

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
May 23, 2024
5:45 p.m.**

- | | | |
|------------------|-----------|--|
| 5:45 p.m. | 1. | Annual Visit to Betsy Bell |
| 6:30 p.m. | 2. | Consideration of Work Session and Regular Meeting Agendas |
| 6:35 p.m. | 3. | Introduction of Central Shenandoah Health District Director, Dr. Allison Baraco |
| 6:45 p.m. | 4. | Update on Parks and Recreation Programs and Facilities |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
May 23, 2024
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence - Darby

Proclamation—LGBTQ+ Pride Month & The Shenandoah LGBTQ Center

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 May 9, 2024

A.2. FY 2024 Quarterly Financial Report

A.3. Consideration of Amendment to Council Procedure Memorandum 2 to Provide Boards and Commissions Applications on the Friday Preceding Council Regular Meetings

A.4 Consideration of Proclamation to be Presented in Council Chambers at the June 27, 2024 City Council Meeting—Stroke Smart Staunton

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. Recognition of the Retirement of William “Billy” L. Vaughn

C. Public Hearing and Consideration of an Ordinance to Increase and Modify Augusta Regional Landfill Fees

- D. Public Hearing for an Ordinance to Amend the FY2024 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Three**
- E. Consideration of a Resolution to Allow Middle River Regional Jail Authority to Refinance its 2014 Jail Facility Revenue Refunding Bonds**
- F. Consideration of an Ordinance Amending, Restating, and Reordaining Section 5.05.180, Alcoholic Beverages, Chapter 5.05, Business, Professional, Occupation and Other License Taxes, Article III, Other Licenses and Taxes, of Title 5, Business Licenses and Regulations of the Staunton City Code**
- G. Consideration of a Memorandum of Understanding Establishing the Staunton Augusta Regional Drug and Gang Enforcement Task Force**

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:	May 23, 2024	Chris Tuttle Director, Parks and Recreation
Item #	1	
Department:	Parks and Recreation	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Annual Visit to Betsy Bell	

Background: The deed conveying Betsy Bell Mountain to the City of Staunton for use as a city park requires that a majority of the elected members of Council shall “go in a body to the top of the mountain at some time each spring,” and that each such visit shall be noted in the minutes. The annual visit to Betsy Bell has been scheduled for the work session. All members of Council are encouraged to make this annual visit, so that the city remains in compliance with the terms of the deed.

After the visit, Councilmembers will proceed to City Hall to participate in the remainder of the work session and the regular meeting.

City Manager’s Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 2024	City Council
Item #	2	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Work Session and Regular Meeting Agendas	

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

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

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	May 23, 2024	Leslie Beauregard City Manager
Item #	3	
Department:	City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence	
Subject:	Introduction of Central Shenandoah Health District Director, Dr. Allison Baraco	

Background: Dr. Allison Baraco joined the Central Shenandoah Health District as the Executive Director in April 2024. She will attend the City Council Work Session to introduce herself and present the 2023 annual report.

The Central Shenandoah Health District is one of thirty five health districts under the Virginia Department of Health. It is comprised of seven health departments that serve the counties of Augusta, Bath, Highland, Rockbridge, and Rockingham along with the cities of Buena Vista, Harrisonburg, Lexington, Staunton and Waynesboro. The local health departments within the district provide numerous services to approximately 293,000 individuals. Those services include, but are not exclusive to, immunizations, health testing and screenings, health physicals, restaurant permitting, and screening services for nursing home and in home care.

Attachment: 2023 Central Shenandoah Health District Annual Report

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CENTRAL SHENANDOAH HEALTH DISTRICT



2023 ANNUAL DISTRICT REPORT



VDH VIRGINIA
DEPARTMENT
OF HEALTH



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ABOUT CSHD

The Central Shenandoah Health District (CSHD) is one of thirty five health districts under the Virginia Department of Health. It is comprised of seven health departments that serve the counties of Augusta, Bath, Highland, Rockbridge and Rockingham along with the cities of Buena Vista, Harrisonburg, Lexington, Staunton and Waynesboro. Our local health departments provide numerous services to approximately 293,000 persons.

CSHD MISSION

To protect and educate the community and to use our expertise to achieve healthy outcomes.

CSHD VISION

The Central Shenandoah Health District aspires to be an accessible, collaborative, trusted community resource to create healthy, thriving communities.

Central Shenandoah Health District



LETTER FROM OUR ACTING HEALTH DIRECTOR

This past year, the Central Shenandoah Health District underwent a significant rebuilding and growth phase after a steadfast focus on the COVID-19 response since 2020. We renewed our efforts to meet the local demand for childhood immunizations and long-term care screenings. Our WIC program re-opened in-person clinics in August of 2023. In October 2023, we were thrilled to officially open our new Waynesboro Augusta Health Department. We extend a heartfelt appreciation to our partner organizations and community members for their patience and support as we continue to work towards achieving a healthy and thriving community in the Shenandoah Valley.



Elaine Perry, M.D.

Acting Health Director

Central Shenandoah Health District



LOCATIONS

BATH COUNTY HEALTH DEPARTMENT



51 Courthouse Hill Road
Warm Springs, VA 24484



(540) 839-7246

BUENA VISTA HEALTH DEPARTMENT



2270 Magnolia Avenue
Buena Vista, VA 24416



(540) 261-2149

HARRISONBURG ROCKINGHAM HEALTH DEPARTMENT



110 North Mason St.
Harrisonburg, VA 22803



(540) 574-5101

HIGHLAND COUNTY HEALTH DEPARTMENT



140 Fleisher Avenue
Monterey, VA 24465



(540) 468-2270

LEXINGTON ROCKBRIDGE HEALTH DEPARTMENT



300 White Street
Lexington, VA 24450



(540) 463-3185

STAUNTON AUGUSTA HEALTH DEPARTMENT



1414 North Augusta St.
Staunton, VA 24401



(540) 332-7830

WAYNESBORO AUGUSTA HEALTH DEPARTMENT



540 Lew Dewitt Blvd, Suite 5
Waynesboro, VA 22980



(540) 949-0137

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[@CentralShenandoahHealthDistrict](#)



Visit our website at
vdh.virginia.gov/central-shenandoah



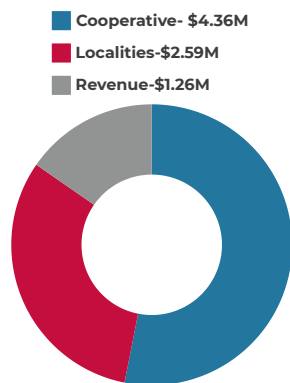
Email us at
cshdinfo@vdh.virginia.gov



FISCAL INFORMATION

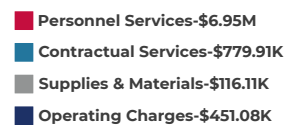
Central Shenandoah Health District receives funding through a variety of sources, including funds from the state, localities, and grants. The 2023 fiscal year runs from June 2022 to July 2023.

FY 2023 CSHD COOPERATIVE BUDGET



There are three main sources making up the CSHD budget. The cooperative budget consists of Commonwealth general funds, locality funds, and projected revenue. CSHD generates revenue from clinical services, environmental health permitting fees, and vital record requests.

TOTAL EXPENSES FY 2023



Expenditures consist of personnel services, contractual services, supplies and materials, transfer payments, and continuous charges.

FEDERAL GRANTS

The health district receives federal grants for different programs. Each grant has specific guidelines as to how the money can be used as well as varying timeframes in which the money can be used.

TOTAL GRANT EXPENSES

All COVID-19 Related	\$2,233,675.76	Immunizations	\$70,371.75
Breastfeeding Peer Counselor	\$18,307.54	Maternal Child Health	\$78,987.32
Disease Intervention	\$2,258.00	NACCHO	\$29,160.28
Disease Surveillance	\$70,149.76	Public Health Workforce Grant	\$308,651.16
Emergency Preparedness	\$290,269.01	Tuberculosis	\$14,653.81
Family Planning	\$13,719.00	All WIC Related	\$775,875.58

*Grant funding for Family Planning (Title X Federal Funds) are no longer allocated to CSHD moving forward



VITAL RECORDS

The Vital Records program allows community members to access essential documents. In 2023, over 5,700 requests were made with over 20,000 documents provided to CSHD residents.

VITAL RECORDS REQUESTS BY SITE

Residents may obtain certified copies of birth, death, and divorce certificates, and marriage licenses as long as the event occurred in Virginia.

	Bath County	Harrisonburg City/ Rockingham County	Highland County	Lexington City/ Rockingbridge County	Staunton City/ Augusta County	Waynesboro City/ Augusta County
Birth Certificates	43	768	40	142	449	20
Death Certificates	77	1648	104	477	1653	144
Death Verifications	0	0	0	0	0	0
Divorce Certificates	0	2	0	0	3	0
Marriage Licenses	0	13	0	2	22	0

*Buena Vista City office does not offer Vital Record Services. The Waynesboro Health Department was closed August 2022 through October 2023.

DO YOU KNOW HOW TO ACCESS YOUR VITAL RECORDS?

Vital Record requests can be made for one's self or an immediate family member, with valid identification by the following methods:



IN PERSON

Applications can be made at most CSHD local health department offices during regular business hours. Please bring a valid ID.



ONLINE

Visit vdh.virginia.gov/vital-records/ to complete an application.



BY MAIL

Applications can be printed from online and mailed with enclosed check or money order for \$12 per requested copy to :
Division of Vital Records
PO Box 1000
Richmond, VA 23218-1000



WIC SERVICES

The WIC program strives to improve the health of pregnant women, infants and children (under 5 years) through better nutrition and access to health care. This is achieved through nutrition education, breastfeeding promotion and support, supplemental nutritious foods, counseling, and screenings and referrals to other health, welfare, and social services.

AVERAGE NUMBER OF INDIVIDUALS SERVED PER MONTH



WOMEN

Pregnant	308
Breast Feeding	239
Post Partum	293



INFANTS

939



CHILDREN

2,285

**Numbers are a monthly average for FY 2023 (October 2022 - September 2023). WIC services did not return to in-person until August 2023.*



INTERESTED IN APPLYING FOR WIC?



Visit: www.myvawic.org



Call your local health department

To be eligible for the WIC program, applicants must meet categorical, residential, income, and nutrition risk requirements



ENVIRONMENTAL HEALTH

The Environmental Health program covers a variety of areas focused on protecting residents and the environment.

FOOD SAFETY PROGRAM



The Food Safety program inspects and permits food service establishments. Inspectors work with food establishments to prevent and address foodborne illness.



CSHD saw a 3.97% increase in permitted food establishments from 2022 to 2023

	Augusta County	Bath County	Buena Vista City	Harrisonburg City	Highland County	Lexington City	Rockbridge County	Rockingham County	Staunton City	Waynesboro City
Permits	190	44	28	310	13	67	114	191	139	108
Inspections	259	67	34	213	18	44	108	136	184	97

*inspections include complaint, follow-up, pre-opening, risk factor, routine, and other



LODGING AND RECREATIONAL

These programs provide permits and health and safety inspections for public facilities. Tourist lodging includes hotels, motels, and bed & breakfasts.

Permits	Augusta County	Bath County	Buena Vista City	Harrisonburg City	Highland County	Lexington City	Rockbridge County	Rockingham County	Staunton City	Waynesboro City
Campgrounds	8	3	0	0	2	0	13	4	0	0
Summer Camps	3	7	0	0	1	0	5	5	0	0
Tourist Lodging	21	12	1	29	4	10	27	9	14	15

Inspections	Augusta County	Bath County	Buena Vista City	Harrisonburg City	Highland County	Lexington City	Rockbridge County	Rockingham County	Staunton City	Waynesboro City
Campgrounds	9	0	0	0	2	0	9	5	1	0
Summer Camps	4	3	0	0	0	0	3	2	0	0
Tourist Lodging	8	4	1	4	1	1	7	2	1	14

*inspections include complaint, pre-opening, and routine



ENVIRONMENTAL HEALTH

WATER & WASTEWATER



This program provides surveillance, inspection, and regulatory oversight of private wells, on-site sewage systems, and sewage handlers.



CSHD SAW A 4.84% INCREASE IN WELL PERMIT APPLICATIONS FROM 2022 TO 2023

	Augusta County	Bath County	Buena Vista City	Harrisonburg City	Highland County	Lexington City	Rockbridge County	Rockingham County	Staunton City	Waynesboro City
Well Permits	158	17	0	0	18	0	82	157	1	0
Sewage Permits	162	15	0	0	11	0	93	169	0	1



LOOKING FOR THE MOST EFFICIENT METHOD TO GET YOUR ONSITE SEWAGE SYSTEM RECORDS?

Make a request for public records through the online VDH FOIA request portal! visit: vdh.nextrequest.com



ANIMAL DISEASE PREVENTION

Also known as the rabies program, this program is responsible for handling concerns of rabies and its potential spread to the human population. Duties include investigating reports of possible exposure to rabies, submitting animal specimens for rabies testing, and following up with both animal and human exposures.

REPORTED INCIDENTS

Augusta County	271
Bath County	6
Buena Vista City	9
Harrisonburg City	73
Highland County	5
Lexington City	18
Rockbridge County	98
Rockingham County	242
Staunton City	101
Waynesboro City	114
Other	98

*Other includes incidents handled by staff outside of the district or the location was unable to be determined

ANIMAL TESTING RESULTS

	Negative	Positive
Augusta/Staunton Health Department	81	9
Bath Health Department	4	0
Highland Health Department	0	0
Rockbridge/Lexington Health Department	13	0
Rockingham/Harrisonburg Health Department	35	7

*Specimens are sent out by health department locations.

POSITIVE RESULTS BY ANIMAL TYPE



RACCOON: 8



BEAVER: 1



CAT: 1



SKUNK: 5



COW: 1



EMERGENCY PREPAREDNESS & RESPONSE

This program works with local emergency response partners to enhance readiness to respond to all hazards, including bioterrorism, infectious disease outbreaks, and other public health emergencies.

ACTIVITIES AND HIGHLIGHTS

Successful Project Public Health Ready recognition:

The criteria-based training and recognition program assesses local health department capacity and capability to plan for, respond to, and recover from public health emergencies. The project included significant investment from Emergency Preparedness & Response and other disciplines to prepare and refine submissions for in-state and national review.

Flu Vaccination Exercise at James Madison University.

Over 600 students, faculty, and staff were administered flu shots over three days leveraging staff and volunteers from both CSHD and JMU. Collaboration between CSHD and the University Health Center ensured successful vaccine distribution and provided staff with valuable insights into further refining process and procedure.

Further strengthen relationships with community partners.

Building upon relationships previously established as a result of the COVID-19 public health response, Emergency Preparedness & Response staff attended Local Emergency Planning Committee meetings, engaged in local, regional, and statewide trainings and exercises, and collaborated with non-governmental organizations and coalitions.

Yearly reevaluation and revision of emergency plans.

Thorough assessment of previous exercises and emergency events, integration of evolving standards in emergency management and healthcare, and feedback from staff and community partners informed changes to CSHD's Emergency Operations Plan. This all-hazards plan details the mitigation, preparedness, response, and recovery process for emergencies in and involving the Health District.

COVID-19 and Mpox response.

CSHD further addressed community vaccination needs by transitioning isolated events into in-office clinics, providing reliable access for both children and adults. Newly hired Emergency Preparedness & Response staff assisted in operational changes and enabled other staff to resume necessary responsibilities and tasks of various programs.



EMERGENCY PREPAREDNESS & RESPONSE

MEDICAL RESERVE CORPS (MRC)

Central Shenandoah MRC volunteers supported CSHD COVID-19 vaccine clinics until the official end of the federal COVID-19 emergency response on May 11, 2023, with five MRC volunteer vaccinators contributing 95.7 hours of service in 22 deployments over 15 days, at 8 different event locations throughout the beginning of the year. Volunteers also supported various daily public health activities, such as assembling kits for sexual health outreach, supporting back-to-school immunization clinic events and other non-emergency CSHD vaccination clinics held at community events for a total of 36 volunteer hours over 6 separate vaccination events, supporting one walk-in STI-testing clinic, and three REVIVE! Naloxone Education and Opioid Overdose Response training outreach events. During a local and regional emergency preparedness exercise, volunteers participated as either as exercise “players” or “patient actors,” at 4 events in 17 deployments, with 11 unique volunteers contributing a total of 60.5 hours. Additionally, CSMRC volunteers supported a Chart Filing Project for Harrisonburg-Rockingham Health Department throughout June and July of 2023, with 8 volunteers contributing 82.25 hours in 19 deployments over 14 days. This project helped strengthen coordination between the MRC coordinator and CSHD Office Support Services and enabled the Harrisonburg-Rockingham Health Department to serve the public with greater efficiency due to significant improvements in their record storage system.

VOLUNTEERS



542 Approved
Volunteers

99% Deployable
Volunteers

VOLUNTEERS BY CATEGORY

Support (non-medical)	171
Medical	299

WORKFORCE SUPPORT

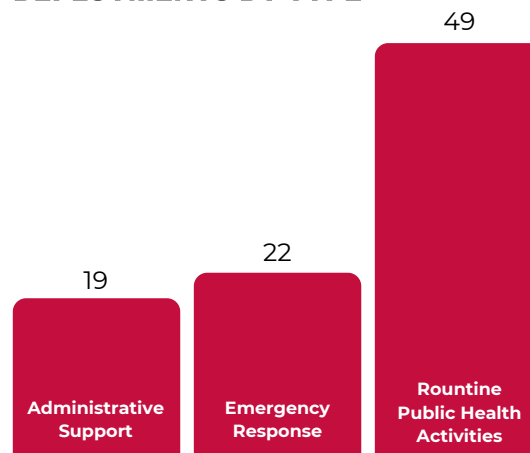
Over **\$24K** in workforce savings

Over **635** hours of support

90 total deployments



DEPLOYMENTS BY TYPE



VIRGINIA

Sign up to become a Medical
Reserve Core Volunteer!
Visit: vdh.virginia.gov/mrc





CLINICAL SERVICES

The Clinical program strives to support health promotion, disease prevention, and community health and wellness across the entire lifespan by offering different clinical services. The Immunization program offers vaccines to adults and children to reduce morbidity and mortality associated with vaccine-preventable diseases. The Newcomer Health program provides screenings and services for newly arrived refugees and other qualified individuals. Services include immunizations, general and mental health screenings, and follow-up referrals. The Sexually Transmitted Infections program strives to prevent the spread of STIs through education, outreach, and providing counseling, testing, treatment, and referral services. Tuberculosis management is also offered through risk assessment screenings and testing. Screenings for long-term care pre-admission are offered.



IMMUNIZATIONS

4,158 TOTAL PATIENTS 15,169 TOTAL VISITS

FROM 2022-2023 WE SAW:



77.3% increase in total visits
35.2% increase in pediatric patients
50.24% of patients in 2023 were pediatric

VISITS BY OFFICE LOCATION

Bath County	537
Buena Vista City	0
Harrisonburg City/ Rockingham County	10,441
Highland County	330
Lexington City/ Rockbridge County	1,190
Staunton City/ Augusta County	2,454
Waynesboro City/ Augusta County	217



NEWCOMER HEALTH

459 TOTAL PATIENTS

5,392 TOTAL VISITS

The Newcomer Health program provides screening and services for newly arrived refugees and other qualified individuals. Most clients utilizing this service are within the areas of Harrisonburg City and Rockingham County. Newcomers receive all necessary immunizations, general health and mental health screenings, and follow-up referrals, within 45 days of arrival.



26 OFF-SITE CLINICS

CSHD hosted 26 community based clinics in 2023. Immunizations were the focus of these clinics.

Vaccines that were provided:

- COVID-19
- Tetanus
- Diphtheria
- Pertussis
- Human Papillomavirus (HPV)
- Meningococcal
- Hepatitis A
- Flu



CLINICAL SERVICES



STI TESTING & TREATMENT

The STI program is offered at all locations, but appointments for 2023 were predominantly made at the Harrisonburg City/Rockingham County and Staunton City/Augusta County office locations. Clinics offer counseling, testing, treatment, and partner referral services for patients at risk of or currently experiencing STIs.

IN 2023 CSHD SAW:

417 TOTAL CLIENTS 5,047 TOTAL VISITS

**SCAN HERE FOR MORE INFORMATION
ON OUR STI PROGRAM**



TUBERCULOSIS MANAGEMENT

**IN 2023 CSHD SAW: 380 TOTAL CLIENTS
3,111 TOTAL VISITS**

VISITS BY OFFICE LOCATION

Bath County	47
Buena Vista City	0
Harrisonburg City/ Rockingham County	2,557
Highland County	31
Lexington City/ Rockbridge County	332
Staunton City/ Augusta County	127
Waynesboro City/ Augusta County	17



LONG-TERM CARE PRE-ADMISSION SCREENING

**IN 2023 CSHD SAW: 717 TOTAL CLIENTS
1,341 TOTAL VISITS**



CSHD saw a **3.46%** increase among clients needing Long-Term Pre-Admission Screening services from 2022 to 2023

VISITS BY OFFICE LOCATION

Bath County	Buena Vista City	Harrisonburg/ Rockingham County	Highland County	Lexington City/ Rockbridge County	Staunton City/ Augusta County	Waynesboro City/ Augusta County
10	28	600	13	66	350	274



EPIDEMIOLOGY

The Epidemiology program is responsible for monitoring and investigating reportable and emerging communicable diseases, investigating outbreaks, and providing guidance and recommendations to prevent and control the spread of communicable diseases within our communities.

CASE INVESTIGATIONS BY PROGRAM AREA

	Augusta County	Bath County	Buena Vista City	Harrisonburg City	Highland County	Lexington City	Rockbridge County	Rockingham County	Staunton City	Waynesboro City
Communicable Diseases	79	4	0	26	3	1	22	77	11	12
Healthcare Associated Infections	1	0	0	3	0	0	1	0	2	0
Hepatitis	48	2	2	56	1	4	14	50	27	24
Toxic Substance Exposures	9	0	0	9	2	3	1	12	6	4
Vaccine Preventable Diseases	7	0	0	7	1	1	1	23	1	1
Zoonotic/ Environmental	34	16	2	22	17	2	11	46	6	10

*COVID-19 numbers have been excluded from the Communicable Diseases program area. Total investigation counts is based on the patient's county at the time of the investigation and the earliest report to public health date was used to determine if the investigation occurred during 2023.

COVID-19

FOR INFORMATION ABOUT COVID-19 TRENDS

VISIT:

 vdh.virginia.gov/coronavirus

 cdc.gov/coronavirus



OUTBREAKS BY TYPE

Dermatological	7
Gastrointestinal	6
Respiratory	9
Other	5

*COVID-19 outbreaks have been excluded from the Respiratory counts. The date Virginia Department of Health was notified was used to determine if the outbreak occurred during 2023.

To report a suspected foodborne illness, visit :

vdh.virginia.gov/environmental-health/foodborne-illness-report



POPULATION HEALTH

Within the scope of the local health district, the population health department goes beyond traditional public health department functions and programs to include cross-sectoral collaborations and community capacity-building activities. This encompasses coalition involvement, health service partnerships, stakeholder engagement, health resource networking, communications and media engagement, health equity strategizing, health education programming, harm reduction, as well as community outreach and engagement. While these activities are meant to serve the health of the general population, an equity-driven approach is taken to address the needs of communities experiencing greater vulnerability.



COMMUNITY OUTREACH EVENTS

TOTAL EVENTS ATTENDED: 114

Augusta County	7
Bath County	2
Buena Vista City	1
Harrisonburg City	18
Highland County	6
Lexington City	6
Rockbridge County	8
Rockingham County	5
Staunton City	13
Waynesboro City	48



CONNECTION2CARE

823 Referrals Provided

432 Clients Assisted

COVID-19 TESTS

5,932 Test Kits Distributed



HARM REDUCTION SERVICES

967 Individuals Trained in Opioid Overdose Response

890 Doses of Naloxone Distributed

337 Fentanyl Test Strips Distributed



MATERNAL CHILD HEALTH INITIATIVES

Safe Sleep Cribette Distribution



47 Cribettes Distributed



Car Seat Safety Program

Coming in 2024! This program will be launched this coming year and will provide free car seats and a vehicle safety class to eligible families in our health district. Stay up to date on launch date details by visiting our website or social media page.

*Cribette distribution began July 2023. Fentanyl Test Strip distribution began April 2023. Connection2Care referrals services represents the number of cases opened in 2023

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	May 23, 2024	Chris Tuttle Director, Parks and Recreation
Item #	4	
Department:	Parks and Recreation	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence	
Subject:	Update on Parks and Recreation Programs and Facilities	

Background: As a kickoff to a summer season of outdoor activity, Chris Tuttle, Director of Staunton's Parks and Recreation department, will provide an update about the programs and facilities offered to the community.

Attachment: Not Applicable.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard



CITY OF STAUNTON, VIRGINIA

Proclamation

LGBTQ+ Pride Month & The Shenandoah LGBTQ Center

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

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that the entire month of June 2024, is hereby designated as

LGBTQ+ Pride Month

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

Adopted this 23rd day of May, 2024.

STEPHEN W. CLAFFEY, MAYOR

ATTEST: _____
CLERK OF COUNCIL

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 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:	May 23, 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 May 9, 2024

Suggested Motions: I move to approve the work session and regular meeting minutes of May 9, 2024 [as presented] [with the following changes: _____.]

City Manager: Leslie Beauregard



City Council
WORK SESSION
May 9, 2024
5:30 p.m.

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

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

1. Consideration of Work Session and Regular Meeting Agendas

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

Ms. Woods moved to amend the regular meeting agenda to remove item A.3, and that Council consider the proposed Memorandum of Procedure, as well as all of its Memoranda of Procedure, at the January 2025 Staunton City Council organizational meeting.

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

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

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

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

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

Mr. Robertson arrived at 5:35 p.m.

2. Introduction of Staunton Redevelopment and Housing Authority's Executive Director, Nehemias Velez

City Manager Leslie Beauregard introduced Mr. Velez, who gave an update on the SHRA and housing programs in the region.

Ms. Edwards arrived at 5:48 p.m.

3. Discussion of Nominations Committee Process

Mr. Arrowood stated that his request is that a complete Nominations Committee agenda packet, including all applicants that are going to be considered, comes out at the same time as the City Council agenda packet.

Councilmembers agreed and instructed Ms. Beauregard to prepare a policy for consideration at the next meeting.

4. Closed Meeting for the Discussion or Consideration of the Disposition of Publicly Held Real Property within Staunton Crossing

Vice Mayor Darby moved to enter a closed meeting for: (i) discussion or consideration of the disposition of publicly held real property located at Staunton Crossing where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code § 2.2-3711(A)(3).

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

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

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

Kiley A. Kesecker
Clerk of Council

**REGULAR MEETING OF STAUNTON CITY COUNCIL****Thursday, May 9, 2024****7:00 p.m.****Rita S. Wilson Council Chambers**

PRESENT: Mayor Stephen W. Claffey
Vice Mayor Amy G. Darby
Brad D. Arrowood
Adam F. Campbell
Michele D. Edwards
Mark A. Robertson
Alice L. Woods

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

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

The Pledge of Allegiance was recited in unison.

The invocation/moment of silence was given by Mayor Claffey.

MAYOR'S REPORT

Mayor Claffey stated that he had attended and participated in a retirement roast of Director of Economic Development Billy Vaughn and provided an update from the Tourism Advisory Board meeting earlier that day.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Mr. Arrowood stated that he attended a Building Bridges community event and stated that the Stamp Out Hunger Food Drive is taking place on May 11.

Ms. Woods stated that on Saturday she would be helping out with the food drive, a 5k race is taking place in Montgomery Hall Park, and she had attended a JMU architecture student presentation on the Wharf parking lot.

Mr. Campbell stated that he and Councilor Woods attended the final public participation event for the West End revitalization study.

Ms. Edwards gave an update on the hearing loops at the Staunton Library.

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 April 25, 2024

A.2 Consideration of Resolution Approving City Council Summer Meeting Schedule for 2024

A.3 REMOVED

A.4 Consideration of Proclamation to be Presented in Council Chambers at the May 23, 2024, Meeting— LGBTQ+ Pride Month and the Shenandoah LGBTQ Center

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

Mr. Robertson moved to approve the Consent Agenda as amended.

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

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

RESOLUTION OF THE COUNCIL OF THE CITY OF STAUNTON ESTABLISHING DATES FOR REGULAR MEETINGS OF THE COUNCIL OF THE CITY OF STAUNTON

**FOR THE PERIOD OF
MAY, 2024 THROUGH
DECEMBER, 2024**

RECITALS

A. Section 6 of Chapter II of the Charter of the City of Staunton provides that regular meetings of the Council must occur at least once per month and that Council meet at such times as prescribed by ordinance or resolution;

B. Section 2.10.070 of the Staunton City Code provides that Council will hold regular meetings on the second and fourth Thursdays of each month at such hour as it may designate and at any other time to which it may be regularly adjourned or postponed;

C. For the months of June and July 2024, City Council has determined that it will not meet on the second Thursday, and for the months of November and December 2024, City Council has determined that it will not meet on the fourth Thursday due to the Thanksgiving and Christmas holidays, respectively, which Council recognizes as holidays observed by the City;

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

1. Regular meetings of the Council shall be held on the second and fourth Thursdays of each month for the period of May, 2024 through December, 2024, at City Hall, 116 West Beverley Street, Staunton, Virginia, at 7:00 p.m. or at such earlier or other time or place as may be designated by the published agenda for any meeting or session of Council, except Council shall only meet on the fourth Thursday of June and July, 2024, and only meet on the second Thursday of November and December, 2024

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

Adopted this 9th day of May, 2024.

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

B. Public Hearing and Consideration of an Ordinance Authorizing the Lease Agreement between City of Staunton and Staunton Baseball, Inc. for the Limited Use of Baseball Field, and Operation of Concession Rights

City Attorney John Blair stated that the city intends to enter into a lease agreement with Staunton Baseball, Inc. for the lease of John Moxie Memorial Baseball Stadium and related facilities for the purposes of the 2024 Valley League baseball season and the operation of the concession stand at the stadium. Staunton Baseball, Inc. also wants to hold promotional music events immediately preceding the homes games on May 31st, June 7th, 15th, 22nd, 28th, and July 20th. Staunton Baseball, Inc. staff have requested access to office facilities beginning May 20, 2024. No field activity will take place until after May 20, 2024.

Councilmembers had no questions.

Mayor Claffey stated the following:

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

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

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

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

The public hearing was opened.

Brenda Mead, 342 Sherwood Avenue, spoke in support of authorizing the lease agreement.

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

Vice Mayor Darby moved that City Council adopt the ordinance authorizing approval of the lease agreement between the City of Staunton and Staunton Baseball, Inc. for the limited use of the baseball field and operation of concession rights beginning May 20, 2024, and further authorizing the City Manager be authorized to execute the lease agreement with such modifications and in final form as approved by the City Attorney.

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

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

Ordinance No. 2024 -10

**AN ORDINANCE
AUTHORIZING THE APPROVAL OF A LEASE AGREEMENT BETWEEN
THE CITY OF STAUNTON AND STAUNTON BASEBALL, INC.
FOR THE LIMITED USE OF BASEBALL FIELD
AND OPERATION OF CONCESSION RIGHTS**

Recitals

A. The City of Staunton owns and operates John Moxie Memorial Baseball Stadium in Gypsy Hill Park;

B. Staunton Baseball, Inc. is a privately organized and operated organization that has requested a lease agreement for the use of John Moxie Memorial Baseball Stadium for the purposes, during summer months, of playing baseball during the Valley League Baseball Season, including the operation of a concession stand, and to hold promotional music events immediately preceding the homes games on May 31st, June 7th, 15th, 22nd, 28th, and July 20th.

C. The Valley Baseball League program provides the City and its residents with valued recreational and entertainment opportunities during the summer;

D. The Council of the City of Staunton has conducted a public hearing regarding the proposed lease agreement;

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 it authorizes the lease agreement between the City of Staunton and Staunton Baseball, Inc. for the limited use of the baseball field and operation of concession rights retroactively to and including May 20, 2024; and it is

FURTHER ORDAINED that the Staunton City Manager is authorized to execute the lease agreement with such modifications and in final form as approved by the City Attorney.

Introduced: May 9, 2024

Adopted: May 9, 2024

Effective Date: May 9, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

C. Public Hearing and Consideration of an Ordinance Authorizing a Lease Agreement between City of Staunton and Happy Birthday America, Inc.

Mr. Blair stated that the city intends to enter into a lease agreement with Happy Birthday America, Inc. for the lease of Gypsy Hill Park and related facilities for the purposes of Fourth of July-related activities. The proposed lease agreement has been reviewed by the City Attorney with staff.

Mayor Claffey asked if Councilmembers had any questions.

Councilmembers had no questions.

Langdon Reid and HBA President Andrew Dietz briefly presented information about the event and the HBA organization.

Mayor Claffey stated the following:

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

The public hearing was opened.

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

Mr. Robertson moved that City Council adopt the ordinance authorizing the approval of the lease agreement between the City of Staunton and Happy Birthday America, Inc., and further authorizing the City Manager to execute the lease agreement with such modifications and in final form as approved by the City Attorney.

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

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

Ordinance No. 2024 - 11

**AN ORDINANCE
AUTHORIZING THE APPROVAL
OF A LEASE AGREEMENT
BETWEEN THE CITY OF STAUNTON AND
HAPPY BIRTHDAY AMERICA, INC. FOR
HAPPY BIRTHDAY AMERICA'S BIRTHDAY CELEBRATION
2024 FOURTH OF JULY HOLIDAY ACTIVITIES**

Recitals

A. The City of Staunton (City) owns and operates what is commonly known as Gypsy Hill Park;

B. Happy Birthday America, Inc. (HBA) is a privately organized and operated organization that has requested a lease agreement for charitable and educational purposes to sponsor and conduct Fourth of July-related activities for the year 2024;

C. HBA's Fourth of July activities provide the City and its residents with valuable civic, educational, and recreational opportunities;

D. The Council of the City of Staunton has conducted a public hearing regarding the proposed lease agreement;

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 it authorizes the lease agreement between the City of Staunton and Happy Birthday America, Inc. to sponsor and conduct Fourth of July-related activities for the year 2024; and it is

FURTHER ORDAINED that the Staunton City Manager is authorized to execute the lease agreement with such modifications and in final form as approved by the City Attorney.

Introduced: May 9, 2024

Adopted: May 9, 2024

Effective Date: May 9, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

D. Public Hearing and Consideration of a Request by Christi Crittenden for a Special Use Permit Under the Provisions of Staunton City Code 18.30.030(8) for an Additional Dwelling Unit at 208 North Market Street

Planning Manager Tim Hartless stated that Christi Crittenden is requesting a Special Use Permit at 208 North Market Street to have an apartment unit in the basement of the existing building. The property is located on the west side of North Market Street in the block between Academy and Prospect Streets. This area is part of the Stuart Addition Historic District. According to the City's real estate records, the existing structure was built in 1891 and appears to have been built as a single-family home. There is an existing apartment in the basement which appears to have existed since at least 1992.

The zoning is R-4, High Density Residential District, which would allow a two-family dwelling; although, the lot is only 5,227 square feet in size so “by right” uses are limited to single-family only. The minimum lot size for a two-family dwelling is 9,000 square feet, and the existing apartment does not appear to have ever been approved by the city by issuance of a Special Use Permit.

The Crittendens acquired the property in February, 2019. Now, they wish to construct an addition on the rear of the home which City staff cannot approve because of the non-permitted apartment. As a result, the Crittendens have applied for a Special Use Permit for an additional dwelling unit, as permitted under Staunton City Code 18.30.030(8). If the Special Use Permit is approved, the basement apartment would be a permitted use and the city could approve a building permit for the rear addition.

Staff has conducted a review of the request and has not identified any issues. Staunton City Code Section 18.30.030(8) establishes criteria to be used in determining if a property is eligible for an additional dwelling unit. To qualify for one additional unit, a property must have a minimum of 3,001 square feet of net floor area.

Staunton City Code Section 18.30.030(8) further states that parking for two-family uses shall be the same as those for single-family. Therefore, no additional parking is required. This property does not have off-street parking, so both homeowners and tenants will have to park on the street. The unit is accessed directly from outside. There are multiple access points from the side and rear of the home. Surrounding zoning to the north, south, and west is R-4, High Density Residential District. Zoning to the east is HE-1, Higher Education District.

In May of 2021, Mary Baldwin University was granted a Special Use Permit for a property at 221 North Market Street to house up to 10 students. The City of Staunton, Virginia, Comprehensive Plan 2018-2040, Future Land Use Map, designates this area as Neighborhood Residential. These areas are typically characterized as large housing units on smaller lots. One of the policies of this designation is to provide flexibility in the use of a dwelling while protecting the single-family character of the area. The proposed Special Use Permit is in general conformity with this designation.

At its April 18, 2024 meeting, the Planning Commission conducted a public hearing, during which no one spoke in opposition to the request. On a 5-0 vote, the Commission recommended approval of the request with the following conditions:

1. The total number of residential units, including the primary dwelling unit, may not exceed two.
2. The property is in the Stuart Addition Historic District and a Certificate of Appropriateness is required prior to issuance of any building permits.
3. Building and trade permits will be required, and all work must be done in accordance with the provisions of the Virginia Uniform Statewide Building Code.
4. Access to the basement apartment unit will be from the rear and/or side of the building where it is less visible from the street. Access shall not be permitted from the front of the building.

Mayor Claffey asked if Councilmembers had any questions.

Mr. Arrowood clarified that the only issue is that the overall lot size does not match.

Councilmembers had no further questions.

Applicant Christi Crittenden briefly outlined the request.

Mayor Claffey stated the following:

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

The public hearing was opened.

Brenda Mead, 342 Sherwood Avenue, spoke in support of the request.

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

Mr. Arrowood moved that Council adopt the resolution and approve the Special Use Permit as recommended by the Planning Commission.

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

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

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR PROPERTY LOCATED AT
208 N. MARKET STREET (PARCEL IDENTIFICATION NUMBER: 581)**

Recitals

A. Christinna H. Crittenden (Owner), owner of certain land identified as parcel identification number (PID) 581, currently addressed as 208 N. Market Street, Staunton (the Property), having acquired the land through a deed dated February 22, 2019 and recorded in the Clerk’s Office of the Circuit Court of the City of Staunton as Instrument Number 190000420, is requesting a Special Use Permit to allow one additional residential unit to be constructed on the basement floor of the existing single-family dwelling (the Project);

B. The Owner seeks a Special Use Permit under Staunton City Code (SCC) Section 18.30.030(8) to allow one additional dwelling unit;

C. The Property is located within a R-4, High Density Residential District, which, according to SCC Sections 18.35.030(1) and 18.30.030(8), in an existing dwelling with more than 3,001 Square feet of net floor area, one additional dwelling unit may be permitted on review;

D. The request was evaluated using the criteria established in SCC Section 18.30.030(8) as a guide;

E. The Staunton Planning Commission conducted a public hearing concerning the Project, after notice and advertisement as required by law on April 18, 2024 and recommended approval of the Special Use Permit;

F. Upon consideration of comments received at the public hearing, as well as the factors set forth within Section 18.30.030(8) and Chapter 18.210 of the SCC Staunton City Council finds and determines that granting the proposed Special Use Permit would serve the public necessity, convenience, general welfare and good zoning practice; and

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

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

1. The total number of residential units, including the primary dwelling unit, may not exceed two.
2. The property is in the Stuart Addition Historic District and a Certificate of Appropriateness is required prior to issuance of any building permits.
3. Building and trade permits will be required and all work must be done in accordance with the provisions of the Virginia Uniform Statewide Building Code.
4. Access to the basement dwelling unit will be from the rear and/or side of the building where it is less visible from the street. Access shall not be permitted from the front of the building.

Introduced: May 9, 2024

Adopted: May 9, 2024

Effective: May 9, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

E. Public Hearing and Consideration of a Request by the City of Staunton to Rezone Properties on National Avenue, Patton Street, Jones Street, and Anthony Street from R-2, Low Density Residential, I-1, Light Industrial, and I-2, Heavy Industrial, to TRD-1, Traditional Residential Development District

Director of Community Development Rodney Rhodes stated in December of 2023, City Council approved the Uniontown Neighborhood Action Plan as an addendum to the City of Staunton, Virginia, Comprehensive Plan 2018-2040. One of the action items recommended in the plan was to create a zoning district that is specific to the needs of Uniontown which would aid in the redevelopment of the area for single-family homes. In February 2024, the Planning Commission recommended approval of the new Traditional Residential Development District, TRD-1, and in February, City Council voted unanimously to adopt the new district. Since that time, the Planning Commission and staff have been working to finalize a list of properties to be rezoned to the new TRD-1, zoning classification. On March 13, 2024, the Planning Commission held a public meeting at the Staunton Public Library to gather community input on the rezoning. Three properties were removed from the rezoning list and one property was added. Staff has made the necessary changes, and a final list of properties is included as Attachment 1. There are 63 parcels of land including 73 lots. One property is currently zoned R-2, Low Density Residential, 11 properties are currently zoned I-1, Light Industrial, and the remaining 51 properties are zoned I-2, Heavy Industrial. All 63 properties would be rezoned to the TRD-1, Traditional Residential Development District.

At its April 18, 2024 meeting, the Planning Commission conducted a public hearing, during which no one spoke in opposition and five individuals spoke in favor of the request. On a 5-0 vote, the Commission unanimously voted to recommend approval of the rezoning.

Mr. Rhodes noted that earlier that day, staff received a request to remove several properties from the rezoning, at 803, 813, 1813 Richmond Avenue, 880, 884, 886 Jones Street, and 204 and 208 National Avenue. The properties are zoned industrial, and the current owners would like to continue that use of industrial property. Just a few hours prior to the meeting, staff received another request to remove two more properties on National Avenue.

Mayor Claffey asked if Councilmembers had any questions.

Mayor Claffey asked if any other landowners are expected to opt out. Mr. Rhodes stated that after the proposed rezoning is adopted, that would no longer be an option for them.

Councilmembers had no further questions.

Mayor Claffey stated the following:

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

The public hearing was opened.

Jason Arehart, Augusta County, spoke on behalf of Staunton Machine Works about properties withdrawn for the rezoning and issues with adjoining properties.

Zach Lewis, 904 Rockway Street, urged Council to approve the rezoning that night.

Stephen Poulson, 315 Sherwood Avenue, spoke in support of the rezoning and asked Council to protect the residential nature of the Uniontown community.

Angela Lyman, 813 Patton Street, spoke in support of the proposed rezoning.

Brenda Mead, 342 Sherwood Avenue, spoke in support of the proposed rezoning.

Robert Stuart, 212 Surrey Road, spoke in support of the proposed rezoning and he hoped to build a home on his property in Uniontown where he grew up.

Barbara Lee, 904 Rockway Street, stated her dissatisfaction with some uninvolved property owners trying to make last-minute changes when others have been engaged with the whole process for two years.

Linda Shallash, 1908 Spring Hill Road, echoed Ms. Lee's statements regarding property owners trying to change things at the last minute.

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

Mr. Arrowood moved that Council adopt the revised ordinance rezoning 55 properties, as recommended by the Planning Commission, with the omission of the eight properties which have been withdrawn.

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

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

Ordinance No. 2024- 12

**AN ORDINANCE REZONING
FROM I-1, LIGHT INDUSTRIAL, I-2, HEAVY INDUSTRIAL, AND
R-2, LOW DENSITY RESIDENTIAL DISTRICT,
TO TRD-1, TRADITIONAL RESIDENTIAL DEVELOPMENT DISTRICT,
ALL OF THOSE CERTAIN TRACTS OR PARCELS OF LAND IDENTIFIED BELOW
AND LOCATED ALONG ANTHONY STREET, JONES STREET, PATTON STREET,
AND NATIONAL AVENUE IN THE CITY OF STAUNTON, VIRGINIA**

Recitals

A. Portions of the historic African American community known as Uniontown were annexed from Augusta County into the City in 1948 and 1986;

B. The zoning of the properties at the time of annexation is unknown but the City either continued the industrial zoning assigned by Augusta County or rezoned the area to

industrial without regard to its historic and longstanding use as a residential community;

C. The current I-1, Light Industrial, and I-2, Heavy Industrial, zoning has caused hardships for property owners in the area wishing to continue the residential use;

D. The City of Staunton wishes to rezone the area to TRD-1, Traditional Residential Development District, to allow and encourage the redevelopment of Uniontown with single-family homes;

E. The City of Staunton, Virginia, 2018 – 2040 Comprehensive Plan, Land Use Development Guide, Future Land Use Map, recommends Low Density Planned Residential Use of the area and the proposed TRD-1, Traditional Residential Development District, is consistent with that designation;

F. The specific properties to be rezoned include:

Parcel ID	Address
1865	101 ANTHONY ST
1848	102 ANTHONY ST
8135	103 ANTHONY ST
1876	104 ANTHONY ST
1284	105 ANTHONY ST
1879	107 ANTHONY ST
1097	109 ANTHONY ST
1098	200 ANTHONY ST
1863	201 ANTHONY ST
8860	203 ANTHONY ST
1867	205 ANTHONY ST
1096	209 ANTHONY ST
8138	211 ANTHONY ST
1864	213 ANTHONY ST
1095	215 ANTHONY ST
8136	217 ANTHONY ST
1847	219 ANTHONY ST
1851	221 ANTHONY ST
1880	101 A ANTHONY ST
11556	809 JONES ST
2916	811 JONES ST
2912	878 JONES ST
1882	881 JONES ST
2914	882 JONES ST
5599	883 JONES ST
5151	885 JONES ST
809	887 JONES ST
2319	891 JONES ST

3104	895	JONES ST
2318	897	JONES ST
8458	901	JONES ST
6243	905	JONES ST
1845	33	NATIONAL AVE
1842	37	NATIONAL AVE
1094	40	NATIONAL AVE
1840	43	NATIONAL AVE
7712	99	NATIONAL AVE
1883	104	NATIONAL AVE
8496	105	NATIONAL AVE
5149	897	NATIONAL AVE
1843	43 A	NATIONAL AVE
1875	802	PATTON ST
8843	806	PATTON ST
8678	808	PATTON ST
2913	810	PATTON ST
626	812	PATTON ST
5481	813	PATTON ST
8582	814	PATTON ST
1884	815	PATTON ST
3576	816	PATTON ST
1376	880	PATTON ST
786	882	PATTON ST
8581	884	PATTON ST
1846	78	YOUNG ST
6238	82	YOUNG ST

G. The Planning Commission of the City of Staunton, after study, review, and consideration of the comments received during the public hearing, has properly heard the matter and recommended approval;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the properties listed above, in the City of Staunton, Virginia, are **HEREBY REZONED** from I-1, Light Industrial, I-2, Heavy Industrial, and R-2, Low Density Residential, to TRD-1, Traditional Residential Development District, on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

Introduced: May 9, 2024

Adopted: May 9, 2024

Effective: May 9, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

F. Public Hearing and Consideration of Amendments to Staunton City Code (SCC) Chapters 18.140, Signs, Billboards, and Other Advertising Structures, 18.65, B-3, Planned Business District, 18.70, B-4, Cultural and Recreational Planned Business District, 18.71, B-5, Mixed-Use Business District, and 18.100, I-3, Planned Industrial District, of Title 18, Zoning, of the Staunton City Code, Establishing a Standard Minimum Required Setback of Five-Foot for Freestanding Signs in all Business, Professional, and Industrial Districts

Mr. Hartless stated that currently, the Zoning Code establishes a minimum required setback for freestanding signs based upon the zoning district in which the sign is located. The result is a complex system of various setbacks throughout the city which can be confusing to designers, developers, business owners, and staff. Those various minimum setbacks include:

P-1 – 12 and ½ feet (half the required front setback for a principal structure)

B-1 – 10 feet

B-2 – 2 and ½ feet (half the required front setback for a principal structure)

B-3 – 10 feet

B-4 – Not specified (district is not currently in use)

B-5 – Not specified

I-1 – 12 and ½ feet (half the required front setback for a principal structure)

I-2 – 17 and ½ feet (half the required front setback for a principal structure)

I-3 – 17 and ½ feet (half the required front setback for a principal structure)

The minimum required setback for a parking lot is five feet. This can create a situation where the sign must be placed within a parking lot, which can result in a reduction of available parking spaces, or the sign can become a hazard to traffic flow within the parking lot.

In an effort to simplify the requirements for signs, staff proposes a standard five-foot minimum setback for signs in all Professional, Business, and Industrial Districts. At its March 21, 2024 meeting, the Planning Commission authorized staff to proceed with drafting an amendment and expressed concerns with sign placement and proximity to commercial entrances and travel lanes. To address these concerns, staff proposes a five-foot minimum setback from all vehicular entrances and exits to the public right-of-way 18.140.010 (18).

Other changes to SCC 18.140 include:

SCC 18.140, Signs, Billboards, and Other Advertising Structures – Replaced the terms “ground sign” and “pole sign” with “freestanding sign.”

18.140.010(18) creates a five-foot minimum setback from all vehicular entrances or exits to the public right-of-way. By placing this under 18.140.010, general regulations, it will apply to all zoning districts.

18.140.040(4)(a) – creates a five-foot minimum setback in all P-1 districts

18.140.040(4)(b) – creates a five-foot minimum setback in all B-1 districts

18.140.040(4)(c) – creates a five-foot minimum setback in all B-2 districts

18.140.050(1) – creates a five-foot minimum setback in all industrial districts.

As additional zoning districts have been created over the years, some sign regulations specific to those districts have been included in each new chapter. As a result, simply amended Chapter 18.140 will not completely accomplish our stated goal. Some additional amendments to other chapters are necessary.

Additional changes include:

SCC 18.65, B-3, Planned Business –

18.65.040(1) establish a five-foot minimum setback from all property lines.

SCC 18.70, B-4, Cultural and Recreational Planned Business District –

create a subsection specific to signs, 18.70.050.

SCC 18.71, B-5, Mixed Use Business District –

Create a subsection specific to signs, 18.71.070. Signs shall be regulated the same as in the B-2, General Business Districts.

SCC 18.100 I-3, Planned Industrial District –

18.100.060 to clarify that signs are to be regulated the same as other industrial districts.

Mr. Hartless noted in the future, staff would like to do a comprehensive rewrite of the entire Zoning Code to consolidate all sign requirements into one central location.

Mayor Claffey asked if Councilmembers had any questions.

Ms. Woods asked if the proposed requirements would apply to new signs only, which Mr. Hartless confirmed.

Councilmembers had no further questions.

Mayor Claffey stated the following:

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

The public hearing was opened.

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

Mr. Robertson moved that Council adopt the ordinance and approve the amendments as recommended by the Planning Commission.

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

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

Ordinance No. 2024- 13

**AN ORDINANCE AMENDING CHAPTERS 18.140, SIGNS, BILLBOARDS, AND
OTHER ADVERTISING STRUCTURES,
18.65, B-3, PLANNED BUSIENSS DISTRICT,
18.70, B-4, CULTURAL AND RECREATIONAL PLANNED BUSIENSS DISTRICT,
18.71, B-5, MIXED USE BUSINESS DISTRICT,
AND
18.100, I-3, PLANNED INDUSTRIAL DISTRICT,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE**

Recitals

A. Currently, the Zoning Code of the City of Staunton establishes a minimum required setback for freestanding signs based upon the zoning district in which the sign is located;

B. This creates a system of various freestanding sign setbacks throughout the City which is complex and can be confusing to business owners, sign designers, and developers;

C. To simplify setback requirements for freestanding signs, City Staff has proposed amendments to Title 18, Zoning, of the Staunton City Code (SCC) to establish a standard five-foot minimum setback for all freestanding signs in all business, industrial, and professional districts.

D. At its March 21, 2024 meeting, the Planning Commission gave authorization for staff to proceed with drafting the amendments;

E. The Planning Commission of the City of Staunton, after study, review, and consideration of the comments received during the public hearing, has properly heard the matter and recommended approval;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapters 18.140, Signs, Billboards, and Other Advertising Structures, 18.65, B-3, Planned Business District, 18.70, B-4, Cultural and Recreational Planned Business District, 18.71, B-5, Mixed Use Business District, and 18.100, I-3, Planned Industrial District, of Title 18, Zoning, of the Staunton City Code are **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.140

SIGNS, BILLBOARDS, AND OTHER ADVERTISING STRUCTURES

Sections:

- 18.140.010 General provisions.
- 18.140.020 General regulations.
- 18.140.030 Residential district regulations.
- 18.140.040 Business district regulations.
- 18.140.050 Industrial district regulations.
- 18.140.060 Permitted signs.
- 18.140.070 Unsafe and unlawful signs.
- 18.140.080 Permits and fees.

18.140.010 General provisions.

These conditions are established as a reasonable and impartial method of regulating advertising structures in order to ensure safe construction, light, air, and open space, to reduce hazards at intersections, to prevent the accumulation of trash, to preclude the establishment of structures which would afford hiding places for immoral or criminal activities, and to protect property values of the entire community.

The regulations for signs, billboards, and other advertising structures are indicated below. The interpretation of nomenclature in this chapter shall be as defined in Chapter 18.10 SCC. (Zoning ordinance Art. 5, § 8).

18.140.020 General regulations.

In any zoning district where signs are permitted, the following general regulations shall apply:

(1) No sign shall be erected or maintained at any location whereby reason of its position, wording, illumination, size, shape, or color it may obstruct, impair, obscure, interfere with the view of, or be confused with any authorized traffic control sign, signal, or device.

(2) No sign shall contain or make use of any word, phrase, symbol, shape, form, or character in such manner as to interfere with, mislead, or confuse traffic.

(3) No sign having flashing, intermittent, or animated illumination shall be permitted.

(4) No illumination sign shall be permitted within 50 feet of property in any residential district unless the illumination of such sign is so designed that it does not shine or reflect light onto such property.

(5) No billboard or freestanding sign shall be erected to exceed 20 feet above the ground level or 50 feet in length. The bottom coping of every freestanding sign shall be at least three feet above the ground or street level.

(6) All roof signs shall be so constructed as to leave a clear space of not less than six feet between the roof level and the lowest part of the sign. No portion of any roof sign structure shall project beyond an exterior wall. No roof sign shall be at any point over 24 feet above the roof level. Roof signs shall not exceed the height limit of the zoning district.

(7) No part of any wall or projecting sign that is attached to a building shall be erected to a height greater than such building, unless the building and sign are architecturally integrated and designed as a unit.

(8) Billboards and other similar outdoor advertising structures shall be erected or placed in conformity with the side and rear yard requirements of the district in which it is located. However, no billboard shall be erected or placed closer than within 100 feet of any residential district, and it shall be set back from the established right-of-way line of any street or highway at least as far as the required front yard depth for a principal use in such district; and for every square foot by which such billboard exceeds 100 square feet such setbacks shall be increased by one-half foot, but not to exceed 300 feet.

(9) No advertising sign shall be located in any area designated by the planning commission as one of scenic beauty or historical interest.

(10) No building walls shall be used for display of advertising, except that pertaining to the use on the premises.

(11) Temporary Signs.

(a) All temporary signs must be mounted on a building, with the exception of sandwich board signs, which are further regulated in this chapter.

(b) Temporary signs shall be included when determining the total area of signs erected or displayed on a property.

(c) In no case shall more than one temporary sign be located on any building storefront.

(d) No temporary signs may exceed 30 square feet in area, with the exception of sandwich board signs, which are further regulated in this chapter.

(e) Temporary signs shall not be erected or otherwise fixed on any pole, tree, stone, fence, building, structure, or any object within the right-of-way of any street. No temporary sign shall

831 be erected at the intersection of any street in such a manner as to obstruct free and clear vision,
832 or be confused with any authorized traffic sign, signal, or device.
833

834 (f) A temporary sign shall not be suspended across public streets or other public places, except
835 as permitted by the planning commission.
836

837 (g) With the exception of sandwich board signs which are further regulated in this chapter, no
838 sign shall be placed in any public right-of-way, except publicly owned signs, such as traffic
839 control signs, directional signs, and subdivision identification signs.
840

841 (12) Motor Vehicle Signs. Signs displayed on motor vehicles operated or parked on public or
842 private property when visible from any public street shall be permitted, provided the following
843 requirements are met:
844

845 (a) The motor vehicle is primarily used for purposes other than the display of advertising;
846

847 (b) Motor vehicle signs may not include any illumination, including flashing, pulsating,
848 rotation, or blinking signs;
849

850 (c) Motor vehicle signs may not include electronic changeable copy signs, including signs
851 containing light emitting diodes (LEDs), fiber optics, light bulbs or other illumination devices
852 used to change the advertising displayed by such signs.
853

854 (13) Signs erected and overhanging any sidewalk must be placed at least 10 feet above the sidewalk
855 and may extend over the sidewalk a distance equal to one-half the width of the sidewalk, but in no
856 case exceeding 10 feet.
857

858 (14) Freestanding signs shall be not over 30 square feet in area and shall be located not closer than
859 five feet from any property line.
860

861 (15) Professional signs for home occupations, where permitted, shall not exceed two square feet
862 in area, provided, such sign is either a wall or ground sign located not closer than 20 feet to the
863 street right-of-way.
864

865 (16) The area of a sign shall be determined by the smallest circle, triangle, or rectangle that can be
866 used to enclose the sign, exclusive of supporting members that bear no message. A sign designed
867 to be viewed from two opposite directions shall be considered as one sign; provided, that the two
868 sign faces shall not be more than two feet apart if parallel, nor form an angle of more than 90
869 degrees if angular. When more than one sign is permitted on a lot, the net sign area shall be the
870 sum of those signs designed to be viewed from one direction, and such signs shall not be less than
871 20 feet apart.
872

873 (17) Automobile sales lot entrance portals may be permitted. If the portal is internally illuminated
874 it will be considered as a sign. Entrance portal illumination may not exceed five foot-candles
875 measured at any point in front of or to either side of the portal. The entrance portal will be treated
876 as a building-mounted sign if any portion of the portal is located within five feet of the building.

If all portions of the portal are located more than five feet from the building, the portal shall be treated as a freestanding sign.

(18) Freestanding signs shall be setback a minimum distance of five feet from any vehicular entrance or exit to a public right-of-way.

(19) A zoning permit is required prior to erecting any permanent sign.

....

18.140.040 Business district regulations.

In business districts, the following regulations shall apply:

(1) Sandwich Board Signs.

(a) In any district zoned for business or professional use one sandwich board sign is permitted per storefront and shall be exempt from the provisions of Chapters 18.83 and 18.85 SCC. A sandwich board sign shall be considered to be a type of temporary sign and no sign permit is required. Sandwich board signs in the downtown business district shall be regulated as provided in subsection (4)(d) of this section.

(b) Location.

(i) A sandwich board sign shall be located within the same parcel boundaries as the business it advertises;

(ii) Sandwich boards may be located in a pedestrian right-of-way only when the primary face of the building is less than five feet from the pedestrian right-of-way and must provide at least a 36-inch wide clearance for pedestrian travel;

(iii) Sandwich boards located on any public pedestrian right-of-way shall be placed with the base of the sign perpendicular to and in full contact with the building face.

(c) Size. Sandwich boards shall be no larger overall than four feet in height and two feet in width.

(d) Such sign shall have no illumination of any kind and may be displayed only during the hours the business is open to the public.

(e) Sandwich board signs may advertise products, sales, grand openings, or address any other advertising purpose solely for the business in front of which the sign is located.

(2) For Public Recreation Uses, Community Facilities, Hospitals, and Clinics. Bulletin boards or identification signs shall not exceed 20 square feet in area.

(3) For Gasoline Service Stations. Two pole signs not exceeding 30 square feet each in surface area. Other business signs, the aggregate area of which does not exceed one square foot for each one linear foot of lot adjoining a public street.

(4) For other permitted principal uses, business signs shall be permitted as incidental uses, not to exceed the number of signs nor to exceed the net area for all such signs permitted as follows:

(a) P-1 Professional District. For any use, bulletin boards or identification signs shall not exceed 20 square feet in area. Only one sign per street frontage shall be permitted. Flashing or intermittent illumination is prohibited. Such sign shall be attached to the building or located not closer than five feet from any property line and may have indirect illumination.

(b) B-1 Local Business District. Business signs not to exceed one square foot per five square feet of usable floor area or two square feet per one linear foot of street frontage, whichever is the greater. No sign or portion of any sign shall be erected upon or overhang any public property. No freestanding signs shall be located within five feet of any property line.

(c) B-2 General Business District. Business signs not to exceed two square feet of surface for each one linear foot of lot fronting on a public street, but in no case shall the surface area be limited to less than 50 square feet. All signs shall be mounted either on buildings or on sign display devices affixed permanently to the ground. All freestanding signs shall be located not closer than five feet to any property line.

....

18.140.050 Industrial district regulations.

In any industrial district, the following regulations shall apply:

(1) Business signs not exceeding one square foot per one linear foot of street frontage. Such sign shall be located not closer than five feet from any property lines.

(2) Flashing to intermittent illumination is prohibited.

(3) Billboards and other advertising structures are prohibited. (Zoning ordinance Art. 5, § 8).

....

Chapter 18.65

B-3 PLANNED BUSINESS DISTRICT

Sections:

18.65.010 General description.

18.65.020 Uses permitted on review.

18.65.030 Area regulations.

18.65.040 Signs.

18.65.050 *Repealed.*

18.65.010 General description.

The B-3 planned business district is intended to permit the development of neighborhood business areas by one developer in those areas of the city where there are areas of sufficient size in heavily populated sections and where sanitary sewers, street access, and public water supply are adequately

provided. Upon completion of development, the ownership and control of the exterior of the buildings, structures, and grounds shall remain under one ownership or control. Within this district, the location of buildings, design of buildings, parking areas, and other open spaces shall be controlled in such a manner that it will not be a detriment to the adjoining residential property or to the neighborhood in general. (Zoning ordinance Art. 4, § 10).

....

18.65.040 Signs.

(1) For each shopping center, one ground sign having a maximum area of 100 square feet, maximum overall height of 30 feet, minimum distance from all property lines of five feet indicating the name of the shopping center. In lieu of the shopping center name, the one sign may designate a business use or a combination of business uses within the center.

(2) For each individual business, one sign attached to the building having a maximum area of one square foot for each linear foot of building frontage occupied by a single permitted use.

(3) All other regulations of Chapter 18.140 SCC shall apply. (Zoning ordinance Art. 4, § 10).

....

Chapter 18.70

B-4 CULTURAL AND RECREATIONAL PLANNED BUSINESS DISTRICT

Sections:

18.70.010 General description.

18.70.020 Uses.

18.70.030 Buildings and improvements.

18.70.040 Area regulations.

18.70.050 Signs

18.70.060 Procedure.

18.70.070 Existing businesses and projects under construction.

18.70.080 Creation of B-4 district advisory board.

18.70.090 Building permit required.

18.70.010 General description.

The B-4 cultural and recreational planned business district is intended to promote and permit the development of businesses within certain areas of the city which will be in harmony with the special cultural and recreational uses of the property within the district. Within the district, the location of the buildings, design of buildings, parking areas, and screening, either natural or as designed, shall be controlled in such a manner that the uses will be compatible with each other and be harmonious so as to be nondetrimental to the existing cultural and recreational uses within the district, or to other property within the district developed hereunder. This chapter should not be interpreted as mandating nor attempting to mandate any particular style or architecture or development, but, for the public welfare, is intended to provide for orderly and harmonious development to preserve the character of the district and enhance the value of the property herein. (Zoning ordinance Art. 4, § 11).

....

18.70.040 Area regulations.

(1) Lot Area. The minimum lot size shall be sufficient for compliance with all provisions of this district, including but not limited to adequate emergency access, screening required, parking requirements, health, and safety requirements, and to enhance and maintain the character of the district.

(2) Front Lot Line. No structure shall be built closer than 35 feet of the front lot line of the lot.

(3) Lot Width, Side Yards, and Rear Yard. No minimum lot width is required and no side or rear yard requirements, except to comply with subsection (1) of this section.

(4) Height Restriction. No building or structures of any type shall be erected within the district that exceed 35 feet in height above the average finished ground elevation adjacent to the front of such building or structure; provided, however, that the city council may, because of unique topographical features, permit a greater maximum height in order to promote the orderly and harmonious development of the district.

(5) Parking. Off-street parking shall be as regulated by Chapter 18.125 SCC. Notwithstanding the foregoing, the planning commission may recommend and council may approve a lesser requirement due to the special nature of the district.

(6) Off-Street Loading and Unloading. Off-street loading and unloading shall be as required by Chapter 18.135 SCC.

18.70.050 Signs.

(1) For each individual business, one wall sign attached to the building having a maximum area of one and one-half square feet for each linear foot of building frontage occupied by a single permitted use.

(2) For each individual business, one freestanding sign for each street frontage, which sign shall not exceed 30 square feet, nor exceed the height of 30 feet. Freestanding signs shall be setback a minimum of five feet from all property lines.

(3) Signs permitted in SCC 18.140.060.

(4) All other regulations of Chapter 18.115 SCC, as applicable, shall apply. (Zoning ordinance Art. 4, § 11).

18.70.060 Procedure.

....

18.70.070 Existing businesses and projects under construction.

Businesses in existence or projects under construction (pursuant to the authority of the zoning law applicable to the area at the beginning of such construction) within an area subsequently zoned under this B-4 classification shall not be subject to the requirements hereof unless an alteration or expansion of such use of construction is later requested. (Zoning ordinance Art. 4, § 11).

18.70.080 Creation of B-4 district advisory board.

There is created hereby a B-4 district advisory board whose membership, term of office, and duties are as follows:

....

18.70.090 Building permit required.

Before a building or structure is constructed or any improvement made within this B-4 district, a building permit shall be obtained from the building official. (Zoning ordinance Art. 4, § 11).

Chapter 18.71

B-5 MIXED-USE BUSINESS DISTRICT

Sections:

18.71.010 General description.

18.71.020 Permitted principal and accessory uses.

18.71.030 Area regulations.

18.71.040 Height regulations.

18.71.050 Off-street parking.

18.71.060 Off-street loading and unloading regulations.

18.71.070 Signs.

18.71.080 Requirements for areas devoted to parking or circulation of vehicles.

18.71.090 Building facade fenestration.

18.71.100 Bicycle parking requirements.

18.71.010 General description.

Pursuant to the general purposes of this chapter, the intent of the B-5 district is to encourage development of mixed land uses and to promote enhancement of the character of development along principal corridors and in other areas. The district regulations are intended to encourage appropriate infill development on undeveloped land, promote adaptive reuse of underutilized buildings or enable redevelopment of properties where continuation of current uses or adaptive reuse is not feasible, depending on the character and needs of particular areas. The district regulations are also intended to safeguard the character of adjoining properties, to maintain existing streetscape character by providing continuity of building setbacks and heights, to enhance public safety and encourage an active pedestrian environment appropriate to the mixed-use character of the district by providing for windows in building facades along street frontages, and to promote an environment that is conducive to preservation of important historic, architectural and cultural features that may exist within the district. Finally, the district regulations are intended to ensure adequate accessible parking and safe vehicular and pedestrian circulation, to facilitate a streetscape with minimum setbacks along principal street frontages and to provide for limited interruption by driveways and vehicular traffic across public sidewalk areas along principal street frontages. (Ord. 2021-25).

....

18.71.070 Signs.

(1) Signs as regulated in Chapter 18.140 SCC and shall be the same as those for B-2, General Business Districts.

....

Chapter 18.100**I-3 PLANNED INDUSTRIAL DISTRICT**

Sections:

- 18.100.010 General description.
- 18.100.020 Uses permitted.
- 18.100.030 Area regulations.
- 18.100.040 Height regulations.
- 18.100.050 Minimum off-street parking and loading requirements.
- 18.100.060 Signage.
- 18.100.070 Screening of outdoor storage.
- 18.100.080 Uses prohibited.

18.100.010 General description.

The I-3 district is intended to permit industrial development where the use and its operation do not directly adversely affect nearby residential and business uses. The district regulations are designed to allow a wide range of industrial activities subject to limitations designed to protect nearby residential and business districts. (Zoning ordinance Art. 4, § 17).

....

8.100.060 Signage.

Signage is as regulated in Chapter 18.140 SCC and shall be the same as those for Industrial Districts.

....

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: May 9, 2024
Adopted: May 9, 2024
Effective Date: May 9, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

MATTERS FROM THE CITY MANAGER

Ms. Beauregard presented updates on the following items:

- J&DR Courthouse project
- BRITE service to Valley Community Services Board
- The new City Assessor Douglas Flynn starting May 20

MATTERS FROM THE PUBLIC

1159
1160 Mayor Claffey read the following statement:
1161

1162 “This part of City Council’s agenda is entitled matters from the public. It is a time that Council
1163 sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton
1164 City Council's ‘Matters from the Public’ rules is available in paper form at the Clerk’s desk and
1165 online at the City of Staunton webpage. You are asked to familiarize yourself with those rules
1166 before commenting. Please come to the podium or begin your call, identify yourself, and complete
1167 your remarks within five minutes.”

1168
1169 Dan McCauley, 938 Selma Boulevard, stated that non-city residents should not be allowed to serve
1170 on city boards and commissions.

1171
1172 Stephen Poulson, 315 Sherwood Avenue, thanked Council for approving the mass rezoning of
1173 Uniontown.

1174
1175 Brenda Mead, 342 Sherwood Avenue, stated that Augusta County business owners should not be
1176 allowed to serve on city boards and commissions.

1177
1178 There was no one else present wishing to speak.

1179
1180 **ADJOURNMENT**

1181
1182 There being no further business to come before Council, the meeting adjourned at 8:35 p.m.

1183
1184
1185
1186
1187

Kiley A. Kesecker
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 2024	Jessie Moyers Chief Finance Officer
Item #	A.2.	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	FY 2024 Quarterly Financial Report	

Background: Attached for review, as prepared by Jessie Moyers, Chief Finance Officer, is the financial report as of April 30, 2024. The quarterly financial report and the sales, meals, and lodging tax reports history reports are attached.

Attachments:

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

City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

LOCAL SALES TAX HISTORY - 1% Tax Rate

Attachment 1

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	% Change
July	359,853	399,841	408,778	457,551	523,345	505,134	-3.5%
August	353,758	390,365	383,139	418,081	475,016	503,910	6.1%
September	364,511	408,013	416,225	459,262	500,792	490,234	-2.1%
October	368,779	406,308	417,973	431,562	487,941	487,742	0.0%
November	367,724	386,214	367,040	430,213	478,059	511,628	7.0%
December	416,329	459,871	489,867	568,394	576,043	562,768	-2.3%
January	301,088	378,159	381,915	389,797	422,884	434,039	2.6%
February	333,110	354,448	360,082	382,280	457,991	472,145	3.1%
March	393,767	424,727	462,591	512,099	530,346		-100.0%
April	382,963	384,624	497,565	485,816	488,377		-100.0%
May	409,439	408,068	451,087	472,797	501,712		-100.0%
June	383,654	454,692	381,951	476,868	520,099		-100.0%
Totals	4,434,974	4,855,331	5,018,212	5,484,719	5,962,604	3,967,600	
Budget	4,015,000	4,300,000	3,393,750	4,662,500	5,275,000	5,624,522	
Budget Variance	419,974	555,331	1,624,462	822,219	687,604	(1,656,922)	
% OF BUDGET	110.5%	112.9%	147.9%	117.6%	113.0%	70.5%	
% CHANGE- YEAR	7.5%	9.5%	3.4%	9.3%	8.7%	-33.5%	

SALES TAX HISTORY

\$7,000,000
\$6,000,000
\$5,000,000
\$4,000,000
\$3,000,000
\$2,000,000
\$1,000,000
\$-

FY2009
FY2010
FY2011
FY2012
FY2013
FY2014
FY2015
FY2016
FY2017
FY2018
FY2019
FY2020
FY2021
FY2022
FY2023

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

SALES TAX MONTHLY HISTORY

600,000
550,000
500,000
450,000
400,000
350,000
300,000
250,000
200,000

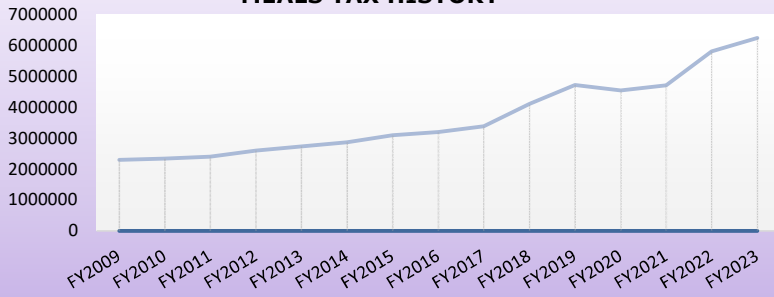
1 2 3 4 5 6 7 8 9 10 11 12

FY2019 FY2020 FY2021 FY2022 FY2023 FY2024

MEALS TAX HISTORY- 7% Tax Rate

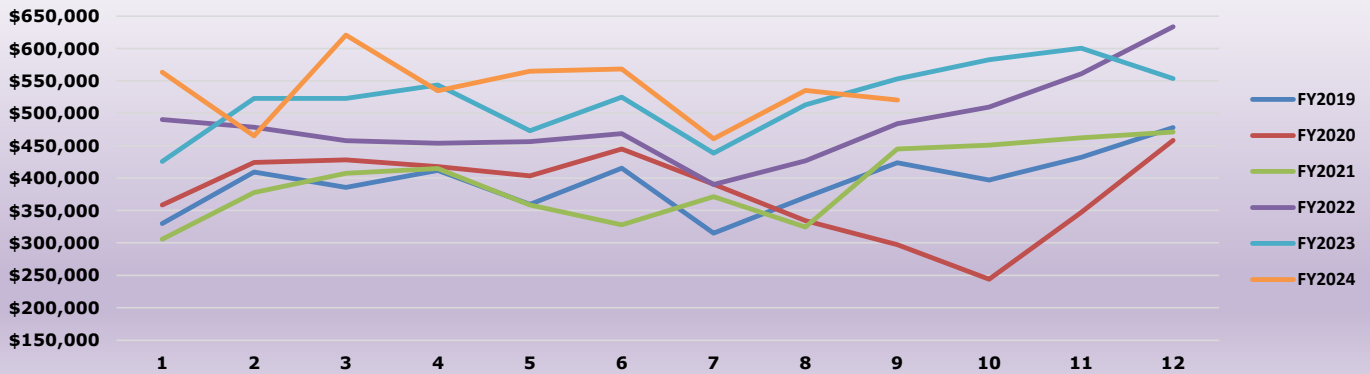
Tax Rate	6% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	% Change
July	334,579	329,573	358,212	305,920	490,076	426,045	563,368	32.2%
August	341,094	409,425	424,090	377,519	478,421	522,710	465,046	-11.0%
September	343,277	385,385	427,995	407,128	457,575	522,740	621,042	18.8%
October	342,810	411,876	417,690	414,546	453,768	543,587	534,524	-1.7%
November	312,114	359,316	403,285	358,586	456,293	473,158	564,659	19.3%
December	336,804	415,030	444,990	327,793	468,456	524,706	568,130	8.3%
January	293,064	315,163	390,333	371,174	390,422	438,260	460,988	5.2%
February	301,836	370,265	334,123	324,288	426,769	512,829	535,070	4.3%
March	363,207	423,831	297,411	445,061	483,854	552,774	520,228	-5.9%
April	343,386	397,110	244,201	450,532	509,567	582,702		-100.0%
May	374,830	432,043	347,244	462,115	561,110	600,814		-100.0%
June	431,265	478,306	458,278	471,063	633,671	553,460		-100.0%
Actuals	4,118,267	4,727,323	4,547,853	4,715,726	5,809,981	6,253,785	4,833,055	
Budget	3,200,000	4,112,500	4,600,000	3,562,500	4,300,000	5,358,050	5,985,000	
Budget Variance	918,267	614,823	(52,147)	1,153,226	1,509,981	895,735	(1,151,945)	
% of BUDGET	128.7%	115.0%	98.9%	132.4%	135.1%	116.7%	80.8%	
% CHANGE-YEAR	28.5%	14.8%	-3.8%	3.7%	23.2%	7.6%	-22.7%	

MEALS TAX HISTORY



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

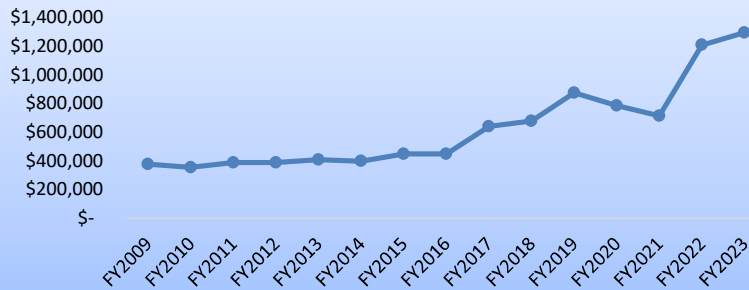
Meals Tax Monthly History



LODGING TAX HISTORY- 6.7% Tax Rate

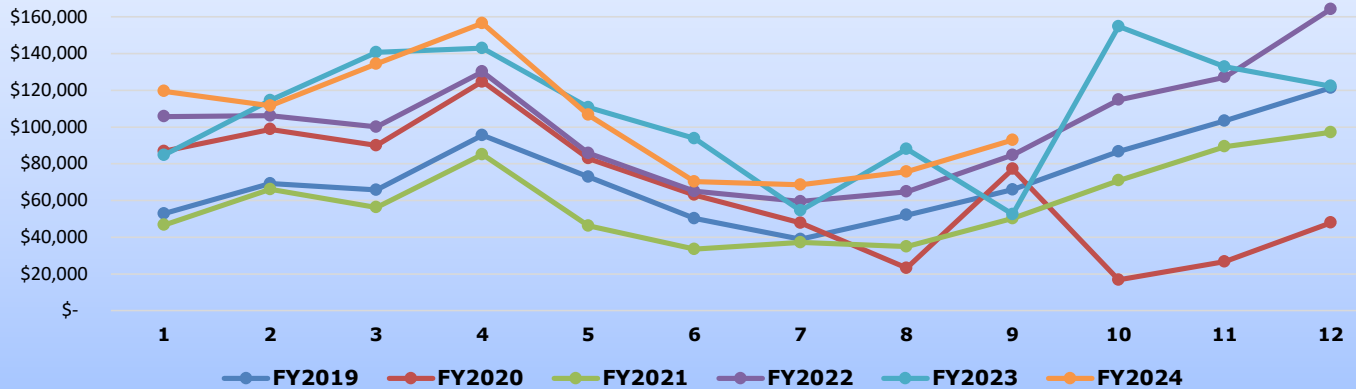
TAX RATE	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	% CHANGE
July	\$ 63,907	\$ 52,798	\$ 86,792	\$ 46,648	\$ 105,750	\$ 84,716	\$ 119,557	41.1%
August	\$ 63,738	\$ 69,287	\$ 98,765	\$ 66,056	\$ 106,184	\$ 114,547	\$ 111,597	-2.6%
September	\$ 62,756	\$ 65,785	\$ 89,978	\$ 56,235	\$ 100,094	\$ 140,720	\$ 134,448	-4.5%
October	\$ 79,262	\$ 95,600	\$ 124,738	\$ 85,131	\$ 130,186	\$ 142,991	\$ 156,633	9.5%
November	\$ 50,187	\$ 72,869	\$ 82,915	\$ 46,252	\$ 85,840	\$ 110,688	\$ 106,610	-3.7%
December	\$ 32,225	\$ 50,208	\$ 63,057	\$ 33,471	\$ 65,008	\$ 93,847	\$ 70,232	-25.2%
January	\$ 29,239	\$ 38,856	\$ 47,730	\$ 37,127	\$ 59,405	\$ 54,478	\$ 68,508	25.8%
February	\$ 32,490	\$ 52,085	\$ 23,204	\$ 34,928	\$ 64,791	\$ 88,071	\$ 75,737	-14.0%
March	\$ 50,304	\$ 65,973	\$ 77,152	\$ 50,273	\$ 84,717	\$ 52,430	\$ 92,945	77.3%
April	\$ 64,326	\$ 86,719	\$ 16,730	\$ 70,866	\$ 114,860	\$ 154,822		-100.0%
May	\$ 72,905	\$ 103,399	\$ 26,667	\$ 89,381	\$ 127,191	\$ 132,827		-100.0%
June	\$ 76,577	\$ 121,369	\$ 47,878	\$ 97,078	\$ 164,234	\$ 122,320		-100.0%
Actuals	\$ 677,917	\$ 874,948	\$ 785,605	\$ 713,445	\$ 1,208,260	\$ 1,292,457	\$ 936,267	
Budget Totals	\$ 575,000	\$ 890,000	\$ 890,000	\$ 836,000	\$ 760,000	\$ 968,000	\$ 1,350,000	
Budget Variance	\$ 102,917	\$ (15,052)	\$ (104,395)	\$ (122,555)	\$ 448,260	\$ 324,457	\$ (413,733)	
% of BUDGET	118%	98%	88%	85%	159%	134%	69%	
% CHANGE-YEAR	5.8%	29.1%	-10.2%	-9.2%	69.4%	7.0%	-27.6%	

LODGING TAX HISTORY



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

LODGING TAX MONTHLY HISTORY



FY2024 FINANCIAL REPORT - UNAUDITED
APRIL 30, 2024 RESULTS

Attachment 2

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU APR 2024	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2023 (25%) & 2024 (75%)	\$ 24,847,498	\$ 24,847,498	\$ 6,912,940	\$ 17,934,558	28%	25% of 2023 Taxes due Dec 5, 2023 75% of 2024 Taxes due June 20, 2024
Real Estate - Public Service	940,000	940,000	1,139,782	(199,782)	121%	100% of 2024 Taxes due Dec 5, 2023
Real Estate - Interest	135,000	135,000	103,426	31,574	77%	
Real Estate- Penalty	135,000	135,000	118,840	16,160	88%	
Real Estate Tax -Downtown Serv District	142,213	142,213	38,242	103,971	27%	25% due Dec 5, 2023; 75% due June 20, 2024
Personal Property Taxes	6,400,000	6,400,000	6,922,028	(522,028)	108%	100% of 2024 PP Tax due December 5, 2023
Personal Property Taxes -Prior Written Off	-	-	53	(53)	#DIV/0!	
Personal Property Taxes- Public Service	2,800	2,800	3,045	(245)	109%	
Personal Property -Interest	100,000	100,000	146,924	(46,924)	147%	
Personal Property - Penalty	125,000	125,000	156,024	(31,024)	125%	
Machinery & Tools Tax	425,000	425,000	390,350	34,650	92%	100% Tax Due December 5, 2023
TOTAL PROPERTY TAXES	\$ 33,252,511	\$ 33,252,511	\$ 15,931,654	\$ 17,320,857	48%	
OTHER LOCAL TAXES						
Business & Occupational Licenses	\$ 2,550,000	\$ 2,550,000	\$ 2,923,844	\$ (373,844)	115%	BPOL License due March 1, 2024
Water Utility Tax	295,000	295,000	216,680	78,320	73%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	298,000	298,000	173,522	124,478	58%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	590,000	590,000	464,271	125,729	79%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,624,522	5,624,522	3,967,993	1,656,529	71%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	650,000	650,000	23,254	626,746	4%	Paid in June
Recordation	350,000	350,000	231,699	118,301	66%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	325,000	325,000	286,404	38,596	88%	Paid at sale date, no delay in collection
Lodging Tax	1,350,000	1,350,000	936,268	413,732	69%	Paid Monthly w/ 1 month delay in collection
Meals Tax	5,985,000	5,985,000	4,833,054	1,151,946	81%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	8,500	8,500	11,960	(3,460)	141%	
Short Term Rental Tax	25,000	25,000	23,218	1,782	93%	
Local Communications Tax	925,000	925,000	616,807	308,193	67%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	\$ 18,976,022	\$ 18,976,022	\$ 14,708,973	\$ 4,267,049	78%	
PERMITS						
Short Term Rental Registration/Precious Metals	\$ -	\$ -	\$ 700	\$ (700)	#DIV/0!	
Judicial Charges for Services	1,000	1,000	571	429	57%	
Public Safety Charges for Services	187,650	187,650	250,676	(63,026)	134%	
Planning and Development Charges for Services	12,000	12,000	13,050	(1,050)	109%	
TOTAL PERMITS	\$ 200,650	\$ 200,650	\$ 264,996	\$ (64,346)	132%	

APRIL 30, 2024 RESULTS

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU APR 2024	AVAILABLE BUDGET	% RECEIVED	
FINES & FORFEITURES						
Circuit Court Fines	\$ 135,000	\$ 135,000	\$ 100,861	\$ 34,139	75%	
Court Recorder Fees	58,000	58,000	46,175	\$ 11,825	80%	
Courthouse Maintenance Fee	9,500	9,500	7,269	2,231	77%	
Animal Control Fines	6,000	6,000	5,410	590	90%	
TOTAL FINES & FORFEITURES	\$ 208,500	\$ 208,500	\$ 159,715	\$ 48,785	77%	
REVENUE FROM USE OF PROPERTY						
Interest Revenue	\$ 45,000	\$ 414,500	\$ 638,984	\$ (224,484)	154%	Interest earned through November
Rental of Real Property	58,000	58,000	57,090	910	98%	
Rental of Real Property-Recreation	6,200	6,200	6,185	15	100%	
TOTAL REVENUE FROM USE OF PROPERTY	\$ 109,200	\$ 478,700	\$ 702,259	\$ (223,559)	147%	
CHARGES FOR SERVICES						
Property Clean Up Fees	\$ 5,000	\$ 5,000	\$ 275	\$ 4,725	6%	
Payment in Lieu of Tax from Proprietary Fun	956,422	956,422	-	956,422	0%	Allocation transfers from Enterprise Funds
DMV Stop Fees	8,000	8,000	23,047	(15,047)	288%	
Administrative Fees	20,000	20,000	27,644	(7,644)	138%	
Judicial Operations Charges for Services	78,242	78,242	66,089	12,153	84%	
Public Safety Tax Exempt Service Charge	6,972	6,972	-	6,972	0%	
Sale of Publications & Maps	-	-	325	(325)	#DIV/0!	
Recreation Charges for Services	\$ 611,150	\$ 611,150	636,290	(25,140)	104%	
TOTAL CHARGES FOR SERVICES	\$ 1,685,786	\$ 1,685,786	\$ 753,670	\$ 932,116	45%	
MISCELLANEOUS						
Sale of Salvage & Surplus	\$ 15,000	\$ 15,000	\$ 51,083	\$ (36,083)	341%	
Payment in Lieu of Taxes SRHA	14,000	14,000	16,812	(2,812)	120%	
Donations	-	-	4,231	(4,231)	#DIV/0!	
Miscellaneous	-	28,972	\$ 483,576	(454,604)	1669%	Proceeds from tax sale \$243,900
TOTAL MISCELLANEOUS	\$ 29,000	\$ 57,972	\$ 555,702	\$ (497,730)	959%	
RECOVERED COSTS						
Wellness Program Reimbursement	\$ 11,000	\$ 11,000	\$ 8,663	\$ 2,337	79%	
Recovered Costs - General Govt	-	-	5,000	\$ (5,000)	#DIV/0!	
Recovered Costs - Courts	25,000	25,000	2,808	22,192	11%	
Recovered Costs- Public Safety	648,000	648,000	694,176	(46,176)	107%	Buy-In from Harrisonburg/Rockingham for Regional Jail.
Recovered Costs- Police Security	45,000	45,000	74,553	(29,553)	166%	
Recovered Costs- Insurance Recovery	-	11,314	23,740	(12,426)	210%	
Recovered Costs- Public Works	20,000	20,000	3,606	16,394	18%	
Recovered Costs- Education	350,000	350,000	-	350,000	0%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	55,000	55,000	62,361	(7,361)	113%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	\$ 1,154,000	\$ 1,165,314	\$ 874,905	\$ 290,409	75%	

APRIL 30, 2024 RESULTS

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU APR 2024	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE						
Public Facilities Tax	\$ 45,000	\$ 45,000	\$ 68,978	\$ (23,978)	153%	State sales tax revenue from Hotel 24 South
Rolling Stock Taxes	10,200	10,200	6,608	3,592	65%	
Motor Vehicle Rental Tax	112,500	112,500	160,529	(48,029)	143%	
HB599 Law Enforcement	1,004,888	1,004,888	828,171	176,717	82%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	1,569,590	82,610	95%	
Recordation - Grantor's Tax	101,500	101,500	67,612	33,888	67%	
Juror/Witness Fees	12,000	12,000	1,755	10,245	15%	
DCJS- Victim Witness Grant	25,000	25,000	-	25,000	0%	
DMV Four for Life Funds	23,500	23,500	23,807	(307)	101%	
DMV Animal License Plates	1,000	1,000	1,026	(26)	103%	
State Crime Forfeited Assets- Police	-	-	19,476	(19,476)	#DIV/0!	Revenue based on criminal drug activity
State Crime Forfeited Assets- Court	-	-	2,981	(2,981)	#DIV/0!	
Fire Programs Fund	88,000	115,938	115,938	-	100%	
PSAP Education Grant		3,000	-	3,000	0%	
E911 Wireless Funds	98,000	98,000	99,720	(1,720)	102%	Grants from the Wireless Board of Virginia
DCJS-Grants	-	87,705	37,776	49,929	43%	
Street & Highway Maintenance	4,350,000	4,350,000	4,135,073	214,927	95%	Quarterly Payments from State
Other Grants	-	6,000	6,000	-	100%	FM Global Foundation Fire Grant
Public Assistance	1,371,638	1,371,638	754,301	617,337	55%	
CSA Administrative Fees	13,405	13,405	-	13,405	0%	
Comprehensive Services Act (CSA)	2,062,000	2,062,000	1,098,576	963,424	53%	
VA Comm for the Arts	4,500	4,500	4,500	-	100%	
Library	168,022	225,756	225,877	(121)	100%	Quarterly Payments from State
Commissioner of Revenue	148,310	148,310	112,119	36,191	76%	
Treasurer	146,401	146,401	103,485	42,916	71%	
Electoral Board & Registrar	79,463	79,463	-	79,463	0%	
Commonwealth Attorney	626,752	626,752	454,040	172,712	72%	
Sheriff	450,704	450,704	298,207	152,497	66%	
Circuit Court Clerk	370,735	370,735	249,957	120,778	67%	
Circuit Court Technology Grant	17,634	17,087	15,532	1,555	91%	
TOTAL COMMONWEALTH OF VIRGINIA	\$ 12,983,352	\$ 13,165,182	\$ 10,461,634	\$ 2,703,548	79%	
FEDERAL REVENUES						
Victim Witness Federal Grant	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	0%	
Federal DMV Grant	-	15,200	10,800	4,400	71%	
U S Marshall Forfeited Asset	-	-	12,083	(12,083)	#DIV/0!	
ARPA Social Services	-	-	-	-	#DIV/0!	
Miscellaneous Federal Aid	-	23,270	30,000	(6,730)	129%	
CSA Federal	-	-	-	-	#DIV/0!	
Welfare Public Assistance	1,179,852	1,179,852	640,626	539,226	54%	
TOTAL FEDERAL REVENUE	\$ 1,239,852	\$ 1,278,322	\$ 693,508	\$ 584,814	54%	
PRIOR YEAR APPROPRIATIONS						
Appropriation for Prior Year Encumbrances	\$ -	\$ 914,665	\$ -	\$ 914,665	0%	Outstanding Encumbrances at June 30, 2023
Appropriation of Prior Year Fund Balance	-	7,794,518	-	7,794,518	0%	
TOTAL PRIOR YEAR APPROPRIATIONS	\$ -	\$ 8,709,183	\$ -	\$ 8,709,183	0%	
TOTAL GENERAL FUND REVENUES	\$ 69,838,873	\$ 79,178,142	\$ 45,107,017	\$ 34,071,125	57.0%	

FY 2024 FINANCIAL REPORT - UNAUDITED
APRIL 30, 2024 RESULTS

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU APR 2024	ENCUMBRANCES	AVAILABLE BUDGET	EXPENDED
<u>GENERAL GOVERNMENT ADMINISTRATION</u>						
CITY COUNCIL	\$ 148,335	\$ 148,335	\$ 109,971	\$ 2,625	\$ 35,739	76%
CLERK OF COUNCIL	118,831	123,831	87,575	-	36,256	71%
CITY MANAGER	602,345	602,345	466,212	8,157	127,976	79%
HUMAN RESOURCES	760,641	785,641	599,953	26,856	158,832	80%
CITY ATTORNEY	432,271	549,483	282,822	96,212	170,449	69%
COMMUNICATIONS MANAGER	161,434	138,909	82,390	-	56,519	59%
PROFESSIONAL CONSULTANTS	80,000	80,000	53,350	17,000	9,650	88%
CITY MEMBERSHIPS	31,050	31,050	28,689	-	2,361	92%
FINANCE	1,273,483	1,250,616	1,013,413	56,396	180,808	86%
ASSESSOR	377,962	377,962	291,171	8	86,783	77%
COMMISSIONER OF REVENUE	410,337	410,337	322,352	227	87,757	79%
TREASURER	429,934	429,934	296,714	80	133,140	69%
REGISTRAR	246,513	246,513	188,571	140	57,801	77%
INFORMATION TECHNOLOGY	1,449,852	1,518,229	987,207	31,088	499,935	67%
RISK MANAGEMENT	753,501	753,501	589,552	-	163,949	78%
TOTAL GENERAL GOV'T ADMINISTRATION	\$ 7,276,489	\$ 7,446,686	\$ 5,399,941	\$ 238,789	\$ 1,807,956	76%
<u>JUDICIAL ADMINISTRATION</u>						
CIRCUIT COURT	\$ 164,275	\$ 164,275	\$ 134,396	\$ -	\$ 29,879	82%
GENERAL DISTRICT COURT	18,512	18,512	1,949	-	16,563	11%
MAGISTRATES	2,225	2,225	-	-	2,225	0%
JUVENILE DOMESTIC RELATIONS COURT	80,092	80,092	2,931	-	77,161	4%
CLERK OF THE CIRCUIT COURT	628,406	627,859	552,290	1,335	74,234	88%
SHERIFF	868,662	946,314	806,940	381	138,993	85%
VICTIM/WITNESS GRANT	97,884	97,884	74,605	-	23,279	76%
COMMONWEALTH ATTORNEY	1,012,088	1,032,430	834,102	20	198,308	81%
TOTAL JUDICIAL ADMINISTRATION	\$ 2,872,144	\$ 2,969,591	\$ 2,407,213	\$ 1,735	\$ 560,643	81%
<u>PUBLIC SAFETY</u>						
POLICE	\$ 6,227,720	\$ 6,725,329	\$ 5,279,894	\$ 97,670	\$ 1,347,766	80%
E911 CENTER	1,127,445	1,198,743	950,290	8,304	240,150	80%
FIRE	3,971,838	3,971,838	3,358,425	267	613,147	85%
COMMUNITY PUBLIC SAFETY	110,500	215,528	80,450	-	135,078	37%
JUVENILE DETENTION HOME	459,396	459,396	442,892	-	16,504	96% Quarterly Payments
JAIL	3,286,318	3,286,318	3,286,318	-	-	100% Quarterly Payments
OFFICE ON YOUTH	172,892	172,892	130,491	-	42,401	75%
INSPECTIONS	429,634	458,855	347,752	586	110,516	76%
ANIMAL CONTROL	241,381	241,381	213,347	-	28,034	88%
MEDICAL EXAMINER	500	500	160	-	340	32%
TOTAL PUBLIC SAFETY	\$ 16,027,624	\$ 16,730,780	\$ 14,090,018	\$ 106,826	\$ 2,533,936	85%

APRIL 30, 2024 RESULTS

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU APR 2024	ENCUMBRANCES	AVAILABLE BUDGET	EXPENDED
PUBLIC WORKS						
ENGINEERING	\$ 353,785	\$ 353,785	\$ 242,814	\$ 907	\$ 110,065	69%
PUBLIC WORKS ADMINISTRATION	313,299	313,369	279,930	3,704	29,734	91%
STREETS	3,233,357	4,020,045	1,316,394	324,128	2,379,523	41%
TRAFFIC ENGINEERING	284,945	288,780	106,752	6,081	175,947	39%
TRAFFIC SIGNALS	318,344	347,739	293,023	5,968	48,749	86%
BUILDING MAINTENANCE	1,508,619	1,530,208	1,261,170	66,153	202,885	87%
EQUIPMENT MAINTENANCE	533,205	533,525	445,637	12,579	75,309	86%
TOTAL PUBLIC WORKS	\$ 6,545,554	\$ 7,387,451	\$ 3,945,720	\$ 419,520	\$ 3,022,212	59%
HEALTH AND WELFARE						
PUBLIC HEALTH	\$ 298,153	\$ 298,153	\$ 235,237	\$ -	\$ 62,916	79%
VALLEY COMM SERVICES BOARD	247,129	247,129	247,129	-	-	100% Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,000,000	3,000,000	1,793,555	-	1,206,445	60%
DEPT OF SOCIAL SERVICES	3,483,304	3,483,304	2,230,663	-	1,252,641	64%
TAX RELIEF FOR THE ELDERLY	244,000	244,000	-	-	244,000	0% Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	100,022	100,022	93,560	-	6,462	94% Outside Agency Contributions
TOTAL HEALTH AND WELFARE	\$ 7,372,608	\$ 7,372,608	\$ 4,600,145	\$ -	\$ 2,772,463	62%
EDUCATION -OTHER						
EDUCATIONAL CONTRIBUTIONS-BRCC	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ -	100% Contribution to Blue Ridge Community College
TOTAL EDUCATION-OTHER	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ -	100%
PARKS, RECREATION, LIBRARY, CULTURAL						
PARKS AND RECREATION ADMIN	\$ 1,280,787	\$ 1,296,519	\$ 965,824	\$ 15,642	\$ 315,054	76%
HORTICULTURE	223,139	278,398	170,139	12,460	95,800	66%
GOLF COURSE	156,107	165,507	142,444	-	23,063	86%
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	20,000	-	-	100% Boys and Girls Club
PARK MAINTENANCE	1,279,296	1,359,541	1,034,160	21,802	303,579	78%
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	15,500	15,500	-	-	100% Outside Agency Contributions
LIBRARY	1,332,312	1,396,046	1,108,612	14,514	272,920	80%
TOTAL PARKS, RECREATION, LIBRARY, CU	\$ 4,307,141	\$ 4,531,511	\$ 3,456,678	\$ 64,418	\$ 1,010,415	78%
PLANNING AND COMMUNITY DEVELOPMENT						
PLANNING	\$ 574,088	\$ 646,638	\$ 326,236	\$ 5,799	\$ 314,603	51%
COMMUNITY DEVELOPMENT ASSISTANCE	385,250	545,063	370,483	71,777	102,802	81% Outside Agency Contributions
ECONOMIC DEVELOPMENT	1,272,835	1,314,335	349,984	28,321	936,030	29%
TOURISM	650,083	650,083	453,974	62,630	133,479	79%
STAUNTON WELCOME CENTER	60,459	60,459	34,658	-	25,801	57%
TRANSPORTATION-CSPDC	61,741	61,741	61,800	-	(59)	100%
TOTAL PLANNING AND COMMUNITY DEVE	\$ 3,004,456	\$ 3,278,319	\$ 1,597,134	\$ 168,528	\$ 1,512,657	54%

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU APR 2024	ENCUMBRANCES	AVAILABLE BUDGET	EXPENDED
TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL						
TRANSFER TO DEBT SERVICE FUND	\$ 5,591,903	\$ 5,591,903	5,591,903	\$ -	\$ -	100% Annual Debt Payments
TRANSFER TO CIP FUND	861,783	6,399,740	6,376,783	-	22,957	100%
TRANSFER TO REFUSE FUND	-	1,250,000	1,250,000		-	100%
TRANSFER TO EDUCATION FUND	15,970,171	15,970,171	11,977,628	-	3,992,543	Education Transfer/ 1st Half December and 2nd half to occur 75% in June
NON-DEPARTMENTAL EXPENDITURES	-	240,380	(177)	-	240,557	0%
TOTAL TRANSFERS AND NON-DEPARTMEN	\$ 22,423,857	\$ 29,452,194	\$ 25,196,137	\$ -	\$ 4,256,057	86%
TOTAL GENERAL FUND EXPENDITURES	\$ 69,838,873	\$ 79,178,142	\$ 60,701,987	\$ 999,815	\$ 17,476,340	88.3%

FY2024 GENERAL FUND BUDGET

ADOPTED BUDGET	\$ 69,838,873	JULY 1, 2023
ENCUMBRANCE CARRY FORWARDS	914,665	JULY 1, 2023
FY2024 BUDGET AMENDMENT NO. 1	1,315,643	AUGUST 24, 2023
FY2024 BUDGET AMENDMENT NO. 2	<u>7,108,961</u>	JANUARY 25, 2024
FY2024 REVISED BUDGET	\$ 79,178,142	
FY2024 REVENUES	\$ 45,107,017	
FY2024 EXPENDITURES	<u>\$ (61,701,802)</u>	
FY2024 NET YTD	\$ (16,594,785)	

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 2024	Brad Arrowood Councilmember John C. Blair City Attorney
Item #	A.3.	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Amendment to Council Procedure Memorandum 2 to Provide Boards and Commissions Applications on the Friday Preceding Council Regular Meetings	

Background: On April 25, 2024 and May 9, 2024, City Council discussed Councilmember Arrowood's proposal to provide applications considered by the Nominations Committee further in advance of the Nominations Committee meeting.

At its May 9, 2024 work session, the Council agreed with Councilmember Arrowood's proposal to provide the entire Council with all applications the Nominations Committee will consider on the Friday immediately preceding the Council's Thursday regular meeting.

The Council indicated its unanimous approval of this idea, and the City Attorney drafted proposed amendments to Council Procedure Memorandum 2. This item is therefore placed on the Consent Agenda for the May 23, 2024 meeting.

Attachment: Proposed Amendments to Council Procedure Memorandum 2

City Manager's Recommendation: Recommend that City Council approve the amendments to Council Procedure Memorandum 2.

Suggested Motion: I move that City Council adopt the proposed amendments to Council Procedure Memorandum 2 as presented.

City Manager: Leslie Beauregard

COUNCIL PROCEDURE MEMORANDUM NO. 2

SUBJECT: Boards and Commissions — Applications and Appointments

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

REAFFIRMED: January 3, 2023

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 2024	City Council
Item #	A.4	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Engagement Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Proclamation to be Presented in Council Chambers at the June 27, 2024 City Council Meeting— Stroke Smart Staunton	

Background: Per [City Council Procedure Memorandum No. 19](#), all proclamations presented in Council Chambers must be approved by City Council at the preceding regular meeting.

The item before City Council is the approval of a request for a proclamation to be presented in Council Chambers at the June 27, 2024 Council meeting. The proclamation is in recognition of **Stroke Awareness and Stroke Smart Staunton**. Should City Council approve this proclamation, it will be prepared for presentation at the beginning of the Regular Meeting on June 27.

Attachment: Not applicable.

City Manager's Recommendation: Not applicable.

Suggested Motion: I move to approve the requested proclamation in recognition of Stroke Awareness and Stroke Smart Staunton for presentation at the June 27, 2024 City Council meeting.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	May 23, 2024	Leslie Beauregard City Manager
Item #	B	
Department:	City Manager	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Recognition of the Retirement of William “Billy” L. Vaughn	

Background: William "Billy" L. Vaughn, Director of Economic Development and former Director of Community Development, will attend Council's regular meeting to receive recognition of his retirement from the city and many years of service.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 2024	Leslie Beauregard City Manager Jessie Moyers Chief Finance Officer
Item #	C	
Department:	City Manager Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Consideration of an Ordinance to Increase and Modify Augusta Regional Landfill Fees	

Background: On February 22, 2024, the Augusta Regional Landfill Committee voted to recommend changes to the fee structure for the landfill as provided for by separate ordinances in Staunton, Waynesboro, and Augusta County. The recommended changes to the fee structure are outlined below:

- Increase the passenger tire tipping fee from \$2.00 to \$4.00 per tire.
- Increase the passenger tire on a rim tipping fee from \$4.00 to \$6.00 per tire.
- Increase the commercial/ag tire tipping fee from \$8.00 to \$12.00 per tire.
- Increase the Off Road/Heavy Equip. Tires from \$168.00 to \$215.00 per ton.
- Increase the yard waste tipping fee from \$20.00 per ton to \$35.00 per ton.
- Increase the mulch and wood chips tipping fee from \$10.00 to \$20.00 per ton.
- Increase the Commercially Hauled Residential Waste tipping fee from \$15.00 to \$25.00 per ton.
- Increase the Commercial/Industrial Waste tipping fee from \$45.00 to \$52.00 per ton.
- Add a new fee for Freon Bearing Appliances of \$12.00 each.

These fee increases will be the first increases since 2015 (2007 for Commercial and Industrial Waste tipping fee). The fee increases are recommended in order to cover the cost for processing these materials at the landfill. Staunton citizens can continue to dispose of residential trash and residential yard waste at the landfill at no cost to them.

The proposed ordinance to implement the fee increases is attached. City Council is scheduled to conduct the public hearing and consider the ordinance on May 23, 2024.

Attachments:

Attachment 1—Ordinance

Attachment 2 – Notice of Public Hearing

City Manager's Recommendation: Recommend that City Council adopt the ordinance, as proposed.

Suggested Motion: I move that City Council adopt an ordinance to increase and modify fees charged at the Augusta Regional Landfill effective as of July 1, 2024, as proposed.

City Manager: Leslie Beauregard

Ordinance No. 2024 -

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 8.30.060, SERVICE CHARGES FOR USE OF SANITARY LANDFILL
OF CHAPTER 8.30, SOLID WASTE,
OF TITLE 8, HEALTH AND SAFETY
OF THE CODE OF THE CITY OF STAUNTON, VIRGINIA,
TO INCREASE AND MODIFY FEES FOR DISPOSAL OF
VARIOUS WASTE AND OTHER REFUSE MATERIALS AT
THE JOINTLY-OWNED AUGUSTA REGIONAL
LANDFILL**

WHEREAS, Virginia Code § 15.2-928, in part, authorizes the City of Staunton, Virginia, to provide and operate, within or outside its boundaries, solid waste management facilities and appurtenances for the collection, management, recycling and disposal of solid waste, recyclable materials, and other refuse of the residents and businesses of the locality and to charge and collect compensation for such services;

WHEREAS, by its enactment of § 8.30.060 of the Code of the City of Staunton, Virginia, which establishes fees for the use of the Augusta Regional Landfill, operated for the benefit of the City of Staunton, the County of Augusta, and the City of Waynesboro, Virginia, the Council of the City of Staunton, Virginia has previously exercised such authority; and

WHEREAS, it is in the best interest of the City of Staunton to modify selective fees imposed by the city for the disposal of various waste and other refuse materials at the Augusta Regional Landfill, just as expected to be done by the other two localities.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 8.30.060 of the Code of the City of Staunton, Virginia, be, and hereby is, amended, to read as follows:

8.30.060 Service charges for use of sanitary landfill.

(1) There are hereby imposed charges for disposal of solid waste at any landfill owned or operated by or for the city in accordance with the following schedule:

Passenger tires.....	\$ 4.00 per tire.
Passenger tires, on a rim	\$ 6.00 per tire.
Truck tires	\$12.00 per tire.
Heavy equipment-tractor tires:	
agriculture use	\$12.00 per tire.
by the ton.....	\$215.00 per ton.
Yard waste	\$ 35.00 per ton.
Commercial or industrial waste	\$52.00 per ton.
Construction demolition debris.....	\$52.00 per ton.

47 Residential waste,
48 privately hauled by passenger car or pickup truck..... No charge.
49 Mulch and wood chips \$20.00 per ton.
50 Clean fill dirt No charge.
51 Freon Bearing Appliance:.....\$12.00.
52
53

54 This ordinance shall become effective _7/1/2024_____.
55

56 In all other respects, the provisions of Chapter 8.30 of the Staunton City Code remain the
57 same and are hereby restated, confirmed and reordained.
58
59
60

61 Introduced:

62 Adopted:

63 Effective Date:
64
65
66

Stephen W. Claffey, Mayor
67
68
69

70 ATTEST: _____

71 Kiley A. Kesecker,
72 Clerk of Council

CITY OF STAUNTON

Attachment 2

NOTICE OF PUBLIC HEARING ON AN ORDINANCE INCREASE

Pursuant to Virginia Code Section 15.2-928, the public is hereby given notice of a meeting of the Staunton City Council to conduct a **PUBLIC HEARING** on whether or not to adopt an ordinance amending Staunton City Code Section 8.30.060 to selectively increase or modify various service disposal charges for use of the Augusta Regional Landfill, as follows:

Material	Current Rate	Proposed Rate (7/1/2024)	
	Per Ton	Per Ton	
Commercial/Industrial Waste	\$ 45	\$ 52	
Commercial Yard Waste	\$ 20	\$ 35	
Off Road/Heavy Equip. Tires:	\$ 168	\$ 215	
Mulch:	\$ 10	\$ 20	
	Each	Each	
Car Tires Off-Rim:	\$ 2	\$ 4	
Car Tires On-Rim:	\$ 4	\$ 6	
Commercial/ Ag Tires:	\$ 8	\$ 12	
Freon Bearing Appliances:	\$ -	\$ 12	New Fee

The public hearing will be held on Thursday, May 23, 2024, at 7:00 p.m. in the Rita S. Wilson City Council Chambers located at 116 West Beverley Street, Staunton, Virginia 24401.

The proposed ordinance is authorized by, among other considerations, Section 11 of the City Charter and Virginia Code Section 15.2-928.

The proposed ordinance is available for inspection during normal working hours at the office of the Clerk of Council and at the office of the City Manager.

The public is strongly encouraged to participate in the budget process. The meeting will be audio streamed live on Cable Channel 7 and on the City's internet site at <https://www.ci.staunton.va.us/government/city-council>. Specific guidelines for participation, including in-person participation, can be found at <https://www.ci.staunton.va.us/government/city-council/access-city-council-meetings>. Questions regarding participation may be directed to Clerk of Council, Kiley Kesecker at keseckerka@ci.staunton.va.us or 540-332-3810.

Kiley A. Kesecker
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 2024	Jessie L. Moyers Chief Finance Officer
Item #	D	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Public Hearing for Ordinance to Amend the FY2024 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Three	

Background: The third budget amendment for fiscal year 2024 has been prepared for review and discussion. The total budget amendment equals \$37,496,866. This budget amendment does require a public hearing, which was properly advertised on May 15, 2024 in the *News Leader* and will be conducted after staff's summary of the amendment. Consideration of the ordinance is scheduled for June 27, 2024.

City Budget Amendment—\$37,126,705

1. General Fund amendment of \$3,871,671.
 - \$2,571,050 – Appropriate fund balance-undesignated funds
 - \$1,172,103 – Appropriate recovered costs
 - \$109,197 – Appropriate miscellaneous revenues
 - \$19,321 – Appropriate non-capital grants and contributions
2. Blue Ridge Court Services Fund amendment of \$4,691 to appropriate pretrial grant funds.
3. Grants Fund amendment of \$165,202.
 - \$162,637 – To appropriate DCJS grant funds.
 - \$2,565 – To appropriate VDCJS grant funds.

4. Community Development Fund amendment of \$222,196 to appropriate the Brownfields grant.
5. HUD Fund amendment of \$1,091,002 – to appropriate HUD grant funds.
6. Capital Improvements Fund amendment of \$3,574,177.
 - \$2,283,966 – Transfer from the General Fund
 - \$1,140,211 – Appropriate CIP fund interest
 - \$150,000 – Appropriate grant for call handling equipment
7. Bond Fund amendment of \$27,344,492.
 - \$18,813,594 – Appropriate funds from 2024 VRA bond issuance
 - \$500,000 – Appropriate SNAP interest income
 - \$350,000 – Transfer from General Fund
 - \$4,088,638 – Transfer from CIP Fund
 - \$3,592,260 – Appropriate ARPA funding for J&DR Courthouse construction
8. Stormwater Fund amendment of \$853,274 - to appropriate SLAF grant funds.

School Budget Amendment—\$370,161

1. Education Fund amendment of \$37,091:
 - \$6,133 – Appropriate donations
 - \$30,958 – Appropriate recovered costs
2. School CIP Fund amendment of \$331,870:
 - \$223,962 – Appropriate interest income for School CIP fund
 - \$100,000 – Appropriate transfer from city
 - \$7,908 – Appropriate grant funds
3. School Cafeteria Fund amendment of \$1,200.
 - \$1,200 – Appropriate restricted donations/grants from fund balances

Attachments:

Attachment 1 – Budget Amendment Number Three

Attachment 2 – Notice of Public Hearing

City Manager's Recommendation: Discuss the proposed budget ordinance and conduct the public hearing.

Suggested Motion: Not Applicable.

City Manager: Leslie Beauregard

Ordinance No. 2024-
AN ORDINANCE TO AMEND
THE FY2024 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON
BY ADDING BUDGET AMENDMENT NUMBER THREE

Attachment 1

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

GENERAL FUND - 110

Anticipated Revenue

General Revenue	\$	2,571,050
Recovered Costs		12,045
Miscellaneous Revenue		109,197
Capital Grants and Contributions		<u>1,179,379</u>
Total Revenue	\$	3,871,671

Appropriations

General Government	\$	110,984
Judicial Administration		30,114
Public Safety		(5,535)
Public Works		1,160,058
Parks, Recreation, Cultural		5,000
Community Development		-
Transfers to Other Funds		<u>2,571,050</u>
Total Appropriations	\$	3,871,671

BRCS FUND - 210

Anticipated Revenue

Operating Grants and Contributions	\$	<u>4,691</u>
Total Revenue	\$	4,691

Appropriations

Judicial Administration	\$	<u>4,691</u>
Total Appropriations	\$	4,691

GRANTS FUND - 215

Anticipated Revenue

Capital Grants and Contributions	\$	<u>165,202</u>
Total Revenue	\$	165,202

Appropriations

Public Safety	\$	<u>165,202</u>
Total Appropriations	\$	165,202

COMMUNITY DEVELOPMENT - 220

Anticipated Revenue

Capital Grants and Contributions	\$	<u>222,196</u>
Total Revenue	\$	222,196

Appropriations

Community Development	\$	<u>222,196</u>
Total Appropriations	\$	222,196

HUD FUND - 225

Anticipated Revenue

Transfer from the General Fund	\$	30,018
Operating Grants and Contributions	\$	<u>1,060,984</u>
Total Revenue	\$	1,091,002

Appropriations

Public Works	\$	<u>1,091,002</u>
Total Appropriations	\$	1,091,002

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue

Transfer from the General Fund	\$	2,283,966
Misc Revenue	\$	1,140,211
Operating Grants and Contributions	\$	<u>150,000</u>
Total Revenue	\$	3,574,177

Appropriations

Capital Projects	\$	<u>3,574,177</u>
Total Appropriations	\$	3,574,177

BOND FUND - 395

Anticipated Revenue

General Revenues	\$	<u>27,344,492</u>
Total Revenue	\$	27,344,492

Appropriations

Capital Projects	\$	<u>27,344,492</u>
Total Appropriations	\$	27,344,492

STORMWATER FUND - 570

Anticipated Revenue

Capital Grants and Contributions	\$	<u>853,274</u>
Total Revenue	\$	853,274

Appropriations

Capital		<u>853,274</u>
Total Appropriations	\$	853,274

EDUCATION FUND - 900

Anticipated Revenue

General Revenue	\$	<u>37,091</u>
Total Revenue	\$	37,091

Appropriations

Operations	\$	<u>37,091</u>
Total Appropriations	\$	37,091

CAFETERIA FUND - 930

Anticipated Revenue

Operating Grants and Contributions	\$	1,200
Total Revenue	\$	1,200

Appropriations

Operations	\$	1,200
Total Appropriations	\$	1,200

SCHOOL CIP FUND- 966

Anticipated Revenue

Transfer from the Education Fund	\$	331,870
Total Revenue	\$	331,870

Appropriations

Capital Projects	\$	331,870
Total Appropriations	\$	331,870

GRAND TOTAL BUDGET AMENDMENT NO 3	\$	37,496,866
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INTRODUCED: May 23, 2024

PUBLIC HEARING: May 23, 2024

Public Hearing Advertisement Date: May 15, 2024

Approved this _____ day of _____ 2024

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Kiley Kesecker

Clerk of Council

Stephen W. Claffey

Mayor of Council

CITY OF STAUNTON			
FY 2024 BUDGET AMENDMENT NO. 3			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
Misc Revenue	11001-41750-40257	\$ 109,197	
Other Expense	11099800-55670-40257		\$ 109,197
To appropriate Opioid Settlement Funds			
INFORMATION TECHNOLOGY			
Insurance Recovery	11001-41928	\$ 1,307	
M&R Vehicles	11011510-55305		\$ 1,307
To appropriate insurance recovery			
Insurance Recovery	11001-41928	\$ 480	
M&R Vehicles	11011510-55305		\$ 480
To appropriate insurance recovery			
JUDICIAL ADMINISTRATION			
CLERK OF THE CIRCUIT COURT			
Circuit Court Library Grant	11023-45562-40311	\$ 25,511	
Library Grants	11022160-55421-40311		\$ 25,511
To appropriate Item Conservation grant			
SHERIFF DEPARTMENT			
Insurance Recovery	11021-41928	\$ 1,000	
M&R Vehicles	11022170-53105		\$ 1,000
To appropriate insurance recovery			
Comp Board Revenue	11023-45311	\$ 3,603	
Tires	11022170-55480		\$ 650
M&R Vehicles	11022170-53105		\$ 870
M&R Vehicles supplies	11022170-55305		\$ 952
Office Supplies	11022170-55405		\$ 374
Postage	11022170-55410		\$ 757
To appropriate additional comp board funds			
PUBLIC SAFETY			
Insurance recovery	11031-41928	\$ 8,868	
Police Maintenance and Repairs-vehicles	11033110-55305		\$ 8,868
To appropriate insurance proceeds for vehicle repairs			
Insurance recovery	11031-41928	\$ 390	
Police Maintenance and Repairs-vehicles	11033110-55305		\$ 390
To appropriate insurance proceeds for vehicle repairs			
US Marshall Grant	11033-46207-53300	\$ 20,000	
Police Overtime	11033110-51530-53300		\$ 20,000
To appropriate Joint Law Enforcement Operations Task Force			
POLICE DEPARTMENT			
DCJS Grants	11033-45559-53500	\$ (34,793)	
Full Time Salaries	11033110-51006-53500		\$ (24,572)
Group Life Insurance	11033110-52001-53500		\$ (329)
Health Insurance	11033110-52005-53500		\$ (3,016)
Social Security Taxes	11033110-52010-53500		\$ (1,880)
VRS	11033110-52020-53500		\$ (4,243)
VEC	11033110-52030-53500		\$ (741)
Worker's Comp	11033110-52025-53500		\$ (12)
To correct appropriation of FY23 SRO Grant Program			

CITY OF STAUNTON			
FY 2024 BUDGET AMENDMENT NO. 3			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
PUBLIC WORKS			
<u>ADMINISTRATION</u>			
Street & Highway Maintenance	11043-45530	\$ 1,160,058	
Maint/Street Paving	11044130-53225-18300		\$ 630,104
VDOT Reimb Overhead	11044130-59200-12100		\$ 529,954
To appropriate additional VDOT reimburseable funds			
PARKS AND RECREATION			
Donations - Parks & Recreation	11073-41730-33200	\$ 3,000	
Materials and Supplies	11077120-55415-33200		\$ 3,000
To appropriate Blackley Family Fund			
<u>HORTICULTURE</u>			
Donations - Parks & Recreation	11073-41730	\$ 2,000	
Tree Purchase	11077120-55455		\$ 2,000
To appropriate private donation			
TRANSFERS TO OTHER FUNDS			
<u>CAPITAL IMPROVEMENTS</u>			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	\$ 2,571,050	
Transfer to the City Capital Improvements Fund	11099600-59339		\$ 2,221,050
Transfer to the Bond Fund (JDR Project)	11099600-59323		\$ 350,000
To record transfer to CIP from prior year reserves			
Contribution to Health Department	11055110-55605		\$ (62,916)
Transfer to CIP Fund	11099600-59339		\$ 62,916
To set aside remaining Health Dept funds for roof			
Planning Salaries	11088110-51006		\$ (30,108)
Transfer to HUD	11099600-59324		\$ 30,108
To transfer funding to HUD			
TOTAL GENERAL FUND		\$ 3,871,671	\$ 3,871,671

BUDGET AMENDMENT NO. 3 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

<u>General Revenues</u>	
Appropriation of Prior Year Fund Balance	
Transfer to the Capital Improvements Fund	2,571,050
<u>Recovered Costs</u>	
Clerk of the Circuit Court	
Sheriff	1,000
General Government	1,787
Public Safety - Insurance Proceeds	9,258
<u>Miscellaneous Revenue</u>	
General government - Opioid Settlement	109,197
<u>Non-Capital Grants and Contributions</u>	
Sheriff Department	3,603
Police Department	(14,793)

CITY OF STAUNTON FY 2024 BUDGET AMENDMENT NO. 3			
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		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
Circuit Court	25,511		
Public Works	1,160,058		
Parks and Rec	5,000		
Community Development	-		

Total General Fund Revenues	\$	3,871,671
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GENERAL FUND EXPENDITURE SUMMARY

General Government	\$	110,984
Judicial Administration		30,114
Public Safety		(5,535)
Public Works		1,160,058
Parks, Recreation, Cultural		5,000
Transfer to Other Funds	\$	2,571,050

Total General Fund Expenditures	\$	3,871,671
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CITY CAPITAL IMPROVEMENTS FUND			
Transfer from the General Fund	39001-49211	\$ 2,221,050.00	
JDR Start Up costs	39044210-58529-74699		\$ 300,000.00
Regional Animal Shelter	39033510-58486		\$ 500,000.00
Self Contained Breathing Appar.	39033210-58518		\$ 30,000.00
Cardiac Monitors	39033210-58519		\$ 10,000.00
CAD/RMS System	39033110-58xxx		\$ 100,000.00
City Ineligible Streets Paving	39044130-58403		\$ 100,000.00
Adaptive Traffic Control	39044130-58514-12500		\$ 140,000.00
Public Works Equipment Fund	39044130-58505		\$ 100,000.00
Public Works Building Fund	39044210-58506		\$ 100,000.00
New Sidewalks Reserve	39044130-58484		\$ 100,000.00
Public Use Facilities	39077210-58524		\$ 600,000.00
Blue Ridge Comm College	39066800-58430		\$ 41,050.00
Transfer to Schools CIP	39099600-59396		\$ 100,000.00
To appropriate funds transferred from the General Fund per CIP			
CIP Fund Interest Income	39001-41510	\$ 1,140,211.00	
Regional Animal Shelter	39033510-58486		\$ 100,000.00
Public Use Facilities	39077210-58524		\$ 1,040,211.00
To appropriate interest earned in the CIP Fund			
Transfer to Bond Fund for JDR Project	39099600-59335		\$ 719,000.06
Jail Reserve	39033320-58427		\$ (719,000.06)
To reclassify funds from Jail Reserve to JDR Project			
Transfer to Bond Fund for JDR Project	39099600-59335		\$ 3,369,637.90
JDR/West End Complex	39044210-58529		\$ (3,369,637.90)
To Move JDR Courthouse local funding to project code			
Transfer to Bond Fund for JDR Project	39099600-59335		\$ 3,451,660.24
JDR/West End Complex-ARPA	39044210-58529-ARPA		\$ (3,451,660.24)
Move JDR Project to Bond Fund			
Moxie ARPA Funding	39077210-58524-ARPA		\$ (140,600.00)
JDR/West End Complex-ARPA	39044210-58529-ARPA		\$ 140,600.00
Public Use Facilities	39077210-58524		\$ 140,600.00
JDR Courthouse Local Funding	39044210-58529		\$ (140,600.00)
To swap out remaining ARPA funding for Moxie design			
Misc State Aid	39001-45560	\$ 150,000.00	
E911 Call Handling Equipment	39033140-58503		\$ 150,000.00
To appropriate grant for call handling equipment			

CITY OF STAUNTON			
FY 2024 BUDGET AMENDMENT NO. 3			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
Transfer from General Fund	39001-49211	\$ 62,916.00	
Health Department Building	39055110-58413		\$ 62,916.00
To set aside remaining Health Dept funds for roof			
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 3,574,177	\$ 3,574,177
BOND FUND			
Proceeds from Bond Issuance	39501-41746-74614	\$ 16,745,000.00	
Premium on Bond Issued	39501-41747-74614	\$ 2,068,593.90	
Bond Issuance Costs	39544210-59521-74614		\$ 312,086.03
JDR Construction Costs	39544210-58529-74614		\$ 18,501,507.87
To appropriate funds from 2024 VRA Bond Issuance			
SNAP Interest	39501-41510-74614	\$ 500,000.00	
JDR Construction Costs	39544210-58529-74614		\$ 500,000.00
To appropriate interest earned on SNAP account			
Transfer from City General Fund	39501-49211-74611	\$ 350,000.00	
JDR Courthouse Local Funding	39544210-58529-74611		\$ 350,000.00
To appropriate funding for JDR project			
Transfer from City CIP Fund	39501-49239	\$ 719,000.06	
JDR Courthouse Local Funding	39544210-58529-74611		\$ 719,000.06
To reclassify funds from Jail Reserve to JDR Project			
Transfer from City CIP Fund	39501-49239-74611	\$ 3,369,637.90	
JDR Courthouse Local Funding	39544210-58529-74611		\$ 3,369,637.90
To Move JDR Courthouse local funding to project code			
Transfer from City CIP Fund	39501-49239	\$ 3,451,660.24	
JDR/West End Complex-ARPA	39544210-58529-ARPA		\$ 3,451,660.24
Move JDR Project to Bond Fund (ARPA)			
Transfer from City CIP Fund	39501-49239	\$ 140,600.00	
JDR Courthouse Local Funding	39544210-58529-ARPA		\$ 140,600.00
To swap out remaining ARPA funding for Moxie design			
TOTAL BOND FUND		\$ 27,344,492.10	\$27,344,492.10
COMMUNITY DEVELOPMENT FUND			
Brownfields Assessment Grant	22083-46241-45004	\$ 222,196	
Professional Services	22088567-53010-45004		\$ 222,196
To appropriate the Brownfields grant			
TOTAL COMMUNITY DEVELOPMENT FUND		\$ 222,196	\$ 222,196
GRANTS FUND			
DCJS Grant Revenue	21533-46252-40256	\$ 30,850	
Non Capital Equipment	21533110-55486-40256		\$ 5,193
Auto Equipment	21533110-58316-40256		\$ 36,627
DCJS Grant Revenue	21534-46252-40256	\$ 131,787	
Appro Prior Year FB	21501-41931		\$ 120,817

CITY OF STAUNTON			
FY 2024 BUDGET AMENDMENT NO. 3			
	LEDGER CODE	AMOUNT	
		REVENUE	EXPENDITURE
To appropriate DCJS Grant-ARPA			
<u>POLICE DEPARTMENT</u>			
DCJS Grant	21533-46252-40258	\$ 2,565	
Non capital Equipment	21533110-55486-40258		\$ 2,565
To appropriate VDCJS Grant			
TOTAL GRANTS FUND		\$ 165,202	\$ 165,202
HUD FUND			
TRANSFER FROM GENERAL FUND	22501-49211	30,018.00	
HUD GRANT	22583-46242	154,276.00	
HUD GRANT-CDBG-CV	22583-46242-CVHD1	22,677.00	
HUD GRANT	22583-46242-HUD20	187,365.00	
HUD GRANT	22583-46242-HUD21	223,836.00	
HUD GRANT 2022	22583-46242-HUD22	217,302.00	
HUD GRANT 2023	22583-46242-HUD23	255,528.00	
FULL TIME SALARIES/WAGES	22588535-51006		\$ 68,250
GROUP LIFE INSURANCE-VRS	22588535-52001		\$ 915
HEALTH INSURANCE	22588535-52005		\$ 7,400
SOCIAL SECURITY-FICA	22588535-52010		\$ 5,180
RETIREMENT-VRS	22588535-52020		\$ 11,783
UNEMPLOYMENT INSURANCE-VEC	22588535-52030		\$ 12
DISABILITY INSURANCE	22588535-52035		\$ 360
PROFESSIONAL SERVICES	22588535-53010-CVHD1		\$ 40,047
PROFESSIONAL SERVICES	22588535-53010-HUD21		\$ (13,121)
PROFESSIONAL SERVICES	22588535-53010-HUD22		\$ 63,468
HUD CDBG COVID GRANT PROGRAM	22588535-55207-CVHD1		\$ 5,602
HUD CDBG COVID RD 2 GRANT PROG	22588535-55207-CVHD2		\$ 17,075
PUBLIC SERVICE GRANTS	22588535-55207-HUD20		\$ 111,229
PUBLIC SERVICE GRANTS	22588535-55207-HUD21		\$ 183,836
PUBLIC SERVICE GRANTS	22588535-55207-HUD22		\$ 217,302
WATER LINES	22588535-58365-HUD19		\$ 97,600
SIDEWALK CURB AND GUTTER	22588535-58379-HUD20		\$ 6,136
SIDEWALK CURB AND GUTTER	22588535-58379-HUD21		\$ 40,000
SIDEWALK CURB AND GUTTER	22588535-58379-HUD23		\$ 157,928
SITE IMPROVEMENT	22588535-58399-HUD20		\$ 70,000
TOTAL HUD FUND		\$ 1,091,002	\$ 1,091,002
BLUE RIDGE COURT SERVICES FUND			
Community Corrections grant	21033-45556-40403	\$ 4,691	
Materials/supplies	21033340-55415-40403		\$ 4,691
To appropriate Corrections and Pretrial Grant			
TOTAL BLUE RIDGE COURT SERVICES FUND		\$ 4,691	\$ 4,691
STORMWATER FUND			
<u>STORMWATER PROJECTS</u>			
Misc State Aid	57004-45560-74422	\$ 853,274	
Construction	57004799-58538-74422		\$ 853,274
To appropriate SLAF funding for Gypsy Hill Stream Restoration			
TOTAL STORMWATER FUND		\$ 853,274	\$ 853,274

CITY OF STAUNTON			
FY 2024 BUDGET AMENDMENT NO. 3			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE

FY 2024 BUDGET AMENDMENT NO. 3 SUMMARY

CITY GOVERNMENT FUNDS

GENERAL FUND	\$	3,871,671
CAPITAL IMPROVEMENTS FUND	\$	3,574,177
BOND FUND	\$	27,344,492
COMMUNITY DEVELOPMENT FUND	\$	222,196
GRANTS FUND	\$	165,202
BLUE RIDGE COURT SERVICES FUND	\$	4,691
STORMWATER FUND	\$	853,274
HUD FUND	\$	1,091,002
TOTAL CITY GOVERNMENT FUNDS	\$	37,126,705

EDUCATION FUNDS

EDUCATION FUND	\$	37,091
SCHOOL CIP FUND 966	\$	331,870
CAFETERIA FUND	\$	1,200
TOTAL EDUCATION FUNDS	\$	370,161

TOTAL FY2024 BUDGET AMENDMENT NO. 3	\$	37,496,866
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**STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 3**

EDUCATION FUND 900		REVENUES	EXPENDITURES
LOCAL GENERAL REVENUE/PROGRAMS			
Donation	930387-40580	\$ 1,000	
Instrument	91102587-58108		\$ 1,000
To appropriate private donation			
Insurance Recoveries	900100-40510	\$ 2,948	
M&R Supplies	94509099-56007		\$ 2,948
To appropriate insurance recovery			
Insurance Recoveries	900100-40510	\$ 1,000	
M&R Services	94209099-53688		\$ 1,000
To appropriate insurance recovery			
Insurance Recoveries	900100-40510	\$ 1,649	
M&R Supplies	94509099-56007		\$ 1,649
To appropriate insurance recovery			
Insurance Recoveries	900100-40510	\$ 25,361	
M&R Materials	94209099-56687		\$ 19,562
M&R Supplies	94209099-56007		\$ 3,322
Technology Supplies	97609095-56016		\$ 2,477
To appropriate insurance recovery			
Donations	900300-40580-EQUIT	\$ 5,133	
Contingency	91101100-59100-EQUIT		\$ 5,133
To appropriate Equity First Funds			
TOTAL LOCAL GENERAL REVENUE/PROGRAMS		\$ 37,091	\$ 37,091
TOTAL EDUCATION FUND		\$ 37,091	\$ 37,091

SCHOOL CIP FUND 966		REVENUES	EXPENDITURES
Interest	966100-40102	\$ 223,962.00	
Replace-School Bus	K96009096-58110		\$ 18,612.00
CIP Undesignated	K9009000-58100		\$ 205,350.00
Appropriate revenue for Interest			
Transfer from City CIP	966100-49239	\$ 100,000.00	
CIP Undesignated	K9009000-58100		\$ 100,000.00
To appropriate transfer from city CIP			
CIP Undesignated	K9009000-58100		\$ (24,549.50)
Replace-Vehicles	K6009099-58105		\$ 24,549.50
To cover overage			
CIP Undesignated	K9009000-58100		\$ (7,801.50)
Additional-Vehcile	K6009096-58205		\$ 7,801.50
To cover overage			
CIP Undesignated	K9009000-58100		\$ (6,003.00)
Replace-Technology	K6809095-58120-ESSR3		\$ 6,003.00
To cover overage			
Other State Funds	966400-42999-SSE21	\$ 1,813.30	
CIP Undesignated	K9009000-58100		\$ (604.43)
Security Equipment	K6609082-58215-SSE12		\$ 2,417.73
To appropriate additional 2020 SSEG			
Other State Funds	966400-42999-SSE23	\$ 6,094.63	
CIP Undesignated	K9009000-58100		\$ (2,031.54)
Security Equipment	K6609084-58215-SSE23		\$ 4,063.09
Security Equipment	K6609083-58215-SSE23		\$ 4,063.08
To appropriate additional 2022 SSEG			
TOTAL SCHOOL CIP FUND 966		\$ 331,869.93	\$ 331,869.93

**STAUNTON CITY SCHOOLS
FY 2024 BUDGET AMENDMENT
AMENDMENT NO. 3**

CAFETERIA FUND 930		REVENUES	EXPENDITURES
Donation	930395-40580	\$ 500	
Other Op Supplies	H5109095-56014		\$ 500
To appropriate private donation			
To appropriate Incentive Payments Grant			
Other Federal Funding	930300-43999	\$ 700	
Other Expenses	H5109000-51620		\$ 700
TOTAL SCHOOL CAFETERIA FUND 930		\$ 1,200	\$ 1,200

GRAND TOTAL BUDGET AMENDMENT NO. 3		\$ 370,160.93	\$ 370,160.93
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\$ -

NOTICE OF PUBLIC HEARING

TO THE CITIZENS OF THE CITY OF STAUNTON, VIRGINIA

TAKE NOTICE that on Thursday, May 23, 2024, at the regular meeting of City Council at 7:00 p.m., to be held in the Rita S. Wilson Council Chambers, First Floor, City Hall, 116 West Beverley Street, Staunton, Virginia, the City Council intends to amend the Fiscal Year 2024 budget and will consider the adoption of the following:

An Ordinance to amend the FY 2024 Budget Ordinance for the City of Staunton, by adding Budget Amendment Number 3

A brief synopsis of the proposed budget amendment is stated below:

General Fund	\$ 3,871,671
Capital Improvements Fund	\$ 3,574,177
Bond Fund	\$ 27,344,492
Community Development Fund	\$ 222,196
Grants Fund	\$ 165,202
HUD Fund	\$ 1,091,002
Blue Ridge Court Services Fund	\$ 4,691
Stormwater Fund	\$ 853,274
Education Fund	\$ 37,091
School CIP Fund	\$ 331,870
School Cafeteria Fund	\$ 1,200
Total FY2024 Budget Amendment No. 3	\$ 37,496,866

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

Those interested in listening to the meeting may do so via live stream from the City's website or by listening to the public access television Channel (Comcast Channel 7). The public may also provide comments to City Council by (i) emailing the Clerk of Council at: keseckerka@ci.staunton.va.us, or (ii) calling 540.332.3810. Voice mail messages are acceptable. Hearing impaired persons desiring to participate in the public hearings should contact the Clerk of Council by email at keseckerka@ci.staunton.va.us, to request an interpreter.

Kiley A. Kesecker
Clerk of Council

Please run this advertisement on Wednesday, May 15, 2024.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	May 23, 2024	Jessie Moyers Chief Finance Officer
Item #	E	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence; Engagement Strategic Areas: Responsive, Efficient Government	
Subject:	Consideration of a Resolution to Allow Middle River Regional Jail Authority to Refinance its 2014 Jail Facility Revenue Refunding Bonds	

Background: The Middle River Regional Jail Authority is seeking approval through the attached resolution to refund its 2014 Jail Facility Revenue Refunding Bonds. The original proceeds were used to finance capital improvements to the Jail. The Jail Authority Board adopted a resolution authorizing the issuance and sale to Virginia Resource Authority (VRA) of a Jail Facility Revenue Refunding Bond (the "2024 Bond") on April 2, 2024. Each member jurisdiction is required to approve the refinancing.

The bond refinancing does not extend the term of the bond or increase the principal amount owed. The amount being refunded is \$13,085,000 and the final maturity of the bonds is November 1, 2032. The proposed refinancing is to allow the authority to potentially save over \$1.1 million in interest based on current market rates. Actual savings could vary based on market movement in the next couple of months. Staunton's share of the \$1.1 million is approximately \$269,000.

If approved, the bonds would be sold through the VRA's Virginia Pooled Financing Program summer pool. The bonds would tentatively be sold on July 24, 2024 and closing would happen around August 7, 2024.

Attachments:

Attachment 1—Bond Resolution

Attachment 2—Refunding Summary

City Manager's Recommendation: Recommend that City Council approve the resolution to allow the Middle River Regional Jail Authority to refinance its 2014 Jail Facility Revenue Refunding Bonds.

Suggested Motion: I move that City Council approve the resolution authorizing Middle River Regional Jail to refinance its 2014 Jail Facility Revenue Refunding Bonds.

City Manager: Leslie Beauregard

Attachment 1

RESOLUTION CONSENTING TO THE PROPOSAL BY THE MIDDLE RIVER REGIONAL JAIL AUTHORITY TO ISSUE REVENUE BONDS TO REFUND EXISTING INDEBTEDNESS AND TO PAY RELATED FINANCING AND ISSUANCE COSTS

WHEREAS, the County of Augusta, Virginia, the City of Staunton, Virginia (“Staunton”), and the City of Waynesboro, Virginia (together, the “Original Member Jurisdictions”), established the Middle River Regional Jail Authority (the “Jail Authority”) pursuant to the provisions of Section 53.1-95.2 of the Code of Virginia of 1950, as amended (the “Virginia Code”), to provide for the financing, construction, equipping, operation and maintenance of the Middle River Regional Jail (the “Jail”);

WHEREAS, the City of Harrisonburg, Virginia, and the County of Rockingham, Virginia (together, the “Additional Member Jurisdictions”), became additional member jurisdictions of the Jail Authority, and together with the Original Member Jurisdictions and the Jail Authority, entered into an amended Service Agreement dated as of July 1, 2015 (the “Service Agreement”), to set forth the terms under which the Jail will be operated and maintained for the benefit of the Original Member Jurisdictions and the Additional Member Jurisdictions (collectively, the “Member Jurisdictions”);

WHEREAS, the Jail Authority issued and sold to the Virginia Resources Authority (“VRA”), a Jail Facility Revenue Refunding Bond, Series 2014 (the “2014 Bond”), and used the proceeds thereof to finance capital improvements to the Jail;

WHEREAS, Davenport & Company LLC, in its capacity as the financial advisor to the Jail Authority, has advised the board of the Jail Authority (the “Jail Board”) that it may achieve debt service savings by refunding all or a portion of the outstanding principal installments of the 2014 Bond (such refunded portion of the 2014 Bond, the “Refunded Bond”);

WHEREAS, the Jail Board adopted on April 2, 2024, a resolution authorizing the issuance and sale to VRA of a Jail Facility Revenue Refunding Bond (the “2024 Bond”) to refund the Refunded Bond, subject to certain terms and conditions set forth therein, including a condition that the refunding achieve an aggregate net present value debt savings of not less than 3.00% of the refunded par amount of the Refunded Bond (the “Targeted Savings”); and

WHEREAS, VRA has indicated its expectation that each Member Jurisdiction enter into a non-binding undertaking to appropriate from time to time moneys to the Jail Authority in connection with payments due under the Service Agreement, to be evidenced by the provisions of a support agreement (“Support Agreement”), which shall generally be consistent with the form of the support agreements or amended support agreements executed by each Member Jurisdiction and delivered to VRA in connection with the 2014 Bond;

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

1. Consistent with the purposes and intent of the Service Agreement, it is found and determined that it will be in the best interests of Staunton for the Jail Authority to undertake a refunding of all or a portion of the outstanding principal installments of the 2014 Bond. The City

Council of Staunton (the “City Council”) hereby consents to the issuance by the Jail Authority of the 2024 Bond in a principal amount necessary to refund the Refunded Bond and pay the related financing and issuance costs; provided that the refunding achieves the Targeted Savings.

2. In support of the Jail Authority’s sale of the 2024 Bond to VRA, the City Council hereby acknowledges that (i) the obligation of each Member Jurisdiction fully and timely to pay its share of the debt service on the 2024 Bond as specified in the Service Agreement, the documents related to the 2024 Bond and the Support Agreement, regardless of whether the Jail Authority is in compliance with or able to perform its obligations under the Service Agreement, is crucial to the security for the 2024 Bond; (ii) VRA has indicated that it will not purchase the 2024 Bond without the security and credit enhancement provided by the Support Agreement; (iii) VRA will be included as a third-party beneficiary of the Service Agreement for so long as the 2024 Bond remains outstanding; (iv) notwithstanding Section 6.7 of the Service Agreement, no Member Jurisdiction may withdraw from the Jail Authority or the Service Agreement without VRA’s prior written consent; and (v) VRA will treat the Support Agreement as a “local obligation” (within the meaning of Section 62.1-199 of the Virginia Code), which in the event of a nonpayment thereunder authorizes VRA or the trustee for VRA’s bonds to file an affidavit with the Governor that a nonpayment has occurred for purposes of Section 62.1-216.1 of the Virginia Code. Section 62.1-216.1 provides that if the Governor is satisfied that such nonpayment has occurred, the Governor will immediately make an order directing the Comptroller to withhold all further payment to the nonpaying locality of all funds, or of any part of them, appropriated and payable by the Commonwealth of Virginia to such locality for any and all purposes, and the Governor will, while the nonpayment continues, direct in writing the payment of all sums withheld by the Comptroller, or as much of them as is necessary, to VRA, so as to cure, or cure insofar as possible, such nonpayment.

3. The Mayor, Vice-Mayor and the City Manager, any of whom may act, are hereby authorized and directed to execute and deliver a Support Agreement for the benefit of the Jail Authority and VRA. The Support Agreement shall be in substantially the form of the original support agreement or amended support agreement executed by the Member Jurisdictions and delivered to VRA in connection with the 2014 Bond, with such completions, omissions, insertions or changes not inconsistent with this resolution as may be approved by the City officer executing such instrument, the execution thereof by such officer to constitute conclusive evidence of his or her approval of such completions, omissions, insertions or changes.

4. The City Manager is hereby authorized and directed to carry out the obligations imposed on such officer by the Support Agreement, and to take all proper steps on behalf of Staunton as may be required, in accordance with the Jail Authority’s refunding plan described above.

5. Nothing contained in this Resolution or in the Support Agreement is or shall be deemed to be a lending of the credit of Staunton to the Jail Authority, VRA or to any holder of the 2024 Bond or to any other person, and nothing contained in this Resolution is, or shall be, deemed to be a pledge of the faith and credit or the taxing power of Staunton, nor shall anything contained in this Resolution or in the Support Agreement legally bind or obligate the City Council to appropriate funds for purposes described in the Support Agreement.

6. All actions previously taken, or requested to be taken, by representatives or agents of Staunton in furtherance of the Jail Authority's issuance of the 2024 Bond and refunding of the Refunded Bond are hereby ratified, approved and authorized.

7. This resolution shall take effect immediately.

CERTIFICATION

The undersigned Clerk of Council of the City of Staunton, Virginia, hereby certifies that (i) a meeting of the City Council was duly called and held on _____, 2024, and (ii) the foregoing constitutes a true, correct and complete copy of a Resolution adopted by the City Council at such meeting by an affirmative vote of a majority of the City Council members in attendance, as set forth below.

Member	Attendance (Present/Absent)	Vote (Aye/Nay/Abstain)

Witness my hand this ____ day of _____, 2024.

Clerk of Council
City of Staunton, Virginia

Refunding Summary

Middle River Regional Jail Authority



March 19, 2024



Overview | VRA Refunding Opportunity

- In November 2014, the Authority issued \$22,905,000 of Series 2014C Bonds through the Virginia Resources Authority (“VRA”).
 - The 2014C Bonds initially had interest rates ranging from 2.0% to 5.0%.
 - The 2014C Bonds were sold with a final maturity of 11/1/2032 and a call date of 11/1/2024, at a redemption price equal to 100% (i.e., no penalty).
 - The 2014C Bonds eligible for refunding are as follows:
 - Maturities: 11/1/2025 – 11/1/2032
 - Par Amount: \$13,085,000
 - Interest Rates: 3.0% - 5.0%

- The Authority may have an opportunity to refund the callable 2014C VRA Bonds through the VRA Summer Pool issuance to achieve debt service savings if interest rates remain favorable.

- Should the Authority decide to move forward with this refunding in the Summer Pool, VRA requires approval from the Board by 6/14/2024 and approvals by each Member Jurisdiction by the end of June.

- Davenport has provided an analysis that demonstrates the potential savings that could be achieved with the refunding of the 2014C Bonds on a Tax-Exempt basis this Summer.
 - Please note that the current market interest rates reflected herein are preliminary as of 3/12/2024, and subject to change.



Refunding of Series 2014C VRA Bonds

Current Market Rates as of 3/12/2024 (Tax-Exempt) – 2024 VRA Summer Pool

Summary of Refunding Results

1 Bonds Refunded

2 Par Refunded	\$ 13,085,000
3 Coupon	3.0% - 5.0%
4 Call Date	11/1/2024
5 Call Price	100.0%
6 Maturities Refunded	11/1/25 - 11/1/32

7

8 Refunding Bonds

9 Final Maturity	11/1/2032
10 True Interest Cost	2.606%
11 All-In TIC	3.053%
12 Assumed Call Date	Non-Callable

13

14 Savings

15 Gross Savings	\$ 1,102,709
16 Net PV Savings	\$ 991,921
17 Net PV Savings %	7.58%
18 Average Annual Savings	\$ 110,271

19

20 Key Escrow Statistics

21 Escrow Maturity Date	11/1/2024
22 Average Coupon of Escrowed Bonds	4.519%
23 Earnings Rate on Escrowed Bonds	5.564%

Annual Savings

Year	Net Prior Bond Debt Service ⁽¹⁾	Net Refunding Debt Service ⁽¹⁾	Annual Savings
6/30/2025	612,056	488,110	123,946
6/30/2026	1,956,694	1,835,275	121,419
6/30/2027	1,956,350	1,834,547	121,803
6/30/2028	1,959,591	1,835,359	124,231
6/30/2029	1,954,366	1,832,584	121,781
6/30/2030	1,957,403	1,835,966	121,438
6/30/2031	1,957,028	1,835,247	121,781
6/30/2032	1,961,153	1,840,172	120,981
6/30/2033	1,956,069	1,830,741	125,328

Total	\$ 16,270,709	\$ 15,168,000	\$ 1,102,709
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(1) Includes VRA Annual Admin Fee of 12.5 bps.

Notes:

- Savings are net of estimated Costs of Issuance of \$194,160 and Underwriter's Discount of \$60,400. Costs are allocated based on expected size of VRA Pool. Preliminary and subject to change.
- Interest rates as of 3/12/2024 are preliminary and subject to change.
- Assumes a closing date of 8/7/2024.



Refunding of Series 2014C VRA Bonds | Sensitivity

Current Market Rates as of 3/12/2024 (Tax-Exempt) – 2024 VRA Summer Pool

	A	B	Current Market Sensitivity		Minimum Targeted Savings Sensitivity GFOA Savings Threshold Range 3-5%		
			C	D	E	F	G
		Current Market	Current Market + 10 bps	Current Market - 10 bps	PV Savings of 3.0%	PV Savings of 4.0%	PV Savings of 5.0%
1	Par Amount Refunded	\$13,085,000	\$13,085,000	\$13,085,000	\$13,085,000	\$13,085,000	\$13,085,000
2	Maturities Refunded	2025 - 2032	2025 - 2032	2025 - 2032	2025 - 2032	2025 - 2032	2025 - 2032
3	NPV Savings (\$)	\$991,921	\$927,685	\$1,056,535	\$392,417	\$523,946	\$654,687
4	NPV Savings (%)	7.58%	7.09%	8.07%	3.00%	4.00%	5.00%
5	Gross Savings	\$1,102,709	\$1,035,007	\$1,170,923	\$449,521	\$598,375	\$739,606
6	Market Movement	Current	+ 0.10%	- 0.10%	+ 0.96%	+ 0.74%	+ 0.53%
7							
8	Gross Savings by FY						
9	2025	\$ 123,946	\$ 117,008	\$ 130,885	\$ 50,437	\$ 64,690	\$ 83,628
10	2026	121,419	113,984	128,853	48,356	68,609	83,478
11	2027	121,803	114,625	128,981	51,303	65,916	80,272
12	2028	124,231	112,438	131,153	51,422	65,522	79,366
13	2029	121,781	115,372	128,447	51,791	65,378	83,581
14	2030	121,438	115,284	127,847	49,394	67,341	79,903
15	2031	121,781	115,884	132,806	47,941	65,119	82,041
16	2032	120,981	115,341	131,494	50,472	66,881	83,034
17	2033	125,328	115,072	130,456	48,406	68,919	84,303
18	Total Cash Flow Savings	\$ 1,102,709	\$ 1,035,007	\$ 1,170,923	\$ 449,521	\$ 598,375	\$ 739,606
19	Difference vs. Current Market		\$ (67,701)	\$ 68,214	\$ (653,188)	\$ (504,334)	\$ (363,103)

VRA Summer Pool Timeline



Date	Task
March 19	Finance Committee Meeting ■ Davenport presents the refunding opportunity to the Finance Committee.
April 2	Authority Board Meeting ■ Davenport presents the refunding opportunity to the Authority Board. ■ The Authority Board considers final approvals that establish parameters for the refunding.
April/May	Member Jurisdictions consider approvals.
May 1	Deadline to submit VRA Application.
May 21	Finance Committee Meeting ■ Davenport presents a current market update and schedule for the refunding.
June 4	Authority Board Meeting ■ If desired, Davenport presents a current market update and schedule for the refunding. ■ The Authority Board considers final approvals that establish parameters for the refunding, if not done previously.
June 14	Deadline for Authority Board action.
By June 30	Deadline for Member Jurisdiction action.
July 24	VRA Bond Sale (interest rates locked in).
August 7	VRA Bond Closing.



Appendix

Detailed Numbers

SOURCES AND USES OF FUNDS

Middle River Regional Jail
Refunding of 2014C VRA Bonds
Current Market as of 3/12/2024

Dated Date 08/07/2024
Delivery Date 08/07/2024

Sources:

Bond Proceeds:	
Par Amount	12,080,000.00
Premium	1,388,231.40
	<u>13,468,231.40</u>

Uses:

Refunding Escrow Deposits:	
Cash Deposit	0.59
SLGS Purchases	<u>13,212,563.00</u>
	13,212,563.59
Cost of Issuance:	
Local Costs of Issuance	150,000.00
VRA Fixed Costs of Issuance	<u>44,160.00</u>
	194,160.00
Delivery Date Expenses:	
Underwriter's Discount	60,400.00
Other Uses of Funds:	
Additional Proceeds	1,107.81
	<u>13,468,231.40</u>

BOND PRICING

Middle River Regional Jail
Refunding of 2014C VRA Bonds
Current Market as of 3/12/2024

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
	11/01/2024	35,000	5.000%	3.000%	100.454
	11/01/2025	1,250,000	5.000%	2.760%	102.693
	11/01/2026	1,315,000	5.000%	2.590%	105.193
	11/01/2027	1,385,000	5.000%	2.500%	107.715
	11/01/2028	1,455,000	5.000%	2.500%	109.979
	11/01/2029	1,535,000	5.000%	2.480%	112.292
	11/01/2030	1,615,000	5.000%	2.480%	114.467
	11/01/2031	1,705,000	5.000%	2.490%	116.517
	11/01/2032	1,785,000	5.000%	2.500%	118.495
		12,080,000			

Dated Date	08/07/2024	
Delivery Date	08/07/2024	
First Coupon	11/01/2024	
Par Amount	12,080,000.00	
Premium	1,388,231.40	
Production	13,468,231.40	111.491982%
Underwriter's Discount	-60,400.00	-0.500000%
Purchase Price	13,407,831.40	110.991982%
Accrued Interest		
Net Proceeds	13,407,831.40	

SUMMARY OF REFUNDING RESULTS

Middle River Regional Jail
Refunding of 2014C VRA Bonds
Current Market as of 3/12/2024

Dated Date	08/07/2024
Delivery Date	08/07/2024
Arbitrage yield	2.504720%
Escrow yield	5.564227%
Value of Negative Arbitrage	-92,783.40
Bond Par Amount	12,080,000.00
True Interest Cost	2.605808%
Net Interest Cost	2.796265%
All-In TIC	3.052613%
Average Coupon	5.000000%
Average Life	4.988
Weighted Average Maturity	5.094
Par amount of refunded bonds	13,085,000.00
Average coupon of refunded bonds	4.519406%
Average life of refunded bonds	4.973
Remaining weighted average maturity of refunded bonds	4.973
PV of prior debt to 08/07/2024 @ 2.605808%	14,467,957.24
Net PV Savings	991,921.11
Percentage savings of refunded bonds	7.580597%

SAVINGS

Middle River Regional Jail
Refunding of 2014C VRA Bonds
Current Market as of 3/12/2024

Date	Prior Debt Service	Refunding Debt Service	Refunding Expenses	Refunding Net Cash Flow	Present Value to 08/07/2024 @ 2.6058079%	
					Savings	
06/30/2025	612,056.26	477,058.33	11,051.46	488,109.79	123,946.47	123,233.53
06/30/2026	1,956,693.76	1,821,000.00	14,275.01	1,835,275.01	121,418.75	117,677.20
06/30/2027	1,956,350.01	1,821,875.00	12,671.88	1,834,546.88	121,803.13	115,048.04
06/30/2028	1,959,590.63	1,824,375.00	10,984.38	1,835,359.38	124,231.25	114,356.07
06/30/2029	1,954,365.63	1,823,375.00	9,209.38	1,832,584.38	121,781.25	109,251.14
06/30/2030	1,957,403.13	1,828,625.00	7,340.63	1,835,965.63	121,437.50	106,037.24
06/30/2031	1,957,028.13	1,829,875.00	5,371.88	1,835,246.88	121,781.25	103,624.91
06/30/2032	1,961,153.13	1,836,875.00	3,296.88	1,840,171.88	120,981.25	100,316.61
06/30/2033	1,956,068.75	1,829,625.00	1,115.63	1,830,740.63	125,328.12	101,268.56
	16,270,709.43	15,092,683.33	75,317.13	15,168,000.46	1,102,708.97	990,813.30

Savings Summary

PV of savings from cash flow	990,813.30
Plus: Refunding funds on hand	1,107.81
Net PV Savings	991,921.11

SAVINGS BY MATURITY

Middle River Regional Jail
Refunding of 2014C VRA Bonds
Current Market as of 3/12/2024

Bond	Maturity Date	Interest Rate	Par Amount	Adjusted Savings	Adjusted Savings Percent
2014C VRA Fall Pool, 2014C:					
INF_REV	11/01/2025	5.000%	970,000.00	12,320.14	1.270%
	11/01/2026	5.000%	1,015,000.00	37,265.82	3.672%
	11/01/2027	5.000%	1,065,000.00	64,914.23	6.095%
	11/01/2028	5.000%	1,110,000.00	91,714.74	8.263%
	11/01/2029	3.000%	1,165,000.00	14,321.72	1.229%
	11/01/2030	5.000%	1,215,000.00	152,688.56	12.567%
	11/01/2031	5.000%	1,275,000.00	185,209.33	14.526%
MO	11/01/2032	5.000%	1,335,000.00	219,146.78	16.415%
	11/01/2025	5.000%	410,000.00	5,231.31	1.276%
	11/01/2026	4.000%	435,000.00	7,622.54	1.752%
	11/01/2027	4.000%	460,000.00	14,974.95	3.255%
	11/01/2028	4.000%	485,000.00	21,909.58	4.517%
	11/01/2029	4.000%	500,000.00	29,269.05	5.854%
	11/01/2030	4.000%	520,000.00	36,838.45	7.084%
	11/01/2031	4.000%	550,000.00	45,115.70	8.203%
	11/01/2032	4.000%	575,000.00	53,378.22	9.283%
			13,085,000.00	991,921.11	

Note: Calculated Using Remaining Maturities

NET DEBT SERVICE

Middle River Regional Jail
Refunding of 2014C VRA Bonds
Current Market as of 3/12/2024

Period Ending	Principal	Coupon	Interest	Total Debt Service	VRA Annual Admin Fee	Net Debt Service
06/30/2025	35,000	5.000%	442,058.33	477,058.33	11,051.46	488,109.79
06/30/2026	1,250,000	5.000%	571,000.00	1,821,000.00	14,275.01	1,835,275.01
06/30/2027	1,315,000	5.000%	506,875.00	1,821,875.00	12,671.88	1,834,546.88
06/30/2028	1,385,000	5.000%	439,375.00	1,824,375.00	10,984.38	1,835,359.38
06/30/2029	1,455,000	5.000%	368,375.00	1,823,375.00	9,209.38	1,832,584.38
06/30/2030	1,535,000	5.000%	293,625.00	1,828,625.00	7,340.63	1,835,965.63
06/30/2031	1,615,000	5.000%	214,875.00	1,829,875.00	5,371.88	1,835,246.88
06/30/2032	1,705,000	5.000%	131,875.00	1,836,875.00	3,296.88	1,840,171.88
06/30/2033	1,785,000	5.000%	44,625.00	1,829,625.00	1,115.63	1,830,740.63
	12,080,000		3,012,683.33	15,092,683.33	75,317.13	15,168,000.46

NET DEBT SERVICE

Middle River Regional Jail
Refunding of 2014C VRA Bonds
Current Market as of 3/12/2024

Date	Principal	Coupon	Interest	Total Debt Service	VRA Annual Admin Fee	Net Debt Service
11/01/2024	35,000	5.000%	140,933.33	175,933.33	3,523.33	179,456.66
05/01/2025			301,125.00	301,125.00	7,528.13	308,653.13
11/01/2025	1,250,000	5.000%	301,125.00	1,551,125.00	7,528.13	1,558,653.13
05/01/2026			269,875.00	269,875.00	6,746.88	276,621.88
11/01/2026	1,315,000	5.000%	269,875.00	1,584,875.00	6,746.88	1,591,621.88
05/01/2027			237,000.00	237,000.00	5,925.00	242,925.00
11/01/2027	1,385,000	5.000%	237,000.00	1,622,000.00	5,925.00	1,627,925.00
05/01/2028			202,375.00	202,375.00	5,059.38	207,434.38
11/01/2028	1,455,000	5.000%	202,375.00	1,657,375.00	5,059.38	1,662,434.38
05/01/2029			166,000.00	166,000.00	4,150.00	170,150.00
11/01/2029	1,535,000	5.000%	166,000.00	1,701,000.00	4,150.00	1,705,150.00
05/01/2030			127,625.00	127,625.00	3,190.63	130,815.63
11/01/2030	1,615,000	5.000%	127,625.00	1,742,625.00	3,190.63	1,745,815.63
05/01/2031			87,250.00	87,250.00	2,181.25	89,431.25
11/01/2031	1,705,000	5.000%	87,250.00	1,792,250.00	2,181.25	1,794,431.25
05/01/2032			44,625.00	44,625.00	1,115.63	45,740.63
11/01/2032	1,785,000	5.000%	44,625.00	1,829,625.00	1,115.63	1,830,740.63
	12,080,000		3,012,683.33	15,092,683.33	75,317.13	15,168,000.46

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CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 2024	John C. Blair, II City Attorney
Item #	F	
Department:	City Attorney	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Introduction and Consideration of an Ordinance Amending, Restating, and Reordaining Section 5.05.180, Alcoholic Beverages, Chapter 5.05, Business, Professional, Occupation and Other License Taxes, Article III, Other Licenses and Taxes, of Title 5, Business Licenses and Regulations of the Staunton City Code	

Background: The General Assembly has enacted changes that affect the City's application of annual license taxes for the manufacturing, bottling, or selling of alcohol. The annual local license tax for marketplace licenses is reduced from \$200 to \$100 when the license privileges are exercised during a period of six or less consecutive months and such period is specified prior to the beginning of the license year. Also, designated outdoor refreshment area licenses are \$60, however, for any designated outdoor refreshment area license issued pursuant to a City ordinance, the annual tax shall be \$600.

Attachments:

Attachment 1—Draft Ordinance

Attachment 2—Virginia Code Section 4.1-233.

City Manager's Recommendation: Approve the ordinance, as presented.

Suggested Motion: I move that City Council authorize the ordinance amending, restating, and reordaining Section 5.05.180, Alcoholic Beverages, Chapter 5.05, Business, Professional, Occupation and Other License Taxes, Article III, Other Licenses and Taxes, of Title 5, Business Licenses and Regulations, of the Staunton City Code to align with changes to the Code of Virginia as enacted by the General Assembly.

City Manager: Leslie M. Beauregard

Ordinance No. 2024 - _____

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 5.05.180, ALCOHOLIC BEVERAGES, CHAPTER 5.05 BUSINESS,
PROFESSIONAL, OCCUPATION AND OTHER LICENSE TAXES, ARTICLE
III, OTHER LICENSES AND TAXES, OF TITLE 5, BUSINESS LICENSES AND
REGULATIONS, OF THE STAUNTON CITY CODE
TO ALIGN WITH CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY
THE GENERAL ASSEMBLY**

A. The General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code (SCC) relating to the annual license tax for the manufacturing, bottling, or selling of alcohol to align the SCC with the Code of Virginia;

B. Pursuant to Section 4.1-233.1 of the Code of Virginia, Staunton and City Charter Section 11, Twenty-Four, the City Council has the authority to amend Section 5.05.180 of the SCC;

D. City Staff also recommends amendments to Section 5.05.180 of the SCC to make it more uniform with Section 4.1-233.1 of the Code of Virginia;

C. The City Council finds that it is in the interest of the City and its citizens to amend the City Code provisions relating to the annual license tax for the manufacturing, bottling, or selling of alcohol, pursuant to the changes enacted to Section 4.1-233.1 of the Code of Virginia;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 5.05.180, Alcoholic Beverages, Chapter 5.05 Business, Professional, Occupation and Other License Taxes, Article III, Other Licenses and Taxes, of Title 5, Business Licenses and Regulations, of the Staunton City Code be and hereby is amended as follows:

5.05.180 Alcoholic beverages.

(1) Every person engaged in the manufacture, bottling or selling of alcoholic beverages within the city shall pay for the privilege an annual license tax as follows:

...

DRAFT 05.13.24

(f) Retail Licenses – Banquet, Special Event, and Tasting Licenses. For each:

(i) Per-Day Event Licenses. For each:

(A) Banquet license: \$5.00 per license granted by the board, except for banquet licenses granted by the board pursuant to Section [4.1-215\(A\)](#) of the Code of Virginia, which shall be \$20.00 per license;

(B) Mixed beverage special events license: \$10.00 for each day of each event;

(C) Mixed beverage club events license: \$10.00 for each day of each event; and

(D) Tasting license: \$10.00.

(ii) Annual Licenses. For each:

(A) Annual beer and wine banquet license: \$15.00;

(B) Designated outdoor refreshment area license: \$60.00. However, for any designated outdoor refreshment area license issued pursuant to a City ordinance, the annual tax shall be \$600;

(C) Annual mixed beverage banquet license: \$75.00;

(D) Equine sporting event license: \$10.00; and

(E) Annual arts venue event license: \$10.00.

(g) Retail Licenses – Marketplace. For each marketplace license: \$200.00. However, if the license privileges are exercised during a period of six or less consecutive months and such period is specified prior to the beginning of the license year, the annual tax shall be \$100.

...

In all other respects, the provisions of Section 5.05.180, Alcoholic Beverages, of Chapter 5.05, Business, Professional, Occupation and Other License Taxes, Article 111, Other Licenses and Taxes, of Title 5, Business Licenses and Regulations, of the Staunton City Code, remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective Date:

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Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

DRAFT

Code of Virginia

Title 4.1. Alcoholic Beverage and Cannabis Control

Subtitle I. Alcoholic Beverage Control Act

Chapter 2. Administration of Licenses

Article 3. Applications for Licenses and Permits; Fees; Taxes

§ 4.1-233.1. Fees on local licenses

A. In addition to the state license taxes, the annual local license taxes that may be collected shall not exceed the following sums:

1. Manufacturer licenses. For each:

- a. Distiller's license and limited distiller's license, if more than 5,000 gallons but not more than 36,000 gallons manufactured during such year, \$750; if more than 36,000 gallons manufactured during such year, \$1,000; and no local license shall be required for any person who manufactures not more than 5,000 gallons of alcohol or spirits, or both, during such license year;
- b. Brewery license and limited brewery license, if not more than 500 barrels of beer manufactured during the year in which the license is granted, \$250, and if more than 500 barrels manufactured during such year, \$1,000;
- c. Winery license, \$50; and
- d. Farm winery license, \$50.

2. Wholesale licenses. For each:

- a. Wholesale beer license, in a city, \$250, and in a county or town, \$75; and
- b. Wholesale wine license, \$50.

3. Retail licenses — mixed beverage. For each:

a. Mixed beverage restaurant license, granted to persons operating restaurants, including restaurants located on premises of and operated by casinos, hotels or motels, or other persons:

- (1) With a seating capacity at tables for up to 100 persons, \$200;
- (2) With a seating capacity at tables for more than 100 but not more than 150 persons, \$350;
- (3) With a seating capacity at tables for more than 150 persons but not more than 500 persons, \$500;
- (4) With a seating capacity at tables for more than 500 persons but not more than 1,000 persons, \$650; and
- (5) With a seating capacity at tables for more than 1,000 persons, \$800;

b. Mixed beverage restaurant license for restaurants located on the premises of and operated by private, nonprofit clubs, \$350;

c. Mixed beverage casino license, \$800 plus an additional \$2 for each gaming station located on the premises of the casino gaming establishment. For the purposes of this subdivision, "gaming

station" means each slot machine and each casino gaming table that is in active use, as determined annually on December 31;

- d. Mixed beverage caterer's license, \$500;
 - e. Mixed beverage limited caterer's license, \$100;
 - f. Annual mixed beverage motor sports facility license, \$300;
 - g. Limited mixed beverage restaurant license:
 - (1) With a seating capacity at tables for up to 100 persons, \$100;
 - (2) With a seating capacity at tables for more than 100 but not more than 150 persons, \$250; or
 - (3) With a seating capacity at tables for more than 150 persons, \$400;
 - h. Annual mixed beverage performing arts facility license, \$300;
 - i. Bed and breakfast license, \$40;
 - j. Museum license, \$10;
 - k. Motor car sporting event facility license, \$10;
 - l. Commercial lifestyle center license, \$60; and
 - m. Annual mixed beverage special events license, \$300.
4. Retail licenses — on-and-off-premises wine and beer. For each on-and-off premises wine and beer license issued to:
- a. Hotels, restaurants, and clubs, in a city, \$150, and in a county or town, \$37.50;
 - b. Hospitals, \$10;
 - c. Rural grocery stores, \$37.50; and
 - d. Historic cinema houses, \$20.
5. Retail licenses — off-premises wine and beer. For each:
- a. Retail off-premises wine and beer license, in a city, \$150, and in a county or town, \$37.50;
 - b. Gourmet brewing shop license, \$150; and
 - c. Confectionery license, \$20.
6. Retail licenses — banquet, special event, and tasting licenses. For each:
- a. Per-day event licenses. For each:
 - (1) Banquet license, \$5 per license granted by the Board, except for banquet licenses granted by the Board pursuant to subsection A of § [4.1-215](#), which shall be \$20 per license;
 - (2) Mixed beverage special events license, \$10 for each day of each event;
 - (3) Mixed beverage club events license, \$10 for each day of each event; and

(4) Tasting license, \$10.

b. Annual licenses. For each:

(1) Annual banquet license, \$15;

(2) Designated outdoor refreshment area license, \$60. However, for any designated outdoor refreshment area license issued pursuant to a local ordinance, the annual tax shall be \$600;

(3) Annual mixed beverage banquet license, \$75;

(4) Equine sporting event license, \$10; and

(5) Annual arts venue event license, \$10.

7. Retail licenses — marketplace. For each marketplace license, \$200. However, if the license privileges are exercised during a period of six or less consecutive months and such period is specified prior to the beginning of the license year, the annual tax shall be \$100.

8. Retail licenses — shipper, bottler, and related licenses. For each:

a. Wine and beer shipper's license, \$10; and

b. Bottler license, \$500.

B. Common carriers. No local license tax shall be either charged or collected for the privilege of selling alcoholic beverages in (i) passenger trains, boats, buses, or airplanes or (ii) rooms designated by the Board of establishments of air carriers of passengers at airports in the Commonwealth for on-premises consumption only.

C. Merchants' and restaurants' license taxes. The governing body of each county, city, or town in the Commonwealth, in imposing local wholesale merchants' license taxes measured by purchases, local retail merchants' license taxes measured by sales, and local restaurant license taxes measured by sales, may include alcoholic beverages in the base for measuring such local license taxes the same as if the alcoholic beverages were nonalcoholic. No local alcoholic beverage license authorized by this chapter shall exempt any licensee from any local merchants' or local restaurant license tax, but such local merchants' and local restaurant license taxes may be in addition to the local alcoholic beverage license taxes authorized by this chapter.

The governing body of any county, city, or town, in adopting an ordinance under this section, shall provide that in ascertaining the liability of (i) a beer wholesaler to local merchants' license taxation under the ordinance, and in computing the local wholesale merchants' license tax on such beer wholesaler, purchases of beer up to a stated amount shall be disregarded, which stated amount shall be the amount of beer purchases which would be necessary to produce a local wholesale merchants' license tax equal to the local wholesale beer license tax paid by such wholesaler and (ii) a wholesale wine licensee to local merchants' license taxation under the ordinance, and in computing the local wholesale merchants' license tax on such wholesale wine licensee, purchases of wine up to a stated amount shall be disregarded, which stated amount shall be the amount of wine purchases which would be necessary to produce a local wholesale merchants' license tax equal to the local wholesale wine licensee license tax paid by such wholesale wine licensee.

D. Delivery. No county, city, or town shall impose any local alcoholic beverage license tax on any wholesaler for the privilege of delivering alcoholic beverages in the county, city, or town when such wholesaler maintains no place of business in such county, city, or town.

E. Application of county tax within town. Any county license tax imposed under this section shall not apply within the limits of any town located in such county, where such town imposes a town license tax on the same privilege.

2020, cc. [1113](#), [1114](#);2021, Sp. Sess. I, cc. [82](#), [390](#), [391](#);2022, cc. [589](#), [590](#);2023, c. [551](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 23, 2024	Jim Williams Chief of Police John C. Blair City Attorney
Item #	G	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Consideration of Memorandum of Understanding Establishing the Staunton Augusta Regional Drug and Gang Enforcement Task Force	

Background: The Staunton Police Department and the Augusta County Sheriff's Office have identified the need to establish a regional drug and gang enforcement task force.

The task force would permit officers from each jurisdiction to make arrests in the other jurisdiction for illegal narcotics or gang-related illegal narcotics criminal offenses or criminal offenses taking place in the presence of a task force officer.

Virginia Code Sections 15.2-1726 and 15.2-1736 require the jurisdiction's governing body or the Sheriff, if the Sheriff is the chief law enforcement officer of a locality, to approve the ability for another jurisdiction's officers to make arrests within the jurisdiction.

The proposed Memorandum of Understanding (MOU) would permit the cross-jurisdictional arrest authority. The Augusta County Sheriff has already agreed to sign the MOU.

The MOU establishes a set of procedures for the proposed task force including a command structure, funding system, and a procedure for seized assets.

The MOU clearly states in Section 9.2 that any potential civil liability for the action of a task force officer will remain with the officer's parent agency.

Attachment: Proposed Memorandum of Understanding Establishing the Staunton Augusta Regional Drug and Gang Enforcement Task Force

City Manager's Recommendation: Recommend that City Council approve the Memorandum of Understanding.

Suggested Motion: I move that City Council approve the Memorandum of Understanding establishing the Staunton Augusta Regional Drug and Gang Enforcement Task Force and authorize Chief Jim Williams to sign the Memorandum of Understanding on behalf of the City of Staunton.

City Manager: Leslie Beauregard

MEMORANDUM OF UNDERSTANDING ESTABLISHING STAUNTON AUGUSTA REGIONAL DRUG AND GANG ENFORCEMENT TASK FORCE

Introduction

This agreement is made the _____ day of _____, 2024, between Augusta County Sheriff's Office and Staunton Police Department ("MOU") is entered into pursuant to, *inter alia*, Virginia Code Sections 15.2-1724, 15.2-1726, 15.2-1730.1, and 15.2-1736.

The respective law enforcement agencies identified the need for the formation of the Staunton Augusta Regional Drug and Gang Enforcement Task Force ("Task Force"), the primary purpose of which is to initiate law enforcement action directed at those individuals/organizations that have been identified as major multi-jurisdictional violators of laws designed to prohibit the use or sale of controlled substances and drugs as defined in Section 54.1-3401 of the Code of Virginia. It was the considered opinion of those chief law enforcement officials that such a task force would have a positive multi-jurisdictional impact on illegal drug trafficking in these jurisdictions.

The Task Force's goals and objectives will be to enforce the provisions of Virginia Code Section 18.2-247 *et seq.* and Section 18.2-46.1 *et seq.*, as amended, by targeting, investigating, and prosecuting individuals/organizations who deal in illegal narcotics and who impact the jurisdictions signatory to this agreement. The Task Force will also gather and report intelligence information relating to gangs, trafficking in narcotics and dangerous drugs, and undercover operations where appropriate that will result in effective prosecution before the appropriate court.

The Task Force will not be restricted to any particular narcotics.

The purpose of the MOU is to delineate the responsibilities of the personnel, formalize relationships between the agencies for policy guidance pertaining to Task Force operations, and to maximize interagency cooperation.

These goals and objectives will be accomplished by making maximum use of the full range of law-enforcement techniques and skills available to the participants.

This MOU is not intended and should not be construed to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the agencies, officers, employees, agents, or other associated personnel thereof. All applicable immunities, including sovereign and qualified, apply to the agencies, officers, employees, agents, and associated personnel of the Parties. Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation which exists between the agencies.

The Task Force will operate according to this MOU, which supersedes all prior MOUs, unless otherwise unanimously agreed upon in writing.

Article 1 – Command Group

1.1 Purpose. The purpose of the Command Group is to set goals and objectives of the Task Force and establish the policy and procedures that the Task Force will operate under.

1.2 Composition. The Task Force will be governed by a Command Group, the members of which will be comprised of the Chief of Police of the City of Staunton and the Sheriff of Augusta County.

1.3 Voting. Each member of the Command Group or their designee shall have one vote in matters that pertain to the Task Force and all matters shall require a quorum, as defined in *Robert's Rules of Order*, and unanimous decision before any action is taken, unless otherwise agreed upon in writing by the Parties.

1.4 Meeting. The Command Group will meet no less than four times each calendar year to review the activities and policies of the Task Force. Any member of the Command Group may call a special meeting with all Command Group members being duly notified. The same rules that apply to the regular Command Group meetings shall apply to any special meetings. Annually, the Command Group will meet to evaluate the results of the Task Force Coordinator's annual report and determine whether the Task Force should be continued or modified to better serve the needs of the localities it serves.

1.5 Duties. The responsibilities of the Command Group will include, but are not limited to, the following:

- a. Development and approval of all Task Force policies;
- b. approving the assignment or removal of Task Force officers;
- c. addressing personnel matters that cannot or should not be handled by the Task Force Coordinator, who will bring such issues to the attention of the appropriate Command Group member as soon as possible for disposition;
- d. development of the mission, goals, and objectives of the Task Force; and
- e. meeting with the Task Force Coordinator as frequently as necessary to provide guidance in investigative and administrative matters as appropriate.

Article 2 – Task Force Coordinator

2.1 Purpose. The Task Force Coordinator (“Coordinator”) will act under the direction of the Command Group. The Coordinator shall act as the principal liaison and facilitator between the Command Group and the Task Force Officers.

2.2 Appointment. The Coordinator shall be chosen and appointed by the Command Group by a unanimous vote.

2.3 Duties. The Coordinator will

- a. prepare and distribute a quarterly report of activities of the Task Force to each member of the Command Group;
- b. prepare an annual report of activities of the Task Force to be forwarded to the Command Group;
- c. ensure that minutes of Command Group meetings are recorded, reviewed, and filed;
- d. be responsible for coordinating Task Force activities and assisting with unified investigative efforts, obtaining necessary resources, assisting with operations and communicating with other task forces;

- e. ensure that the Command Group is informed of all Task Force operations;
- f. provide guidance and direction to the Task Force Officers;
- g. prepare pertinent reports and information for the Command Group;
- h. schedule Command Group meetings;
- i. assign or reassign personnel to different cases/areas, as the needs dictate;
- j. work closely with the appropriate Commonwealth's Attorney in the preparation and prosecution of Task Force cases;
- k. assist the Command Group with any audit of Task Force funds, expenditures, and evidence;
- l. perform other duties that the Command Group might deem necessary relating to Task Force investigations; and
- m. maintain a current list of all Task Force Officers which shall be made available to the appropriate Commonwealth's Attorney upon request.

2.4 Chain of Command. The Coordinator will be the immediate supervisor for daily operations for Task Force Officers. This provision in no way overrides a Task Force Officer's responsibility to their respective member agency. Task Force Officers are ultimately responsible to the Officer's agency's chain of command and shall follow that agency's policies and procedures.

2.5 Absence of Coordinator. In the absence of the Task Force Coordinator, the case Task Force Officer will be responsible for preparing operational plans, briefings, securing necessary manpower, making assignments, and appropriate notifications.

Article 3 – Personnel

3.1 Purpose. Task Force Officers are the investigative arm and an essential element of a successful Task Force. While coming from different agencies and possessing different backgrounds, it is essential that they work closely together as a unit. Task Force Officers shall remain solely the employee of their member jurisdiction and all immunities, including but not limited to, sovereign and qualified shall apply to the Officers as they do to all other Officers of the member jurisdiction.

3.2 Number. A minimum of one (1) experienced officer from each jurisdiction will be detailed full-time to the Task Force for a minimum of one year.

3.3 Qualifications. The assigned officer must meet the Department of Criminal Justice Services (“DCJS”) certification standards and not have any sustained complaints that would be considered exculpatory evidence for testifying Purposes in a court of competent jurisdiction.

3.4 Benefits. All salaries, overtime, pension, relief, disability, Worker’s Compensation, other expenses and benefits enjoyed by Task Force members as provided by their member jurisdiction shall extend to their assignment to this Task Force.

3.5 Scope of Authority and Jurisdiction. Participating Task Force Officers serving under this MOU shall not become involved with matters other than those pertaining to possible violations of narcotics laws and gang-related illegal narcotics criminal activity, except as otherwise required by law, nor shall they make arrests outside of their individual jurisdictions when conducting general investigative activities not associated with a narcotics or gang-related illegal narcotics investigation, except as otherwise required by law or if a criminal offense is committed in the officer’s presence while the officer is performing Task Force operations.

3.6 Use of Force. Task Force Officers shall adhere to the law and to their member jurisdiction’s policies regarding use of force.

3.7 Investigative Reporting. For the purpose of criminal investigative reporting, all Task Force Officers will use their member jurisdiction’s reporting system. Task Force Officers will be required to complete all reports within their agency’s prescribed timelines, using the required policy guidelines.

3.8 Evidence Maintenance. All Task Force Officers will use their member jurisdiction’s evidence policies and procedures. Evidence seized by the Task Force Officers may be secured and logged into the Augusta County Sheriff’s Office (“ACSO”) evidence room. If the Task Force Officer chooses to use the ACSO evidence room, the evidence will be subject to the ACSO evidence maintenance procedures. Upon adjudication and after the appeal process has expired, or upon a decision not to obtain criminal charges, the case Task Force Officer has sixty (60) days to provide a destruction/disposition of evidence order to the ACSO evidence custodian or remove the evidence items to their parent organization’s evidence room.

3.9 Duties. The responsibilities of the Task Force Officers include, but are not limited to the following:

- a. Task Force Officers will take direction in Task Force investigations only from the Coordinator or their designee, unless prior agreement is given from the Command Group;
- b. Task Force Officers will file a weekly report with the Coordinator showing when they came on duty and went off duty each day and how many hours they worked each week. This report will be turned into the Coordinator at the beginning of each week following the week which the Officer is reporting;
- c. Task Force Officers are responsible for conducting all investigations assigned to them. Investigations and reporting are expected to be timely, accurate, and in keeping with the procedures adopted for Task Force cases;
- d. Task Force Officers will not be absent from Task Force activities unless knowledge and approval has been given by the Coordinator, except in emergency situations. Once the emergency has passed, the Officer should make the Coordinator aware of the circumstances;
- e. Task Force Officers will handle, in an expeditious manner, all requests for follow-up leads in Task Force cases by a Commonwealth's Attorney or special prosecutor when assigned; and
- f. Any requests made directly to a Task Force Officer by a Commonwealth's Attorney, special prosecutor, or a member of the Command Group will be taken directly to the Coordinator for assignment and handling. Officers will not pursue new matters in any other way.

3.10 Personnel Changes. Manpower needs concerning the assignment of new or additional Task Force Officers may be addressed at regular or special meetings of the Command Group. Where possible, any replacement of a Task Force Officer will join the Task Force two (2) weeks prior to the date of change to help ensure continuity on the Task Force. Otherwise, a replacement shall be made by the respective agency as soon as possible.

3.11 Discipline. Responsibility for the conduct of Task Force Officers shall remain with their member jurisdiction's chain of command. Task Force Officers will be subject to the laws, regulations, policies, and personnel rules applicable to their member jurisdiction. Conduct which requires disciplinary action against a Task Force

Officer will be reported immediately to the appropriate official of the Officer's member jurisdiction for action.

3.12 Removal from Task Force. Although responsibility for the conduct of Task Force Officers rests with the member agencies, this in no way prevents the Command Group from removing an officer from the Task Force for serious misconduct. A unanimous vote of the Command Group shall be required for the removal of a Task Force Officer.

Article 4 – Equipment

4.1 Individual Agency Equipment. All member jurisdictions will provide the following equipment to support the activities of the Task Force Officers, unless otherwise agreed to in writing:

- a. undercover type vehicles including costs of repair, maintenance, and gasoline and
- b. technical equipment including audio recorder, binoculars, camera, cellular telephone, vest, and other support items when available.

Article 5 – Funding and Expenditures

5.1 Funding. Each member jurisdiction of the Task Force shall provide equal contributions to fund the activities of the Task Force when needed, except as provided in writing or otherwise agreed to by the Command Group.

5.2 Expenditure Authorization. The Coordinator or their designee will be authorized to expend Task Force funds to support the routine operation of the Task Force. Expenditures outside the scope of this MOU will not be made without prior approval of the Command Group. In the case of an emergency or other investigative necessity, approval may be obtained by telephone or email.

5.3 Cost Allocation. The cost, if necessary, for secretarial assistance, office space, general office supplies, office furniture, utilities, telephone service, and any other expenses shall be shared equally by participating agencies, except as otherwise agreed in writing.

5.4 Overtime. Task Force Officers are required to seek approval of their Command Board member jurisdiction representative prior to working overtime unless an emergency exists.

5.5 Travel. Prior approval must be obtained by each Officer from their member jurisdiction and the Coordinator to travel out of state. Travel outside the Task Force geographic area of responsibility but within the Commonwealth of Virginia shall be approved in advance by the Coordinator.

5.6 Fiscal Agent. Augusta County will be the fiscal agent of the Task Force. This will include monitoring financial transactions and budgetary matters through the County's ledger system, processing deposits through the Augusta County Treasurer's Office, and processing expenses through the County accounts payable process.

5.7 Operating Account. Augusta County, as the fiscal agent of the Task Force, will establish and maintain a separate checking account to be used to facilitate Task Force funding and expenditures as authorized by this MOU.

5.8 Escrow Account. All seized funds obtained through the Task Force will be maintained in a separate interest-bearing escrow holding account until the appropriate court order has been processed to release those funds to DCJS or, for seizures under \$500.00, the Task Force. A report of funds held in the escrow account may be requested by a member of the Command Group through the weekly County accounts payable process.

5.9 Audit. Task Force funds are subject to annual audit by County and State auditors.

5.10 Certification Report and Sharing Agreement. Augusta County is responsible for reporting annually to DCJS the Annual Certification Report and Sharing Agreement for the Task Force. The Certification Report and Sharing Agreement will be submitted separately under the Augusta County's federal tax identification number and will include the receipt of seizure funds disbursed through DCJS and seizures under \$500.00 that will be retained by the Task Force.

5.11 Termination. If the Task Force is terminated pursuant to **Article 8**, the Task Force will retain funds for six (6) months to ensure all financial obligations of the Task Force have been met. Individual agencies will be responsible for their share of Task Force expenses up through the effective date of termination. The monies remaining in the Task Force account will then be distributed equally to the respective agencies. All other shared assets will be itemized and equally distributed by signed agreement of the Command Group members.

Article 6 – Seized Assets

6.1 Reporting.

- a. For seizures of \$500.00 or more, the Coordinator shall be responsible for filing, submitting, and tracking the appropriate documents to facilitate the award of assets through the DCJS. The Coordinator shall submit copies of the DCJS 998 and 999 forms to DCJS.
- b. Seizures under \$500.00 in value will not be reported to DCJS.

6.2 Sale. If seized property is forfeited and ordered to be sold, the Sheriff of Augusta County will conduct a public auction in accordance with the requirements outlined in the Code of Virginia and in the order of sale. After the sale has been conducted, the Sheriff will pay the appropriate costs of the sale and remit the remaining proceeds to the Coordinator for distribution in accordance with state law and this MOU.

6.3 Reimbursement. Prior to the sharing of any assets seized by this Task Force, all expenses for informants and/or drug purchases made in that investigation with funds from participating agencies will be reimbursed to those agencies to the extent that forfeited assets are available.

6.4 Restitution. The Task Force in cooperation with the appropriate Commonwealth's Attorney shall use its best efforts to seek payment of restitution for costs and expenditures incurred by a member of the Task Force as a condition of the sentencing of a defendant in an investigation. Payments of restitution should be made to the agency incurring the cost or expenditure. If an expenditure was made collectively through the Task Force, payments of restitution should be paid to the Task Force. If an agency receives a restitution payment for a cost or expenditure for which it was already reimbursed under **Section 6.3** by the Task Force, the agency shall refund the Task Force the amount it was reimbursed, but in no event shall any reimbursement to the Task Force exceed the amount of any restitution payment actually received by the agency.

6.5 Equal Distribution.

- a. All assets of \$500.00 or more seized by the Task Force will be shared, after any distributions required by law, equally among all participating agencies. Accordingly, it is hereby agreed upon that all assets seized by the Task Force

under State and Federal statutes that result in a return of funds or property shall be distributed as follows:

- | | | |
|------|--|-----|
| i. | DCJS (if applicable) | 10% |
| ii. | Jurisdictional Commonwealth Attorney (if applicable) | 10% |
| iii. | Task Force Operating Account | 10% |
| iv. | Augusta County Sheriff's Office | 35% |
| v. | Staunton Police Department | 35% |
- b. If DCJS and/or a Commonwealth's Attorney are not due a percentage of the seized assets, then the participating agencies' shares will increase equally.
- c. All assets under \$500.00 in value will be deposited in the Task Force Operating Account.

Article 7 – Public Relations

7.1 Press Releases. Press releases will be made by the Chief Law Enforcement Officer, or their designee, of the jurisdiction where an investigation took place. If the investigation occurs in more than one jurisdiction, the press release will be made upon mutual agreement by the Chief Law Enforcement Officers of the respective jurisdictions. All press releases will include a statement providing the names of each agency participating in the Task Force.

Article 8 – Termination

8.1 Term. This MOU shall remain in effect until terminated by the parties hereto, upon written notice, setting forth the date of such termination.

8.2 Withdrawal. Withdrawal from this MOU by one party hereto shall be made by written notice to the other parties thirty (30) days prior to said withdrawal. Withdrawal by one party shall terminate this MOU.

8.3 Disposition of Assets. See **Section 5.12**.

Article 9 – General

9.1 Indemnification and Waiver. Each party shall indemnify the other parties to this MOU from all claims by third parties for property damage or personal injury which may arise out of the activities of such party's officers assigned to the Task Force. Each party shall waive any and all claims against all the other parties hereto which may arise out of the Task Force's activities.

9.2 Civil Liability. This MOU does not alter the applicable law governing civil liability, if any, arising from the conduct of Task Force Officers. In the event any civil actions arise out of services and activities of the Task Force, the personnel so assigned shall be deemed to be continuing under the employment of their parent agency. The Command Group shall not be held responsible for the actions or misconduct of a Task Force Officer during their assignment on the Task Force.

9.3 MOU Violations. Any violation of this MOU shall be brought to the attention of the Command Group at the first opportunity. It shall be up to the discretion of the Command Group members presiding to determine the appropriate response to any violation.

9.4 Intra-agency Coordination. The Task Force agrees that matters designated to be handled by it will not knowingly be subject to non-Task Force law enforcement efforts. Recognizing the amount of specialized entities within each member agency, it is incumbent upon each agency to make proper internal notification of the Task Force's existence, including its areas of concern when appropriate, and relaying pertinent information to the Task Force. All law enforcement actions will be coordinated and cooperatively carried out by the participating Task Force agencies.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS HEREOF, the parties hereto have executed this Memorandum of Understanding.

ATTEST:

Augusta County Sheriff's Office

By: _____
Donald L. Smith, Sheriff

Staunton Police Department

By: _____
James E. Williams, Chief of Police