Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
March 14, 2024
6:15 p.m.

6:15 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
6:20 p.m.	**2.**	**Introduction of Newly Appointed Shenandoah Valley Social Services Director, Sherry McClanahan**
6:35 p.m.	**3.**	**Update on Blue Ridge Community College**
6:50 p.m.	**4.**	**Update on Modernizing City Refuse Collection**

Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
March 14, 2024
7:00 p.m.

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Robertson

Proclamation—Brain Injury Awareness Month

Vice Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes
Work Session and Regular Meeting of February 22, 2024

A.2. Virginia Commission for the Arts 2024-2025 Creative Communities Partnership Grant Application

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 Staunton City Code 18.85, H-1, Historic Preservation District, of Title 18, Zoning, to reference the Staunton Virginia, Historic District Design Guidelines

C. Update on Juvenile and Domestic Relations District Court Project, Followed by Public Hearing and Consideration of an Ordinance to Issue General Obligation Bonds in a Principal Amount Not to Exceed $35.5 Million for the Financing of the Construction of the Staunton Juvenile and Domestic Relations District Court

D. Consideration of Proposed Fiscal Year 2025 Holiday Schedule

Matters from the City Manager

Matters from the Public*

Adjournment

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

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**March 14, 2024**	**City Council**
Item #	**1**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Integrity Engagement**	
Subject:	**Work Session and Regular Meeting Agendas**	

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

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

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

<table>
<tr><td>Meeting Date:</td><td>March 14, 2024</td><td rowspan="3">Amanda Kaufman
Assistant City Manager</td></tr>
<tr><td>Item #</td><td>2</td></tr>
<tr><td>Department:</td><td>City Manager’s Office</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Value: Excellence

Strategic Area: Responsive, Efficient Government</td></tr>
<tr><td>Subject:</td><td colspan="2">Introduction of Shenandoah Valley Social Services Director, Sherry McClanahan</td></tr>
</table>

Background: Sherry McClanahan joined the Shenandoah Valley Department of Social Services in January as Director in January 2024. She will attend the City Council work session to introduce herself and provide an annual update of the department.

Attachment: FY23 SVSS Annual Report Highlights

City Manager’s Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Shenandoah Valley Social Services
Program Highlights and Accomplishments
Fiscal Year 2022/2023

Benefit Programs – Financial and medical assistance is provided to eligible residents for benefits under Temporary Assistance to Needy Families (TANF), Child Care Subsidy, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Virginia Initiative for Education and Work (VIEW) and Energy Assistance.

TANF – Provides financial services to children and their families in need.
- TANF applications received **956**
- Monthly average of TANF cases **434**
- Diversionary/Emergency Assistance cases **23**
- TANF benefits issued *FY22/23* **$2,477,987**

SNAP Program – Provides food assistance for low-income families.
- SNAP applications received **5,138**
- Monthly average of SNAP cases **6,950**
- SNAP benefits issued **$35,592,584**

Medicaid – Pays for health and medical care for low income people.
- Families & Children Medicaid, Plan First, & Medicaid Expansion cases under care **15,509**
- Long Term Care/Aged, Blind, & Disabled, and Auxiliary Grant Medicaid cases under care **5,034**
- Medicaid benefits issued ***$238,124,399**

  *** Average was used due to inability to obtain exact amounts**

General Relief – Provides assistance for families with unrelated minors.
- Monthly average of children receiving assistance **13**
- GR benefits issued **$53,036**

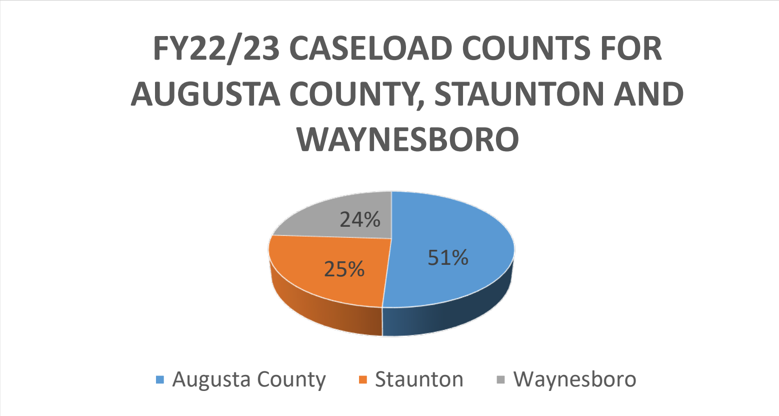
Burial Assistance – Provides local burial assistance for indigent families.
- Number of burial applications approved **47**
- Burial benefits issued **$23,500**

LIHEAP – Low Income Energy Assistance Program - Provides heating/cooling assistance to low income families, the disabled and elderly.
- Fuel applications processed **2,460**
- Fuel benefits issued **$858,281**
- Cooling applications processed **1,845**
- Cooling benefits issued **$910,860**
- Crisis applications processed **882**
- Crisis benefits issued **$141,742**

Child Care Subsidy – Provides financial resources for families to find and afford quality child care.
- Monthly average of Child Care cases **197**
- Child Care benefits issued **$2,363,227**

VIEW – Assists, trains, and prepares TANF recipients for employment. (Voluntary participation during Public Health Emergency)
- Monthly average of VIEW cases **177**
- Monthly average of employed VIEW participants **42**
- VIEW participants average hourly wage **$14.42**

Fraud Referrals and Collections
- SNAP collections **$255,423**
- TANF collections **$9,732**
- Daycare collections **$4,809**
- Medicaid collections **$1,145**
- VIEW collections **$650**
- Total collections **$271,759**



Service Programs – Families and Children and Adult Services include the program areas of Child Protective Services (CPS), Adult Services (AS), Adult Protective Services (APS), Foster Care (FC), Adoption, Prevention Services, and Children's Services Act (CSA)

Adult Services and Protective Services – Investigations of adult abuse, neglect and exploitation of elderly and incapacitated adults. Provides services to protect and reduce the risk to adults.
- Adult Protective Services Intake referrals **2,958**
- APS investigations **1,359**
- APS found in need of services **671**
- Monthly average of APS ongoing cases **166**

- Adult Services Intake Referrals/Contacts **2,166**
- Monthly average of Adult Services ongoing cases **335**
- Monthly average of Guardianships **269**
- Monthly average of Volunteer Payee Program Participants **33**

Child Protective Services and Prevention Services - Investigations of child abuse/neglect. Services opened to families determined at further risk of abuse/neglect.
- CPS referrals **2.573**
- CPS investigations & Family assessments **907**
- Monthly average of In Home Services cases **49**
- Monthly average of Prevention cases **31**

Foster Care and Adoption Services – Provides a safe home for children coming into care with an emphasis on seeking permanent placement.
- Number of children entering care **90**
- Monthly average of Foster Care cases **150**
- Adoptions completed **13**
- Post adoption subsidized cases average caseload **264**
- Number of approved foster homes **48**

CSA – Children's Services Act
- Number of youth served **371**
- CSA benefits issued **$11,381,166**

MISSION: **The promotion of self-reliance and protection of citizens through community-based services.**

Management Team

Benefit Programs:

Family and Children	Cristi Abshire, Supervisor (540) 245-5860
	Krystina Guerrero, Supervisor (540) 942-6595
Medicaid Expansion	Adrienne Jackson (540) 942-6709
Adult Medicaid/Long Term Care	Holly Pritt, Supervisor (540) 245-5864
	Jonathan Kelton, Supervisor (540) 942-6402
VIEW and Child Care	Christina Jones, Supervisor (540) 245-5884

Service Programs:

Adult Services/Adult Protective Services	Lindsay Combs, Supervisor (540) 942-6565
Child Protective Services	Amber Martino, Supervisor (540) 245-5848
	MaKayla Smith, Supervisor (540) 245-5901
Foster Care	Cherish Humphries, Supervisor (540) 245-5842
Adoption	Stephanie Huffman, Supervisor (540) 245-5833
Prevention	Shelly Catterton, Supervisor (540) 213-3692
Children's Services Act (CSA)	Andrea Jones, Supervisor (540) 213-3685

Anita Harris, Director
Phone: (540) 245-5810
Email: anita.harris@dss.virginia.gov

Lisa Shiflett, Assistant Director of Services
Phone: (540) 245-5838
Email: lisa.shiflett@dss.virginia.gov

Amber Bokelman, Assistant Director of Benefits
Phone: (540) 942-6664
Email: amber.bokelman@dss.virginia.gov

Susan Hughes, Administrative Services Manager
Phone: (540) 245-5813
Email: s.hughes@dss.virginia.gov

Office Locations

Augusta County Government Center
68 Dick Huff Lane, P.O. Box 7
Verona, Virginia 24482-0007
Telephone (540) 245-5800
Fax (540) 245-5880

1200 Shenandoah Avenue
Waynesboro, Virginia 22980-0748
Telephone (540) 942-6646
Fax (540) 942-6658

Agency Email:
svss.connect@dss.virginia.gov
Facebook:
www.facebook.com/Shenandoah Valley Social Services
Website:
https://www.co.augusta.va.us/government/social-services

Shenandoah Valley Social Services

Annual Report FY 2022/23

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**March 14, 2024**	**Leslie Beauregard** **City Manager**
Item #	**3**	
Department:	**City Manager's Office**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Update on Blue Ridge Community College**	

Background: Dr. John Downey, President of Blue Ridge Community College, will attend the City Council meeting to provide an update on the college.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**March 14, 2024**	**Leslie Beauregard** **City Manager**
Item #	**4**	
Department:	**City Manager's Office**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Environmentally Conscious** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Update on Modernizing City Refuse Collection**	

Background: In January 2023, City Council allocated $850,000 of American Rescue Plan Act (ARPA) funds to modernize the City's refuse collection system. The proposed modernization includes standardized, City-owned trash receptacles, as well as mechanical tippers on the refuse trucks, and new management and enforcement systems.

The last update was provided in October 2023. The City Manager will provide a update at the March 14th work session.

Attachment: Not applicable.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY OF STAUNTON, VIRGINIA

Proclamation

Brain Injury Awareness Month

WHEREAS, a traumatic brain injury is a contributing factor to a third of all injury-related deaths in the United States and is the leading cause of death and disability in children and young adults; and

WHEREAS, according to the Brain Injury Association of America, each year an estimated 2.8 million children and adults in the United States sustain a traumatic brain injury, and another one million individuals sustain an acquired brain injury from nontraumatic causes; and

WHEREAS, most traumatic brain injuries could be prevented with the top causes being, falls, car crashes, and assaults; and

WHEREAS, traumatic brain injury is the signature injury of war, presenting new challenges for members of the military and their families; and

WHEREAS, an injury that happens in an instant can bring a lifetime of physical, cognitive and behavior challenges; and

WHEREAS, because of a lack of awareness about brain injury and the difficulty of diagnosing brain injury, many persons with brain injury live for years without recognizing and dealing with their injuries; and

WHEREAS, early, equal and adequate access to care greatly increases the overall quality of life and will enable individuals to return to home, school, work and community; and

WHEREAS, Brain Injury Connections of the Shenandoah Valley, Inc. endorses Brain Injury Awareness month, a nation-wide campaign created to promote awareness of brain injuries; and

WHEREAS, March has been designated as Brain Injury Awareness Month to promote public awareness of the extent, causes, consequences, treatment and prevention of brain injury.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council, that March 2024 is hereby designated as

Brain Injury Awareness Month

in the City of Staunton, and City Council supports local nonprofit organizations like Brain Injury Connections of the Shenandoah Valley in their efforts to serve brain injured individuals through volunteerism, education, and financial assistance.

Adopted this 14th day of March, 2024.

____

AMY G. DARBY, VICE MAYOR

ATTEST: ____________________

CLERK OF COUNCIL

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**March 14, 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:	**March 14, 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 February 22, 2024

Suggested Motions: I move to approve the work session and regular meeting minutes of February 22, 2024 [as presented] [with the following changes: ____________________________.]

City Manager: Leslie Beauregard

City Council
WORK SESSION
February 22, 2024
5:30 p.m.

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

<u>Mayor Claffey called the meeting to order</u>: Mayor Claffey called this meeting of Staunton City Council to order.

1. <u>Consideration of Work Session and Regular Meeting Agendas</u>

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 with the following change to the work session: the addition of a closed meeting, to be item 5, for discussion of the performance of the City Manager and consultation with legal counsel related to matters involving the first amendment of the United States Constitution.

The motion was seconded by Mr. Arrowood 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		

Items 2 and 3 were switched to better accommodate the presenter's schedule.

3. <u>Update from Central Shenandoah Planning District Commission Regarding Lewis Street Transit Hub Improvement Project, BRITE Transit System, and Afton Express</u>

The Central Shenandoah Planning District Commission (CSPDC) Director of Transportation Ann Cundy stated that the CSPDC will be making infrastructure improvements to the Lewis Street Transit Hub over the spring and summer. They have partnered with city staff to identify a temporary hub location while Lewis Street is under construction. She provided Council with an update on the project and plans for the temporary hub operations on Augusta Street.

Regional Planner Paula Melester also provided a brief update on the operations of the BRITE transit system and the Afton Express.

Mayor Claffey asked if Councilmembers had any questions.

Mr. Arrowood stated that the design of the proposed hub will be a great addition to the streetscape. Mayor Claffey and Vice Mayor Darby agreed.

Mayor Claffey asked what the financial obligation of the city to match the grant. Ms. Cundy stated that there is no additional match requirement of the city, as that amount is included in their annual budget request.

City Manager Leslie Beauregard stated that the budget amount for the current fiscal year is less than $100,000.

Councilmembers agreed that the BRITE and Afton Express transit systems are important assets to the city and they look forward to the construction of the new transit hub planned to begin at the end of March 2024.

2. <u>Discussion of a Request for a Sister City Partnership</u>

Ms. Beauregard stated that on January 13, 2024, Bruce Fox sent an email requesting that the city pursues a Sister City partnership with Gersthofen, Germany. Mr. Fox is associated with the Stonewall Brigade Band, and in 2022, a community band from Gersthofen visited Staunton to perform a combined concert with the Stonewall Brigade. The All Gersthofen Band will be hosting the Stonewall Brigade Band in Gersthofen in June 2024.

As has been the case with previous requests for Sister City partnerships, Fred Blanton, Virginia State Representative with Sister Cities International, gave a brief presentation on the process and how past requests have been handled. Mr. Fox and other members of the Stonewall Brigade Band were also in attendance and briefly shared information about their relationship with Gerstofen.

Councilmembers agreed on their support of the idea and instructed staff to continue exploring the topic with Mr. Blanton.

4. <u>Review of Water and Sewer Funds, Rates, and Capital Projects</u>

Chief Finance Officer Jessie Moyers presented a review of the water and sewer funds, including a rate analysis, operating expenditures review, and planned capital improvements for each fund.

Mayor Claffey asked if Councilmembers had any questions.

Mayor Claffey asked when the rates were last raised. Ms. Moyers replied that water was four years ago and sewer was 12 years ago. Mayor Claffey asked what the minimum sewer rate increase would need to be in order to break even on operating expenses. Ms. Moyers stated that rates would have to increase 15% every year for five years, which is not sustainable.

Mr. Arrowood stated that it would have been ideal for the rates to at least keep up with inflation, and Mayor Claffey agreed.

Ms. Moyers suggested using facility fees to cover some of the shortfall, then use an increase to start working away on covering the operating expenses.

Councilmembers had no further questions.

5. <u>Closed Meeting for Discussion of the Performance of the City Manager and Consultation with Legal Counsel related to matters involving the First Amendment of the United States Constitution</u>

Mr. Campbell moved to enter a closed meeting for: (1) the discussion of the performance of a specific Council-appointed city employee, the Staunton City Manager, pursuant to Virginia Code § 2.2-3711(A)(1); and (2) consultation with legal counsel about specific legal matters related to the First Amendment of the United States Constitution pursuant to Virginia Code §2.2-3711(A)(8).

The motion was seconded by Mr. Robertson 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		

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

The motion was seconded by Ms. Edwards 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 7:02 p.m.

____

Kiley A. Kesecker
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, February 22, 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 Ms. Edwards.

MAYOR'S REPORT

Mayor Claffey shared a letter he received from a citizen expressing gratitude for a pleasant customer service experience with the Utilities Department. He also stated he attended an Economic Development Authority meeting that morning and thanked the new Engagement and Communications Manager Josh Knight for the work he is doing.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Woods thanked the city and Mr. Knight, on behalf of the Staunton Augusta County African American Research Society, for highlighting Black History Month via displays in City Hall, the library, and via social media.

Mr. Robertson stated that House Bill 136 concerning Uniontown had unanimously passed both chambers of the General Assembly and was on its way to the Governor's desk.

Ms. Edwards recognized School Board members in attendance and shared some information about school programs raising student awareness of the dangers of opioid use.

REGULAR MEETING

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 February 8, 2024
Special Meeting of February 9, 2024

A.2 Resolution Re-establishing Staggered Terms for the Staunton Board of Equalization

A.3 Consideration of Transfer of Already Appropriated Funds within the Capital Improvement Fund

A.4 Consideration of Application for Virginia Department of Criminal Justice Services FY 2025 School Resource Officer Incentive Grant Program

A.5 Consideration of Proclamation to be Presented in Council Chambers at the March 14, 2024 City Council Meeting—Brain Injury Awareness Month

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.

Vice Mayor Darby moved to approve the Consent Agenda as presented.

The motion was seconded by Ms. Woods 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		

RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA

RE-RATIFYING AND REAFFIRMING THE CITY'S PERMANENT BOARD OF EQUALIZATION

Recitals

A. The City of Staunton conducts biennial assessments and equalization of real estate, pursuant to Virginia Code § 58.1-3253;

B. The City of Staunton elected to create a permanent Board of Equalization (Board), consistent with Virginia Code § 58.1-3373;

C. The Board is tasked with hearing and giving consideration to complaints and adjusting and equalizing real estate assessments and is charged with the especial duty of increasing as well as decreasing real estate assessments;

D. The Board consists of three regular members, appointed by the Circuit Court for the City of Staunton who are appointed for three-year terms, along with one alternate member who is appointed for one two-year term;

E. The regular Board members were originally appointed so that one member served an initial term of one year, one member served an initial term of two years, and one member served an initial term of three years. As the initial terms expired, successors were then to be appointed for three-year terms so that no more than one member is appointed in the same year;

F. The current regular members were appointed and the same expiration date for their terms, with the members' terms all expiring February 5, 2024;

G. The City Assessor believes it would be in the best interests of the City and its citizens to have City Council re-ratify and reaffirm that the City has a permanent Board of Equalization; that Board members shall not have terms that expire in the same year; and would request that the Circuit Court of the City of Staunton, Virginia appoint one Board member to serve a term of one year, one Board member to serve a term of two years, and one Board member to serve a term of three years so that the term expiration dates are staggered, consistent with Virginia Code § 58.1-3373. The current alternate member's term is set to expire June 26, 2025;

H. This matter has been properly heard and considered; and

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

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

1. It **RE-RATIFIES** and **REAFFIRMS** that the City elected to create a three-member permanent Board of Equalization whose appointment terms are to be staggered;

2. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the City Assessor; and

3. It further directs the City Assessor to notify the Circuit Court of the City of Staunton, Virginia and request that the Court appoint one Board member to serve a term of one year, one Board member to serve a term of two years, and one Board member to serve a term of three years, with any reappointment or successor terms to be three years.

4. It further **RE-RATIFIES** and **REAFFIRMS** that the current alternate member's term is set to expire June 26, 2025.

Introduced: February 22, 2024
Adopted: February 22, 2024
Effective Date: February 22, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

B. Discussion and Consideration of Resolution Requesting the Virginia General Assembly and Governor Youngkin Adopt a Statute Authorizing Localities to Conduct a Referendum on an Additional One Percent Sales Tax to be Used for School Construction or Renovation Projects

City Attorney John Blair stated that at the January 25, 2024, City Council and School Board joint budget work session, Council indicated its desire to learn more about legislation in the General Assembly authorizing localities to conduct a referendum that would permit an additional one percent sales tax within the locality to go towards school construction or renovation projects. As of February 13, 2024, there are two pieces of legislation which would authorize localities to conduct the sales tax referendum. House Bill 805 and Senate Bill 14 would permit each city and county in Virginia to conduct a referendum to impose a one cent sales tax to be used for school construction or renovation projects. The city or county governing body would have the authority to adopt a resolution to conduct a referendum to impose an additional retail sales and use tax of up to one percent to go towards school construction or renovation projects.

Mr. Blair noted that original language of the bill stated the referendum would either expire upon a date set by the governing body or on the date of bond expiration for school construction or renovation projects. However, within the last few days an amendment was introduced in the lower chamber that strips out an expiration date for the tax, effectively making it permanent.

Mayor Claffey asked if Councilmembers had any questions or comments.

Mayor Claffey stated that he was unsure how beneficial a resolution would be before the decision is made in Richmond. Mr. Robertson agreed, stating that he is opposed to the tax itself, but supports letting the voters decide.

Councilmembers were in agreement to support allowing the citizens to decide via referendum.

Councilmembers had no further questions or comments.

Ms. Woods moved that City Council adopt the resolution requesting the Virginia General Assembly and Governor Youngkin adopt a statute authorizing localities to conduct a referendum on an additional one percent sales tax to be used for school construction or renovation projects.

The motion was seconded by Mr. Arrowood 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	aye		

RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
REQUESTING THE VIRGINIA GENERAL ASSEMBLY AND GOVERNOR YOUNGKIN ADOPT A STATUTE AUTHORIZING LOCALITIES TO CONDUCT A REFERENDUM ON ADOPTING AN ADDITIONAL ONE PERCENT SALES AND USE TAX TO BE USED FOR SCHOOL CONSTRUCTION OR RENOVATION PROJECTS

RECITALS

WHEREAS, the Virginia General Assembly is currently considering Senate Bill 14 and House Bill 805; and

WHEREAS, Senate Bill 14 and House Bill 805 provide cities and counties with the ability to request a referendum of a locality's voters to consider adopting an addition one percent sales and use tax to be applied toward school construction or renovation projects; and

WHEREAS, Senate Bill 14 and House Bill 805 provide additional financing ability for cities and counties, subject to voter approval, to build, repair, and replace school facilities.

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

1. The Council of the City of Staunton hereby supports Senate Bill 14 and House Bill 805.

2. A copy of this Resolution shall be mailed by the Clerk of Council to Delegate Ellen Campbell, Senator Christopher Head, and Governor Glenn Youngkin.

Adopted this 22nd day of February, 2024.

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

C. Resolution Requesting the Virginia General Assembly and Governor Youngkin Provide Localities with Authority to Permit or Deny the Placement of Electronic Gaming Devices within the Locality

Mr. Blair stated that the use and legality of "skill games" has been an issue in Virginia for years. Different permutations of "skill game" machines have been present in Virginia for years, and the different fact patterns have resulted in Attorney General Opinions in 2010 and 2011. As Virginia's gambling prohibition statute employed broad language, the legality of the various "skill game" machines were never particularly clear and depended on the facts of any particular scenario. In 2020, the Virginia General Assembly adopted legislation to specifically prohibit the use of these machines in the Commonwealth beginning in 2021. In 2021, a lawsuit was filed and an injunction was issued which prevented the enforcement of the General Assembly's prohibition. In the Fall of 2023, the Supreme Court of Virginia dissolved the injunction. As a result of the Supreme Court's ruling, localities, including the City of Staunton, began to enforce the prohibition in January of 2024. In response to the Supreme Court's decision, legislation in Virginia has been introduced to re-legalize skill games.

Mr. Blair continued, stating one of the bills to legalize "skill games" is House Bill 590, which he noted uses the term "electronic gaming devices" as the legal term for "skill games." In February 2024, alternative language in the form of a substitute was introduced, which provided that "skill game" machines could not be authorized for use in a locality unless the governing body adopted an ordinance permitting the machines' use in the locality or the locality conducted a referendum in which a majority of voters approved of the machines' use in the locality. The proposed resolution is not about whether Council approves of the use of "skill games." It is asking the General Assembly and Governor Youngkin that, if a bill is agreed upon to legalize "skill games," that the legislation includes language which mirrors the local authorization provisions contained in House Bill 590.

Mayor Claffey asked if Councilmembers had any questions.

Councilmembers had no questions.

Mr. Campbell moved that City Council adopt the resolution requesting the Virginia General Assembly and Governor Youngkin to provide localities with authority to permit or deny the placement of electronic gaming devices within the locality.

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

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

RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
REQUESTING THE VIRGINIA GENERAL ASSEMBLY AND GOVERNOR YOUNGKIN INCLUDE LOCAL AUTHORITY IN ANY LEGISLATION THAT MAY PERMIT THE USE OF ELECTRONIC GAMING DEVICES

<u>RECITALS</u>

WHEREAS, the Virginia General Assembly is currently considering legislation related to electronic gaming devices (colloquially referred to as "skill games"); and

WHEREAS, the Virginia House of Delegates passed House Bill 590 on February 12, 2024; and

WHEREAS, House Bill 590 contains legislative language that prohibits the Commonwealth of Virginia from granting a license for an enterprise to place and offer electronic gaming devices for play in a locality unless the locality's governing body adopts an ordinance permitting electronic gaming devices in the locality or the locality conducts a referendum on whether electronic gaming devices shall be permitted in the locality and is approved by the locality's voters.

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

1. The Council of the City of Staunton does not support or oppose any legislation regarding the legality of electronic gaming devices in the Commonwealth of Virginia.

2. The Council of the City of Staunton requests that any legislation adopted by the Virginia General Assembly regarding the potential legalization of electronic gaming devices in the Commonwealth of Virginia includes the authority contained in House Bill 590 for localities to permit the placing and use of electronic gaming devices only upon the adoption of an ordinance by the locality's governing body or the approval of the permitting of electronic gaming devices by a referendum approved by the locality's voters.

3. A copy of this Resolution shall be mailed by the Clerk of Council to Delegate Ellen Campbell, Senator Christopher Head, and Governor Glenn Youngkin.

Adopted this 22nd day of February, 2024.

Signed: <u>STEPHEN W. CLAFFEY, MAYOR</u>

Attest: <u>KILEY A. KESECKER</u>
Clerk of Council

D. Update on Virginia Department of Transportation Projects

City Engineer Lyle Hartt provided an overview and update of multiple VDOT-funded projects that are currently underway in some phase or will be underway in the near future. The projects include:

- Crossing Way Extension

- SGR Repaving:
  - West Beverley Street – Corporate Limits to Grubert Avenue
  - West Beverley Street – Grubert Avenue to West Frederick Street
  - North Jefferson Street & West Frederick Street
  - New Street
  - New Hope Road

- Richmond Avenue / Crossing Way Shared Use Path
- Commerce Road / Lewis Creek Greenway
- Richmond Avenue Road Diet & Roundabout
- Greenville Avenue Road Diet
- Edgewood Road Sidewalk
- North Augusta Street Sidewalk – Lambert Street to Terry Court
- North Augusta Street Sidewalk – Terry Court to Meadowbrook Road
- VHSIP High Visibility Crosswalks

Mayor Claffey asked if Councilmembers had any questions.

Mr. Campbell asked if there are any opportunities to do some minor shoulder widening along with the repaving of New Hope Road. Mr. Hartt stated that it is not within the scope of the project.

Mr. Robertson asked what the timeline is for the Richmond Avenue/Greenville Avenue road diet project. Mr. Hartt stated that VDOT is anticipating a two-year construction period.

Councilmembers had no further questions.

E. Discussion of the Proposed FY2025 – FY2029 Capital Improvement Plan (CIP)

Chief Finance Officer Jessie Moyers introduced the proposed FY2025–FY2029 Capital Improvement Plan for all city funds and the School CIP Fund.

She noted that the School Board reviewed the School CIP at their January, 2024 meeting and adopted it at their February 12, 2024 meeting. The Planning Commission conducted a public hearing and adopted the proposed CIP at their February 15, 2024 meeting, and a work session to further review the CIP will be held on April 4, 2024. Final consideration of the CIP is scheduled for City Council on April 25, 2024.

Mayor Claffey asked if Councilmembers had any questions.

Mr. Robertson asked if the schools have any kind of reserves for construction. Ms. Moyers replied no, stating that they are using a lot of their reserves for the Shelburne renovations.

Councilmembers had no further comments or questions.

<u>MATTERS FROM THE CITY MANAGER</u>

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

- Gypsy Hill Park Stream Restoration Project
- City boards and commissions with vacant positions
- West End Community Workshop on March 5
- Uniontown Community Meeting with property owners on March 13

<u>MATTERS FROM THE PUBLIC</u>

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 is available in paper form at the Clerk’s desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or begin your call, identify yourself, and complete your remarks within five minutes.”

Mary Miller, 471 Albemarle Avenue, shared information on the importance of diversity, equity, and inclusion initiatives.

Brenda Mead, 342 Sherwood Avenue, stated that Judith Wiegand should be reappointed to the Planning Commission.

Ingrid Blanton, 217 North Madison Street, thanked Council for including the repaving of North Madison Street in the Capital Improvement Plan.

Patrick Scott, 16 Topside Circle, thanked Council for supporting the referendums on skill games and the 1% sales tax.

Jeffrey Jones, 202 North Madison Street, thanked Council for including the repaving of North Madison Street in the Capital Improvement Plan.

Janet, North Madison Street, thanked Council for including North Madison Street in the repaving schedule and asked that it be done sooner than later.

Nelson Hay, 223 North Madison Street, stated that he is happy that their street will no longer be neglected.

There was no one else present wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:36 p.m.

____
Kiley A. Kesecker
Clerk of Council

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**March 14, 2024**	**Staff Member:**
Item #	**A.2**	**Rodney S. Rhodes**
Department:	**Community Development—Planning and Zoning**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Inclusion & Equity** **Excellence** **Engagement**	
Subject:	**Virginia Commission for the Arts 2024-2025 Creative Communities Partnership Grant Application**	

Background: The Virginia Commission for the Arts (VCA) has operated the Creative Communities Partnership Grant (previously known as Local Government Challenge Grant) program for a number of years. In the past, the city has applied for and obtained grant funds to assist three local arts organizations: ShenanArts, the Stonewall Brigade Band, and the Staunton Augusta Art Center. A partnership grant requires an equal match payable to each arts organization by the local government. Local match funds will be included in the proposed FY 2025 city budget for City Council's consideration. The Creative Communities Partnership Grants will be available for 2024-2025, with a total maximum grant of $4,500. Grant applications are due on April 1, 2024, and staff intends to submit an application that provides for funding for the three organizations: ShenanArts, Stonewall Brigade Band and Staunton Augusta Art Center. Based on the maximum possible grant amount, staff recommends the following breakdown:

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

Should deliberations concerning the proposed FY 2024-2025 budget result in the removal of any matching funds, it is possible to rescind the request at a later date. By authorizing the City Manager to submit the grant application, the city is not irrevocably committed to appropriating the funds. It should also be noted that the city will be committed to match only those funds which are actually received from the state. If a grant of any amount less than the $4,500 is received from the Commonwealth, then that amount will be matched by the city if local funds are available, and divided among the three organizations in the same proportions as those outlined above.

Fiscal Impact: $4,500 in city funding.

City Manager's Recommendation: Recommend that Council authorize staff to apply for a grant from the Virginia Commission for the Arts for a 2024-2025 Creative Communities Partnership Grant.

Suggested Motion: I move City Council authorize staff to apply for the 2024-2025 Creative Communities Partnership Grant, with the understanding that acceptance will be determined by the availability of local funds to match the grant.

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**March 14, 2024**	**Staff Members:** **Rodney Rhodes** **Tim Hartless**
Item #	**B**	
Department:	**Community Development— Planning and Zoning**	
Alignment with Staunton Plan (Value/Strategic Area):	**Strategic Areas: Infrastructure; Responsive, Efficient Government**	
Subject:	**Public Hearing and Consideration of an Amendment to Staunton City Code 18.85, H-1, Historic Preservation District, of Title 18, Zoning, to Reference the Staunton Virginia, Historic District Design Guidelines**	

Background: Staunton City Code 18.85, H-1, Historic Preservation District, establishes the regulations for the City's five historic districts. This chapter states in part:

SCC 18.85.050(7)(a) ….the commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building material, setback and landscaping and to the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings,….

In 2018, City Council adopted new standards and guidelines, specifically for the City of Staunton. Applications for Certificates of Appropriateness (COA) are reviewed in accordance with the local historic guidelines as well the Secretary of Interior's Standards and Guidelines; therefore, Chapter 18.85 needs to be amended to include a reference to the *Staunton, Virginia Historic District Design Guidelines*. The draft amendment is attached. The proposed changes are found on lines 307 – 309 of Attachment 1.

Planning Commission Recommendation:
At its July 21, 2023 meeting, the Planning Commission conducted a public hearing. During the public hearing no one spoke in opposition to the request. On a 5-0 vote, the Commission voted unanimously to recommend approval of the amendment.

City Council's Consideration of the Zoning Text Amendment:
At its August 24, 2023 meeting, City Council introduced the Zoning Text Amendment; however, a public hearing was not conducted. Council noted that while the referenced Guidelines were adopted by the Staunton City Council in 2018, only Councilor Holmes (who is no longer a member of Council) was a member of Council at that time. Staff was directed to provide a Work Session on the Guidelines before Council considers adoption of the Zoning Text Amendment. It was noted that this would provide the other six members of Council a better understanding of the Guidelines.

During the February 8, 2024 Work Session, City Senior Planner Rodney Rhodes, Director of Historic Staunton Foundation Frank Strassler, and Chair of the Staunton Historic Preservation Commission Deneen Brannock provided City Council with an overview of the adopted Historic District Design Guidelines.

Attachments:
Attachment 1—Draft Amendment to SCC 18.85
Attachment 2—Draft Ordinance

Suggested Motion (to be made after the public hearing is conducted): I move that Council adopt the ordinance and approve the amendment, as recommended by the Planning Commission.

City Manager: Leslie Beauregard

Chapter 18.85

H-1 HISTORIC PRESERVATION DISTRICT

Sections:
18.85.010 Purpose.
18.85.020 Definitions.
18.85.030 Creation of an historic preservation commission.
18.85.040 Recommendation and designation of historic districts.
18.85.050 Application to commission for certificate of appropriateness.
18.85.060 Maintenance and zoning code provisions.

18.85.010 Purpose.
The intent of this chapter is to promote and protect the health, safety, comfort, recreation, prosperity, and general welfare of the community through the identification, preservation, and enhancement of buildings, structures, sites, neighborhoods, landscapes, places and areas which have special historical, cultural, artistic, architectural or archaeological significance as provided by Sections 15.2-2201 and 15.2-2306 of the Code of Virginia, as amended.

It is hereby recognized that the deterioration, destruction or alteration of such buildings, structures, sites, neighborhoods, landscapes, places, and areas may cause the permanent loss of unique resources which are of great value to the people of the city of Staunton, the state of Virginia and the nation, and that the special controls and incentives are warranted to ensure that such losses are avoided when possible.

The purposes for establishing this chapter are:

(1) To preserve and improve the quality of life for residents of the city by protecting familiar and reassuring visual elements in the area.

(2) To promote tourism investment and business growth by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry.

(3) To stabilize and improve property values by providing incentives for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development.

(4) To educate residents on the local cultural and historic heritage as embodied in the historic districts and properties and to foster a sense of pride in this heritage.

(5) To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties and districts to the National Register of Historic Places and the Virginia Landmarks Register.

(6) To prevent the encroachment of additions or new buildings and structures which are architecturally incongruous with their environs within areas of architectural harmony and historic character.

(7) To recognize and develop the historic areas as integral parts of the city so that succeeding generations may build with the quality and sensitivity of past generations. (Zoning ordinance Art. 4, § 14).

18.85.020 Definitions.
The following definitions apply to this chapter:

(1) "Alteration" means any change, modification, or addition to a part of or all of the exterior of any building or structure.

(2) "Building" means any enclosed or open structure which is a combination of materials to form a construction for occupancy or use.

(3) "Building official" means that person appointed by the city manager as the individual who issues the permit for the construction, alteration, reconstruction, or demolition of all or part of any building.

(4) "Building permit" means an approval statement signed by the building official authorizing the construction, alteration, reconstruction, or demolition of all or part of any building.

(5) "Contributing properties" means properties so designated on the inventory map of historic districts and properties which is adopted as a part of this chapter, being generally those properties which by reason of form, materials, architectural details and relation to surrounding properties contribute favorably to the general character of the part of the historic district in which they are located.

(6) "Certificate of appropriateness" means the approval statement signed by the chairman of the historic preservation commission which certifies the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, or demolition of all or a part of any building within an historic district, subject to the issuance of all other regional permits needed for the matter sought to be accomplished.

(7) "Demolition" means the dismantling or tearing down of all or part of any building and all operations incidental thereto.

(8) "Exterior architectural features" means the architectural style, general design and general arrangement of the exterior of a building, structure or object, including, but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, details, features, or elements.

(9) "Exterior environmental features" means all those aspects of the landscape or the development of a site which affect the historical character of the property including trees, shrubbery, plantings, walks, fences, walls, signs, lights, and other appurtenances and elements.

(10) "Historic district" means a geographically definable area consisting of public and/or private property within the city, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history. An historic district shall further mean an area designated by the city council as an historic district pursuant to the criteria established in SCC 18.85.040(2) and (3).

(11) "Historic property" means an individual building, structure, site, or object including the adjacent area necessary for the proper appreciation thereof designated by the city council as an historic property pursuant to the criteria established in SCC 18.85.040(2) and (3).

(12) "Material change in appearance" means a change that will affect either the exterior architectural or environmental features of an historic property or any contributing or noncontributing building, structure, site, object, or landscape feature within an historic district, such as:

(a) Reconstruction or alteration of the size, shape, or facade of an historic building, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements.

(b) Demolition or relocation of an historic structure.

(c) Commencement of excavation for construction purposes.

(d) Change in the location of advertising visible from the public right-of-way.

(e) The erection, alteration, restoration or removal of any building or other structure within an historic property or district, including walls, fences, steps, and pavements, or other appurtenant features.

(f) New construction within an historic district.

(13) "New construction" means any construction within an historic district which is independent and exclusive of an existing building or structure or part thereof in the historic district.

(14) “Noncontributing properties” means properties so designated on the inventory map of historic districts and properties which is adopted as a part of this chapter, being generally those properties which by reason of age, condition, amount of alterations, form, materials, architectural details and relation to surrounding properties do not contribute favorably to the general character of the part of the historic district in which they are located.

(15) Object. An “object” is a material thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

(16) “Reconstruction” means any or all work needed to remake or rebuild all or a part of any building to a sound condition, but not necessarily of original materials.

(17) “Repairs” means any work or all work involving the replacement of existing material with equivalent material for the purpose of maintenance, but not including any addition, change or modification in construction.

(18) “Restoration” means any or all work connected with the returning to or restoring of a building, or part of any building, to its original condition through the use of original or nearly original materials.

(19) “Site” means the location of a significant event, a prehistoric or historical occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structure.

(20) “Structure” means anything manmade that is a work made up of interdependent and inter-related parts in a definite pattern of organization. (Zoning ordinance Art. 4, § 14).

18.85.030 Creation of an historic preservation commission.

(1) Creation of the Commission. There is hereby created a commission whose title shall be city of Staunton historic preservation commission (hereinafter “commission”).

(2) Commission Members – Number. The commission shall consist of five voting members appointed by the city council and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. All members shall be residents of the city of Staunton.

(3) Commission Members – Qualifications. To the extent available in the city of Staunton, at least two members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions and at least one member shall be appointed from among professionals in the disciplines of building construction or real estate or the general business community.

(4) Commission Members – Terms. Members shall serve three-year terms. Members may be reappointed for consecutive terms. In order to achieve staggered terms, initial appointments shall be: one member for one year; two members for two years; and two members for three years. The term of any member who is also a member of the planning commission shall be concurrent with his/her appointment to the planning commission. A new appointment shall be made by the city council for any unexpired term within 60 days after it becomes vacant.

(5) Commission Members – Conflict of Interests. No member shall participate in the selection, award, or administration of a contract, vote, participate or otherwise engage in any other conduct or action which would violate the terms of the applicable provisions of the Virginia State and Local Government Conflict of Interests Act, Sections 2.2-3100 through 2.2-3127 of the Code of Virginia.

(6) Commission Members – Removal. Any appointed member of the commission may be removed from office by the city council for inefficiency, neglect of duties, or malfeasance. An appointment to fill a vacancy shall be only for the unexpired term on the vacancy.

(7) Statement of the Commission’s Powers and Responsibilities. The commission shall have the following powers:

(a) To issue or deny certificates of appropriateness for any material change in appearance including construction, reconstruction, exterior alteration, demolition, or relocation of contributing or noncontributing properties within the historic districts and for individually designated historic properties with the exceptions of ordinary maintenance and repair items listed in SCC 18.85.060;

(b) To assist and advise the city council, the planning commission, and other city departments, agencies, and property owners in matters involving historically significant sites and buildings or other properties in historic districts. Upon request of the commission and with approval of the city manager, the departments, agencies, boards, commissions, and other offices of city government shall furnish to the commission such available information and render it such service as may be required for the exercise of the powers and performance of the duties and functions of the commission. All city departments and agencies responsible for individually designated historic properties or for properties within an historic district shall make application to the commission for review and recommendation for any project related to construction, reconstruction, substantial exterior alteration, demolition, or relocation;

(c) To continuously evaluate and recommend to the planning commission and the city council specific places, areas, neighborhoods, landscapes, sites, buildings, structures, or objects to be designated by ordinance as historic properties or historic districts;

(d) Adopt standards or guidelines for review and approval by the city council to supplement the standards set forth in this chapter;

(e) Conduct educational programs on historic properties and districts located within the city of Staunton and on general historic preservation activities;

(f) Prepare and submit an annual budget to the city council and seek out local, state, federal, or private funds for historic preservation with consent of the city council, and make recommendations to the city council concerning the most appropriate uses of any funds acquired;

(g) Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The commission shall not obligate the city of Staunton without prior consent and the commission shall ensure that these funds do not displace any appropriated governmental funds;

(h) Employ qualified persons, if necessary, to advise and assist the commission within the limits of funds that may be made available to the commission for the performance of its work;

(i) Review and make comments to the Virginia Department of Historic Resources concerning the nomination of districts and properties within its jurisdiction to the National Register of Historic Places and to the Virginia Landmarks Register with consent of the city council;

(j) Participate in private, state and federal historic preservation programs and with the consent of the city council enter into agreements to do the same; and

(k) Perform other historic preservation activities as the official agency of the city of Staunton's historic preservation program.

(8) Commission's Power to Adopt Rules and Standards. The commission shall adopt rules and standards for the transaction of its business such as bylaws and design guidelines and criteria without amendment to this chapter as approved by city council. The commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. The commission shall select such officers as it deems appropriate from among its members. A quorum shall consist of a majority of the members.

(9) Records of Commission Meetings and Annual Report. A public record shall be kept of the commission's resolutions, proceedings, and actions and the commission shall make an annual report with recommendations to the planning commission and the city council concerning the operation of the commission and the status of historic preservation within the city. (Ord. 2005-30. Zoning ordinance Art. 4, § 14).

18.85.040 Recommendation and designation of historic districts.

(1) Preliminary Research by Commission.

(a) Inventory Map of Local Historical Resources Established. The commission shall prepare and recommend for adoption as a part of this chapter an inventory map covering the areas to be considered for inclusion as historic districts and/or historic properties and based upon the criteria set forth in this chapter. This map, hereinafter called the inventory map, when adopted shall be as much a part of this chapter as if fully described herein and shall be filed as a part of this chapter. All structures shall be considered as contributing or noncontributing structures for the purposes of this chapter. Structures or sites designated as properties which contribute to the historic character of the city shall be known as contributing properties for the purpose of this chapter. Structures or sites not designated as contributing properties shall be known as noncontributing properties. The inventory map may be amended from time to time in the same manner as the zoning district map. The commission shall compile and collect such information and conduct surveys of historic resources within the city of Staunton with the assistance of Historic Staunton Foundation.

(b) Commission’s Power to Recommend Districts and Buildings to the City Council. The commission shall present to the city council recommendations for historic districts and historic properties.

(c) Commission’s Documentation of Proposed Designation. Prior to the commission’s recommendation of an historic district or historic property to the city council for designation, the commission shall prepare a report for nomination consisting of a completed National Register of Historic Places nomination or:

(i) A physical description;

(ii) A statement of the historical, cultural, architectural and/or aesthetic significance;

(iii) A map showing historic district boundaries and classification (i.e., contributing, noncontributing) of individual properties therein, or showing boundaries of individual historic properties;

(iv) A statement justifying district or individual property boundaries; and

(v) Representative photographs.

(2) Designation of an Historic District or Historic Property.

(a) Criteria for Selection of Historic District. An historic district is a geographically definable area, which contains buildings, structures, sites, objects, and landscape features or a combination thereof, which:

(i) Have special character or special historic/aesthetic value or interest;

(ii) Represent one or more periods, styles, or types of architecture typical of one or more eras in the history of the city, state, or region; and

(iii) Cause such area, by reason of such factors, to constitute a visibly perceptible section of the city.

(b) Criteria for Selection of an Historic Property. An historic property is a building, structure, site, or object, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the city, state, or region, for one of the following reasons:

(i) It is an outstanding example of a structure representative of its era;

(ii) It is one of the few remaining examples of a past architectural style;

(iii) It is a place or structure associated with an event or persons of historic or cultural significance to the city, state, or the region; or

(iv) It is a site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the city, state, or region.

(c) Boundaries of an Historic District or Historic Property. Boundaries of an historic district or an historic property shall be included in the separate ordinances designating such districts and properties and shall be shown on the official zoning map of the city of Staunton.

(3) Requirements for Adopting an Ordinance for the Designation of Historic Districts and Historic Properties.

(a) Application for Designation of Historic Districts or Property. Designations may be proposed by the city council, the planning commission, the commission, Historic Staunton Foundation, neighborhood associations, group of property owners, or individual property owners.

(b) Required Components of a Designation Ordinance. Any ordinance designating any property or district as historic shall:

(i) List each property in a proposed historic district or describe the proposed individual historic property;

(ii) Set forth the name(s) of the owner(s) of the designated property or properties;

(iii) Require that the property or district be shown on the official zoning map of the city of Staunton, Virginia, and kept as a public record to provide notice of such designation.

(c) Required Public Hearings for Designation. Requests for the designation of historic districts or historic properties or for the termination of any district or property designation previously created shall be made in the same manner provided in this title for the amendment, supplementation or changing zoning designations, and the procedure for such amendments or designations and the establishment of such district shall be in accordance with the provisions of Section 15.2-2280 et seq., Chapter 22 of Title 15.2 of the Code of Virginia, as amended. Virginia Code Section 15.2-2285 contains the procedures for amending a local zoning code. It sets forth six basic steps for zoning amendments:

(i) The planning commission prepares the proposed amendment after consultation and a recommendation from the historic preservation commission;

(ii) The planning commission, after providing notice in accordance with Section 15.2-2204 of the Code of Virginia, holds a public hearing on the proposal;

(iii) The planning commission presents the proposal to the city council, with its recommendations;

(iv) The city council, after providing notice in accordance with Section 15.2-2204 of the Code of Virginia, holds a public hearing on the proposal;

(v) If the amendment is adopted, it must be enacted in the same manner as all other ordinances; and

(vi) Any person, firm, or corporation aggrieved by the decision may file an action contesting the city council's adoption or failure to adopt a proposed zoning amendment within 30 days of the decision in the circuit court which has jurisdiction of the land affected by the decision.

(d) Recording Requirement for Historic Districts or Historic Properties. Following the creation of each historic district or historic property, a copy of the resolution creating such district or property, and a boundary description of such district, shall be filed by the zoning administrator with the clerk of circuit court for the city of Staunton.

(e) Notification of Adoption of Ordinance for Designation. Within 30 days following the adoption of the ordinance codified in this chapter for designation by the city council, the owners of each designated historic property, and the owners and occupants of each building, structure, site, or object located within a designated historic district, shall be given written notification of such designation by the commission which notice shall apprise said owners and occupants of the necessity of obtaining a certificate of appropriateness prior to undertaking any material change in appearance of the historic property designated or within the historic district designated.

(f) Notification of Other Agencies Regarding Designation. The commission shall notify all necessary agencies within the city of Staunton of the ordinance for designation.

(g) Ordinance Relation to City Codes and Other Ordinances. Whenever the regulations of this chapter require more restrictive standards than are required in or under any other statute or ordinance, the requirements of this chapter shall govern. Whenever the provisions of any other statute or ordinance require more restrictive standards than are required by this chapter, the provisions of such statute or ordinance shall govern.

(4) Designation of Existing Historic Districts.

(a) Upon the effective date of the adoption of the ordinance codified in this chapter, the following districts situated within the city of Staunton, Virginia, all of which are presently shown and registered with the Virginia Department of Historic Resources and the National Register of Historic Places and all of which are shown on the "Map of Staunton's National Register Historic Districts," a copy of which is on file at the city of Staunton's Department of Planning and Inspections, are hereby designated as historic districts, including:

(i) The Newtown Historic District;

(ii) The Stuart Addition Historic District;

(iii) The Beverley Historic District;

(iv) The Gospel Hill Historic District;

(v) The Wharf Historic District.

(b) Upon the effective date of the adoption of the ordinance codified in this chapter, the districts hereby created, as their boundaries are now shown on the "Map of Staunton's National Register Historic Districts," shall be overlaid onto the existing underlying zoning of such areas on the official zoning map of the city of Staunton. (Ord. 2022-27; Ord. 2017-03. Zoning ordinance Art. 4, § 14).

18.85.050 Application to commission for certificate of appropriateness.

(1) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties. After the designation by ordinance of an historic property or of an historic district, no material change including construction, reconstruction, exterior alteration, demolition, or relocation that affects the appearance of such historic property, or of a contributing or noncontributing building, structure, site or object within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a certificate of appropriateness has been submitted to and approved by the commission. A certificate of appropriateness shall be required whether or not a building permit is required. Ordinary maintenance and repair items such as those listed in SCC 18.85.060 are exempt from review.

(2) Pre-Application Conference with Staff. Prior to the formal submission of a proposed plan of erection, demolition, alteration, or removal of buildings controlled by this chapter, the applicant or his or her representative is encouraged to meet with the designated staff of the commission concerning the proposed plan of action and submit unofficial preliminary studies, a written description, drawings, photographs, and plans of the concept of the proposed action for tentative review, comments, and recommendations.

(3) Submission of Plans to Commission. An application for a certificate of appropriateness shall be accompanied by a written description, drawings, photographs, plans, and documentation as required by the commission and as further set forth on the application for the certificate of appropriateness. Upon the filing of a complete application and the payment of the application fee no later than the first Tuesday of the month, the application shall be considered at that month's commission meeting. An application filed or application fee paid after such first Tuesday shall cause such application to be considered at the following month's commission meeting.

(4) Interior Alterations. In its review of applications for certificate of appropriateness, the commission shall not consider interior arrangement or use having no effect on exterior architectural features.

(5) Technical Advice. The commission shall have the power to seek technical advice from outside its members on any application subject to funds being available for such purposes.

(6) Public Meetings on Applications for Certificate of Appropriateness, Notices, and Right to be Heard. The commission shall hold a public meeting at which each proposed certificate of appropriateness is discussed. Notice of the meeting shall be mailed by the commission to all owners and occupants of the proposed property. The

commission shall give the property owner and/or applicant and any other interested party an opportunity to be heard at the meeting.

(7) Commission Options. The commission may approve the certificate of appropriateness as proposed, approve the certificate of appropriateness with any modifications it deems necessary, or reject it.

The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, cultural, historic, or architectural significance and value of the historic property or the historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors, the following criteria for each of the following acts:

(a) Reconstruction, Alteration, New Construction, or Renovation. The commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building material, setback and landscaping and to the Secretary of Interior's Standards and Guidelines for the Treatment of Historic Properties and the Staunton Historic District Guidelines.

(b) Relocation Criteria. A decision by the commission approving or denying a certificate of appropriateness for the relocation of a building, structure, or object shall be guided by:

(i) The historic, scenic, cultural, aesthetic or architectural significance of the building, structure, site, or object.

(ii) The importance of the building, structure, site, or object to the ambiance of a district.

(iii) Whether there are definite plans for the property to be vacated and what the effect of those plans on the character of the surrounding area will be.

(iv) Whether the building, structure, or object can be moved without significant damage to its physical integrity.

(v) Whether the proposed relocation area is compatible with the scenic, cultural, aesthetic, historical, and architectural character of the building, structure, site, or object.

(c) Demolition Criteria. A decision by the commission approving or denying a certificate of appropriateness for the demolition of buildings, structures, sites, or objects shall be guided by:

(i) The historic, scenic, cultural, aesthetic or architectural significance of the building, structure, site, or object.

(ii) The importance of the building, structure, site, or object to the ambiance of a district.

(iii) The difficulty or the impossibility of reproducing such a building, structure, site, or object because of its design, texture, material, detail, or unique location.

(iv) Whether the building, structure, site, or object is one of the last remaining examples of its kind in the neighborhood or the city.

(v) Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.

(vi) Whether reasonable measures can be taken to save the building, structure, site, or object from collapse.

(vii) Whether the building, structure, site, or object is capable of earning reasonable economic return on its value.

(d) Applications for Demolition. In the case of an application for demolition, if preservation is found by the commission to be physically or economically unfeasible, the commission shall issue the certificate of appropriateness. If preservation is found to be both physically and economically feasible, the commission shall take or promote the taking of whatever public or private action that seems likely to lead to such preservation, either on the site on which the structure is located or on another site to which it might appropriately be moved. Where preservation is feasible but the applicant still seeks demolition, the following provisions of subsection (7)(a)(v), Right to Demolish, from the Code of Virginia may be undertaken while alternatives for preservation are sought.

(e) Right to Demolish. The owner of an historic property or the owner of a building, structure, site, or object in any historic district, shall, as a matter of right, be entitled to raze or demolish such building, or structure; provided, that:

(i) The owner has applied to the commission for such right. If the demolition request is denied by the commission, the owner may appeal this decision to the city council;

(ii) The owner has, for the period of time set forth in the same schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such building, structure, site, or object, and the land pertaining therein to such city or municipality or to any person, firm, corporation, government, or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the building, structure, site or object, and the land pertaining thereto;

(iii) No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such building, or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal which may be taken to the court from the decision of the city council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from, shall not affect the right of the owner to make the bona fide offer to sell referred to above;

(iv) No offer to sell shall be made more than one year after a final decision by the city council, but thereafter the owner may renew his request to the commission to approve the demolition of the historic landmark, building, or structure. The time schedule for offers to sell shall be as follows: three months when the offering price is less than $25,000; four months when the offering price is $25,000 or more but less than $40,000; five months when the offering price is $40,000 or more but less than $55,000; six months when the offering price is $55,000 or more but less than $75,000; seven months when the offering price is $75,000 or more but less than $90,000; and 12 months when the offering price is $90,000 or more.

(f) Undue Hardship. The commission shall have the power to reduce or suspend any of the requirements of this chapter, if the property presents special circumstances whereby the strict compliance of this chapter will produce an undue hardship or if the spirit of the chapter has been met and deviation has been deemed to be in the best interest of the city.

(g) Approval or Rejection of Application for Certificate of Appropriateness. The commission shall approve or reject an application for a certificate of appropriateness at the meeting when the item is heard as prescribed in subsection (3) of this section. Failure of the commission to act shall constitute approval, and the certificate of appropriateness shall be issued, unless the applicant agrees to an extension of time in writing. Evidence of approval shall be by a certificate of appropriateness issued by the commission. Notice of the issuance of approval or denial of a certificate of appropriateness shall be sent by the United States mail to the applicant and all other persons who have requested such notice in writing filed with the commission within 15 calendar days of the date of the decision.

(h) Necessary Action to be Taken by the Commission upon Rejection of Application for Certificate of Appropriateness.

(i) In the event the commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.

(ii) In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a certificate of appropriateness by the commission shall be binding upon the building official or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

(i) Requirement of Conformance with Certificate of Appropriateness. All work performed pursuant to an issued certificate of appropriateness shall conform to the requirements of such certificate. When a certificate of appropriateness has been issued, the building official may from time to time inspect the alteration or construction approved by such certificate and shall give prompt notice to the applicant of any work not in accordance with such certificate or violating any ordinances of the city. The building official may revoke the certificate or the building permit if violations are not corrected by the applicant in a timely manner.

(j) Certificate of Appropriateness Time Constraints.

(i) Certificates of appropriateness shall be issued for a period of 12 months. On written request from an applicant, the commission may grant a single extension of its approval for a period of up to one additional year if, based upon submissions from the applicant, the commission finds that conditions on the site and in the area of the proposed project are essentially the same as when approval originally was granted.

(ii) Any certificate of appropriateness shall also expire and become null and void if such authorized work is suspended or abandoned for a period of 12 months after being commenced. Any period or periods of time during which the right to use any such certificate or permit is stayed pursuant to this chapter shall be excluded from the computation of the 12 months.

(k) Recording of Applications for Certificate of Appropriateness. The commission shall keep a public record of all applications for certificates of appropriateness, and of all the commission's proceedings in connection with said application.

(l) Acquisition of Property. The commission may, where such action is authorized by the city council and is reasonably necessary or appropriate for the preservation of a unique historic property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, to the property or any interest therein.

(m) Appeals.

(i) An appeal from a decision of the commission may be taken to the city council by the owner of the property in question or by any person, firm, or corporation aggrieved by said decision. This appeal must be filed within 30 days of the commission's decision and the city council will hear such appeal at its next regularly scheduled meeting to be held at least 14 days after the appeal is filed. In exercising its powers, the city council may, in conformity with the provisions of this chapter, reverse or affirm, wholly or partly, or may modify, any order, requirement, decision or determination appealed from and make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the commission.

(ii) If the city council fails to approve the application, an appeal may be filed by the property owner or any aggrieved person, firm, or corporation with the Staunton Circuit Court within 30 days of the city council decision.

(n) Notwithstanding the foregoing, however, a certificate of appropriateness may be granted for signs by the zoning administrator without submission to the commission as a whole unless, in the discretion of the zoning administrator, the application should be reviewed by the whole commission. Appeals from the decision of the zoning administrator hereunder shall be processed as set forth in subsection (7)(m) of this section. (Ord. 2022-27; Ord. 2005-32; Ord. 1-8-98. Zoning ordinance Art. 4, § 14).

18.85.060 Maintenance and zoning code provisions.

(1) Ordinary Maintenance or Repair. Ordinary maintenance or repair of any exterior architectural or environmental feature in or on an historic property or a building, structure, site or object within an historic district to correct deterioration, decay or damage, or to sustain the existing form, and that does not involve a material change in design, material or outer appearance thereof, does not require a certificate of appropriateness.

Such actions shall include the following and any similar actions which in the opinion of the commission or its designated staff will have no more effect on the character of the district than those listed:

(a) Repainting resulting in the same or in a different color. (Original painting of masonry surfaces is not exempted from review.)

(b) Replacing broken window panes, missing roof shingles, or missing features with matching in-kind materials.

(c) Addition or deletion of storm windows and doors, window-box gardens, awnings, temporary canopies, window air conditioners, or similar appurtenances.

(d) Addition or deletion of television or radio antennas, skylights or solar collectors in locations not visible from a public street.

(e) Planting of grass, trees and shrubs, but not including landscape treatment which substantially alters the contour of a site or involves landscaping or construction of parking areas, fences, walls, walkways, pools, fountains and the like which materially affect the appearance of a site and which is visible from a public street.

(f) Any changes to a structure which are not visible from a public street.

Provided, however, that the commission or designated staff shall have authority to order that work be stopped and that an appropriate application be filed for review in any case where in his/her opinion the action may produce the loss or irreparable changes to character-defining features of the building or arresting and spectacular effects, violent contrasts of materials or colors and intense and lurid colors or patterns, or a multiplicity of incongruous details clearly inconsistent with the character of the present structures or with the prevailing character of the surroundings and the historic district.

(2) Failure to Provide Ordinary Maintenance or Repair. Property owners of historic properties or properties within historic districts shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The commission shall be charged with the following responsibilities regarding deterioration by neglect:

(a) The commission shall monitor the condition of historic properties and existing buildings, structures, sites, and objects in historic districts to determine if they are being allowed to deteriorate by neglect.

Examples of such decay, deterioration or defects which, in the opinion of the commission, may result in the irreparable deterioration of any exterior appurtenance or architectural feature or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself, include but are not limited to:

(i) The deterioration of exterior walls or other vertical supports;

(ii) The deterioration of roofs or other horizontal members;

(iii) The deterioration of exterior chimneys;

(iv) The deterioration or crumbling of exterior plaster or mortar;

(v) The ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;

(vi) The peeling of paint, rotting, holes and other forms of decay;

(vii) The lack of maintenance of surrounding environment, e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping;

(viii) The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions; or

(ix) Signs that are not in good condition may be removed by the building official if not repaired by the owner within six months of a written request.

(b) In the event the commission determines a failure to provide ordinary maintenance or repair, the commission will notify the owner of the property and set forth the steps which need to be taken to remedy the situation. The owner of such property will have 30 days in which to begin corrective action of the situation and completion shall be done in a timely manner. Thereafter, each day during which there exists any violation of this chapter shall constitute a separate offense and shall be punishable as provided in Division IV of this title.

(c) In addition to the remedies set forth above and, at the direction of the city council, the commission may request that staff after due notice to the owner, to enter the property and make or cause to be made such maintenance or repair as is necessary to prevent deterioration by neglect. The owner of the property shall be liable for the cost of such maintenance and repair performed by the commission and staff. If these costs are not paid by the owner within 60 days, a lien shall be placed against the property.

(3) Affirmation of Existing Building and Zoning Codes. Nothing in this chapter shall be construed as to exempt property owners from complying with existing city building and zoning codes, nor to prevent any property owner from making any use of his property not prohibited by other statutes, ordinances or regulations. (Zoning ordinance Art. 4, § 14).

Ordinance No. 2023-____

AN ORDINANCE AMENDING SECTION 18.85.050, APPLICATION TO COMMISSION FOR CERTIFICATE OF APPROPRIATENESS, OF CHAPTER 18.85, H-1 HISTORIC PRESERVATION DISTRICT OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE TO REFERENCE THE STAUNTON HISTORIC DISTRICT GUIDELINES

Recitals

A. On December 13, 2018, after review by the Staunton Historic Preservation Commission and Staunton Planning Commission, City Council adopted the Staunton, Virginia, Historic District Guidelines ("Guidelines");

B. The guidelines provide guidance and design standards for the reconstruction, alteration, new construction, or renovation of the properties within the City's five historic districts;

C. City Staff have determined that Chapter 18.85, H-1 Historic Preservation District, of Title 18, Zoning, of the Staunton City Code should be amended to reference these new guidelines;

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

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 18.85, H-1 Historic Preservation District, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.85

H-1 HISTORIC PRESERVATION DISTRICT

Sections:
18.85.010 Purpose.
18.85.020 Definitions.
18.85.030 Creation of an historic preservation commission.
18.85.040 Recommendation and designation of historic districts.
18.85.050 Application to commission for certificate of appropriateness.
18.85.060 Maintenance and zoning code provisions.

…..

…..

…..

18.85.050 Application to commission for certificate of appropriateness.

(1) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties. After the designation by ordinance of an historic property or of an historic district, no material change including construction, reconstruction, exterior alteration, demolition, or relocation that affects the appearance of such historic property, or of a contributing or noncontributing building, structure, site or object within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a certificate of appropriateness has been submitted to and approved by the commission. A certificate of appropriateness shall be required whether or not a building permit is required. Ordinary maintenance and repair items such as those listed in SCC 18.85.060 are exempt from review.

(2) Pre-Application Conference with Staff. Prior to the formal submission of a proposed plan of erection, demolition, alteration, or removal of buildings controlled by this chapter, the applicant or his or her representative is encouraged to meet with the designated staff of the commission concerning the proposed plan of action and submit unofficial preliminary studies, a written description, drawings, photographs, and plans of the concept of the proposed action for tentative review, comments, and recommendations.

(3) Submission of Plans to Commission. An application for a certificate of appropriateness shall be accompanied by a written description, drawings, photographs, plans, and documentation as required by the commission and as further set forth on the application for the certificate of appropriateness. Upon the filing of a complete application and the payment of the application fee no later than the first Tuesday of the month, the application shall be considered at that month's commission meeting. An application filed or application fee paid after such first Tuesday shall cause such application to be considered at the following month's commission meeting.

(4) Interior Alterations. In its review of applications for certificate of appropriateness, the commission shall not consider interior arrangement or use having no effect on exterior architectural features.

(5) Technical Advice. The commission shall have the power to seek technical advice from outside its members on any application subject to funds being available for such purposes.

(6) Public Meetings on Applications for Certificate of Appropriateness, Notices, and Right to be Heard. The commission shall hold a public meeting at which each proposed certificate of appropriateness is discussed. Notice of the meeting shall be mailed by the commission to all owners and occupants of the proposed property. The commission shall give the property owner and/or applicant and any other interested party an opportunity to be heard at the meeting.

(7) Commission Options. The commission may approve the certificate of appropriateness as proposed, approve the certificate of appropriateness with any modifications it deems necessary, or reject it.

The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, cultural, historic, or architectural significance and value of the historic property or the historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors, the following criteria for each of the following acts:

(a) Reconstruction, Alteration, New Construction, or Renovation. The commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building material, setback and landscaping and to the Secretary of Interior's Standards and Guidelines for the Treatment of Historic Properties and the Staunton Historic District Guidelines.

…..

…..

…..

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

Introduced:
Adopted:
Effective Date:

____
Stephen W. Claffey, Mayor

ATTEST: ______________________________
Kiley A. Kesecker,
Clerk of Council

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**March 14, 2024**	**Leslie Beauregard** **City Manager's Office** **Jessie L. Moyers** **Chief Finance Officer**
Item #	**C**	
Department:	**City Manager's Office** **Finance**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence; Engagement** **Strategic Areas: Responsive, Efficient Government; West End; Built Environment; Economic Development**	
Subject:	**Update on Juvenile and Domestic Relations District Court Project, Followed by Public Hearing and Consideration of an Ordinance to Issue General Obligation Bonds in a Principal Amount Not to Exceed $35.5 Million for the Financing of the Construction of the Staunton Juvenile and Domestic Relations District Court**	

Background: The City of Staunton is constructing a new Juvenile and Domestic Relations (J&DR) District Court facility. The facility will be located in the former Chestnut Hills Shopping Center in the city's West End. Currently, Staunton's J&DR District Court shares a facility with the Augusta County J&DR District Court located at 6 East Johnson St. in Staunton. The building is owned by Augusta County. In September 2021, the Commonwealth declared that the shared J&DR court facility was not in compliance with the requirements of Virginia State Code. In November 2022, Augusta County voters approved a referendum to relocate the County's Circuit and District Courts to a new facility to be constructed in Verona. As a result of the referendum, the City of Staunton needed to establish its own separate J&DR District Court.

J&DR District Court Update: On March 1, 2024, the city advertised for bids for construction of the new J&DR District Court facility.

The courthouse will be a two-story brick building totaling 34,330 square feet with two courtrooms, security program areas for the City Sheriff's Office, Court Clerk's Office, Court Service Unit, satellite office space for the Commonwealth's Attorney Office, Office of the Public Defender, and mediator/victim advocate services.

Over the last few months, construction plans were finalized and approved by the Commonwealth of Virginia to meet the specifications of the Virginia Courthouse Facility Guidelines. All areas were designed to meet the specific needs of the City Sheriff, the Judges, and the Clerk and their staff. The site is being prepped for demolition and the site plan has been approved.

The former Heck's Department Store at 2030A and 2030B West Beverley St. will be demolished and sections of the adjacent existing building at 2040 West Beverley St. will be preserved and saved for reuse by the city. The new J&DR District Court building will be set toward the back of the lot and the front of the building will face West Beverley Street. This placement and the design are being done with future expansion in mind for other court services.

A pre-bid meeting will occur on Friday, March 15, 2024, with a bid addendum to be published the following week. Bids for the new J&DR Court are due on March 29. Construction on the new J&DR District Court is set to begin this spring and must be completed and ready for use by November 2025.

Additional information about the history of this project and prior updates can be found at https://www.ci.staunton.va.us/government/projects/courthouse.

Proposed Debt Issuance for J&DR District Court Facility: The proposed debt issuance proceeds will be used to cover construction costs, sitework, furniture, testing and inspections, commissioning services, data and telephone allowances, moving expenses, and costs associated with the debt issuance. The estimated maximum financing need for this project is $35.5 million. The city plans to receive bids for the project until March 29, 2024. Depending on the bids received, the city can change the amount of the debt to an amount less than $35.5 million.

The city has explored multiple financing options for this project. On behalf of the City, Davenport & Company LLC ("Davenport") distributed a request for proposals for bank financing and five (5) proposals were received by February 23, 2024. Davenport also assisted the city with preparing and submitting an application in order to potentially participate in the Virginia Resources Authority's Spring 2024 Virginia Pooled Financing Program. Davenport has prepared a comparison of the funding options and provided a summarized version of the results on Attachment #1.

To proceed with the financing, Council will need to conduct a public hearing and adopt an ordinance authorizing the issuance of general obligation bonds in a maximum amount of $35.5 million, which is attached to this agenda briefing. The ordinance requires a public hearing to be held prior to consideration of the ordinance. The public hearing was advertised in *The News Leader* on February 29, and March 7, 2024.

A resolution directing the specific financing option selected by City Council at its March 14, 2024 meeting is scheduled for Council's consideration on March 28, 2024.

City staff and representatives of Davenport & Company LLC will be available to answer any questions.

Attachments:

Attachment 1 - Davenport Discussion Materials
Attachment 2 - Funding Ordinance
Attachment 3 - Public Notice

City Manager's Recommendation: Recommend that City Council conduct the public hearing and adopt the proposed ordinance.

Suggested Motion (to be made after the public hearing is conducted): I move that City Council adopt the Ordinance authorizing the issuance of General Obligation Bonds in the maximum principal amount of $35.5 million for the construction of the Staunton Juvenile and Domestic Relations District Court.

City Manager: Leslie Beauregard

DAVENPORT PUBLIC FINANCE 1863

To	City of Staunton, Virginia (the "City")
From	Davenport & Company LLC ("Davenport")
Date	March 14, 2024
Subject	2024 Financing of the City's Juvenile and Domestic Relations District Court Facility Project

Background

The City is contemplating issuing its General Obligation, Series 2024 Bond (the "2024 Bond") in an amount not-to-exceed $35.5 million to fund the construction of the City's Juvenile and Domestic Relations District ("J&DR") Court Facility Project (the "Project") as well as pay the associated costs of issuance. The City anticipates receiving construction bid proposals in late March / early April; at which time, the Project costs will be known. Additionally, the City has identified City funds that may be used to potentially reduce the borrowing amount or to fund incremental increases over the City's current debt service budget levels for the next several years. Given the above, the City will be able to determine the appropriate borrowing amount prior to locking in the long-term financing.

Bank RFP Process

On behalf of the City, Davenport distributed a request for proposals ("RFP") to approximately 100 local, regional, and national banks on January 19, 2024. Proposals were due on or before 11am, February 23, 2024. Through this process, the City received five (5) Bank RFP proposals (in alphabetical order).

- Capital One Public Finance ("COPF" or "Capital One");
- JPMorgan Chase Bank ("JPM");
- TD Bank ("TD");
- Truist Bank ("Truist"); and
- Webster Bank ("Webster")

VRA Financing Option

Additionally, the City prepared and submitted an application in order to potentially participate in Virginia Resources Authority's ("VRA") 2024 Spring Virginia Pooled Financing Program. VRA is in the process of reviewing the City's application for the 2024 Spring Pool. The VRA Financing Option would be subject to the following:

- Interest rates would not be set until Pricing on or about May 1, 2024 (approximately 45 days).
- Prepayment would typically not be permitted in the first 10 years; thereafter, prepayment would be permitted in whole or in part without penalty.
- The City would be responsible for their proportionate share of VRA's issuance cost.
- Funds would be available at Closing on or about May 15, 2024.

The remainder of this memorandum summarizes the key considerations of the bank results and potential funding options available to the City for the J&DR Project.

Discussion Points

Interest Rates

A summary of the interest rates proposed by the five (5) banks is outlined below as well as the current market estimated results for VRA. Some of these rates would be "held-firm" through Closing; while some are indicative as of 2/23/2024 and would not be set until the City entered into a "Rate Lock" with the selected proposer. However, once the preferred financing option is selected, the City's interest rate would be fixed for the life of the loan. Given the interest rates provided by the banks and based on current market estimates for a public sale of bonds, VRA would provide the most favorable results (i.e., by approximately 84 to over 100+ basis points) regardless of the City's preferred amortization period. As stated previously, the City's interest rate would not be set until VRA prices its bonds on/about May 1, 2024 (in roughly 45 days).

Table 1: Summary of Interest Rates

	Interest Rate/TIC			
Lender	15 Year	20 Year	25 Year	30 Year
VRA	3.07%	3.49%	3.76%	3.95%
Capital One[(1)]	4.53%	4.63%	4.82%	4.94%
JP Morgan (10yr Call)	4.31%	No Bid	No Bid	No Bid
TD Bank (Open)	4.24% [(2)]	No Bid	No Bid	No Bid
Truist (10yr Call)	4.46%	4.58%	4.60% [(3)]	No Bid
Webster	4.49%	4.71%	5.11%	No Bid
VRA vs. Low-Bid	-1.17%	-1.09%	-0.84%	-0.99%

(1) Capital One interest rates are indicative as of 2/23/24.

(2) TD Bank interest rate is indicative as 2/23/24.

(3) Truist "Put" provison may require the City to pay-off or refund the note at 15 years.

Debt Service Comparison

A summary comparison of the estimated debt service for VRA versus the "Low Bid" under each of the amortization options are shown in the tables. For purposes of this analysis, the City is assumed to fund construction and associated local financing costs of $35.0 million. This amount is preliminary and subject to change within the not-to-exceed principal amount of $35.5 million.

Table 2: VRA vs. Low Bid | 15 Year Amortization Option

	A	B	C	D
	Estimated Preliminary Results 15 Year Amortization	VRA Fall Pool 15 Years(1)	TD Bank 15 Year Open(2)	Difference
1	**Key Assumptions**			
2	Pricing / Rate Lock Date	5/1/2024	TBD	
3	Interest Rate/TIC	3.07%	4.24%	1.17%
4	Average Annual Debt Service	$ 3,052,622	$ 3,316,025	$ 263,403
5	Total Debt Service	$ 44,239,293	$ 47,863,625	$ 3,624,332
6	Prepayment Flexibility	10 Yr Call Thereafter at Any Time In Whole or In Part No Penalty	Any Time In Whole or In Part No Penalty	

(1) VRA preliminary estimates are based on current market as of 2/23/24 and are subject to change until Pricing on/about 5/1/24. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

(2) TD Bank's interest rate is indicative as of 2/23/24 and is subject to change until the "Rate Lock" is determined.

Table 3: VRA vs. Low Bid | 20 Year Amortization Option

	A	B	C	D
	Estimated Preliminary Results 20 Year Amortization	VRA Fall Pool 20 Years(1)	Truist Bank 20 Year	Difference
1	**Key Assumptions**			
2	Pricing / Rate Lock Date	5/1/2024	4/1/2024	
3	Interest Rate/TIC	3.49%	4.58%	1.09%
4	Average Annual Debt Service	$ 2,513,206	$ 2,759,024	$ 245,817
5	Total Debt Service	$ 49,226,393	$ 53,976,002	$ 4,749,610
6	Prepayment Flexibility	10 Yr Call Thereafter at Any Time In Whole or In Part No Penalty	10 Yr Call Thereafter at Any Time In Whole or In Part Make Whole	

(1) VRA preliminary estimates are based on current market as of 2/23/24 and are subject to change until Pricing on/about 5/1/24. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

Table 4: VRA vs. Low Bid | 25 Year Amortization Option

	A	B	C	D
	Estimated Preliminary Results 25 Year Amortization	VRA Fall Pool 25 Years[1]	Truist Bank 25 Year[2]	Difference
1	**Key Assumptions**			
2	Pricing / Rate Lock Date	5/1/2024	4/1/2024	
3	Interest Rate/TIC	3.76%	4.60%	0.84%
4	Average Annual Debt Service	$ 2,214,325	$ 2,409,140	$ 194,815
5	Total Debt Service	$ 54,598,385	$ 59,380,693	$ 4,782,308
6	Prepayment Flexibility	10 Yr Call Thereafter at Any Time In Whole or In Part No Penalty	10 Yr Call Thereafter at Any Time In Whole or In Part Make Whole	

(1) VRA preliminary estimates are based on current market as of 2/23/24 and are subject to change until Pricing on/about 5/1/24. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

(2) Truist "Put" provison may require the City to pay-off or refund the note at 15 years.

Table 5: VRA vs. Low Bid | 30 Year Amortization Option

	A	B	C	D
	Estimated Preliminary Results 30 Year Amortization	VRA Fall Pool 30 Years[1]	Capital One 30 Year[2]	Difference
1	**Key Assumptions**			
2	Pricing / Rate Lock Date	5/1/2024	3/15/2024	
3	Interest Rate/TIC	3.95%	4.94%	0.99%
4	Average Annual Debt Service	$ 2,032,468	$ 2,270,869	$ 238,400
5	Total Debt Service	$ 60,391,889	$ 67,531,360	$ 7,139,471
6	Prepayment Flexibility	10 Yr Call Thereafter at Any Time In Whole or In Part No Penalty	10 Yr Call Thereafter at Any Time In Whole Only No Penalty	

(1) VRA preliminary estimates are based on current market as of 2/23/24 and are subject to change until Pricing on/about 5/1/24. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

(2) Capital One's interest rate is indicative as of 2/23/24 and is subject to change until the "Rate Lock" is determined.

VRA Amortization Options

A summary comparison of the estimated debt service for VRA Amortization Options ranging from 15 Years to 30 Years are shown in the table below.

Table 6: Comparison of VRA Amortization Options

	A	B	C	D	E
	Estimated Preliminary Results 30 Year Amortization	VRA Fall Pool 15 Years[1]	VRA Fall Pool 20 Years[1]	VRA Fall Pool 25 Years[1]	VRA Fall Pool 30 Years[1]
1	**Key Assumptions**				
2	Pricing / Rate Lock Date	5/1/2024	5/1/2024	5/1/2024	5/1/2024
3	Interest Rate/TIC	3.07%	3.49%	3.76%	3.95%
4	Average Annual Debt Service	$ 3,052,622	$ 2,513,206	$ 2,214,325	$ 2,032,468
5	Total Debt Service	$ 44,239,293	$ 49,226,393	$ 54,598,385	$ 60,391,889

(1) VRA preliminary estimates are based on current market as of 2/23/24 and are subject to change until Pricing on/about 5/1/24. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

Recommendation

Based upon our review of the proposals, related analyses, and discussions with City Staff and Bond Counsel, Davenport recommends that the City move forward with the 2024 VRA Spring Pool Funding Option. Preliminary current market estimates for a VRA issuance of bonds in the Public Markets is estimated to provide the City with the lowest interest rate, resulting in the lowest annual (and all-in) debt service for the City. Additionally, VRA's call provisions would provide the City with flexibility to prepay the loan in whole or in part after the first 10 Years at any time without penalty.

In conjunction with City Staff, Davenport will provide additional perspective on the preferred amortization option at the City Council's meeting on March 28, 2024.

Next Steps

Date	Task
March 14	City Council Meeting. ▪ City Council holds Public Hearing. ▪ City Council considers selecting preferred funding option (i.e., VRA vs. Bank). ▪ City Council considers approving Bond Ordinance.
March 28	City Council Meeting. ▪ In conjunction with City Staff, Davenport presents comparative analysis of Amortization Options. ▪ City Council considers selecting preferred Amortization Option; or Authorizes Staff to determine preferred Amortization Option. ▪ City Council considers approving Authorizing Resolution and Form of Financing Documents.
May 1	VRA Tentative Bond Sale Date.
May 15	VRA Tentative Bond Sale Date.

Enclosure

Please find a more detailed analysis inserted as Appendix A --- "Discussion Materials | Bank RFP Results".

Appendix A

Discussion Materials | Bank RFP Results

Discussion Materials | Bank RFP Results

Staunton (City of), Virginia

February 28, 2024

Overview | Bank RFP Process

- The City is contemplating issuing its General Obligation, Series 2024 Bond (the "2024 Bond") in order to fund the construction of the City's Juvenile and Domestic Relations District ("J&DR") Court Facility Project (the "Project") as well as pay the associated costs of issuance.
  – The 2024 Bond is estimated to be issued in an amount up to 35,500,000*.

- On behalf of the City, Davenport & Company LLC ("Davenport") distributed a request for proposals ("RFP") to approximately 100 local, regional, and national banks.
  – Distributed the Bank RFP on January 19, 2024
  – Proposals were due on or before 11am, February 23, 2024.

- Additionally, the City with prepared and submitted an application in order to potentially participate in Virginia Resources Authority's ("VRA") 2024 Spring Virginia Pooled Financing Program.

*Preliminary, subject to change.

- Through this process, the City received five (5) Bank RFP proposals (in alphabetical order).
  - Capital One Public Finance (“COPF” or “Capital One”);
  - JPMorgan Chase Bank (“JPM”);
  - TD Bank (“TD”);
  - Truist Bank (“Truist”); and
  - Webster Bank (“Webster”)

- The following pages outline the proposals and provide a comparison of the interest rates received and other terms and conditions.

Bank RFP Results | Detailed Summary of Proposals

STAUNTON VIRGINIA

- The table below summarizes the interest rates and prepayment provisions for each of the five (5) proposals in Alphabetical Order.

	Bank (Alphabetical)	Interest Rate (Tax-Exempt) 15 Years	20 Years	25 Years	30 Years	Prepayment Options: Subject to Put Option	Whole/Part	Date	Penalty	Lender Fees to be Covered by City	Key Dates: RFP Receipt	Rate Lock/Expiration	Close By
1	Capital One	4.53%[1]				No	Whole on any date	No Call Until 10/1/2032	No Penalty	None	2/23/2024	Proposal Expiration: 3/15/2024	4/12/2024
			4.63%[1]				Whole on any date	No Call Until 10/1/2034	No Penalty				
				4.82%[1]			Whole on any date	No Call Until 10/1/2034	No Penalty				
					4.94%[1]		Whole on any date	No Call Until 10/1/2034	No Penalty				
2	JPM	4.19%[2]					Non-callable			None	2/23/2024	Proposal Expiration: 3/1/2024	On/About: 4/12/2024
		4.39%[2]				No	TBD	7-Year No Call	TBD				
		4.31%[2]					TBD	10-Year No Call	TBD				
		4.27%[2]					TBD	12-Year No Call	TBD				
3	TD Bank	4.24%[3] (Open)				No	Whole or Part	Any Time	Open: No Penalty	Lenders Counsel: $15,000 Ballard Spahr, LLC	2/23/2024	Proposal Expiration: 3/15/2024	4/12/2024
		3.97%[4] (Closed)				No	TBD	TBD	Closed: Yield Maintenance Fee[5]				
4	Truist			4.45%		Yes, 10-Year Put Option	Whole or Part	Any Time	Make Whole	Lender's Counsel: $12,000 Moore & Van Allen PLLC	2/21/2024	Proposal Expiration: 4/1/2024 Rate Expiration: 5/8/2024	5/8/2024
				4.53%		Yes, 10-Year Put Option	Whole or Part	Any Time	Make Whole / No Penalty After 8 Years				
				4.98%		Yes, 10-Year Put Option	Whole or Part	Any Time	Make Whole / No Penalty After 5 Years				
				4.52%		Yes, 15-Year Put Option	Whole or Part	Any Time	Make Whole				
				4.60%		Yes, 15-Year Put Option	Whole or Part	Any Time	Make Whole / No Penalty After 10 Years				
				4.81%		Yes, 15-Year Put Option	Whole or Part	Any Time	Make Whole / No Penalty After 8 Years				
				5.23%		Yes, 15-Year Put Option	Whole or Part	Any Time	Make Whole / No Penalty After 5 Years				
		4.42%				No	Whole or Part	Any Time	Make Whole				
		4.46%				No	Whole or Part	Any Time	Make Whole / No Penalty After 10 Years				
		4.52%				No	Whole or Part	Any Time	Make Whole / No Penalty After 8 Years				
		5.06%				No	Whole or Part	Any Time	Make Whole / No Penalty After 5 Years				
			4.50%			No	Whole or Part	Any Time	Make Whole				
			4.58%			No	Whole or Part	Any Time	Make Whole / No Penalty After 10 Years				
			4.81%			No	Whole or Part	Any Time	Make Whole / No Penalty After 8 Years				
			5.30%			No	Whole or Part	Any Time	Make Whole / No Penalty After 5 Years				
5	Webster[6]	4.49%				No	No Call	Closing to 10/1/2029: No Call	n/a	$7,500 Gilmore & Bell	2/23/2024	Proposal Expiration: 3/15/2024 Rate Expiration: 4/12/2024	4/12/2024
							Whole or Part on any payment date	10/2/2029 to 10/1/2030	102%				
								10/2/2030 to 10/1/2031	101%				
								After 10/2/2031	No Penalty				
			4.71%			No	No Call	Closing to 10/1/2032	n/a				
							Whole or Part on any payment date	10/2/2032 to 10/1/2033	102%				
								10/2/2033 to 10/1/2034	101%				
								After 10/2/2034	No Penalty				
				5.11%		No	No Call	Closing to 10/1/2032	n/a				
							Whole or Part on any payment date	10/2/2032 to 10/1/2033	102%				
								10/2/2033 to 10/1/2034	101%				
								After 10/2/2034	No Penalty				

(1) COPF will lock the rate when the City provides a final debt service schedule and firm closing date. On such date (the "Lock Date"), the final interest rate on the Loan shall be determined by observing the then-yielding 10-year USD SOFR Overnight Indexed Swap (ticker USOSFR10 on Bloomberg, the ("Benchmark Rate")) and comparing it to its current yield of 3.93% (the "Base Date Rate") on February 23/2024.

(2) Rates are indicative as of 2/23/2024, subject to change. Formula TBD

(3) Rates are indicative as of 2/23/2024, subject to change. Formula = 79% [of the prevailing 15/15 years structure of Reg. Federal Home Loan Bank FHLB) Boston Amortizing Advances (4.92% on 2/23/2024)] plus .35%.

(4) Rates are indicative as of 2/23/2024, subject to change. Formula = 79% [of the prevailing 15/15 years structure of Reg. Federal Home Loan Bank FHLB) Boston Amortizing Advances (4.92% on 2/23/2024)] plus .08%.

(5) The Loan would be subject to a "Yield maintenance Fee" in an amount as follows: [Amount Being Prepaid x (Stated "Note" Interest Rate - Current Cost of Funds (i.e. Bond Equivalent Yield for U.S. Treasury securities with a maturity date closest to the Remaining Term) x Days in Remaining Term / 360] + Accrued Interest.

(6) Webster Bank's proposal allows for the City to prepay up to $5 Million one-time, between year 1 and 3, with no prepayment penalty.

Estimated Debt Service(1) | 15-Year Amortization

STAUNTON VIRGINIA

#	A	B	C
	Preliminary Results(1)	VRA Spring Pool 15 Year(1)	Truist Bank 15 Year (10yr Call)
1	**Key Assumptions**		
2	Closing Date	5/15/2024	4/12/2024
3	First Local Interest Payment	10/1/2024	10/1/2024
4	First Local Principal Payment	10/1/2025	10/1/2025
5	Final Local Maturity	10/1/2038	10/1/2038
6	Total Term (in Years)	**14.4**	**14.5**
7	Interest Rate/TIC	3.07%	4.46%
8	AIC	3.35%	4.68%
9	**Sources**		
10	Par Amount	30,505,000	35,012,000
11	Orig. Issue Premium/(Discount)	4,826,234	-
12	**Total Sources**	**$ 35,331,234**	**$ 35,012,000**
13			
14	**Uses**		
15	Project Fund	34,480,000	34,480,000
16	Fixed Local Costs of Issuance	520,000	520,000
17	Bank / VRA (CRF) Closing Costs	152,525	-
18	Lender / VRA Counsel Fees	25,000	12,000
19	Underwriter's Discount	152,525	-
20	Additional Proceeds	1,184	-
21	**Total Uses**	**$ 35,331,234**	**$ 35,012,000**
22			
23	**Estimated Net Debt Service(1)**		
24	2024	$ -	$ -
25	2025	1,502,583	1,513,822
26	2026	3,054,175	3,362,459
27	2027	3,053,713	3,361,455
28	2028	3,054,022	3,361,637
29	2029	3,054,847	3,361,806
30	2030	3,051,059	3,361,782
31	2031	3,052,403	3,362,365
32	2032	3,053,494	3,362,354
33	2033	3,054,075	3,361,571
34	2034	3,053,891	3,361,793
35	2035	3,052,684	3,361,775
36	2036	3,050,200	3,362,270
37	2037	3,051,053	3,362,035
38	2038	3,049,859	3,361,823
39	2039	3,051,234	3,362,345
40	**Total Debt Service**	**$ 44,239,293**	**$ 48,581,291**
41	**Difference vs. VRA Current Market Estimate**		**$ 4,341,998**
42	**Est. Break Even Interest Rate Movement**		**1.37%**

VRA will lock-in the interest rate on/about May 1st.

Given the City's desire to finance the Courthouse over a longer period of time (i.e. 20 to 30 years) and the Bank Proposals' interest rates and terms/conditions, the remainder of this analysis focuses on COPF's, Truist's and Webster's (20 to 30 year) proposals in comparison to a 2024 VRA Spring Pool issuance.

(1) 2024 VRA Spring Pool current market estimates are preliminary as of 2/23/2024; preliminary, subject to change. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

Estimated Debt Service[1] | 20-Year Amortization

	A	B	C	D	E
	Preliminary Results[1]	VRA Spring Pool 20 Year[1] (10yr Call)	Truist Bank 20 Year (10yr Call)	Capital One 20 Year (10yr Call)	Webster Bank 20 Year (10yr Par Call)
1	**Key Assumptions**				
2	Closing Date	5/15/2024	4/12/2024	4/12/2024	4/12/2024
3	First Local Interest Payment	10/1/2024	10/1/2024	10/1/2024	10/1/2024
4	First Local Principal Payment	10/1/2025	10/1/2025	10/1/2025	10/1/2025
5	Final Local Maturity	10/1/2043	10/1/2043	10/1/2043	10/1/2043
6	Total Term (in Years)	19.4	19.5	19.5	19.5
7	Interest Rate/TIC	3.49%	4.58%	4.63% (2)	4.71%
8	AIC	3.71%	4.76%	4.80% (2)	4.89%
9	**Sources**				
10	Par Amount	31,340,000	35,012,000	35,000,000	35,008,000
11	Orig. Issue Premium/(Discount)	4,001,796	-	-	-
12	**Total Sources**	$ 35,341,796	$ 35,012,000	$ 35,000,000	$ 35,008,000
13					
14	**Uses**				
15	Project Fund	34,480,000	34,480,000	34,480,000	34,480,000
16	Fixed Local Costs of Issuance	520,000	520,000	520,000	520,000
17	Bank / VRA (CRF) Closing Costs	156,700	-	-	-
18	Lender / VRA Counsel Fees	25,000	12,000	-	7,500
19	Underwriter's Discount	156,700	-	-	-
20	Additional Proceeds	3,396	-	-	500
21	**Total Uses**	$ 35,341,796	$ 35,012,000	$ 35,000,000	$ 35,008,000
22					
23	**Estimated Net Debt Service**[1,2]				
24	2024	$ -	$ -	$ -	$ -
25	2025	1,475,474	1,554,552	1,570,985	1,598,494
26	2026	2,514,422	2,759,459	2,769,276	2,788,394
27	2027	2,511,634	2,759,018	2,769,530	2,788,109
28	2028	2,511,156	2,758,989	2,769,146	2,788,117
29	2029	2,512,731	2,759,236	2,769,007	2,788,274
30	2030	2,511,231	2,758,642	2,768,974	2,787,465
31	2031	2,511,528	2,759,072	2,769,885	2,787,547
32	2032	2,513,366	2,759,365	2,769,602	2,788,331
33	2033	2,511,616	2,759,382	2,769,008	2,787,678
34	2034	2,516,022	2,758,988	2,769,919	2,787,445
35	2035	2,511,456	2,759,021	2,769,171	2,788,420
36	2036	2,512,791	2,759,299	2,769,604	2,788,416
37	2037	2,514,641	2,758,660	2,769,033	2,788,266
38	2038	2,511,878	2,758,923	2,769,271	2,787,784
39	2039	2,514,247	2,758,880	2,769,110	2,787,756
40	2040	2,511,491	2,759,326	2,769,343	2,787,947
41	2041	2,513,353	2,759,055	2,769,737	2,788,123
42	2042	2,516,056	2,758,860	2,769,084	2,788,047
43	2043	2,515,459	2,758,513	2,769,154	2,787,483
44	2044	2,515,841	2,758,761	2,769,667	2,788,150
45	**Total Debt Service**	$ 49,226,393	$ 53,976,002	$ 54,188,505	$ 54,570,246
46	**Difference vs. VRA Current Market Estimate**		$ 4,749,610	$ 4,962,113	$ 5,343,853
47	**Est. Break Even Interest Rate Movement**		1.08%	1.14%	1.24%

VRA will lock-in the interest rate on/about May 1st.

(1) 2024 VRA Spring Pool current market estimates are preliminary as of 2/23/2024; preliminary, subject to change. Includes the Annual VRA Annual Admin Fee of 12.5 bps.
(2) Capital One's rates are indicative as of 2/23/2024. Preliminary and subject to change.

Estimated Debt Service[1] | 25-Year Amortization

STAUNTON VIRGINIA

	A	B	C	D	E
	Preliminary Results[1]	VRA Spring Pool 25 Year[1] (10yr Call)	Truist Bank 25 Year (15yr Put / 10yr Call)	Capital One 25 Year (10yr Call)	Webster Bank 25 Year (10yr Par Call)
1	**Key Assumptions**				
2	Closing Date	5/15/2024	4/12/2024	4/12/2024	4/12/2024
3	First Local Interest Payment	10/1/2024	10/1/2024	10/1/2024	10/1/2024
4	First Local Principal Payment	10/1/2025	10/1/2025	10/1/2025	10/1/2025
5	Final Local Maturity	10/1/2048	10/1/2048	10/1/2048	10/1/2048
6	Total Term (in Years)	**24.4**	**24.5**	**24.5**	**24.5**
7	Interest Rate/TIC	3.76%	4.60%	4.82% (2)	5.11%
8	AIC	3.95%	4.75%	4.97% (2)	5.27%
9	**Sources**				
10	Par Amount	32,475,000	35,012,000	35,000,000	35,008,000
11	Orig. Issue Premium/(Discount)	2,878,139	-	-	-
12	**Total Sources**	$ 35,353,139	$ 35,012,000	$ 35,000,000	$ 35,008,000
13					
14	**Uses**				
15	Project Fund	34,480,000	34,480,000	34,480,000	34,480,000
16	Fixed Local Costs of Issuance	520,000	520,000	520,000	520,000
17	Bank / VRA (CRF) Closing Costs	162,375	-	-	-
18	Lender / VRA Counsel Fees	25,000	12,000	-	7,500
19	Underwriter's Discount	162,375	-	-	-
20	Additional Proceeds	3,389	-	-	500
21	**Total Uses**	$ 35,353,139	$ 35,012,000	$ 35,000,000	$ 35,008,000
22					
23	**Estimated Net Debt Service[1,2]**				
24	2024	$ -	$ -	$ -	$ -
25	2025	1,454,588	1,561,341	1,635,453	1,734,248
26	2026	2,214,994	2,408,761	2,460,889	2,763,359
27	2027	2,217,069	2,409,282	2,460,726	2,712,259
28	2028	2,212,222	2,408,986	2,460,636	2,661,159
29	2029	2,215,325	2,408,804	2,460,521	2,610,059
30	2030	2,216,122	2,408,644	2,460,285	2,558,959
31	2031	2,214,613	2,409,391	2,460,808	2,507,859
32	2032	2,215,669	2,408,953	2,460,969	2,481,120
33	2033	2,214,163	2,409,238	2,460,672	2,477,465
34	2034	2,214,966	2,409,131	2,460,797	2,471,255
35	2035	2,212,950	2,409,517 (3)	2,460,222	2,486,851
36	2036	2,212,988	2,409,281	2,460,803	2,522,976
37	2037	2,214,822	2,409,308	2,460,396	2,480,908
38	2038	2,213,325	2,409,460	2,460,856	2,447,306
39	2039	2,213,369	2,409,599	2,461,014	2,446,996
40	2040	2,214,697	2,408,610	2,460,726	2,447,930
41	2041	2,212,181	2,409,332	2,460,823	2,447,904
42	2042	2,213,947	2,409,581	2,461,112	2,447,738
43	2043	2,215,472	2,409,219	2,460,425	2,447,230
44	2044	2,214,109	2,409,085	2,460,568	2,447,148
45	2045	2,214,756	2,408,995	2,460,325	2,447,236
46	2046	2,212,309	2,408,765	2,460,479	2,447,241
47	2047	2,216,563	2,409,188	2,460,789	2,447,880
48	2048	2,212,413	2,409,057	2,461,014	2,447,872
49	2049	2,214,756	2,409,165	2,460,912	2,446,962
50	**Total Debt Service**	$ 54,598,385	$ 59,380,693	$ 60,692,217	$ 61,837,918
51	**Difference vs. VRA Current Market Estimate**		$ 4,782,308	$ 6,093,833	$ 7,239,533
52	**Est. Break Even Interest Rate Movement**		0.80%	1.01%	1.19%

VRA will lock-in the interest rate on/about May 1st.

(1) 2024 VRA Spring Pool current market estimates are preliminary as of 2/23/2024; preliminary, subject to change. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

(2) Capital One's rates are indicative as of 2/23/2024. Preliminary and subject to change.

(3) As it relates to Truist's 25 Year Option, upon the selected put date (15 years from closing), the Borrower will be required to purchase the Bond; provided that the Lender may provide written notice to the Borrower no later than 120 days prior to such date of its intent to waive the requirement. This means there's no guarantee that Truist would continue holding the loan after 10 or 15 years from the date of the issuance and the City would be required to pay-off or refund the loan.

Estimated Debt Service[1] | 30-Year Amortization

STAUNTON VIRGINIA

	A	B	C
	Preliminary Results[1]	VRA Spring Pool 30 Year[1] (10yr Call)	Capital One 30 Year (10yr Call)
1	**Key Assumptions**		
2	Closing Date	5/15/2024	4/12/2024
3	First Local Interest Payment	10/1/2024	10/1/2024
4	First Local Principal Payment	10/1/2025	10/1/2025
5	Final Local Maturity	10/1/2053	10/1/2053
6	Total Term (in Years)	**29.4**	**29.5**
7	Interest Rate/TIC	3.95%	4.94% (2)
8	AIC	4.12%	5.07% (2)
9	**Sources**		
10	Par Amount	33,435,000	35,000,000
11	Orig. Issue Premium/(Discount)	1,926,808	-
12	**Total Sources**	**$ 35,361,808**	**$ 35,000,000**
13			
14	**Uses**		
15	Project Fund	34,480,000	34,480,000
16	Fixed Local Costs of Issuance	520,000	520,000
17	Bank / VRA (CRF) Closing Costs	167,175	-
18	Lender / VRA Counsel Fees	25,000	-
19	Underwriter's Discount	167,175	-
20	Additional Proceeds	2,458	-
21	**Total Uses**	**$ 35,361,808**	**$ 35,000,000**
22			
23	**Estimated Net Debt Service[1,2]**		
24	2024	$ -	$ -
25	2025	1,450,311	1,676,169
26	2026	2,035,156	2,271,267
27	2027	2,031,841	2,271,109
28	2028	2,032,116	2,270,543
29	2029	2,030,853	2,270,495
30	2030	2,032,925	2,270,866
31	2031	2,033,203	2,270,583
32	2032	2,031,688	2,270,570
33	2033	2,033,250	2,270,730
34	2034	2,032,763	2,270,963
35	2035	2,030,225	2,271,170
36	2036	2,030,509	2,271,254
37	2037	2,033,359	2,271,114
38	2038	2,033,647	2,270,653
39	2039	2,031,372	2,270,746
40	2040	2,031,406	2,271,246
41	2041	2,033,494	2,271,029
42	2042	2,033,709	2,270,971
43	2043	2,032,559	2,270,925
44	2044	2,034,244	2,270,741
45	2045	2,033,659	2,271,248
46	2046	2,030,806	2,270,297
47	2047	2,030,581	2,270,715
48	2048	2,032,778	2,270,305
49	2049	2,032,294	2,270,868
50	2050	2,034,025	2,271,183
51	2051	2,032,869	2,271,052
52	2052	2,033,722	2,271,253
53	2053	2,031,481	2,270,563
54	2054	2,031,044	2,270,735
55	**Total Debt Service**	**$ 60,391,889**	**$ 67,531,360**
56	**Difference vs. VRA Current Market Estimate**		**$ 7,139,471**
57	**Est. Break Even Interest Rate Movement**		**0.94%**

VRA will lock-in the interest rate on/about May 1st.

(1) 2024 VRA Spring Pool current market estimates are preliminary as of 2/23/2024; preliminary, subject to change. Includes the Annual VRA Annual Admin Fee of 12.5 bps.
(2) Capital One's rates are indicative as of 2/23/2024. Preliminary and subject to change.

Estimated Debt Service[(1)] | VRA Comparison

STAUNTON VIRGINIA

	A	B	C	D	E
	Preliminary Results[(1)]	VRA Spring Pool 15 Year[(1)] (10yr Call)	VRA Spring Pool 20 Year[(1)] (10yr Call)	VRA Spring Pool 25 Year[(1)] (10yr Call)	VRA Spring Pool 30 Year[(1)] (10yr Call)
1	**Key Assumptions**				
2	Closing Date	5/15/2024	5/15/2024	5/15/2024	5/15/2024
3	First Local Interest Payment	10/1/2024	10/1/2024	10/1/2024	10/1/2024
4	First Local Principal Payment	10/1/2025	10/1/2025	10/1/2025	10/1/2025
5	Final Local Maturity	10/1/2038	10/1/2043	10/1/2048	10/1/2053
6	Total Term (in Years)	**14.4**	**19.4**	**24.4**	**29.4**
7	Interest Rate/TIC	3.07%	3.49%	3.76%	3.95%
8	AIC	3.35%	3.71%	3.95%	4.12%
9	**Sources**				
10	Par Amount	30,505,000	31,340,000	32,475,000	33,435,000
11	Orig. Issue Premium/(Discount)	4,826,234	4,001,796	2,878,139	1,926,808
12	**Total Sources**	$ 35,331,234	$ 35,341,796	$ 35,353,139	$ 35,361,808
13					
14	**Uses**				
15	Project Fund	34,480,000	34,480,000	34,480,000	34,480,000
16	Fixed Local Costs of Issuance	520,000	520,000	520,000	520,000
17	Bank / VRA (CRF) Closing Costs	152,525	156,700	162,375	167,175
18	Lender / VRA Counsel Fees	25,000	25,000	25,000	25,000
19	Underwriter's Discount	152,525	156,700	162,375	167,175
20	Additional Proceeds	1,184	3,396	3,389	2,458
21	**Total Uses**	$ 35,331,234	$ 35,341,796	$ 35,353,139	$ 35,361,808
22					
23	**Estimated Net Debt Service[(1)]**				
24	2024	$ -	$ -	$ -	$ -
25	2025	1,502,583	1,475,474	1,454,588	1,450,311
26	2026	3,054,175	2,514,422	2,214,994	2,035,156
27	2027	3,053,713	2,511,634	2,217,069	2,031,841
28	2028	3,054,022	2,511,156	2,212,222	2,032,116
29	2029	3,054,847	2,512,731	2,215,325	2,030,853
30	2030	3,051,059	2,511,231	2,216,122	2,032,925
31	2031	3,052,403	2,511,528	2,214,613	2,033,203
32	2032	3,053,494	2,513,366	2,215,669	2,031,688
33	2033	3,054,075	2,511,616	2,214,163	2,033,250
34	2034	3,053,891	2,516,022	2,214,966	2,032,763
35	2035	3,052,684	2,511,456	2,212,950	2,030,225
36	2036	3,050,200	2,512,791	2,212,988	2,030,509
37	2037	3,051,053	2,514,641	2,214,822	2,033,359
38	2038	3,049,859	2,511,878	2,213,325	2,033,647
39	2039	3,051,234	2,514,247	2,213,369	2,031,372
40	2040	-	2,511,491	2,214,697	2,031,406
41	2041	-	2,513,353	2,212,181	2,033,494
42	2042	-	2,516,056	2,213,947	2,033,709
43	2043	-	2,515,459	2,215,472	2,032,559
44	2044	-	2,515,841	2,214,109	2,034,244
45	2045	-	-	2,214,756	2,033,659
46	2046	-	-	2,212,309	2,030,806
47	2047	-	-	2,216,563	2,030,581
48	2048	-	-	2,212,413	2,032,778
49	2049	-	-	2,214,756	2,032,294
50	2050	-	-	-	2,034,025
51	2051	-	-	-	2,032,869
52	2052	-	-	-	2,033,722
53	2053	-	-	-	2,031,481
54	2054	-	-	-	2,031,044
55	**Total Debt Service**	$ 44,239,293	$ 49,226,393	$ 54,598,385	$ 60,391,889

VRA will lock-in the interest rate on/about May 1st.

(1) 2024 VRA Spring Pool current market estimates are preliminary as of 2/23/2024; preliminary, subject to change. Includes the Annual VRA Annual Admin Fee of 12.5 bps.

Next Steps / Timeline

Date	Task
February 23	Bank Proposals received by Davenport.
March 14 7:00 pm *Agenda Deadline: TBD*	City Council Meeting ▪ Davenport presents comparative analysis (i.e., Banks vs. VRA). ▪ Council holds Public Hearing. ▪ Council considers selecting preferred financing approach/proposer. ▪ Council considers adopting ordinance and authorizing resolutions.
March 28 7:00 pm *Agenda Deadline: TBD*	City Council Meeting ▪ Council considers adopting final resolution(s) and form of financing documents.
By April 12	Close on Direct Bank Loan, if selected.
May 1	VRA Bond Sale.
May 15	VRA Bond Closing.

Disclaimer

The enclosed information relates to an existing or potential municipal advisor engagement.

The U.S. Securities and Exchange Commission (the “SEC”) has clarified that a broker, dealer or municipal securities dealer engaging in municipal advisory activities outside the scope of underwriting a particular issuance of municipal securities should be subject to municipal advisor registration. Davenport & Company LLC (“Davenport”) has registered as a municipal advisor with the SEC. As a registered municipal advisor Davenport may provide advice to a municipal entity or obligated person. An obligated person is an entity other than a municipal entity, such as a not for profit corporation, that has commenced an application or negotiation with an entity to issue municipal securities on its behalf and for which it will provide support. If and when an issuer engages Davenport to provide financial advisory or consultant services with respect to the issuance of municipal securities, Davenport is obligated to evidence such a financial advisory relationship with a written agreement.

When acting as a registered municipal advisor Davenport is a fiduciary required by federal law to act in the best interest of a municipal entity without regard to its own financial or other interests. Davenport is not a fiduciary when it acts as a registered investment advisor, when advising an obligated person, or when acting as an underwriter, though it is required to deal fairly with such persons.

This material was prepared by public finance, or other non-research personnel of Davenport. This material was not produced by a research analyst, although it may refer to a Davenport research analyst or research report. Unless otherwise indicated, these views (if any) are the author’s and may differ from those of the Davenport fixed income or research department or others in the firm. Davenport may perform or seek to perform financial advisory services for the issuers of the securities and instruments mentioned herein.

This material has been prepared for information purposes only and is not a solicitation of any offer to buy or sell any security/instrument or to participate in any trading strategy. Any such offer would be made only after a prospective participant had completed its own independent investigation of the securities, instruments or transactions and received all information it required to make its own investment decision, including, where applicable, a review of any offering circular or memorandum describing such security or instrument. That information would contain material information not contained herein and to which prospective participants are referred. This material is based on public information as of the specified date, and may be stale thereafter. We have no obligation to tell you when information herein may change. We make no representation or warranty with respect to the completeness of this material. Davenport has no obligation to continue to publish information on the securities/instruments mentioned herein. Recipients are required to comply with any legal or contractual restrictions on their purchase, holding, sale, exercise of rights or performance of obligations under any securities/instruments transaction.

The securities/instruments discussed in this material may not be suitable for all investors or issuers. Recipients should seek independent financial advice prior to making any investment decision based on this material. This material does not provide individually tailored investment advice or offer tax, regulatory, accounting or legal advice. Prior to entering into any proposed transaction, recipients should determine, in consultation with their own investment, legal, tax, regulatory and accounting advisors, the economic risks and merits, as well as the legal, tax, regulatory and accounting characteristics and consequences, of the transaction. You should consider this material as only a single factor in making an investment decision.

The value of and income from investments and the cost of borrowing may vary because of changes in interest rates, foreign exchange rates, default rates, prepayment rates, securities/instruments prices, market indexes, operational or financial conditions or companies or other factors. There may be time limitations on the exercise of options or other rights in securities/instruments transactions. Past performance is not necessarily a guide to future performance and estimates of future performance are based on assumptions that may not be realized. Actual events may differ from those assumed and changes to any assumptions may have a material impact on any projections or estimates. Other events not taken into account may occur and may significantly affect the projections or estimates. Certain assumptions may have been made for modeling purposes or to simplify the presentation and/or calculation of any projections or estimates, and Davenport does not represent that any such assumptions will reflect actual future events. Accordingly, there can be no assurance that estimated returns or projections will be realized or that actual returns or performance results will not materially differ from those estimated herein.

This material may not be sold or redistributed without the prior written consent of Davenport. Version 1.1.2024 | SS | RT | MB | TC

COVERING CERTIFICATE FOR ORDINANCE

The undersigned Clerk of Council of the City of Staunton, Virginia (the "City"), certifies as follows:

1. At its regular meeting on March 14, 2024, the Council of the City (the "Council") held a public hearing, duly noticed, in accordance with Section 15.2-2606 of the Code of Virginia of 1950, as amended, on the proposed issuance of bonds addressed by this ordinance.

2. Attached hereto is a true, correct and complete copy of an ordinance entitled "ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE CITY OF STAUNTON, VIRGINIA, IN THE MAXIMUM PRINCIPAL AMOUNT OF $35,500,000" (the "Ordinance"), as introduced at the regular meeting of the Council held following the public hearing on March 14, 2024. The Ordinance was adopted at such meeting by a majority of all members of the Council by a roll-call vote.

3. The Council meeting at which the Ordinance was adopted was held at the time and place established by the Council for its regular meetings pursuant to Staunton City Code Section 2.10.080. The minutes of such meeting reflect the attendance of the members and their votes on the Ordinance as follows:

Member	**Attendance** (Present/Absent)	**Vote** (Aye/Nay/Abstain)
Stephen W. Claffey, Mayor		
Amy G. Darby, Vice Mayor		
Brad Arrowood		
Adam Campbell		
Michele Edwards		
Mark Robertson		
Alice Woods		

4. The Ordinance has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the City of Staunton, Virginia, this ____ day of March, 2024.

(SEAL)

____

Kiley Kesecker, Clerk of Council,
City of Staunton, Virginia

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE CITY OF STAUNTON, VIRGINIA, IN THE MAXIMUM PRINCIPAL AMOUNT OF $35,500,000

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA:

1. It is determined to be necessary and expedient for the City of Staunton, Virginia (the "City"), (a) to finance capital improvements for a new juvenile and domestic relations district courthouse and related facilities (collectively, the "Project"), (b) to borrow money for such purposes and (c) to issue the City's general obligation bonds therefor.

2. Pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991, but without regard to the provisions of the City Charter, there are authorized to be issued general obligation bonds of the City in the maximum principal amount of $35,500,000 to finance the costs of the Project and to pay the costs of issuing such bonds.

3. The bonds shall bear such date or dates, mature at such time or times not exceeding 40 years from their dates, bear interest at such rate or rates, be in such denominations and form, be executed in such manner and be sold at such time or times and in such manner as the Council of the City may hereafter provide by appropriate resolution or resolutions.

4. The bonds shall be general obligations of the City, and its full faith and credit shall be irrevocably pledged to the payment of principal of and premium, if any, and interest on such bonds.

5. The Clerk of Council, in collaboration with the City Attorney, is authorized and directed to see to the immediate filing of a certified copy of this ordinance in the Circuit Court of the City of Staunton, Virginia.

6. This ordinance shall take effect immediately.

Introduced:
Adopted:
Effective Date:

____
Stephen W. Claffey, Mayor

ATTEST:___________________________
Kiley A. Kesecker,
Clerk of Council

NOTICE OF PUBLIC HEARING

On Thursday, the 14th day of March 2024, the Council of the City of Staunton, Virginia (the "City"), will hold a public hearing on the proposed issuance of general obligation bonds of the City in the estimated maximum principal amount of $35,500,000. The purpose of the proposed bonds is to finance capital improvements for a new juvenile and domestic relations district courthouse and related facilities, and to pay the costs of issuing such bonds.

The public hearing, which may be continued or adjourned, will be conducted during the regular meeting of the Council beginning at 7:00 p.m. in the Rita S. Wilson Council Chambers of City Hall, 116 West Beverley Street, first floor, Staunton, Virginia 24401.

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

Those interested in listening to the meeting may do so via live stream from the City's website or by listening to the public access television Channel (Comcast Channel 7). Hearing impaired persons desiring to participate in the public hearings should contact the Clerk of Council by email at keseckerka@ci.staunton.va.us, to request an interpreter.

Kiley Kesecker
Clerk of Council, City of Staunton, Virginia
February 29, March 7 2024
LPTR0066072

CITY COUNCIL

AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**March 14, 2024**	**Jon Venn** **Chief Human Resources Officer**
Item #	**D**	
Department:	**Human Resources**	
Alignment with Staunton Plan (Value/Strategic Area):	**Strategic Area: Responsive, Efficient Government**	
Subject:	**Proposed Fiscal Year 2025 Holiday Schedule**	

Background: The City of Staunton will observe 13 paid holidays annually in FY25, plus other holidays as designated by City Council (Personnel Policy 5.3). The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday.

City Manager's Recommendation: Recommend the following FY 2025 (July 1, 2024-June 30, 2025) Holiday Schedule:

1. Observe the following 13 paid holidays plus the 2 additional paid holidays granted by City Council for FY25 for a total of 15 paid holidays:

Holiday	Date Observed
Independence Day	Thursday, July 4, 2024
Additional Holiday granted by City Council	Friday, July 5, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024

Thanksgiving Day	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Additional Holiday granted by City Council	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth Day	Thursday, June 19, 2025
2 Personal Holidays*	Discretionary
*Must be on payroll July 1, 2024 to receive the personal holiday.	

Suggested Motion: I move to adopt the fiscal year 2025 holiday schedule, as presented.

City Manager: Leslie Beauregard

STAUNTON
VIRGINIA

DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

City of Staunton Holiday Schedule

Fiscal Year 2025 (July 1, 2024-June 30, 2025)

Holiday	Date Observed
Independence Day	Thursday, July 4, 2024
Additional Day Granted by City Council	Friday, July 5, 2024
Labor Day	Monday, September 2, 2024
Veteran’s Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Additional Day Granted by City Council	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year’s Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents’ Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth Day	Thursday, June 19, 2025
2 Personal Holiday*	Discretionary

*Must be on payroll July 1, 2024 to receive the personal holiday.

116 W. Beverley Street Staunton, Virginia 24401
City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)