropriate remaining funds from the SHS Bond Fund			
TOTAL SHS BOND FUND		**$ 94,792.50**	**$ 94,792.50**

CITY OF STAUNTON FY 2024 BUDGET AMENDMENT NO. 2			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GRANTS FUND			
Police Department			
Federal DMV Grant	21533-46206-52900	$ 5,244	
Non-Capital Equipment	21533110-55486-52900		$ 5,244
To appropriate DMV Grant			
TOTAL GRANTS FUND		**$ 5,244**	**$ 5,244**
HUD FUND			
Transfer from CIP	22501-49239	$ 43,712	
Sidewalks	22588535-58379		$ 43,712
Local Share of W Beverley Sidewalk			
TOTAL HUD FUND		**$ 43,712**	**$ 43,712**
WATER FUND			
Misc Federal Aid	53003-46250-73530	$ 5,930,000	
Gardener Springs Pump Station-VDH ARPA	53004399-58367-73530		$ 5,930,000
To appropriate VDH ARPA Grant Funds for Gardner Spring			
TOTAL WATER FUND		**$ 5,930,000**	**$ 5,930,000**
SEWER FUND			
Appropriate Prior Year Fund Balance	54001-41932	$ 198,275	
Plant Equipment-MRWWTP	54004423-58331		$ 198,275
To appropriate funds to cover rebid of Clarifier #3 project			
TOTAL SEWER FUND		**$ 198,275**	**$ 198,275**
ENVIRONMENTAL FUND			
Litter Prevention and Recycling Program			
Comm of VA grant funds	58003-45540	$ 2,949	
Recycling Charges	58004822-53038		$ 2,949
To adjust Comm of VA grant funds from the Department of Environmental Quality			
Misc Federal Aid	58001-46250-ARPA	$ 869,864	
Special Equipment	58004820-58341-ARPA		$ 850,000
Relocation Expenses	58004821-58387-ARPA		$ 19,864
To reappropriate left over ARPA funds from FY2023			
Transfer from General Fund	58001-49211	$ 1,250,000	
Landfill Site Improvement	58004823-58399		$ 1,250,000
To appropriate transfer from General Fund for Landill Capital			

CITY OF STAUNTON FY 2024 BUDGET AMENDMENT NO. 2			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
TOTAL ENVIRONMENTAL FUND		**$ 2,122,813**	**$ 2,122,813**
STORMWATER FUND			
STORMWATER PROJECTS			
Misc Federal Aid	57001-46250-ARPA	$ 950,000	
ARPA Grants for Flood Shields	57004725-55683-ARPA		$ 300,000
Storm Drain Construction	57004725-58364-ARPA		$ 650,000
To reappropriate ARPA funds not spent in FY2023			
TOTAL STORMWATER FUND		**$ 950,000**	**$ 950,000**

FY 2024 BUDGET AMENDMENT NO. 2 SUMMARY

CITY GOVERNMENT FUNDS	
GENERAL FUND	$ 7,108,961
CAPITAL IMPROVEMENTS FUND	$ 6,189,859
BOND FUND	$ 94,793
GRANTS FUND	$ 5,244
WATER FUND	$ 5,930,000
SEWER FUND	$ 198,275
ENVIRONMENTAL FUND	$ 2,122,813
STORMWATER FUND	$ 950,000
HUD FUND	$ 43,712
TOTAL CITY GOVERNMENT FUNDS	**$ 22,643,657**
EDUCATION FUNDS	
EDUCATION FUND	$ 2,994,891
SCHOOL CIP FUND 966	$ 4,464,356
CAFETERIA FUND	$ 268,220
SOP FUND	$ 3,687
TOTAL EDUCATION FUNDS	**$ 7,731,154**
TOTAL FY2024 BUDGET AMENDMENT NO. 2	**$ 30,374,811**

STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 2

EDUCATION FUND 900		**REVENUES**	**EXPENDITURES**
STATE AND FEDERAL GRANT REVENUE/PROGRAMS			
TITLE III Part A- Limited English Proficient			
To appropriate additional Title III funding	900300-43375-T3-00	$ 5,796	
Educational supplies	91102195-56013-T3-00		$ 5,796
TITLE I Part D Neglected and Delinquent			
delinquent students			
TITLE I Part D Neglected and Delinquent	900300-43015-T1D00	$ 128,397	
Contingency	91101100-59100-T1D00		$ 128,397
Special Education Preschool Program			
2023 federal award for the preschool program			
Special Education Preschool 619 Funds	900300-43173-PRE00	$ 26,884	
PRESCHOOL Contingency-Grant Balance	91101100-59100-PRE00		$ 26,884
To appropriate School Improvement Grant			
School Improvement Grant	900300-43040-SIG00	$ 64,674	
Other Purchase Services	91312195-53569-SIG00		$ 64,674
TITLE VIB Federal Grant			
To appropriate remaining grant funds from prior year grant funds awarded for T6B00			
Federal Revenue	900300-43027-T6B00	$ 1,184,618	
Appropriation for Prior Year Encumbrance	900100-41931	$ (1,200)	
T6B00 Contingency	91101100-59100-T6B00		$ 1,183,418

STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 2

EDUCATION FUND 900		**REVENUES**	**EXPENDITURES**
STATE AND FEDERAL GRANT PROGRAMS cont.			
To appropriate remaining grant funds from prior years for TITLE I			
TITLE I Revenue	900300-43010-T1-00	$ 154,736	
TITLE 1 Contingency -Grant Balances	91101100-59100-T1-00		$ 154,736
To appropriate remaining grant funds from prior year for TITLE II			
Title II Grant Revenue	900300-43345-RT-00	$ 42,673	
Teacher Salaries	91102187-51120-RT-00		$ 42,673
To adjust prior year and new grant funds for TITLE IV			
Title IV Revenue	900300-43378-T4-00	$ 26,845	
TITLE IV Contingency	91102195-56013-T4-00		$ 26,845
To appropriate PERKINS V - TITLE 1			
To appropriate additional federal grants for Perkins	900400-43243-PRK00		$ 5,061
Replace - Computers / Technology	91103395-58107-PRK00	$ 5,061	
To appropriate ESSR2 funds			
Federal ESSR II Funds	900300-43999-ESSR2	$ 127,660	
Appropriation for Prior Year Encumbrance	900100-41931	$ (59,486)	
Contingency	91101100-59100-ESSR2		$ 68,174
To appropriate ARP Homeless Grant			
ARP Homeless Grant	900300-43995-ARHCY	$ 12,246	
Other Purchased Services	91221195-53569-ARHCY		$ 5,039
Other Operating Supplies	91221195-56014-ARHCY		$ 7,207
To appropriate ESSR SUMMER SCHOOL			
Federal Grant Revenue	900300-43999-ESSRS	$ 74,858	
Contingency	91101100-59100-ESSRS		$ 74,858

STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 2

EDUCATION FUND 900		**REVENUES**	**EXPENDITURES**
STATE AND FEDERAL GRANT PROGRAMS cont.			
To record ESSR3 Education Fund Appropriation			
Other Federal Funds	900300-43999-ESSR3	$ 499,633	
Contingency - ESSR3	91101100-59100-ESSR3		$ 499,633
To appropriate Recruitment and Retention Grant			
Federal grant funds	900300-43999-RRSG	$ 30,000	
Tuition Assistance	91311195-52820-RRSG		$ 10,000
Tuition Assistance	91312195-52820-RRSG		$ 10,000
Tuition Assistance	91313195-52820-RRSG		$ 10,000
To appropriate the Virginia All In Initiative			
State Grant Revenue	900300-42270-ALLIN	$ 192,360	
Supplemental Salaries	91313195-51620-ALLIN		$ 120,000
Benefits	91313195-52010-ALLIN		$ 9,600
Contracted Subs	91313195-53578-ALLIN		$ 46,760
Educational Supplies	91313195-56013-ALLIN		$ 8,000
Purchase Services-Grants	91313195-53570-ALLIN		$ 5,000
Fuel	93209096-56008-ALLIN		$ 3,000
To adjust State Revenues			
Basic Aid Entitlement	900300-42202	$ (372,585)	
Gifted SOQ	900300-42207	$ (1,858)	
Remedial SOQ	900300-42208	$ (7,532)	
SPED SOQ	900300-42212	$ (13,671)	
Vocational SOQ	900300-42217	$ (11,979)	
FICA Instruction	900300-42221	$ (14,256)	
VRS Instruction	900300-42223	$ (30,675)	
GLI Instruction	900300-42241	$ (796)	
Salary Supplemental	900300-42258	$ 122,044	
At Risk Regular	900300-42265	$ 981	
Prior Year Fund Balance	900100-49302	$ 330,327	
TOTAL STATE AND FEDERAL GRANT PROGRAMS		**$ 2,515,755**	**$ 2,515,755**
LOCAL GENERAL REVENUE/PROGRAMS			
To appropriate prior year balance of Equity Funds			
Prior Year Fund Balance	900100-49302	$ 48,078	
Contingency	91101100-59100-EQUIT		$ 48,078
To appropriate private donation for school libraries			
Donations Private Gifts	900300-40580	$ 500	
Books and Subscriptions	91321181-56012		$ 100
Books and Subscriptions	91321182-56012		$ 100
Books and Subscriptions	91321183-56012		$ 100
Books and Subscriptions	91321187-56012		$ 100
Books and Subscriptions	91321188-56012		$ 100

STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 2

EDUCATION FUND 900		REVENUES	EXPENDITURES
Thacker Fund for Bessie Weller Elementary School			
Prior Year Fund Balance	900100-49302	$ 29,718	
Bessie Weller Elementary Thacker Fund	91101181-56109-THACK		$ 29,718
To Appropriate Remaining SHS Future Garden			
Prior Year Fund Balance	900100-49302	$ 313	
Repair/Maint SHS	94209099-53688-SHS21		$ 313
To Appropriate Remaining SMS Outdoor Learning			
Prior Year Fund Balance	900100-49302	$ 1,945	
Repair/Maint SHELBURNE	94209099-53687-SMS21		$ 1,945
To reappropriate T Alden Arts Grant			
Prior Year Fund Balance	900100-49302	$ 1,184	
Educational Supplies	91101181-56013		$ 592
Educational Supplies	91101183-56013		$ 592
To appropriate VAE Grant			
Other Grant Revenue	900384-40587-VAE	$ 1,496	
Other Grant Expense	91104184-55679-VAE		$ 1,496
To appropriate funds for SVRP expenditures			
Prior Year Fund Balance	900100-49302	$ 116,544	
Joint Services	91103295-57810-SVRP		$ 3,301
Interpreting Services	91103295-53511-SVRP		$ 99,956
Regional Admin	91311295-53569-SVRP		$ (1,604)
OT/PT Health Services	92229095-53522-SVRP		$ 14,891
To appropriate carryover for FY24 School CIP			
Prior Year Fund Balance	900100-49302	$ 275,000	
Transfer to CIP	98909095-59394		$ 275,000
To appropriate VRSA Grant			
Other Grants	900300-40587	$ 4,000	
Repair / Main Services	94209099-56007		$ 4,000

STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 2

EDUCATION FUND 900		**REVENUES**	**EXPENDITURES**
To appropriate Recycling Income			
Sale of Salvage and Surplus	900100-40515	$ 358	
Contingency	91101100-59100		$ 358
TOTAL LOCAL GENERAL REVENUE/PROGRAMS		**$ 479,136**	**$ 479,136**
TOTAL EDUCATION FUND		**$ 2,994,891**	**$ 2,994,891**
STATE OPERATED PROGRAMS FUND 920		**REVENUES**	**EXPENDITURES**
To appropriate additional federal grant funds for neglected and delinquent students			
Federal T1D00 Grant Revenue	920391-43015-T1D00	$ 3,687	
Other Salaries	S1109991-51120-T1D00		$ 3,687
TOTAL STATE OPERATED PROGRAMS FUND 920		**$ 3,687**	**$ 3,687**
SCHOOL CIP FUND 966		**REVENUES**	**EXPENDITURES**
To appropriate School Security Equipment Grant 2023			
Other State Funds	966400-42999-SSE23	$ 144,244.46	
Non Capital Equipment	K6609087-56486-SSE23		$ (4,390.00)
Equipment	K6609087-58215-SSE23		$ 158,144.54
CIP Undesignated	K9009000-58100		$ (9,510.08)
To appropriate School Security Equipment Grant 2022			
Other State Funds	966400-42999-SSE22	$ 238,440.00	
Equipment	K6609083-58215-SSE22		$ 19,791.03
Equipment	K6609084-58215-SSE22		$ 50,585.82
Equipment	K6609088-58215-SSE22		$ 175,739.90
CIP Undesignated	K9009000-58100		$ (7,676.75)
To appropriate School Security Equipment Grant 2018			
Other State Funds	966400-42999-SSE18	$ (8,084.48)	
CIP Undesignated	K9009000-58100		$ (8,084.48)
To correct the appropriation for ESSR			
Other Federal Funds	966100-43999-ESSR2	$ 38,356.50	
Other Federal Funds	966100-43999-ESSR3	$ (38,356.50)	

STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 2

SCHOOL CIP FUND 966		REVENUES	EXPENDITURES
Appropriate funds for non-capital equipment			
Non Capital Equipment	K6609087-56486		$ 3,054.72
Furniture and Fixtures	K6609087-58102		$ (3,054.72)
To appropriate HVAC ARP			
Federal Revenue	966100-43999-CSLFR	$ 26,050.50	
Replace HVAC/Chiller	K6609087-58104-CSLFR		$ 22,407.50
Replace HVAC/Chiller	K6609095-58104-CSLFR		$ 3,643.00
Appropriate revenue for Interest and Refunds			
Interest	966100-40102	$ 180,000.00	
Refunds	966100-40400	$ 10,446.50	
Activity buses	K6009096-58205		$ 190,446.50
To appropriate transfer from city CIP			
Transfer from City CIP	966100-49239	$ 2,500,000.00	
Construction	K6609087-58360		$ 2,500,000.00
Transfer from City CIP	966100-49239	$ 400,000.00	
Construction	K6609087-58360		$ 400,000.00
Transfer from Bond Fund	966100-49298	$ 94,792.20	
Replace-Furniture and Fixtures	K6209088-58102		$ 17,321.33
Replace-Site Improvement	K6209088-58199		$ 77,470.87
Transfer from City CIP	966100-49239	$ 358,962.00	
CIP Undesignated	K9009000-58100		$ 25,271.31
Replace-Building Renovations	K6609087-58360		$ 333,690.69
To appropriate FY24 school capital per plan			
Transfer from Education	966100-49290	$ 275,000.00	
Parking Lot Paving	K6209095-58113		$ 100,000.00
Techonology Infrastructure	K6809095-58120		$ 100,000.00
Replace School Bus	K6009096-58110		$ 50,000.00
Replace School Bus (redirect from furniture)	K6009096-58110		$ 25,000.00
Transfer CIP Funds for Shelburne Generator			
CIP Undesignated	K9009000-58100		$ (125,000.00)
Replace Machinery & Equipment (Generator)	K6609087-58101		$ 125,000.00
Transfer CIP Funds for School Bus Replacement			
Replace HVAC/Chiller	K6609095-58104		$ (60,000.00)
Replace School Bus	K6009096-58110		$ 60,000.00
Appropriate School Security Equipment Grant			
Other State Grant	966400-42999-SSE24	$ 244,505.00	
Undesignated CIP	K9009000-58100		$ (61,126.00)
Security Equipment-SHS	K6609088-58215-SSE24		$ 90,540.00
Security Equipment-Ware	K6609083-58215-SSE24		$ 140,159.00
Security Equipment-Shelburne	K6609087-58215-SSE24		$ 20,440.00
Security Equipment-Dixon	K6609084-58215-SSE24		$ 54,492.00
TOTAL SCHOOL CIP FUND 966		**$ 4,464,356.18**	**$ 4,464,356.18**

STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 2

CAFETERIA FUND 930		**REVENUES**	**EXPENDITURES**
Appropriation from fund balance	930100-49302	$ 41,667	
Contingency	H5109000-59100-SSO		$ 15,210
Other Operating Supplies	H5109081-56014-SOSB		$ 200
Other Operating Supplies	H5109000-56014-NKHVA		$ 2,683
Paper Supplies	H5109000-56003-MM5K		$ 3,489
Contingency	H5109000-59100-EQUIT		$ 2,000
Contingency	H5109000-56002-GIANT		$ 16,142
Other Operating Supplies	H5109000-56014-KIWA		$ 24
Contingency	H5109000-59100		$ 1,919
To appropriate USDA Equipment Grant			
Federal Grant Revenue	930381-40587-NSLEQ	$ 41,299	
Federal Grant Revenue	930384-40587-NSLEQ	$ 45,351	
Federal Grant Revenue	930382-40587-NSLEQ	$ 41,299	
Federal Grant Revenue	930387-40587-NSLEQ	$ 41,299	
Federal Grant Revenue	930388-40587-NSLEQ	$ 45,351	
Equipment-BW	H5109081-58102-NSLEQ		$ 41,299
Equipment-Dixon	H5109084-58102-NSLEQ		$ 45,351
Equipment-McSwain	H5109082-58102-NSLEQ		$ 41,299
Equipment-Shelburne	H5109087-58102-NSLEQ		$ 41,299
Equipment-SHS	H5109088-58102-NSLEQ		$ 45,351
To appropriate Chef Ann Grant			
Other Grants	930300-40587-SFSI	$ 2,500	
Supplemental Pay	H5109095-51620-SFSI		$ 2,200
Other Expenses	H5209095-55670-SFSI		$ 300
To appropriate EBT Admin Funds			
Other Federal Funding	930300-43999	$ 3,256	
Other Expenses	H5209095-55670		$ 3,256
To appropriate prior year EBT Admin Funds			
Appropriation from prior year fund balance	930100-49302	$ 6,198	
Other Expenses	H5209095-55670		$ 6,198
TOTAL SCHOOL CAFETERIA FUND 930		**$ 268,220**	**$ 268,220**

GRAND TOTAL BUDGET AMENDMENT NO. 2		**$ 7,731,154.18**	**$ 7,731,154.18**

$ -

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 8, 2024**	
Item #	**A.2**	**Jessie Moyers** **Chief Finance Officer**
Department:	**Finance**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsible, Efficient Government**	
Subject:	**FY 2024 Quarterly Financial Report**	

Background: Attached for review, as prepared by Jessie Moyers, Chief Finance Officer, is the financial report for the first half of fiscal year 2024. The quarterly financial report and the sales, meals, and lodging tax history reports are attached.

Attachments:

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

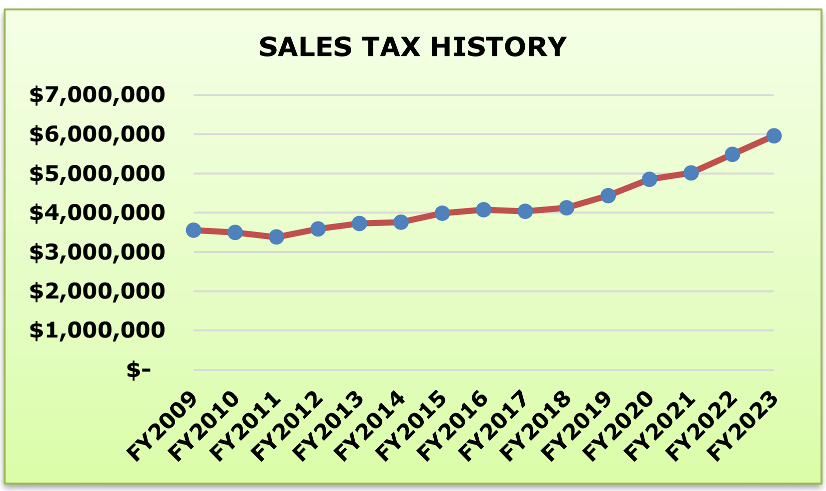
City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

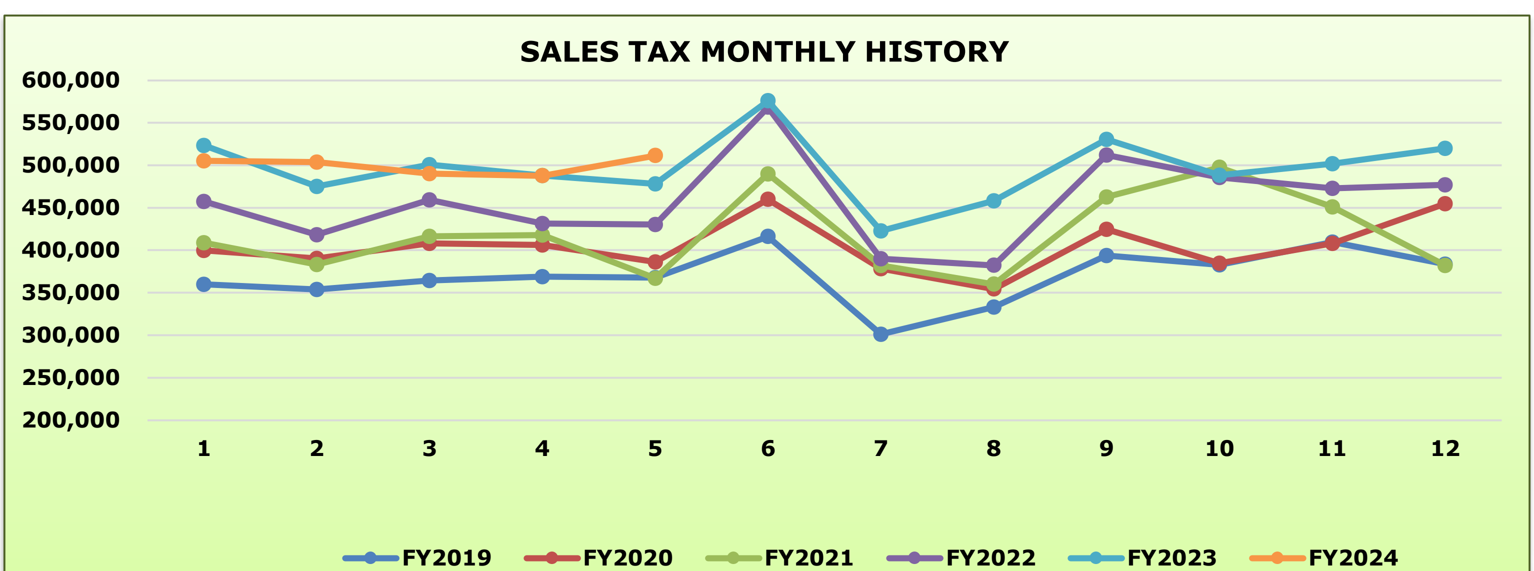
City Manager: Leslie Beauregard

ATTACHMENT #1

LOCAL SALES TAX HISTORY - 1% Tax Rate	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	% Change
July	359,853	399,841	408,778	457,551	523,345	505,134	-3.5%
August	353,758	390,365	383,139	418,081	475,016	503,910	6.1%
September	364,511	408,013	416,225	459,262	500,792	490,234	-2.1%
October	368,779	406,308	417,973	431,562	487,941	487,742	0.0%
November	367,724	386,214	367,040	430,213	478,059	511,628	7.0%
December	416,329	459,871	489,867	568,394	576,043		-100.0%
January	301,088	378,159	381,915	389,797	422,884		-100.0%
February	333,110	354,448	360,082	382,280	457,991		-100.0%
March	393,767	424,727	462,591	512,099	530,346		-100.0%
April	382,963	384,624	497,565	485,816	488,377		-100.0%
May	409,439	408,068	451,087	472,797	501,712		-100.0%
June	383,654	454,692	381,951	476,868	520,099		-100.0%
Totals	4,434,974	4,855,331	5,018,212	5,484,719	5,962,604	2,498,648	
Budget	4,015,000	4,300,000	3,393,750	4,662,500	5,275,000	5,624,522	
Budget Variance	419,974	555,331	1,624,462	822,219	687,604	(3,125,874)	
% OF BUDGET	110.5%	112.9%	147.9%	117.6%	113.0%	44.4%	
% CHANGE- YEAR	7.5%	9.5%	3.4%	9.3%	8.7%	-58.1%	

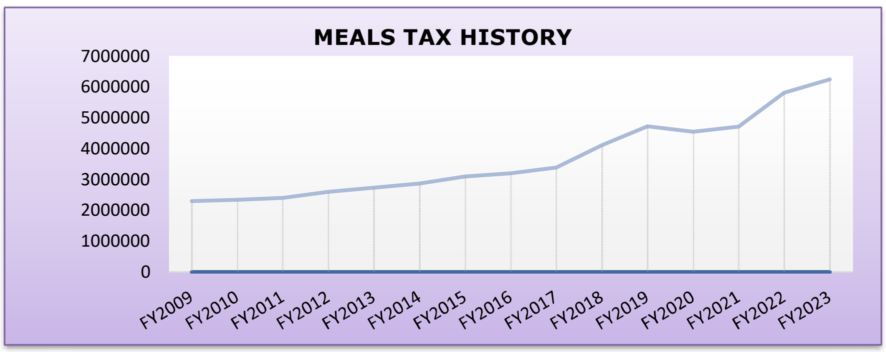


FY2009	$	3,554,096	
FY2010	$	3,495,905	-1.6%
FY2011	$	3,381,018	-3.3%
FY2012	$	3,588,737	6.1%
FY2013	$	3,729,201	3.9%
FY2014	$	3,760,505	0.8%
FY2015	$	3,988,839	6.1%
FY2016	$	4,079,919	2.3%
FY2017	$	4,039,658	-1.0%
FY2018	$	4,123,862	2.1%
FY2019	$	4,434,974	7.5%
FY2020	$	4,855,331	9.5%
FY2021	$	5,018,212	3.4%
FY2022	$	5,484,719	9.3%
FY2023	$	5,962,604	8.7%

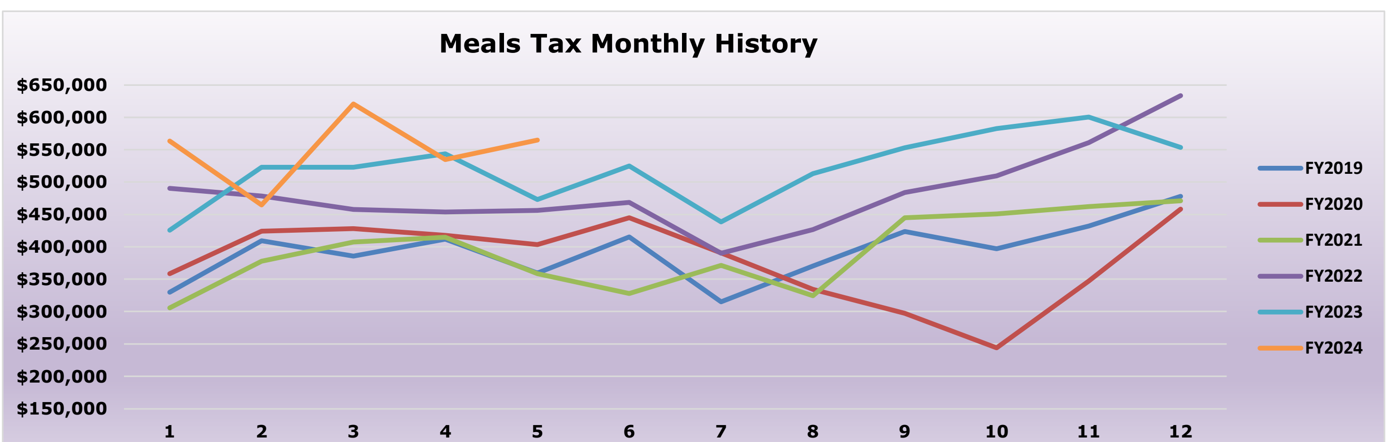


MEALS TAX HISTORY- 7% Tax Rate

Tax Rate	6% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	% Change
July	334,579	329,573	358,212	305,920	490,076	426,045	563,368	32.2%
August	341,094	409,425	424,090	377,519	478,421	522,710	465,046	-11.0%
September	343,277	385,385	427,995	407,128	457,575	522,740	621,042	18.8%
October	342,810	411,876	417,690	414,546	453,768	543,587	534,524	-1.7%
November	312,114	359,316	403,285	358,586	456,293	473,158	564,659	19.3%
December	336,804	415,030	444,990	327,793	468,456	524,706		-100.0%
January	293,064	315,163	390,333	371,174	390,422	438,260		-100.0%
February	301,836	370,265	334,123	324,288	426,769	512,829		-100.0%
March	363,207	423,831	297,411	445,061	483,854	552,774		-100.0%
April	343,386	397,110	244,201	450,532	509,567	582,702		-100.0%
May	374,830	432,043	347,244	462,115	561,110	600,814		-100.0%
June	431,265	478,306	458,278	471,063	633,671	553,460		-100.0%
Actuals	4,118,267	4,727,323	4,547,853	4,715,726	5,809,981	6,253,785	2,748,639	
Budget	3,200,000	4,112,500	4,600,000	3,562,500	4,300,000	5,358,050	5,985,000	
Budget Variance	918,267	614,823	(52,147)	1,153,226	1,509,981	895,735	(3,236,361)	
% of BUDGET	128.7%	115.0%	98.9%	132.4%	135.1%	116.7%	45.9%	
% CHANGE-YEAR	28.5%	14.8%	-3.8%	3.7%	23.2%	7.6%	-56.0%	

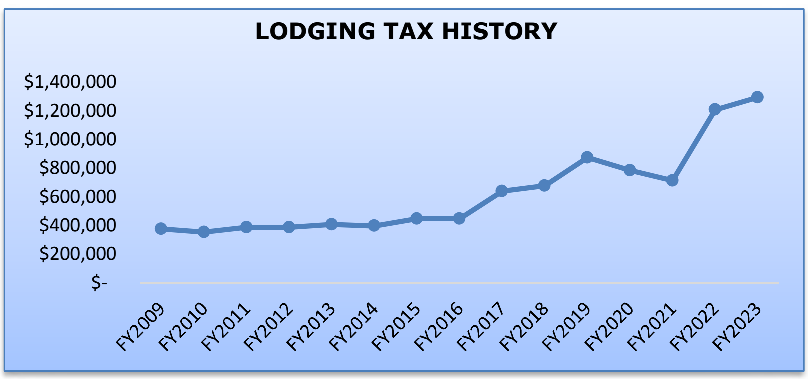


FY2009	$	2,304,448	
FY2010	$	2,344,698	1.7%
FY2011	$	2,406,577	2.6%
FY2012	$	2,599,776	8.0%
FY2013	$	2,732,598	5.1%
FY2014	$	2,868,910	5.0%
FY2015	$	3,099,130	8.0%
FY2016	$	3,203,638	3.4%
FY2017	$	3,391,337	5.9%
FY2018	$	4,118,267	21.4%
FY2019	$	4,727,323	14.8%
FY2020	$	4,547,853	-3.8%
FY2021	$	4,715,726	3.7%
FY2022	$	5,809,981	23.2%
FY2023	$	6,253,785	7.6%

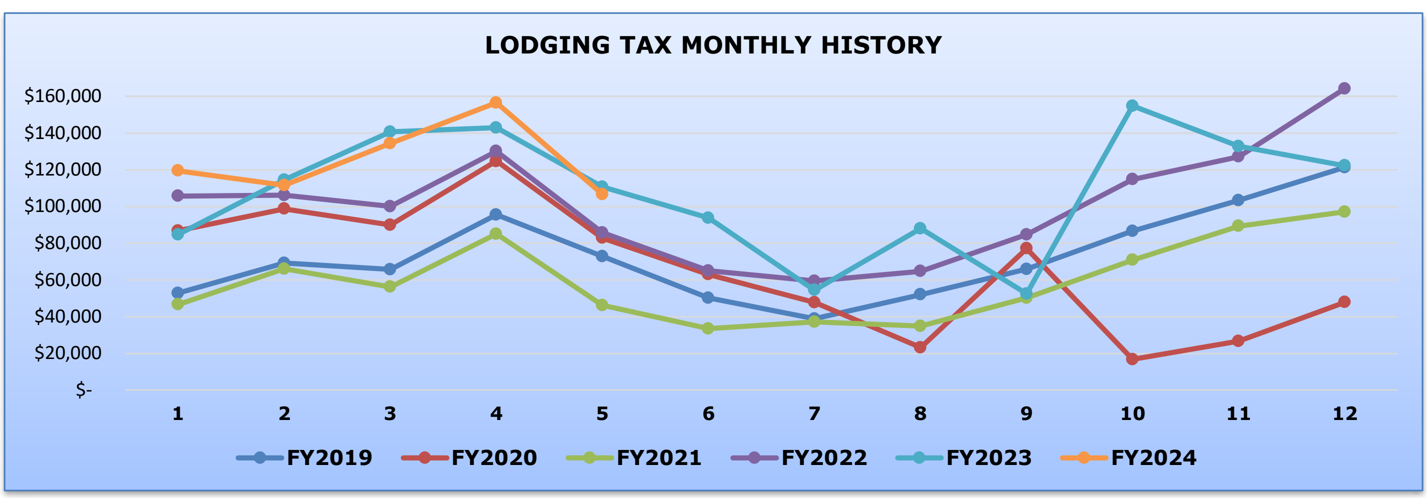


LODGING TAX HISTORY- 6.7% Tax Rate

TAX RATE	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	% CHANGE
July	$ 63,907	$ 52,798	$ 86,792	$ 46,648	$ 105,750	$ 84,716	$ 119,557	41.1%
August	$ 63,738	$ 69,287	$ 98,765	$ 66,056	$ 106,184	$ 114,547	$ 111,597	-2.6%
September	$ 62,756	$ 65,785	$ 89,978	$ 56,235	$ 100,094	$ 140,720	$ 134,448	-4.5%
October	$ 79,262	$ 95,600	$ 124,738	$ 85,131	$ 130,186	$ 142,991	$ 156,633	9.5%
November	$ 50,187	$ 72,869	$ 82,915	$ 46,252	$ 85,840	$ 110,688	$ 106,610	-3.7%
December	$ 32,225	$ 50,208	$ 63,057	$ 33,471	$ 65,008	$ 93,847		-100.0%
January	$ 29,239	$ 38,856	$ 47,730	$ 37,127	$ 59,405	$ 54,478		-100.0%
February	$ 32,490	$ 52,085	$ 23,204	$ 34,928	$ 64,791	$ 88,071		-100.0%
March	$ 50,304	$ 65,973	$ 77,152	$ 50,273	$ 84,717	$ 52,430		-100.0%
April	$ 64,326	$ 86,719	$ 16,730	$ 70,866	$ 114,860	$ 154,822		-100.0%
May	$ 72,905	$ 103,399	$ 26,667	$ 89,381	$ 127,191	$ 132,827		-100.0%
June	$ 76,577	$ 121,369	$ 47,878	$ 97,078	$ 164,234	$ 122,320		-100.0%
Actuals	$ 677,917	$ 874,948	$ 785,605	$ 713,445	$ 1,208,260	$ 1,292,457	$ 628,845	
Budget Totals	$ 575,000	$ 890,000	$ 890,000	$ 836,000	$ 760,000	$ 968,000	$ 1,350,000	
Budget Variance	$ 102,917	$ (15,052)	$ (104,395)	$ (122,555)	$ 448,260	$ 324,457	$ (721,155)	
% of BUDGET	118%	98%	88%	85%	159%	134%	47%	
% CHANGE-YEAR	5.8%	29.1%	-10.2%	-9.2%	69.4%	7.0%	-51.3%	



	TOTAL REVENUE	% CHANGE
FY2009	$ 376,829	
FY2010	$ 354,239	-6.0%
FY2011	$ 388,022	9.5%
FY2012	$ 388,721	0.2%
FY2013	$ 408,906	5.2%
FY2014	$ 397,786	-2.7%
FY2015	$ 447,792	12.6%
FY2016	$ 448,175	0.1%
FY2017	$ 640,843	43.0%
FY2018	$ 677,917	5.8%
FY2019	$ 874,948	29.1%
FY2020	$ 785,605	-10.2%
FY2021	$ 713,444	-9.2%
FY2022	$ 1,208,260	69.4%
FY2023	$ 1,292,457	7.0%



FY2024 FINANCIAL REPORT - UNAUDITED

DECEMBER 31, 2023 RESULTS

ATTACHMENT #2

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU DEC 2023	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2023 (25%) & 2024 (75%	$ 24,847,498	$ 24,847,498	$ 6,607,618	$ 18,239,880	27%	25% of 2023 Taxes due Dec 5, 2023
						75% of 2024 Taxes due June 20, 2024
Real Estate - Public Service	940,000	940,000	1,139,093	(199,093)	121%	100% of 2024 Taxes due Dec 5, 2023
Real Estate - Interest	135,000	135,000	38,574	96,426	29%	
Real Estate- Penalty	135,000	135,000	88,691	46,309	66%	
Real Estate Tax -Downtown Serv District	142,213	142,213	37,584	104,629	26%	25% due Dec 5, 2023; 75% due June 20, 2024
Personal Property Taxes	6,400,000	6,400,000	6,099,656	300,344	95%	100% of 2024 PP Tax due December 5, 2023
Personal Property Taxes -Prior Written Off	-	-	53	(53)	#DIV/0!	
Personal Property Taxes- Public Service	2,800	2,800	3,045	(245)	109%	
Personal Property -Interest	100,000	100,000	70,014	29,986	70%	
Personal Property - Penalty	125,000	125,000	75,836	49,164	61%	
Machinery & Tools Tax	425,000	425,000	388,986	36,014	92%	100% Tax Due December 5, 2023
TOTAL PROPERTY TAXES	**$ 33,252,511**	**$ 33,252,511**	**$ 14,549,150**	**$ 18,703,361**	**44%**	
OTHER LOCAL TAXES						
Business & Occupational Licenses	$ 2,550,000	$ 2,550,000	$ 171,093	$ 2,378,907	7%	BPOL License due March 1, 2024
Water Utility Tax	295,000	295,000	117,062	177,938	40%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	298,000	298,000	83,979	214,021	28%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	590,000	590,000	265,020	324,980	45%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,624,522	5,624,522	1,987,413	3,637,109	35%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	650,000	650,000	21,520	628,480	3%	Paid in June
Recordation	350,000	350,000	125,877	224,123	36%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	325,000	325,000	166,704	158,296	51%	Paid at sale date, no delay in collection
Lodging Tax	1,350,000	1,350,000	628,846	721,154	47%	Paid Monthly w/ 1 month delay in collection
Meals Tax	5,985,000	5,985,000	2,748,639	3,236,361	46%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	8,500	8,500	7,719	781	91%	
Short Term Rental Tax	25,000	25,000	8,531	16,469	34%	
Local Communications Tax	925,000	925,000	307,944	617,056	33%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	**$ 18,976,022**	**$ 18,976,022**	**$ 6,640,347**	**$ 12,335,675**	**35%**	
PERMITS						
Short Term Rental Registration/Precious Meta	$ -	$ -	$ 300	$ (300)	#DIV/0!	
Judicial Charges for Services	1,000	1,000	339	661	34%	
Public Safety Charges for Services	187,650	187,650	156,492	31,158	83%	
Planning and Development Charges for Servic	12,000	12,000	7,725	4,275	64%	
TOTAL PERMITS	**$ 200,650**	**$ 200,650**	**$ 164,856**	**$ 35,794**	**82%**	

DECEMBER 31, 2023 RESULTS

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU DEC 2023	AVAILABLE BUDGET	% RECEIVED	
FINES & FORFEITURES						
Circuit Court Fines	$ 135,000	$ 135,000	$ 51,713	$ 83,287	38%	
Court Recorder Fees	58,000	58,000	27,650	$ 30,350	48%	
Courthouse Maintenance Fee	9,500	9,500	3,832	5,668	40%	
Animal Control Fines	6,000	6,000	3,215	2,785	54%	
TOTAL FINES & FORFEITURES	**$ 208,500**	**$ 208,500**	**$ 86,410**	**$ 122,090**	**41%**	
REVENUE FROM USE OF PROPERTY						
Interest Revenue	$ 45,000	$ 45,000	$ 406,572	$ (361,572)	903%	Interest earned through November
Rental of Real Property	58,000	58,000	13,720	44,280	24%	
Rental of Real Property-Recreation	6,200	6,200	4,055	2,145	65%	
TOTAL REVENUE FROM USE OF PROPERTY	**$ 109,200**	**$ 109,200**	**$ 424,347**	**$ (315,147)**	**389%**	
CHARGES FOR SERVICES						
Property Clean Up Fees	$ 5,000	$ 5,000	$ 275	$ 4,725	6%	
Payment in Lieu of Tax from Proprietary Fun	956,422	956,422	-	956,422	0%	Allocation transfers from Enterprise Funds
DMV Stop Fees	8,000	8,000	11,955	(3,955)	149%	
Administrative Fees	20,000	20,000	5,525	14,475	28%	
Judicial Operations Charges for Services	78,242	78,242	36,201	42,041	46%	
Public Safety Tax Exempt Service Charge	6,972	6,972	-	6,972	0%	
Sale of Publications & Maps	-	-	150	(150)	#DIV/0!	
Recreation Charges for Services	$ 611,150	$ 611,150	347,821	263,329	57%	
TOTAL CHARGES FOR SERVICES	**$ 1,685,786**	**$ 1,685,786**	**$ 401,927**	**$ 1,283,859**	**24%**	
MISCELLANEOUS						
Sale of Salvage & Surplus	$ 15,000	$ 15,000	$ 44,647	$ (29,647)	298%	
Payment in Lieu of Taxes SRHA	14,000	14,000	16,812	(2,812)	120%	
Donations	-	-	1,006	(1,006)	#DIV/0!	
Miscellaneous	-	-	$ 339,080	(339,080)	#DIV/0!	Proceeds from tax sale $243,900
TOTAL MISCELLANEOUS	**$ 29,000**	**$ 29,000**	**$ 401,545**	**$ (372,545)**	**1385%**	
RECOVERED COSTS						
Wellness Program Reimbursement	$ 11,000	$ 11,000	$ 1,836	$ 9,164	17%	
Recovered Costs - General Govt	-	-	5,000	$ (5,000)	#DIV/0!	
Recovered Costs - Courts	25,000	25,000	-	25,000	0%	
Recovered Costs- Public Safety	648,000	648,000	675,866	(27,866)	104%	Buy-In from Harrisonburg/Rockingham for Regional Jail.
Recovered Costs- Police Security	45,000	45,000	25,314	19,686	56%	
Recovered Costs- Insurance Recovery	-	-	11,694	(11,694)	#DIV/0!	
Recovered Costs- Public Works	20,000	20,000	2,205	17,795	11%	
Recovered Costs- Education	350,000	350,000	-	350,000	0%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	55,000	55,000	38,352	16,648	70%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	**$ 1,154,000**	**$ 1,154,000**	**$ 760,267**	**$ 393,733**	**66%**	
TRANSFERS						
Transfers From Health	$ -	$ -	$ -	$ -	#DIV/0!	
TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**	

DECEMBER 31, 2023 RESULTS

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU DEC 2023	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE						
Public Facilities Tax	$ 45,000	$ 45,000	$ 23,480	$ 21,520	52%	State sales tax revenue from Hotel 24 South
Recordation	-	-	-	-	#DIV/0!	
Rolling Stock Taxes	10,200	10,200	6,608	3,592	65%	
Motor Vehicle Rental Tax	112,500	112,500	86,827	25,673	77%	
HB599 Law Enforcement	1,004,888	1,004,888	552,114	452,774	55%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	1,321,760	330,440	80%	
Recordation - Grantor's Tax	101,500	101,500	35,798	65,702	35%	
Juror/Witness Fees	12,000	12,000	1,550	10,450	13%	
Va Forestry Ash Borer	-	-	-	-	#DIV/0!	
DCJS- Victim Witness Grant	25,000	25,000	-	25,000	0%	
DMV Four for Life Funds	23,500	23,500	(388)	23,888	-2%	
DMV Animal License Plates	1,000	1,000	146	854	15%	
State Crime Forfeited Assets- Police	-	-	8,381	(8,381)	#DIV/0!	Revenue based on criminal drug activity
Fire Programs Fund	88,000	115,938	-	115,938	0%	
E911 Wireless Funds	98,000	98,000	59,314	38,686	61%	Grants from the Wireless Board of Virginia
DCJS-Grants	-	87,705	14,069	73,636	16%	
Street & Highway Maintenance	4,350,000	4,350,000	2,756,715	1,593,285	63%	Quarterly Payments from State
Miscellaneous State Aid	-	-	-	-	#DIV/0!	
Other Grants	-	-	6,000	(6,000)	#DIV/0!	FM Global Foundation Fire Grant
Public Assistance	1,371,638	1,371,638	358,338	1,013,300	26%	
CSA Administrative Fees	13,405	13,405	-	13,405	0%	
Comprehensive Services Act (CSA)	2,062,000	2,062,000	333,126	1,728,874	16%	
VA Comm for the Arts	4,500	4,500	-	4,500	0%	
Library	168,022	168,022	107,314	60,708	64%	Quarterly Payments from State
Commissioner of Revenue	148,310	148,310	48,932	99,378	33%	
Treasurer	146,401	146,401	42,965	103,436	29%	
Electoral Board & Registrar	79,463	79,463	-	79,463	0%	
Commonwealth Attorney	626,752	626,752	213,369	413,383	34%	
Sheriff	450,704	450,704	135,242	315,462	30%	
Circuit Court Clerk	370,735	370,735	157,647	213,088	43%	
Circuit Court Technology Grant	17,634	17,634	-	17,634	0%	
TOTAL COMMONWEALTH OF VIRGINIA	**$ 12,983,352**	**$ 13,098,995**	**$ 6,269,307**	**$ 6,829,688**	**48%**	
FEDERAL REVENUES						
Victim Witness Federal Grant	$ 60,000	$ 60,000	$ -	$ 60,000	0%	
Federal DMV Grant	-	-	4,450	(4,450)	#DIV/0!	
U S Marshall Forfeited Asset	-	-	8,569	(8,569)	#DIV/0!	
ARPA Social Services	-	-	-	-	#DIV/0!	
Miscellaneous Federal Aid	-	-	-	-	#DIV/0!	
CSA Federal	-	-	-	-	#DIV/0!	
Welfare Public Assistance	1,179,852	1,179,852	320,803	859,049	27%	
TOTAL FEDERAL REVENUE	**$ 1,239,852**	**$ 1,239,852**	**$ 333,822**	**$ 906,030**	**27%**	
PRIOR YEAR APPROPRIATIONS						
Appropriation for Prior Year Encumbrances	$ -	$ 914,665	$ -	$ 914,665	0%	Outstanding Encumbrances at June 30, 2023
Appropriation of Prior Year Fund Balance	-	1,200,000	-	$ 1,200,000	0%	
TOTAL PRIOR YEAR APPROPRIATIONS	**$ -**	**$ 2,114,665**	**$ -**	**$ 2,114,665**	**0%**	
TOTAL GENERAL FUND REVENUES	**$ 69,838,873**	**$ 72,069,181**	**$ 30,031,978**	**$ 42,037,203**	**41.7%**	

FY 2024 FINANCIAL REPORT - UNAUDITED

DECEMBER 31, 2023 RESULTS

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU DEC 2023	ENCUMBRANCES	AVAILABLE BUDGET	EXPENDED	
GENERAL GOVERNMENT ADMINISTRATION							
CITY COUNCIL	$ 148,335	$ 148,335	$ 60,260	$ 10,000	$ 78,075	47%	
CLERK OF COUNCIL	118,831	123,831	51,309	-	72,522	41%	
CITY MANAGER	602,345	602,345	281,208	739	320,398	47%	
HUMAN RESOURCES	760,641	760,641	366,243	20,473	373,925	51%	
CITY ATTORNEY	432,271	549,483	173,801	96,212	279,470	49%	
COMMUNICATIONS MANAGER	161,434	163,909	30,420	-	133,489	19%	
PROFESSIONAL CONSULTANTS	80,000	80,000	53,350	17,000	9,650	88%	
CITY MEMBERSHIPS	31,050	31,050	28,689	-	2,361	92%	
FINANCE	1,273,483	1,331,710	544,650	59,408	727,652	45%	
ASSESSOR	377,962	377,962	176,292	17	201,653	47%	
COMMISSIONER OF REVENUE	410,337	410,337	193,786	377	216,174	47%	
TREASURER	429,934	429,934	177,490	80	252,364	41%	
REGISTRAR	246,513	246,513	108,772	29	137,712	44%	
INFORMATION TECHNOLOGY	1,449,852	1,515,229	588,968	40,941	885,320	42%	
RISK MANAGEMENT	753,501	753,501	411,474	136,204	205,823	73%	
TOTAL GENERAL GOV'T ADMINISTRATION	**$ 7,276,489**	**$ 7,524,780**	**$ 3,246,712**	**$ 381,480**	**$ 3,896,588**	**48%**	
JUDICIAL ADMINISTRATION							
CIRCUIT COURT	$ 164,275	$ 164,275	$ 84,321	$ -	$ 79,954	51%	
GENERAL DISTRICT COURT	18,512	18,512	1,389	-	17,123	8%	
MAGISTRATES	2,225	2,225	-	-	2,225	0%	
JUVENILE DOMESTIC RELATIONS COURT	80,092	80,092	1,823	-	78,269	2%	
CLERK OF THE CIRCUIT COURT	628,406	628,406	329,967	1,840	296,599	53%	
SHERIFF	868,662	885,887	449,641	22,005	414,241	53%	
VICTIM/WITNESS GRANT	97,884	97,884	45,814	-	52,070	47%	
COMMONWEALTH ATTORNEY	1,012,088	1,012,088	481,628	-	530,460	48%	
TOTAL JUDICIAL ADMINISTRATION	**$ 2,872,144**	**$ 2,889,369**	**$ 1,394,583**	**$ 23,845**	**$ 1,470,941**	**49%**	
PUBLIC SAFETY							
POLICE	$ 6,227,720	$ 6,364,987	$ 3,142,175	$ 94,274	$ 3,128,538	51%	
E911 CENTER	1,127,445	1,198,743	563,808	87,779	547,156	54%	
FIRE	3,971,838	3,971,838	2,012,868	12,236	1,946,734	51%	
COMMUNITY PUBLIC SAFETY	110,500	138,438	13,285	-	125,153	10%	
JUVENILE DETENTION HOME	459,396	459,396	221,446	-	237,950	48%	Quarterly Payments
JAIL	3,286,318	3,286,318	1,643,159	-	1,643,159	50%	Quarterly Payments
OFFICE ON YOUTH	172,892	172,892	40,741	-	132,151	24%	
INSPECTIONS	429,634	430,188	195,566	794	233,828	46%	
ANIMAL CONTROL	241,381	241,381	60,929	-	180,452	25%	
MEDICAL EXAMINER	500	500	80	-	420	16%	
TOTAL PUBLIC SAFETY	**$ 16,027,624**	**$ 16,264,682**	**$ 7,894,057**	**$ 195,083**	**$ 8,175,542**	**50%**	

DECEMBER 31, 2023 RESULTS

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU DEC 2023	ENCUMBRANCES	AVAILABLE BUDGET	EXPENDED	
PUBLIC WORKS							
ENGINEERING	$ 353,785	$ 353,785	$ 156,584	$ 907	$ 196,294	45%	
PUBLIC WORKS ADMINISTRATION	313,299	313,369	164,728	5,064	143,577	54%	
STREETS	3,233,357	3,424,493	787,009	217,420	2,420,064	29%	
TRAFFIC ENGINEERING	284,945	288,780	53,049	3,942	231,789	20%	
TRAFFIC SIGNALS	318,344	347,739	170,335	28,052	149,352	57%	
BUILDING MAINTENANCE	1,508,619	1,530,208	695,542	118,047	716,619	53%	
EQUIPMENT MAINTENANCE	533,205	533,525	260,724	22,989	249,812	53%	
TOTAL PUBLIC WORKS	**$ 6,545,554**	**$ 6,791,899**	**$ 2,287,971**	**$ 396,421**	**$ 4,107,507**	**40%**	
HEALTH AND WELFARE							
PUBLIC HEALTH	$ 298,153	$ 298,153	$ 179,688	$ -	$ 118,465	60%	
VALLEY COMM SERVICES BOARD	247,129	247,129	123,565	-	123,564	50%	Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,000,000	3,000,000	809,464	-	2,190,536	27%	
DEPT OF SOCIAL SERVICES	3,483,304	3,483,304	1,260,434	-	2,222,870	36%	
TAX RELIEF FOR THE ELDERLY	244,000	244,000	-	-	244,000	0%	Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	100,022	100,022	41,136	-	58,886	41%	Outside Agency Contributions
TOTAL HEALTH AND WELFARE	**$ 7,372,608**	**$ 7,372,608**	**$ 2,414,287**	**$ -**	**$ 4,958,321**	**33%**	
EDUCATION -OTHER							
EDUCATIONAL CONTRIBUTIONS-BRCC	$ 9,000	$ 9,000	$ 9,000	$ -	$ -	100%	Contribution to Blue Ridge Community College
TOTAL EDUCATION-OTHER	**$ 9,000**	**$ 9,000**	**$ 9,000**	**$ -**	**$ -**	**100%**	
PARKS, RECREATION, LIBRARY, CULTURAL							
PARKS AND RECREATION ADMIN	$ 1,280,787	$ 1,301,987	$ 607,099	$ 15,920	$ 678,968	48%	
HORTICULTURE	223,139	223,139	101,466	-	121,673	45%	
GOLF COURSE	156,107	156,107	68,019	-	88,088	44%	
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	-	-	20,000	0%	Boys and Girls Club
PARK MAINTENANCE	1,279,296	1,352,434	647,409	17,757	687,268	49%	
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	15,500	14,000	-	1,500	90%	Outside Agency Contributions
LIBRARY	1,332,312	1,332,312	646,040	14,866	671,406	50%	
TOTAL PARKS, RECREATION, LIBRARY, CU	**$ 4,307,141**	**$ 4,401,479**	**$ 2,084,033**	**$ 48,543**	**$ 2,268,903**	**48%**	
PLANNING AND COMMUNITY DEVELOPMENT							
PLANNING	$ 574,088	$ 601,638	$ 201,622	$ 5,815	$ 394,201	34%	
COMMUNITY DEVELOPMENT ASSISTANCE	385,250	544,750	285,306	105,014	154,430	72%	Outside Agency Contributions
ECONOMIC DEVELOPMENT	1,272,835	1,272,835	216,850	-	1,055,985	17%	
TOURISM	650,083	650,083	318,582	110,603	220,898	66%	
STAUNTON WELCOME CENTER	60,459	60,459	21,498	-	38,961	36%	
TRANSPORTATION-CSPDC	61,741	61,741	74,412	-	(12,671)	121%	
TOTAL PLANNING AND COMMUNITY DEVE	**$ 3,004,456**	**$ 3,191,506**	**$ 1,118,270**	**$ 221,432**	**$ 1,851,805**	**42%**	

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU DEC 2023	ENCUMBRANCES	AVAILABLE BUDGET	EXPENDED	
TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL							
TRANSFER TO DEBT SERVICE FUND	$ 5,591,903	$ 5,591,903	5,591,903	$ -	$ -	100%	Annual Debt Payments
TRANSFER TO CIP FUND	861,783	2,061,783	2,061,783	-	-	100%	
TRANSFER TO EDUCATION FUND	15,970,171	15,970,171	7,985,086	-	7,985,085	50%	Education Transfer/ 1st Half December and 2nd half to occur in June
NON-DEPARTMENTAL EXPENDITURES	-	-	1,082	-	(1,082)	#DIV/0!	
TOTAL TRANSFERS AND NON-DEPARTMEN	**$ 22,423,857**	**$ 23,623,857**	**$ 15,639,854**	**$ -**	**$ 7,984,003**	**66%**	
TOTAL GENERAL FUND EXPENDITURES	**$ 69,838,873**	**$ 72,069,181**	**$ 36,088,767**	**$ 1,266,804**	**$ 34,713,610**	**53.5%**	

FY2024 GENERAL FUND BUDGET

ADOPTED BUDGET	$ 69,838,873	JULY 1, 2023
ENCUMBRANCE CARRY FORWARDS	914,665	JULY 1, 2023
FY2024 BUDGET AMENDMENT NO. 1	1,315,643	AUGUST 24, 2023
FY2024 REVISED BUDGET	$ 72,069,181	

FY2024 REVENUES	$ 30,031,978
FY2024 EXPENDITURES	$ (37,355,571)
FY2024 NET YTD	$ (7,323,593)

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>February 8, 2024</td><td rowspan="3">Staff Members:

Rodney Rhodes
Tim Hartless</td></tr>
<tr><td>Item #</td><td>B</td></tr>
<tr><td>Department:</td><td>Community Development—
Planning and Zoning</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Strategic Areas: Infrastructure, Responsive, Efficient Government</td></tr>
<tr><td>Subject:</td><td colspan="2">Public Hearing and Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to add Chapter 18.47, TRD-1, Traditional Residential Development District</td></tr>
</table>

Background: During the development of the Uniontown Neighborhood Action Plan, a physical neighborhood analysis was conducted. This analysis noted that although the community preferred R-2, Low Density Residential District designation, a significant number of the existing lots would not accommodate the existing R-2 minimum area and/or width requirements. The R-2 Low Density Residential District requires the following:

Minimum Lot Area – 8,750 square feet
Minimum Lot Width at the Front Building Line – 70 feet

Rezoning a significant number of lots, not meeting these requirements, to the R-2 District would be problematic. Furthermore, meeting the standard R-2 dwelling setbacks (front, side, and rear) could also be difficult for existing small lots, potentially requiring the issuance of variances before the lots could be developed. Therefore, in order to accommodate the community's desire for a low-density, single-family zoning district, the Uniontown Neighborhood Action Plan recommended that the City adopt a new residential zoning district tailored to meet the specific needs of Uniontown. This aligns with the following objective in the Comprehensive Plan:

“Improve flexibility in older neighborhoods and redevelopment areas by examining lot size, set back, and parking requirements.” (Parking requirements have previously been reviewed and addressed in zoning text amendments.)

At the Planning Commission’s August 17, 2023 meeting, upon receiving the Uniontown Neighborhood Action Plan, the Commission authorized staff to proceed with drafting amendments to Title 18, Zoning, of the Staunton City Code to consider a new zoning district to accommodate the residential characteristics that are currently in Uniontown. A draft for a TRD-1, Traditional Residential Development District, is attached (Attachment 1). The uses permitted in the proposed TRD-1 District mirror those permitted in the R-2, Low Density Residential, District. The following table shows the differences between the two districts for the development of single-family dwellings.

	R-2 Zoning	**Proposed TRD-1**
Minimum setback		
Front	25 feet	15 Feet
Rear	30 feet	20 Feet
Side	One-story, 7 feet with combined 18 feet	5 Feet
	More than one-story, 10 feet each side	5 Feet
Minimum lot size	8,750 SF	5,000 SF
Minimum lot width	70 Feet	50 Feet
Maximum lot coverage	30%	No maximum (setbacks provide the open space)
Maximum height		
Main building	2 and ½ stories or 35 feet	2 and ½ stories or 35 feet
Accessory buildings	15 Feet	15 Feet

The Draft TRD-1, Traditional Residential Development District was presented to the Planning Commission at its November 16, 2023 meeting. Commissioners were generally supportive of the draft. The draft was reviewed again at the December 21, 2023 meeting, and staff was able to address the questions raised by the Commissioners from the preceding meeting. The Commission then authorized staff to proceed with scheduling a public hearing. The new zoning district addresses the unique characteristics of most of the lots in Uniontown; however, some lots will need to be addressed on a case-by-case basis. Staff would also note that although the TRD-1 District was drafted with Uniontown in mind, if the district is approved, other areas of the City could apply for this zoning designation. If the TRD-1 District is approved by City Council, staff will commence the rezoning process for lots in Uniontown.

Planning Commission Recommendation:
At its January 18, 2024 meeting, the Planning Commission considered the zoning text amendment. During the public hearing, no one spoke in opposition to the proposed amendment. On a 4-0 vote, the Commission voted unanimously to recommend approval.

Attachments:
Attachment 1—Draft Chapter 18.47, TRD-1 Traditional Residential Development District
Attachment 2—Map of Uniontown Showing Lots Under 5,000 Square Feet in Size and Less

than 50 Feet Wide
Attachment 3—List of 77 Lots which Could be Rezoned
Attachment 4—List of 14 lots Nonconforming to the Proposed R-7 Zoning Regulations

Suggested Motion: (after conducting the public hearing) I move that Council adopt the ordinance and approve the new zoning district, as recommended by the Planning Commission.

City Manager: Leslie Beauregard

Chapter 18.47

TRD-1 TRADITIONAL RESIDENTIAL DEVELOPMENT DISTRICT

Sections:

18.47.010 General description.

These districts are intended to be located in areas of the City that have existing lots which were platted in the nineteenth or early twentieth century with small lot area where modern zoning requirements would be impractical or would make the lots unbuildable. The districts are intended to be used for single-family residential development with low to moderate population densities. Additional permitted uses, by review of the planning commission, include educational facilities normally required to provide the basic elements of a balanced and attractive residential area.

18.47.020 Permitted principal and accessory uses and structures.

Property and buildings in an TRD-1 district shall be used only for the following purposes:

(1) Detached single-family dwellings, but not including trailer houses or mobile homes.

(2) Temporary buildings for uses incidental to construction work, which buildings shall be immediately adjacent to said construction work and which buildings shall be removed upon completion or abandonment of the construction work.

(3) Transportation and utility easements, alleys, and rights-of-way.

(4) Accessory uses and structures, provided such uses are incidental to the principal use and do not include any activity commonly conducted as a business. Any accessory structure shall be located on the same lot with the principal building and located behind the front building line.

(5) Signs as regulated in Chapter 18.140 SCC.

(6) Agricultural crops (not to be sold), and not the raising of farm animals or poultry except for keeping of chickens, as defined and provided in Chapter 18.153 SCC.

(7) The keeping of less than three boarders or roomers by a resident family with parking as required by Chapter 18.125 SCC, Table of Parking Spaces Required, boarding or rooming house.

(8) Home occupations as regulated in Chapter 18.150 SCC.

(9) Co-location of telecommunication antenna and related equipment as regulated in SCC 18.185.020(4). (Ord. 2017-17; Ord. 2015-11.

18.47.030 Uses permitted on review.

The following uses may be permitted on review by the city council in accordance with provisions contained in Chapter 18.210 SCC:

(1) Churches or similar places of worship, with accessory structures but not including missions or revival tents.

(2) Elementary or high schools, public or private.

(3) Public parks, playgrounds and playfields, and neighborhood and municipal buildings and uses in keeping with the character and requirements of the district.

(4) Libraries, museums, and historical monuments or structures.

(5) Utility substations.

(6) Plant nursery in which no building or structure is maintained in connection therewith.

(7) Golf courses, or country clubs, with adjoining grounds of not less than 60 acres, but not including miniature courses and driving tees operated for commercial purposes.

(8) Cemeteries.

(9) Social and recreational uses not operated for gain.

(10) A planned residential development as regulated in SCC 18.105.020.

18.47.040 Area regulations.

All buildings shall be set back from street right-of-way lines and lot lines to comply with the following yard requirements:

(1) Front Yard.

(a) For dwellings, the minimum depth of the front yard shall be 15 feet from lot line and in no case shall an accessory building be located or extend into the front yard.

(b) All other permitted use shall have a front yard setback of 35 feet.

(2) Side Yard.

(a) For all dwellings, located on interior lots, side yard setbacks shall be not less than five feet.

(b) For unattached buildings of accessory use, there shall be a side yard of not less than five feet.

(c) Main and accessory buildings, other than dwellings, and buildings accessory to dwellings, shall set back from all side lot lines a distance of not less than 35 feet.

(3) Rear Yard.

(a) For main buildings there shall be a rear yard of not less than 20 feet.

(b) Unattached buildings of accessory use there shall be a rear yard of not less than five feet.

(4) Lot Width.

(a) There shall be a minimum lot width of 50 feet at the front building line, such lot shall abut on a public street for a distance of not less than 30 feet subject to the exceptions provided in **SCC 18.120.010(4).**

(i) For lots having a width of not more than 150 feet, the lot length shall be not greater than three times the lot width.

(5) Intensity of Use.

(a) For each dwelling and building accessory thereto, there shall be a lot area of not less than 5,000 square feet.

(b) For churches and other main and accessory buildings, other than dwellings, and buildings accessory to dwellings, the lot area shall be adequate to provide the yard areas required by this chapter and the off-street parking areas required in Chapter 18.125 SCC; provided, however, that the lot area for a church shall be not less than 30,000 square feet.

(c) There shall be no more than one dwelling unit on each lot.

18.47.050 Height regulations.

No main building shall exceed two and one-half stories or 35 feet in height, except as provided in Chapter 18.115 SCC. Accessory buildings shall not exceed 15 feet in height.

18.47.060 Off-street parking.

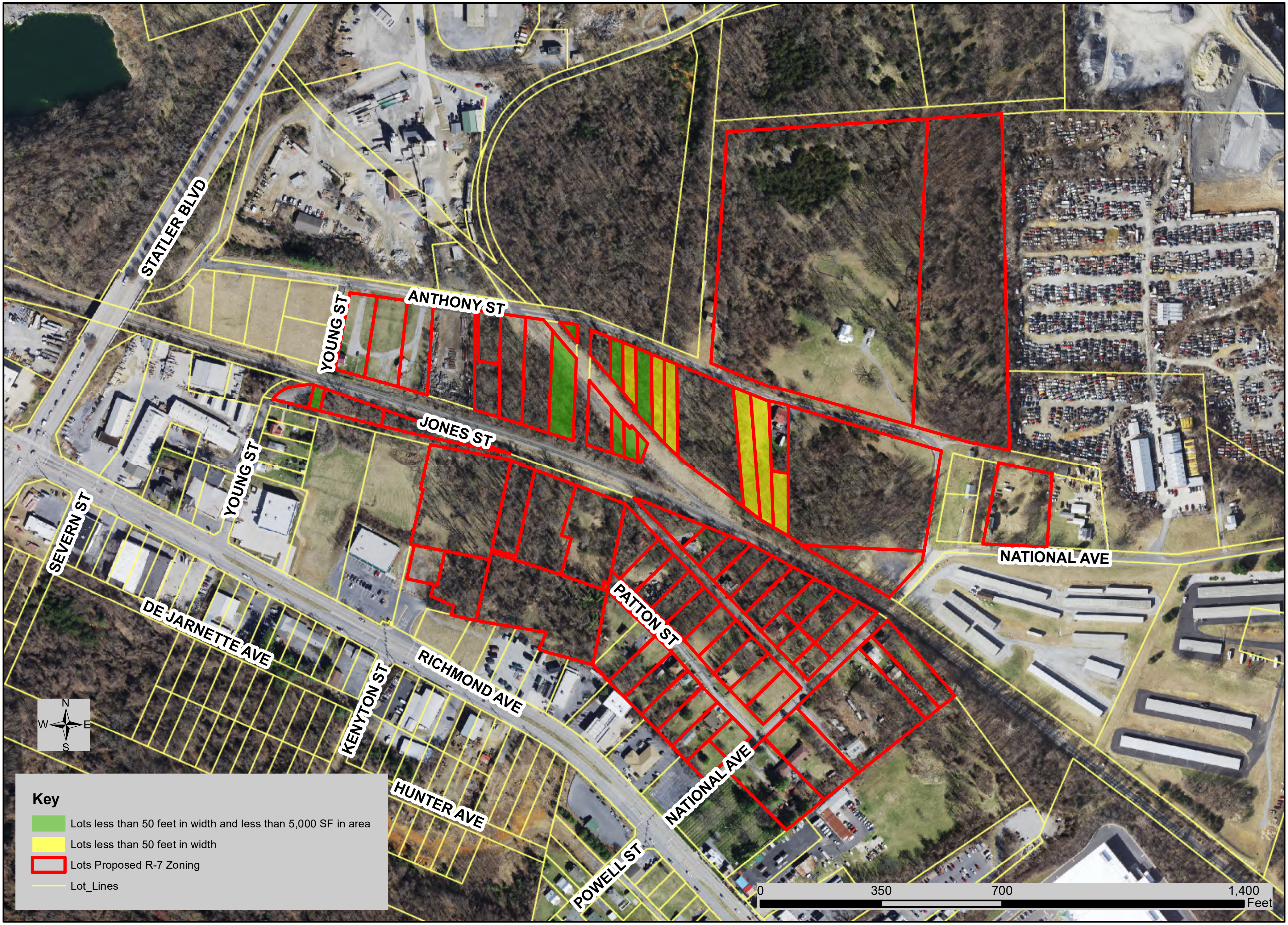
Off-street parking is as regulated in Chapter 18.125 SCC.

18.47.070 Occupancy limitations.

Occupancy limitations are as regulated in Chapter 18.180 SCC.

Lots Smaller than R-7 Area Regulations

Attachment 2



Attachment 3

UNIONTOWN LOTS PROPOSED TO BE REZONED TO R-7
TOTAL = 77 LOTS

	Parcel ID	Property Address	Estimate Lot Width (Ft)	Estimate Lot Area (Sq Ft)	Estimate Acreage
1	1848	102 ANTHONY ST	586	463,077	10.63
2	1865	101 ANTHONY ST	425	145,805	3.35
3	8458	901 JONES ST	381	9,575	0.22
4	7608	813 RICHMOND AVE	356	71,931	1.65
5	7712	99 NATIONAL AVE	322	25,890	0.59
6	1842	37 NATIONAL AVE	250	67,830	1.56
7	1876	104 ANTHONY ST	249	231,366	5.31
8	1877	886 JONES ST	239	69,042	1.58
9	1882	881 JONES ST	206	9,554	0.22
10	6243	905 JONES ST	183	10,320	0.24
11	1097	109 ANTHONY ST	174	52,700	1.21
12	8496	105 NATIONAL AVE	172	38,501	0.88
13	8839	880 JONES ST	164	38,347	0.88
14	2914	882 JONES ST	145	34,954	0.80
15	1843	43A NATIONAL AVE	141	34,177	0.78
16	7612	813A RICHMOND AVE	132	21,948	0.50
17	1840	43 NATIONAL AVE	127	32,167	0.74
18	7968	227 ANTHONY ST	94	22,845	0.52
19	1846	78 YOUNG ST	93	5,000	0.11
20	3074	803 RICHMOND AVE	90	9,039	0.21
21	2912	878 JONES ST	89	14,132	0.32
22	4178	229 ANTHONY ST	84	19,470	0.45
23	954	225 ANTHONY ST	82	20,919	0.48
24	8136	217 ANTHONY ST	79	24,554	0.56
25	8843	806 PATTON ST	79	11,513	0.26
26	3577	204 NATIONAL AVE	77	7,241	0.17
27	3578	208 NATIONAL AVE	77	6,835	0.16
28	100	884 JONES ST	73	18,892	0.43
29	1883	104 NATIONAL AVE	73	11,086	0.25
30	1095	215 ANTHONY ST	72	19,130	0.44
31	1851	221 ANTHONY ST	72	11,986	0.28
32	1864	213 ANTHONY ST	72	11,329	0.26
33	1847	219 ANTHONY ST	70	21,363	0.49
34	2913	810 PATTON ST	70	13,157	0.30
35	2318	897 JONES ST	70	10,478	0.24
36	3104	895 JONES ST	69	14,119	0.32
37	5149	897 NATIONAL AVE	69	11,339	0.26
38	809	887 JONES ST	69	11,176	0.26
39	5481	813 PATTON ST	67	10,261	0.24
40	1884	815 PATTON ST	67	10,183	0.23
41	2916	811 JONES ST	67	10,154	0.23

42	5599	883 JONES ST	67	7,125	0.16
43	1094	40 NATIONAL AVE	67	5,907	0.14
44	8843	806 PATTON ST	66	12,267	0.28
45	626	812 PATTON ST	66	12,098	0.28
46	786	882 PATTON ST	66	10,378	0.24
47	5149	897 NATIONAL AVE	66	9,478	0.22
48	1094	40 NATIONAL AVE	66	5,622	0.13
49	8678	808 PATTON ST	65	12,247	0.28
50	11556	809 JONES ST	64	9,619	0.22
51	5151	885 JONES ST	64	8,809	0.20
52	1094	40 NATIONAL AVE	64	5,833	0.13
53	2319	891 JONES ST	63	11,397	0.26
54	1851	221 ANTHONY ST	63	9,153	0.21
55	1845	33 NATIONAL AVE	62	17,941	0.41
56	3576	816 PATTON ST	62	11,334	0.26
57	8582	814 PATTON ST	62	11,333	0.26
58	5149	897 NATIONAL AVE	62	11,129	0.26
59	8581	884 PATTON ST	62	9,520	0.22
60	8138	211 ANTHONY ST	62	5,419	0.12
61	1376	880 PATTON ST	60	9,635	0.22
62	8134	103 ANTHONY ST	53	10,514	0.24
63	1845	33 NATIONAL AVE	50	14,326	0.33
64	1879	107 ANTHONY ST	47	16,718	0.38
65	1867	205 ANTHONY ST	46	9,308	0.21
66	1880	101A ANTHONY ST	46	8,049	0.18
67	1284	105 ANTHONY ST	45	16,087	0.37
68	1096	209 ANTHONY ST	39	3,575	0.08
69	1863	201 ANTHONY ST	38	9,428	0.22
70	1096	209 ANTHONY ST	38	6,181	0.14
71	8860	203 ANTHONY ST	36	8,492	0.19
72	1096	209 ANTHONY ST	36	4,716	0.11
73	1096	209 ANTHONY ST	36	4,226	0.10
74	1095	215 ANTHONY ST	36	1,346	0.03
75	6238	82 YOUNG ST	33	2,214	0.05
76	1867	205 ANTHONY ST	25	1,567	0.04
77	1875	802 PATTON ST	15	333	0.01

Data is estimated using the City's GIS system. Complete accuracy cannot be guarenteed

Attachment 4

UNIONTOWN LOTS PROPOSED TO BE REZONED TO R-7 WHICH ARE NONCONFORMING TO MINIMUM LOT WIDTH AND/OR MINIMUM LOT AREA

(less than 50 feet wide and/or less than 5,000 SF size)

	Parcel ID	Property Address	Estimate Lot Width (Ft)	Estimate Sq Ft	Estimate Acreage
1	1880	101A ANTHONY ST	46	8,049	0.18
2	1284	105 ANTHONY ST	45	16,087	0.37
3	1879	107 ANTHONY ST	47	16,718	0.38
4	1863	201 ANTHONY ST	38	9,428	0.22
5	8860	203 ANTHONY ST	36	8,492	0.19
6	1867	205 ANTHONY ST	46	9,308	0.21
7	1867	205 ANTHONY ST	25	1,567	0.04
8	1096	209 ANTHONY ST	38	6,181	0.14
9	1096	209 ANTHONY ST	36	4,716	0.11
10	1096	209 ANTHONY ST	36	4,226	0.10
11	1096	209 ANTHONY ST	39	3,575	0.08
12	1095	215 ANTHONY ST	36	1,346	0.03
13	1875	802 PATTON ST	15	333	0.01
14	6238	82 YOUNG ST	33	2,214	0.05

Lots less than 50 feet in width and less than 5,000 SF in area

Lots less than 50 feet in width

7 LOTS ARE LESS THAN 50 FEET IN WIDTH

7 OF WICH ARE ALSO LESS THAN 5,000 SF IN AREA

NUMBER OF LOTS THAT ARE NONCONFORMING TO THE AREA REGULATIONS = 14 OUT OF 77 (18%)

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 8, 2024**	**City Council**
Item #	**C**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Inclusion & Equity** **Strategic Area: Responsive, Efficient Government Inclusion**	
Subject:	**Public Hearing on Diversity, Equity and Inclusion Commission Final Report and Recommendations**	

Background: On February 24, 2022, City Council adopted a resolution to establish an Equity and Diversity Commission, now known as the Diversity, Equity and Inclusion Commission. The Commission members were appointed on May 26, 2022. At the December 8, 2022 City Council meeting, the Commission provided an update on their work to City Council. At the December 14, 2023, the Commission presented their final report and recommendations to City Council.

Per the resolution adopted on February 24, 2022, City Council must conduct their own public hearing on the report and recommendations. That has been scheduled for February 8, 2024.

Attachments:

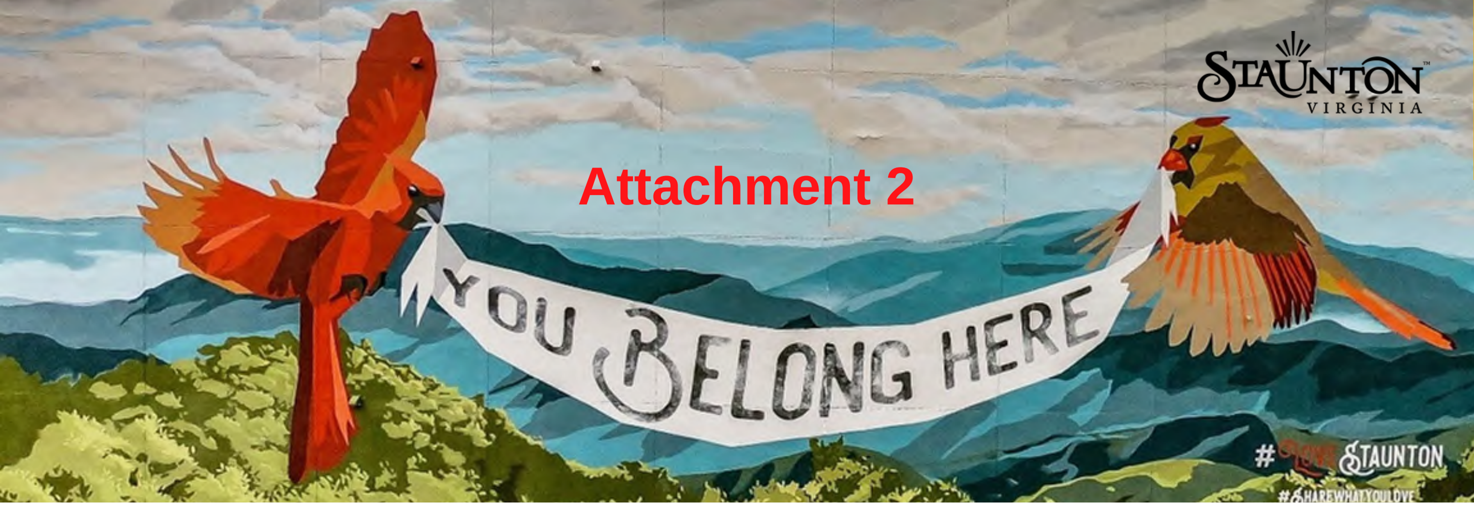
Attachment 1—Diversity, Equity and Inclusion Commission Final Report and Recommendations
Attachment 2—One pager summary of recommendations

City Manager's Recommendation: Hold the public hearing followed by discussion regarding the report and recommendations.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Attachment 2



Recommendations
of the
City of Staunton
Diversity, Equity, and Inclusion Commission

Goal A: Invest in Long-Term DEI Commitment

Action A-1: Hire or Name a DEI Officer Position to Provide Oversight of DEI Initiatives
Action A-2: Implement a Permanent DEI Commission, Consisting of Diverse Community Members to Assist with Community Building, Accountability, and Ongoing Data Collection, Synthesis, and Integration

Goal B: Promote Values of DEI in City Policies, Procedures and Staff Representation

Action B-1: Formally Review all City Hiring Practices Policies and Procedures Related to DEI, Including Staff Representation, Recruitment, and Procedures
Action B-2: Develop a Standardized DEI-Specific Onboarding and Training for All City Employees, Boards, and Commissions
Action B-3: Conduct an Accessibility Audit of Facilities and Public Areas
Action B-4: Ensure Public Transparency and Accountability in DEI Initiatives

Goal C: Promote and Model Values of DEI for the Community and Broader Region to Increase Community Engagement and Foster a Stronger Sense of Belonging

Action C-1: Address Broad Communication Gaps, and Ensure Communications are Diverse in Language, Tone, Access, and Platform
Action C-2: Develop a Staunton Equity Network
Action C-3: Create More Inclusive Communication to Increase Access to and Knowledge of Available Services for the Community, Including Language Access, and Platform and Technology Needs

Goal D: Prioritize Increased Opportunities for Residents to Gain and Sustain Economic Vitality

Action D-1: Address the Need for Affordable Housing
Action D-2: Enhance Public Transportation Services and Non-Car Options
Action D-3: Continue to Cultivate Industry and Business Opportunities, with a Focus on Minority Businesses

Goal E: Support Community Well-Being with an Enhanced Focus on Vulnerable Residents

Action E-1: Address the Intergenerational Needs of Staunton Residents
Action E-2: Build Community Awareness of the Diverse Lived Experiences of Staunton Residents and Community Needs - Including BIPOC, LGBTQ+, Unhoused, and Disability Community
Action E-3: Foster Collaboration and Coordination between Local Programs and Services Providers Focused on Mental Health, Physical Health, and Health-Related Services, Including Developing and Understanding of How the City can Support the Work of These Programs
Action E-4: Pursue Equity in Criminal Justice

Proposed 12-18 Month Framework

Current Commission January - June 2024

Leadership: Assigning a DEI Officer or staff member specifically dedicated to DEI issues will be crucial to DEI work moving forward. A City Council liaison should also be assigned to work directly with and, along with the DEI Officer, attend Commission meetings.
Policies and Procedures: The Commission will identify policies and procedures for assigning future Commission members and the role of the Commission in the work of the City.
Staff Cultural Competence: The Commission and the City will work together to establish mutual guidance and training. The City can assist the Commission in understanding aspects of City governance and recommendation implementations and the Commission can assist the City with training on competencies related to diversity, equity, and inclusion.

Future Commission June 2024 - June 2026

Data Collection and Analysis: The Commission and City will develop measures of success and goal outcomes for the recommendations laid out by the Commission. The Commission and City will also identify and collect any additional points of data required.
Community Engagement: The Commission and City will develop and facilitate community listening sessions and other opportunities for community outreach, especially those which the first Commission was not able to focus on.

Resource access: Particular attention should be paid to BIPOC businesses, media presence around DEI, and information on the City website in relation to connecting the community with resources.
Outreach: The Commission and City should develop a protocol on how to respond to people who want to learn more about the report and what the City is doing in relation to DEI issues.

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 8, 2024**	**Staff Member:** **Rodney Rhodes**
Item #	**D**	
Department:	**Community Development**	
Alignment with Staunton Plan (Value/Strategic Area):	**Strategic Area: Built Environment**	
Subject:	**Request by Staunton-Augusta-Waynesboro Habitat for Humanity for the Waiver of Fees Related to the Construction of a Home at 908 Anderson Street Staunton, Virginia**	

Background: By electronic mail dated January 25, 2024 (attached), Staunton-Augusta-Waynesboro Habitat for Humanity ("Habitat") has requested the waiver of fees associated with the construction of a single-family home at 908 Anderson Street. The proposed home will be built for a low-moderate income family. Habitat homes are provided to families with a "no interest" or "zero equivalent" loan based on the appraised value of the home. This makes home-ownership affordable for many people in our community who would otherwise not be able to afford a conventional mortgage. The Habitat program relies on donations of time and materials, but also requires "sweat equity" from the families chosen for homes. Since Habitat's inception locally in 1993, the organization has built over 75 new homes and completed critical home repairs on about 50 other homes in Staunton.

As set forth in Staunton City Code Sections 13.15.060(1)(d), 13.40.030(1)(d) and 15.10.120(3), a single-family residential project may be considered by City Council on a case-by-case basis for exemption from water and sewer connection and facility fees and building permit fees upon satisfaction of the following criteria:

- The project is on property in the city of Staunton, is owned by the organization, and the organization has a 501(c)(3) exemption recognized by the Internal Revenue Service;
- The project provides home ownership to residents within the City of Staunton, classified as low- and moderate-income individuals, as defined by current HUD Section 8 income standards; and
- The organization administering the program requires the homeowner(s) to contribute a minimum of 200 hours in the construction of the subject single-family residence or being constructed by the organization for others.

Having reviewed the applicable criteria, staff notes the following, in part based on submissions to the City by Habitat:

> Habitat is recognized by the Internal Revenue Service (IRS) as a 501(c)(3) organization. The IRS determination letter is attached.
>
> Habitat makes all reasonable efforts to serve families whose incomes do not exceed 60 percent of the area median income (AMI), as defined by the U.S. Department of Housing and Urban Development, but will accept applicants making up to 80 percent of AMI. Habitat performs appropriate due diligence in determining the applicant's ability to pay and creditworthiness through income verification, credit reporting, and assessment of all other household debt; projected utility costs; and other costs directly associated with the ownership of their home. Habitat's Director of Family Partnerships will always be a qualified loan originator and responsible for conducting these initial financial assessments. Providing there are no obvious disqualifiers, they will forward the application to Habitat's Family Partnership Committee for review and recommendation.
>
> Habitat requires 200 hours of sweat equity per household adult, including 100 hours in construction. Appropriate and necessary accommodations are made for individuals with physical limitations in accordance with the Americans with Disabilities Act. These hours are ideally all completed before the homeowner closes on and moves into the home. If needs dictate, the Habitat executive director is authorized to amend the homeowner partnership agreement to move up to 50 hours of sweat equity to post purchase, if the homeowner agrees. If the homeowner does not agree to terms, all hours must be completed prior to closing, as stated in the standard agreement. Other examples of objective criteria used to measure a prospective homeowner's willingness to partner with Habitat include attending a program orientation (either group or one-on-one), completion and return of application by agreed-upon deadlines, acceptance of down payment and closing costs (according to affiliate requirements), and completion of required educational classes and workshops. Habitat will also allow accepted applicants to decline a particular housing opportunity twice before they are dismissed from the program on the grounds of "failure to partner."

Based on the foregoing information, staff has determined that the request meets the applicable criteria. The City Engineer investigated the site and found that there are existing water and sewer connections present and available; thus, there would be no water or sewer connections or facilities fees due if the existing connections in the field were used. Therefore, only the building permit fees associated with the construction of a single-family dwelling are subject to this waiver request. Staff estimates the total fees to be approximately $800.

Attachments:

Attachment 1—Request from Habitat for Humanity for Fee Waiver
Attachment 2—Internal Revenue Service Determination Letter

City Manager's Recommendation: Recommend approval of the request.

Suggested Motion: I move that City Council, pursuant to Staunton City Code Section 15.10.120, approve the waiver of City-imposed building permit fees associated with the construction by Staunton-Augusta-Waynesboro Habitat for Humanity of a single-family home at 908 Anderson Street.

City Manager: Leslie Beauregard

Attachment 1

From:	Rodney S. Rhodes
To:	Leslie M. Beauregard
Subject:	FW: waiver request
Date:	Tuesday, January 30, 2024 11:21:55 AM
Attachments:	image001.png

Leslie,
FYI – I think Jill thought she was emailing you. With this information, I'll draft the briefing for Council.

Thanks,
Rodney

From: Jill Bader <jbader@sawhfh.org>
Sent: Tuesday, January 30, 2024 11:18 AM
To: Rodney S. Rhodes <rhodesrs@ci.staunton.va.us>
Subject: RE: waiver request

Hi, Leslie. The square footage is as follows: front porch 150 sq. ft, rear porch 200 sq. ft., house 1150 sq. ft.

Thank you so much!

Jill Bader

Programs Director
Habitat for Humanity, Staunton-Augusta-Waynesboro
"Building and restoring homes, lives and communities through faith."

818 Greenville Ave. Staunton
Office Hours: Tues-Friday 8am to 4:30pm
Mailing: P.O. Box 3188, Staunton VA 24402-3188
Phone: 540-490-4204
sawhfh.org
Staunton-Augusta-Waynesboro Habitat for Humanity

From: Rodney S. Rhodes <rhodesrs@ci.staunton.va.us>
Sent: Monday, January 29, 2024 12:13 PM
To: Leslie M. Beauregard <beauregardlm@ci.staunton.va.us>; Jill Bader <jbader@sawhfh.org>

Cc: Lance Barton <lbarton@sawhfh.org>
Subject: RE: waiver request

Leslie,
As I noted this morning, public water and sewer was previously provided to 908 Anderson Street; therefore, there will NOT be any water and sewer connection our facility fees for the development of a single-family dwelling. As you noted in your email to Habitat, it would be helpful to get the total square footage of the proposed building (including porches, decks, garages, basements) in order to calculate the building permit fees, that Council will consider waiving.

Thanks,
Rodney

From: Leslie M. Beauregard <beauregardlm@ci.staunton.va.us>
Sent: Friday, January 26, 2024 11:20 AM
To: Jill Bader <jbader@sawhfh.org>
Cc: Lance Barton <lbarton@sawhfh.org>; Rodney S. Rhodes <rhodesrs@ci.staunton.va.us>; Leslie M. Beauregard <beauregardlm@ci.staunton.va.us>
Subject: RE: waiver request

Jill,

Would you please clarify that by fees you are meaning the water and sewer connection and facility fees and building permit fees? And can you please send details about the house – such as single family, proposed size, etc.

Thank you!

Leslie Beauregard
City Manager, ICMA-CM
City of Staunton
116 W. Beverley St.
Staunton, VA 24401
(540) 332-3812

Web: www.staunton.va.us
Facebook: City of Staunton

STAUNTON
VIRGINIA

From: Leslie M. Beauregard <beauregardlm@ci.staunton.va.us>
Sent: Friday, January 26, 2024 6:27 AM
To: Jill Bader <jbader@sawhfh.org>
Cc: Leslie M. Beauregard <beauregardlm@ci.staunton.va.us>; Lance Barton <lbarton@sawhfh.org>

Subject: RE: waiver request

Good morning Jill.

Thank you and I will be in touch soon.

Leslie Beauregard
City Manager, ICMA-CM
City of Staunton
116 W. Beverley St.
Staunton, VA 24401
(540) 332-3812

Web: www.staunton.va.us
Facebook: City of Staunton

STAUNTON VIRGINIA

From: Jill Bader <jbader@sawhfh.org>
Sent: Thursday, January 25, 2024 4:33 PM
To: Leslie M. Beauregard <beauregardlm@ci.staunton.va.us>
Subject: waiver request

Hello, City of Staunton! We would like to request a waiver of fee on our next home build at 908 Anderson Street. If time allows, we are requesting this be put on the agenda for Thursday, February 8th. Please let me know if you have any questions or concerns. Thank you for your consideration.

Sincerely,

Jill Bader

Programs Director
Habitat for Humanity, Staunton-Augusta-Waynesboro
"Building and restoring homes, lives and communities through faith."

818 Greenville Ave. Staunton
Office Hours: Tues-Friday 8am to 4:30pm
Mailing: P.O. Box 3188, Staunton VA 24402-3188
Phone: 540-490-4204
sawhfh.org
Staunton-Augusta-Waynesboro Habitat for Humanity

Attachment 2

Habitat for Humanity®

Help build it!

April 13, 2018

Staunton-Augusta-Waynesboro HFH
PO Box 3188
Staunton, VA 24402-3188

RE: 501(c)(3) Letter for Staunton-Augusta-Waynesboro HFH, Partner ID# 1458-7066

Dear Affiliate Leader:

This letter will confirm that Staunton-Augusta-Waynesboro HFH, with employer identification number 54-1648901, is considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under Section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

Enclosed is a copy of the determination letter dated February 23, 2018, provided by the IRS as evidence of HFHI's tax exempt status as well as its group exemption. The determination letter, together with this letter, confirms Staunton-Augusta-Waynesboro HFH's subordinate status and provides evidence of its tax exempt status under Section 501(c)(3) of the Code.

In partnership,

Beverly Huffman
Director, US/Canadian Support Services Center
Habitat for Humanity International 877-434-4435
USSupportCenter@habitat.org · habitat.org | **Habitat. We build.**

Enclosure

Internal Revenue Service
P. O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: February 23, 2018

Person to Contact: #0196814
Ms. Benjamin
Employer Identification Number:
91-1914868
Group Exemption Number:
8545

HABITAT FOR HUMANITY INTERNATIONAL INC
HABITAT FOR HUMANITY INTRNL PARENT
% MICHAEL E CARSCADDON
270 PEACHTREE ST NW STE 1300
ATLANTA, GA 30303

Dear Sir or Madam:

This is in response to your request dated January 10, 2018 for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in January 1987, and that you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to www.irs.gov/charities for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Sincerely yours,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

IRS Group Exemption FAQs

The IRS refers to "central" or "parent" organizations, as well as "subordinate" organizations? What does these terms mean?

An organization that has been granted a 501(c)(3) group exemption by the IRS is referred to as the central or parent organization. The central organization generally supervises many affiliates or chapters, called subordinate organizations. The subordinate organizations have similar structures, purposes, missions and activities.

- ❖ In Habitat's case, HFHI is the central organization and each Affiliate is a subordinate organization.

What is the reason for group exemptions vs individual exemptions?

Group exemptions are an administrative convenience for both the IRS and organizations with many affiliated organizations. Subordinates in a group exemption do not have to file, and the IRS does not have to process, separate applications for exemption. Instead, the IRS allows the central organization to include its subordinate organizations under its tax exempt "umbrella."

- ❖ Group exemptions are more convenient because only one central organization (HFHI) needs to be checked for tax exempt status.

Who determines if a subordinate organization may be included under the central organizations' group exemption?

The central organization, not the IRS, determines who is exempt under its 501(c)(3) umbrella. The IRS does not approve or deny a subordinate's inclusion on HFHI's roster of exempt subordinates. It is solely at the discretion of the central organization holding the 501(c)(3) designation as long as the subordinate is similar in mission, purpose, structure and activities. The IRS leaves it up to the central organization to police its own list of subordinate entities and to report any changes. Failure to monitor the list in accordance with the rules set forth by the IRS may result in the central organization having its 501(c)(3) status revoked.

- ❖ HFHI is the final determiner of whether Affiliates are on its group exempt list. The IRS will not issue a letter with regard to an individual Affiliate.

How does a donor verify that an organization is included as a subordinate in a group exemption ruling?

The central organization which holds the group exemption (rather than the IRS) determines which organizations are included as subordinates under its group exemption umbrella. Therefore, a donor should verify that an organization is a subordinate eligible to receive tax deductible donations by requesting a copy of a letter provided by the central organization to the subordinate confirming the subordinate entity's inclusion on its roster of exempt subordinates. This letter, coupled with a copy of the central organizations 501(c)(3) determination letter provides adequate proof of the entity's tax exempt status.

- ❖ Affiliate should provide donors a copy of the confirmation letter (with the HFHI IRS determination letter attached) that HFHI provides to each Affiliate on an annual basis.

- ❖ Donors should be told that the IRS determination letter will not reference the Affiliate by name.

How do donors verify that contributions are deductible with respect to a subordinate organization in a section 501(c)(3) group exemption ruling?

Many donors are accustomed to consulting the IRS database known as EOS Select Check to confirm that donations to a specific organization are tax deductible. This works well for organizations that have an individual tax exemption; however, it creates a bit of confusion when it comes to organizations with a group tax exemption status.

The EOS Select Check database does NOT list all subordinate entities. It lists the central organization because the central organization is the entity that applied for, and was granted, a 501(c)(3) designation. Many times donors become alarmed when they do not see the individual Affiliate listed in the database. It is important to explain to your donor that providing HFHI's group exemption number (GEN) along with a confirmation letter from HFHI, as the central organization, is sufficient proof of the subordinate entity's tax exempt status. Donors may rely upon central organization verification with respect to deductibility of contributions to subordinates covered in a section 501(c)(3) group exemption ruling.

- ❖ Explain to your donors early the procedure so that they will not be surprised when the Affiliate is not referenced on the EOS database.

Employer Identification Number (EIN) vs Group Exemption Number (GEN)

The Employer Identification Number (EIN) is a nine-digit number that is unique to each business and generally appears in the following format: XX-XXXXXXX. Its role for a business is similar to that of the Social Security number for an individual. The number includes information about which state the corporation is registered in. This unique identification number is assigned to a business entity so that they can easily be identified by the Internal Revenue Service. The EIN is also known as a Federal Identification Number (FIN) or Tax ID.

This number is apart and separate from a company's group exemption number (GEN). The EIN identifies the specific organization. The GEN identifies the entity's further designation as a tax exempt organization.

The GEN number is a number assigned by the IRS which identifies the central organization who was granted the group exemption. The GEN number is a 4 digit number that should be supplied to donors when they make a donation. This number allows the donor to make a tax deduction based on the donation to the tax exempt entity.

- HFHI's GEN is 8545. This should be given to your donors.

- Do not use HFHI's EIN in your Affiliate's tax return and other documents. This will cause the IRS to confuse your Affiliate with HFHI (including accidentally holding you responsible HFHI's payroll taxes, misreporting on Form 990, etc.)

❖ HFHI's GEN is 8545. This should be given to your donors.

❖ <u>Do not</u> use HFHI's EIN in your Affiliate's tax return and other documents. This will cause the IRS to confuse your Affiliate with HFHI (including accidentally holding you responsible HFHI's payroll taxes, misreporting on Form 990, etc.)

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 8, 2024**	**City Council** **John C. Blair, II** **City Attorney**
Item #	**E**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Consideration of a Resolution to Modify Economic Development Authority Bonds for the Legacy at North Augusta**	

Background: In 2011, the Frederick County Economic Development Authority issued Residential Care Facility Revenue Bonds for the financing of acquisition costs for the facility currently known as The Legacy at North Augusta located at 1410A North Augusta Street. As the facility is located in the City of Staunton, the Staunton City Council needed to approve the issuance of these bonds, which it did in 2011.

In 2019, the Staunton Economic Development Authority issued Residential Care Facility Revenue Bonds. These bonds were used for financing the construction costs of new assisted living units as well as conversion and upgrades to existing units and the kitchen facilities for The Legacy at North Augusta. The Staunton City Council also needed to approve the issuance of these bonds, which it did in 2019.

The 2019 financing was executed as an interim construction financing with the expectation to put long-term financing conditions in place after completion of the capital improvements.

The 2011 and 2019 bonds now need to be modified to establish a synchronized long-term financing.

On January 25, 2024, the Staunton Economic Development Authority conducted a public hearing and subsequently approved modifications to the 2011 and 2019 bonds to synchronize long-term financing of The Legacy at North Augusta project.

Section 147(f) of the Internal Revenue Code requires that the governing body of the jurisdiction in which the project is located to approve the bonds and any modification of the bonds.

Thomas Bruno, a bond attorney for McGuire Woods who is representing The Legacy at North Augusta, will be available via Zoom to answer any questions that the Council may have about these bond modifications.

Attachment: Resolution approving modifications to The Legacy at North Augusta 2011 and 2019 bonds.

City Manager's Recommendation: Approve the bond modification Resolution as presented.

Suggested Motion: I move to approve the bond modification Resolution as presented.

City Manager: Leslie Beauregard

Attachment 1

RESOLUTION TO AMEND SERIES 2011 AND 2019 BONDS FOR THE LEGACY AT NORTH AUGUSTA PROJECT BY THE CITY COUNCIL OF THE CITY OF STAUNTON, VIRGINIA

February 8, 2024

A. The Economic Development Authority of the City of Staunton, Virginia (the "Staunton Authority") has received a request from The Legacy at North Augusta, Inc., a Virginia non-stock corporation (the "Borrower"), to effect certain modifications to its Residential Care Facility Revenue Bond (The Legacy at North Augusta Project), Series 2019 (the "Series 2019 Bonds"). The Staunton Authority has considered the application of the Borrower requesting such modifications (the "2019 Modifications").

B. The Economic Development Authority of the County of Frederick, Virginia (the "Frederick Authority") has received a request from the Borrower to effect certain modifications to its Residential Care Facility Revenue Bond (The Legacy at North Augusta Project), Series 2011 (the "Series 2011 Bonds" and, together with the Series 2019 Bonds, the "Bonds"). The Frederick Authority has considered the application of the Borrower requesting such modifications (the "2011 Modifications" and, together with the 2019 Modifications, the "Modifications").

C. The Borrower used the proceeds of the Series 2011 Bonds for the following purposes (collectively, the "2011 Project"): (i) financing a portion of the costs of acquiring a 108-unit independent living rental housing facility for seniors currently known as The Legacy at North Augusta and located at 1410A North Augusta Street, Staunton, Virginia (the "Facility"), (ii) financing certain capital improvements at the Facility, including but not limited to the costs of renovating and equipping of the Facility to convert all or a portion of the existing independent living units to assisted living units, (iii) financing a debt service reserve fund for the Series 2011 Bonds and (iv) financing the costs of issuing the Series 2011 Bonds and other eligible expenditures.

D. The Borrower used the proceeds of the Series 2019 Bonds for the following purposes (collectively, the "2019 Project" and, together with the 2011 Project, the "Project"): (i) financing the construction of an approximate 11,826 square foot, 3-story addition housing approximately ten (10) new, one bedroom assisted living units and financing the construction of a secure, assisted living memory care unit comprised of approximately 18 total units on the third floor of the Facility, (ii) financing certain capital improvements, including certain renovations of the existing Facility, including upgrades to the existing central kitchen facilities and the conversion of approximately six (6) two-bedroom assisted living units into 12 one bedroom and modified studio assisted living units, (iii) financing a debt service reserve fund and a funded interest fund for the Series 2019 Bonds and (iv) financing the costs of issuing the Series 2019 Bonds and other eligible expenditures.

E. Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") provides that the governmental unit having jurisdiction over the issuer of private activity bonds and over the area in which any facility financed with the proceeds of private activity bonds is located must approve the issuance of the bonds and Section 15.2-4906 of the Code of Virginia of 1950, as amended (the "Virginia Code") sets forth the procedure for such approval.

F. Because (i) the Staunton Authority issues its bonds on behalf of the City of Staunton, Virginia (the "City"), (ii) the City Council of the City (the "City Council") constitutes the highest elected governmental unit of the City and (iii) the Facility is located in the City, Section 147(f) of the Code and Sections 15.2-4905 and 15.2-4906 of the Virginia Code require that the City Council approve the Modifications and concur with the inducement resolution adopted by the Frederick Authority (the "Frederick Authority Resolution") on February 1, 2024.

G. Prior to the consideration of the Frederick Authority Resolution, the Frederick Authority held a public hearing on February 1, 2024 on the 2011 Modifications, following reasonable notice, as required by Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code.

H. The Board of Supervisors of the County of Frederick, Virginia (the "Frederick Board") is expected to approve the 2011 Modifications in accordance with Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code on February 14, 2024.

I. The Staunton Authority held a public hearing on the Modifications, following reasonable notice, as required by Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code, and adopted a resolution on January 25, 2024 (the "Staunton Authority Resolution") that recommended and requested that the City Council approve the Modifications and concur with the Frederick Authority Resolution, effective upon the approval of both the Frederick Authority and the Board of Supervisors of the County of Frederick, Virginia (the "Frederick Board").

J. A copy of (i) the Frederick Authority Resolution and a certificate of the public hearing held by the Frederick Authority, and (ii) the Staunton Authority Resolution and a certificate of the public hearing held by the Staunton Authority have been filed with the City Council.

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

1. The City Council approves the 2019 Modifications by the Staunton Authority for the benefit of the Borrower, as required by Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code to permit the Staunton Authority to assist the Borrower in financing the 2019 Project.

2. The City Council approves the 2011 Modifications by the Frederick Authority for the benefit of the Borrower, as required by Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code, to permit the Frederick Authority to assist the Borrower in financing the 2011 Project.

3. The City Council hereby concurs with the Frederick Authority Resolution, effective upon the approval of both the Frederick Authority and the Frederick Board for purposes of the Code and the Virginia Code.

4. The approval of the Modifications does not constitute an endorsement to a prospective purchaser of the Bonds of the creditworthiness of the Project or the Borrower.

5. As required by the Virginia Code, the Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit or taxing power of the Commonwealth of Virginia or any political subdivision thereof, including the Staunton Authority, the City, the Frederick Authority and the County of Frederick, Virginia.

6. The Modifications may not be entered into pursuant to this resolution until such time as all governmental approvals as required by the Virginia Code and the Code have been obtained.

7. This resolution shall take effect immediately upon its adoption.

Adopted by the City Council of the City of Staunton, Virginia as of the date first set forth above.

(SEAL)

Clerk, City Council
City of Staunton, Virginia