Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
September 26, 2024
6:00 p.m.

6:00 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
6:05 p.m.	**2.**	**Review and Approval of FY 2026 Budget Calendar**
6:15 p.m.	**3.**	**Discussion of Preliminary FY2024 Financial Results, Year End Carryover, and American Rescue Plan Act Spending Update**
6:40 p.m.	**4.**	**Closed Meeting for the Discussion of the Award of a Public Contract for Consulting Services Pursuant to Virginia Code Section 2.2-3711 (A)(29)**

Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
September 26, 2024
7:00 p.m.

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence – Claffey

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 September 12, 2024

A.2. Annual Report on Disposition of Surplus Property

A.3. Consideration of Proclamation to be Presented in Council Chambers at the October 10, 2024 City Council Meeting— Artists Sunday

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. Oaths of Office—Fire Chief Jason Ball and Fire Lieutenant Daniel Hinkle

C. Public Hearing and Consideration of Ordinance to Increase Salaries for the Mayor and City Councilmembers to $24,000 Per Year and $22,000 Per Year to be Effective on July 1, 2027

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**.**

Per **Council Procedure Memorandum No. 5**, **Grant Applications**, grants that do not require City funds or property to be contributed as a matching share do not require City Council approval. However, Council's procedure requires that the City Manager report all such grants to Council no later than the second meeting of City Council following their approval and submittal by the City Manager. Recently approved and submitted grants include:

1. **Blue Ridge Court Services**: *Statewide Universal Drug Testing Grant in the amount of $20,400*. Blue Ridge Court Services would like to continue partnering with Averhealth to ensure that their agency is adhering to drug testing best practices. Averhealth incorporates evidence-based practices to help achieve the best possible outcomes for our clients, and the Averhealth laboratory is accredited by the U.S. Department of Health and Human Services Clinical Laboratory Improvements Amendment, the College of American Pathologists-Forensic Drug Testing, and the Drug Enforcement Agency. Also, the laboratory is operated by PHD and Masters level toxicologists. Averhealth would continue to provide a random screening system, staff training and consistent results. This consistency will continue to provide an accurate, timely, and comprehensive assessment of unauthorized substance use throughout their participants enrollment in Recover Court.

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>September 26, 2024</td><td rowspan="3">City Council</td></tr>
<tr><td>Item #</td><td>1</td></tr>
<tr><td>Department:</td><td>City Council</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Values: Integrity
Engagement</td></tr>
<tr><td>Subject:</td><td colspan="2">Work Session and Regular Meeting Agendas</td></tr>
</table>

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

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

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**September 26, 2024**	**Jessie Moyers** **Chief Finance Officer** **Leslie Beauregard** **City Manager**
Item #	**2**	
Department:	**City Manager** **Finance Department**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Review and Approval of FY 2026 Budget Calendar**	

Background: The FY 2026 draft budget calendar is attached for your review. Council is asked to review the calendar and suggest changes that may better accommodate the schedules of Council members. Please consult your personal calendars for possible schedule conflicts.

Attachment: FY 2026 Budget Calendar

City Manager's Recommendation: Recommend City Council review and approve the proposed budget calendar as is, if no changes are needed.

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

Attachment 1

CITY OF STAUNTON, VIRGINIA

FY 2026 BUDGET SCHEDULE

(July 1, 2025 - June 30, 2026)

CITY OF STAUNTON		
	City Budget Schedule	
Budget Calendar and Budget Discussion with City Council	**September 26, 2024**	
Budget Call/ Notice	**October 11, 2024**	
Budget Submission due from Departments	**December 13, 2024**	
Budget Notice to Outside Agencies	**December 16, 2024**	
Budget Discussions with Departments	**December 2024 - February 2025**	
City Council and School Board Joint Meeting	**January 23, 2025**	**5:00 PM**
Budget Submission Requests from Outside Agencies	**January 24, 2025**	
Advertisement for Proposed Real Estate Tax Rate - Public Hearing	**February 25, 2025**	
Presentation of Draft Capital Improvement Plan	**February 27, 2025**	
Budget Presentation to City Council-Work Session	**March 27, 2025**	**5:00 PM**
Public Hearing - Proposed Real Estate Tax Rate	**March 27, 2025**	**7:00 PM**
Introduction of Total Budget Ordinance for City and Schools	**March 27, 2025**	**7:00 PM**
Advertisement for Proposed Budget Ordinance - Public Hearing	**April 2, 2025**	
City Council Budget & CIP Work Session	**April 3, 2025**	**5:00 PM**
Budget Work Session- School Board/ City Council	**April 10, 2025**	**5:00 PM**
Budget Public Hearing (all budget ordinances)	**April 10, 2025**	**7:00 PM**
City Council Budget Work Session	**April 24, 2025**	**5:00 PM**
Adoption of City Budget and Capital Improvement Plan	**April 24, 2025**	**7:00 PM**

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**September 26, 2024**	**Jessie Moyers** **Chief Finance Officer**
Item #	**3**	
Department:	**Finance Department**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Discussion of Preliminary FY2024 Financial Results, Year End Carryover, and American Rescue Plan Act Spending Update**	

Background: Finance will present preliminary unaudited FY2024 year end results for the General Fund. Finance will also provide a high-level overview of the potential FY2024 carry over and an update on American Rescue Plan Act (ARPA) spending.

Attachments:

Attachment 1 - Sales, Meals and Lodging Tax Reports
Attachment 2 - Financial Report
Attachment 3 - ARPA Spending Update

City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

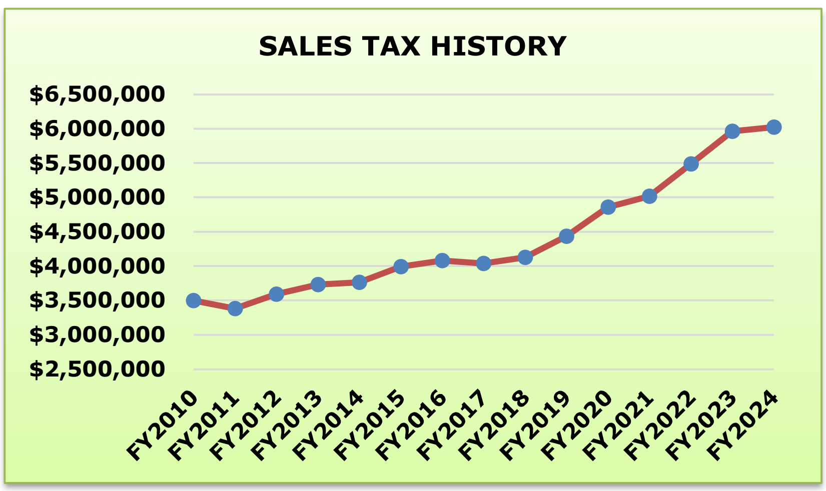
Attachment 1

Unaudited Preliminary Results for FY2024

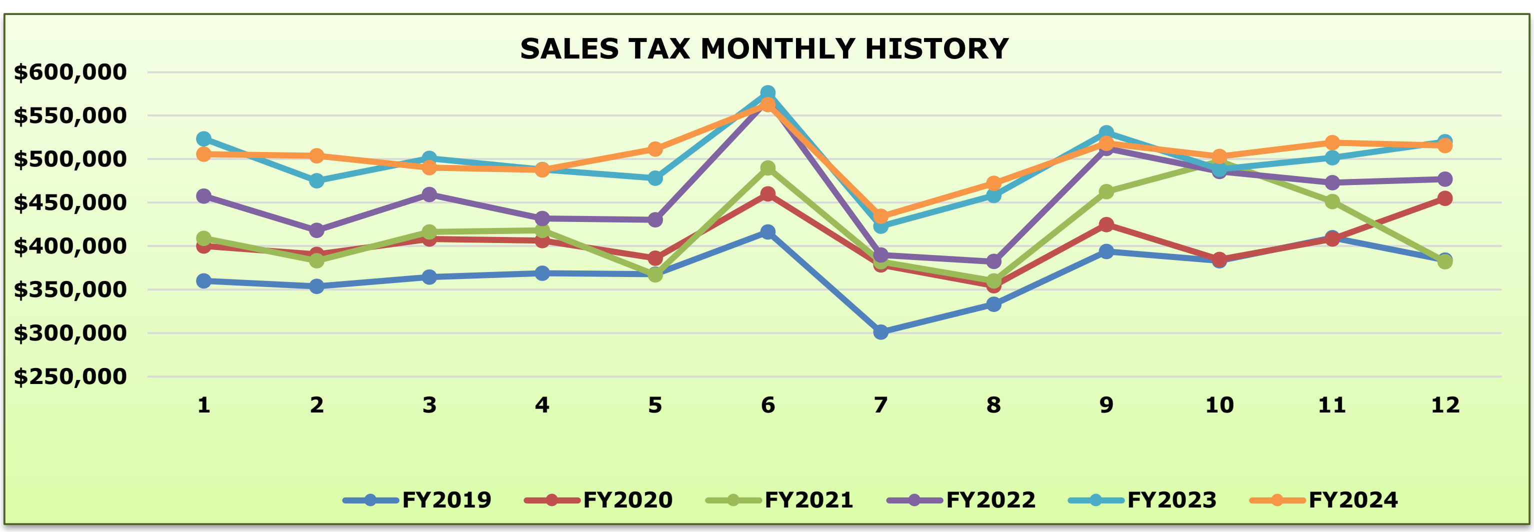
City of Staunton

LOCAL SALES TAX HISTORY - 1% Tax Rate

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	% Change
July	359,853	399,841	408,778	457,551	523,345	505,526	-3.4%
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	518,109	-2.3%
April	382,963	384,624	497,565	485,816	488,377	503,061	3.0%
May	409,439	408,068	451,087	472,797	501,712	518,827	3.4%
June	383,654	454,692	381,951	476,868	520,099	515,566	-0.9%
Totals	4,434,974	4,855,331	5,018,212	5,484,719	5,962,604	6,023,556	
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	399,034	
% OF BUDGET	110.5%	112.9%	147.9%	117.6%	113.0%	107.1%	
% CHANGE- YEAR	7.5%	9.5%	3.4%	9.3%	8.7%	1.0%	



FY2009	$ 3,554,096	
FY2010	$ 3,495,905	-1.6%
FY2011	$ 3,381,018	-3.3%
FY2012	$ 3,588,737	6.1%
FY2013	$ 3,729,201	3.9%
FY2014	$ 3,760,505	0.8%
FY2015	$ 3,988,839	6.1%
FY2016	$ 4,079,919	2.3%
FY2017	$ 4,039,658	-1.0%
FY2018	$ 4,123,862	2.1%
FY2019	$ 4,434,974	7.5%
FY2020	$ 4,855,331	9.5%
FY2021	$ 5,018,212	3.4%
FY2022	$ 5,484,719	9.3%
FY2023	$ 5,962,604	8.7%
FY2024	$ 6,023,556	1.0%

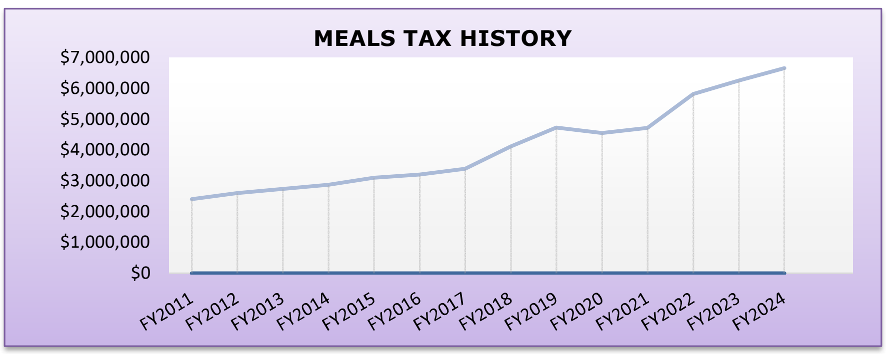


Unaudited Preliminary Results for FY2024

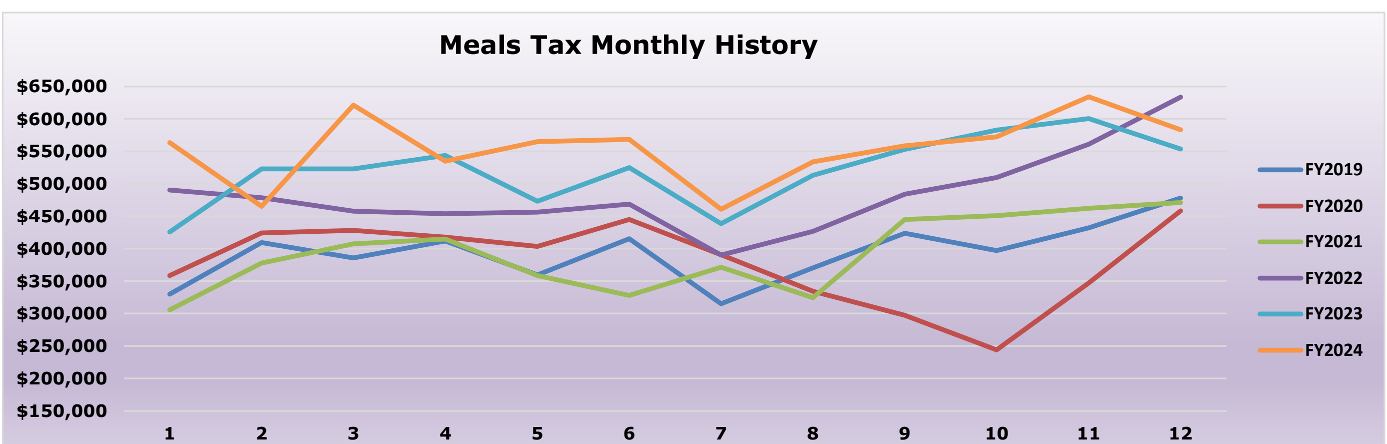
City of Staunton

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	533,665	4.1%
March	363,207	423,831	297,411	445,061	483,854	552,774	558,236	1.0%
April	343,386	397,110	244,201	450,532	509,567	582,702	572,388	-1.8%
May	374,830	432,043	347,244	462,115	561,110	600,814	634,055	5.5%
June	431,265	478,306	458,278	471,063	633,671	553,460	583,321	5.4%
Actuals	4,118,267	4,727,323	4,547,853	4,715,726	5,809,981	6,253,785	6,659,422	
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	674,422	
% of BUDGET	128.7%	115.0%	98.9%	132.4%	135.1%	116.7%	111.3%	
% CHANGE-YEAR	28.5%	14.8%	-3.8%	3.7%	23.2%	7.6%	6.5%	



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%
FY2024	$	6,659,422	6.5%



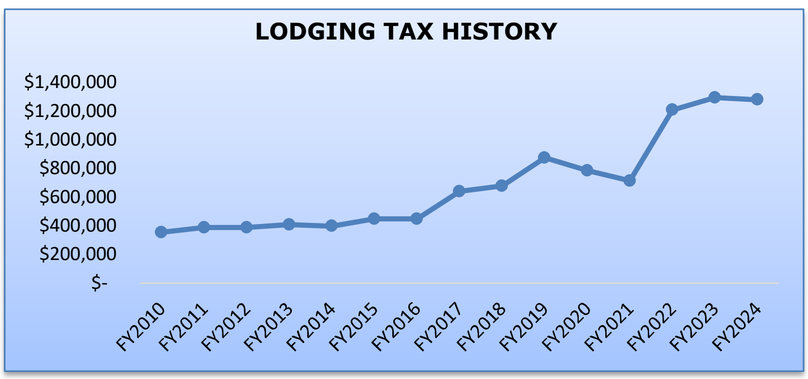
MEALS TAX HISTORY- RATE INCREASES		
JULY 1, 1986	3%	
JULY 1, 1994	4%	
SEPTEMBER 1, 1998	5%	NEW STREET PARKING GARAGE FUNDING
JULY 1, 2007	6%	CIP/ SCHOOL PROJECTS
JULY 1, 2017	7%	SCHOOL PROJECT - STAUNTON HIGH RENOVATION

Unaudited Preliminary Results for FY2024

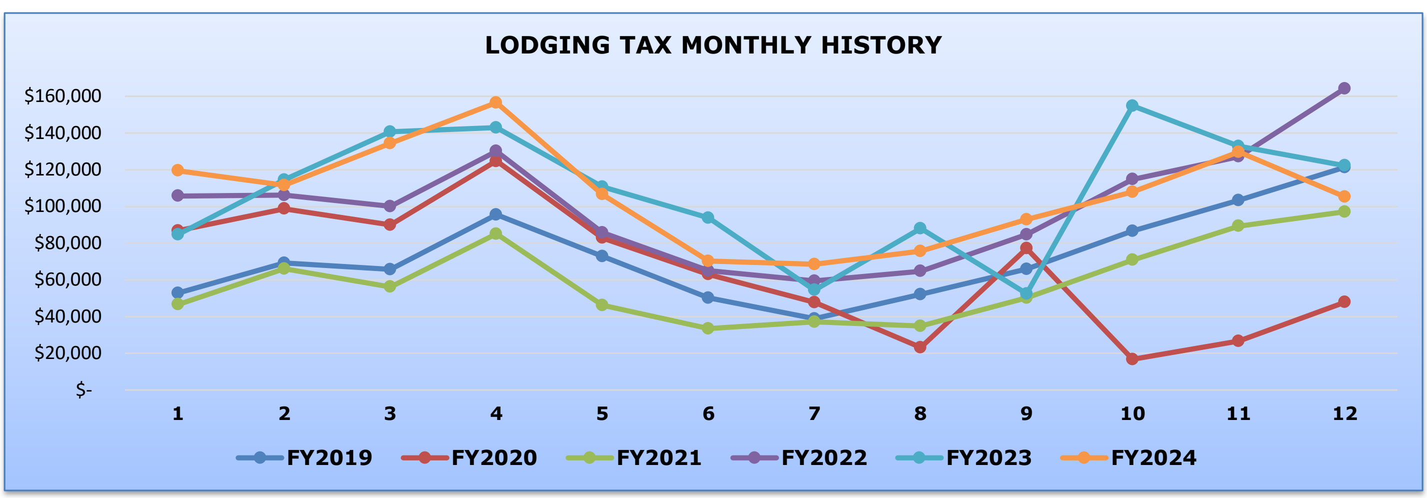
City of Staunton

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	$ 107,974	-30.3%
May	$ 72,905	$ 103,399	$ 26,667	$ 89,381	$ 127,191	$ 132,827	$ 129,687	-2.4%
June	$ 76,577	$ 121,369	$ 47,878	$ 97,078	$ 164,234	$ 122,320	$ 105,350	-13.9%
Actuals	$ 677,917	$ 874,948	$ 785,605	$ 713,445	$ 1,208,260	$ 1,292,457	$ 1,279,278	
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	$ (70,722)	
% of BUDGET	118%	98%	88%	85%	159%	134%	95%	
% CHANGE-YEAR	5.8%	29.1%	-10.2%	-9.2%	69.4%	7.0%	-1.0%	



	TOTAL REVENUE	% CHANGE
FY2010	$ 354,239	
FY2011	$ 388,022	9.5%
FY2012	$ 388,721	0.2%
FY2013	$ 408,906	5.2%
FY2014	$ 397,786	-2.7%
FY2015	$ 447,792	12.6%
FY2016	$ 448,175	0.1%
FY2017	$ 640,843	43.0%
FY2018	$ 677,917	5.8%
FY2019	$ 874,948	29.1%
FY2020	$ 785,605	-10.2%
FY2021	$ 713,444	-9.2%
FY2022	$ 1,208,260	69.4%
FY2023	$ 1,292,457	7.0%
FY2024	$ 1,279,278	-1.0%



Attachment 2

FY2024 FINANCIAL REPORT - UNAUDITED

JUNE 30, 2024 RESULTS

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU JUNE 2024	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2023 (25%) & 2024 (75%)	$ 24,847,498	$ 24,847,498	$ 25,635,164	$ (787,666)	103%	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	138,474	(3,474)	103%	
Real Estate- Penalty	135,000	135,000	154,359	(19,359)	114%	
Real Estate Tax -Downtown Serv District	142,213	142,213	141,759	454	100%	25% due Dec 5, 2023; 75% due June 20, 2024
Personal Property Taxes	6,400,000	6,400,000	7,230,445	(830,445)	113%	100% of 2024 PP Tax due December 5, 2023
Personal Property Taxes- Public Service	2,800	2,800	3,045	(245)	109%	
Personal Property -Interest	100,000	100,000	180,011	(80,011)	180%	
Personal Property - Penalty	125,000	125,000	180,722	(55,722)	145%	
Machinery & Tools Tax	425,000	425,000	390,396	34,604	92%	100% Tax Due December 5, 2023
TOTAL PROPERTY TAXES	**$ 33,252,511**	**$ 33,252,511**	**$ 35,194,157**	**$ (1,941,646)**	**106%**	
OTHER LOCAL TAXES						
Business & Occupational Licenses	$ 2,550,000	$ 2,550,000	$ 3,080,097	$ (530,097)	121%	BPOL License due March 1, 2024
Water Utility Tax	295,000	295,000	298,509	(3,509)	101%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	298,000	298,000	271,851	26,149	91%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	590,000	590,000	587,400	2,600	100%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,624,522	5,624,522	6,023,555	(399,033)	107%	Paid Monthly w/ 2 months delay in payment from Stat
Bank Stock	650,000	650,000	744,629	(94,629)	115%	Paid in June
Recordation	350,000	350,000	318,146	31,854	91%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	325,000	325,000	320,604	4,396	99%	Paid at sale date, no delay in collection
Lodging Tax	1,350,000	1,350,000	1,279,279	70,721	95%	Paid Monthly w/ 1 month delay in collection
Meals Tax	5,985,000	5,985,000	6,659,420	(674,420)	111%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	8,500	8,500	14,873	(6,373)	175%	
Short Term Rental Tax	25,000	25,000	31,672	(6,672)	127%	
Local Communications Tax	925,000	925,000	911,682	13,318	99%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	**$ 18,976,022**	**$ 18,976,022**	**$ 20,541,718**	**$ (1,565,696)**	**108%**	
PERMITS						
Short Term Rental Registration/Precious Metal	$ -	$ -	$ 700	$ (700)	#DIV/0!	
Judicial Charges for Services	1,000	1,000	815	186	81%	
Public Safety Charges for Services	187,650	187,650	299,941	(112,291)	160%	
Planning and Development Charges for Services	12,000	12,000	15,350	(3,350)	128%	
TOTAL PERMITS	**$ 200,650**	**$ 200,650**	**$ 316,806**	**$ (116,156)**	**158%**	

JUNE 30, 2024 RESULTS

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU JUNE 2024	AVAILABLE BUDGET	% RECEIVED	
FINES & FORFEITURES						
Circuit Court Fines	$ 135,000	$ 135,000	$ 132,157	$ 2,843	98%	
Court Recorder Fees	58,000	58,000	61,775	$ (3,775)	107%	
Courthouse Maintenance Fee	9,500	9,500	9,910	(410)	104%	
Animal Control Fines	6,000	6,000	6,755	(755)	113%	
TOTAL FINES & FORFEITURES	**$ 208,500**	**$ 208,500**	**$ 210,597**	**$ (2,097)**	**101%**	
REVENUE FROM USE OF PROPERTY						
Interest Revenue	$ 45,000	$ 414,500	$ 767,518	$ (353,018)	185%	
Rental of Real Property	58,000	58,000	66,579	(8,579)	115%	
Rental of Real Property-Recreation	6,200	6,200	6,895	(695)	111%	
TOTAL REVENUE FROM USE OF PROPERTY	**$ 109,200**	**$ 478,700**	**$ 840,992**	**$ (362,292)**	**176%**	
CHARGES FOR SERVICES						
Property Clean Up Fees	$ 5,000	$ 5,000	$ 955	$ 4,045	19%	
Payment in Lieu of Tax from Proprietary Funds	956,422	956,422	1,077,887	(121,465)	113%	Allocation transfers from Enterprise Funds
DMV Stop Fees	8,000	8,000	26,649	(18,649)	333%	
Administrative Fees	20,000	20,000	35,990	(15,990)	180%	
Judicial Operations Charges for Services	78,242	78,242	89,656	(11,414)	115%	
Public Safety Tax Exempt Service Charge	6,972	6,972	4,338	2,634	62%	
Sale of Publications & Maps	-	-	475	(475)	#DIV/0!	
Recreation Charges for Services	$ 611,150	$ 611,150	872,780	(261,630)	143%	
TOTAL CHARGES FOR SERVICES	**$ 1,685,786**	**$ 1,685,786**	**$ 2,108,731**	**$ (422,945)**	**125%**	
MISCELLANEOUS						
Sale of Salvage & Surplus	$ 15,000	$ 15,000	$ 68,870	$ (53,870)	459%	
Payment in Lieu of Taxes SRHA	14,000	14,000	16,812	(2,812)	120%	
Donations	-	5,000	18,708	(13,708)	374%	
Miscellaneous	-	138,169	$ 490,410	(352,241)	355%	Proceeds from tax sale $264,947, Opioid Settlement $
TOTAL MISCELLANEOUS	**$ 29,000**	**$ 172,169**	**$ 594,800**	**$ (422,631)**	**345%**	
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	24,906	94	100%	
Recovered Costs- Public Safety	648,000	648,000	696,685	(48,685)	108%	Buy-In from Harrisonburg/Rockingham for Regional J
Recovered Costs- Police Security	45,000	45,000	96,154	(51,154)	214%	
Recovered Costs- Insurance Recovery	-	23,359	61,256	(37,897)	262%	
Recovered Costs- Public Works	20,000	20,000	4,425	15,575	22%	
Recovered Costs- Education	350,000	350,000	375,265	(25,265)	107%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	55,000	55,000	80,834	(25,834)	147%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	**$ 1,154,000**	**$ 1,177,359**	**$ 1,353,188**	**$ (175,829)**	**115%**	

JUNE 30, 2024 RESULTS

GENERAL FUND REVENUES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU JUNE 2024	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE						
Public Facilities Tax	$ 45,000	$ 45,000	$ 92,445	$ (47,445)	205%	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	183,396	(70,896)	163%	
HB599 Law Enforcement	1,004,888	1,004,888	1,104,228	(99,340)	110%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	1,652,200	(0)	100%	
Recordation - Grantor's Tax	101,500	101,500	94,804	6,696	93%	
Juror/Witness Fees	12,000	12,000	1,755	10,245	15%	
DCJS- Victim Witness Grant	25,000	25,000	27,955	(2,955)	112%	
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	-	-	40,917	(40,917)	#DIV/0!	Revenue based on criminal drug activity
Fire Programs Fund	88,000	115,938	115,938	-	100%	
PSAP Education Grant		3,000	40,579	(37,579)	1353%	
E911 Wireless Funds	98,000	98,000	120,358	(22,358)	123%	Grants from the Wireless Board of Virginia
DCJS-Grants	-	52,912	45,838	7,074	87%	
Street & Highway Maintenance	4,350,000	5,510,058	5,513,430	(3,372)	100%	Quarterly Payments from State
Other Grants	-	6,000	6,000	-	100%	FM Global Foundation Fire Grant
Public Assistance	1,371,638	1,371,638	1,139,603	232,035	83%	
CSA Administrative Fees	13,405	13,405	13,405	-	100%	
Comprehensive Services Act (CSA)	2,062,000	2,062,000	1,861,554	200,446	90%	
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	156,523	(8,213)	106%	
Treasurer	146,401	146,401	158,652	(12,251)	108%	
Electoral Board & Registrar	79,463	79,463	100,404	(20,941)	126%	
Commonwealth Attorney	626,752	626,752	698,599	(71,847)	111%	
Sheriff	450,704	454,307	457,845	(3,538)	101%	
Circuit Court Clerk	370,735	370,735	391,306	(20,571)	106%	
Circuit Court Technology Grant	17,634	17,087	14,474	2,613	85%	
Circtuit Court Library Grant	-	25,511	-	25,511	0%	
TOTAL COMMONWEALTH OF VIRGINIA	**$ 12,983,352**	**$ 14,319,561**	**$ 14,294,026**	**$ 25,535**	**100%**	
FEDERAL REVENUES						
Victim Witness Federal Grant	$ 60,000	$ 60,000	$ 70,906	$ (10,906)	118%	
Federal DMV Grant	-	15,200	14,240	960	94%	
U S Marshall Forfeited Asset	-	20,000	28,631	(8,631)	143%	
ARPA Social Services	-	-	3,209	(3,209)	#DIV/0!	
Miscellaneous Federal Aid	-	313	174,455	(174,143)	55819%	
CSA Federal	-	-	-	-	#DIV/0!	
Welfare Public Assistance	1,179,852	1,179,852	952,128	227,724	81%	
TOTAL FEDERAL REVENUE	**$ 1,239,852**	**$ 1,275,365**	**$ 1,243,569**	**$ 31,796**	**98%**	
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	-	10,365,568	-	$ 10,365,568	0%	
TOTAL PRIOR YEAR APPROPRIATIONS	**$ -**	**$ 11,280,233**	**$ -**	**$ 11,280,233**	**0%**	
TOTAL GENERAL FUND REVENUES	**$ 69,838,873**	**$ 83,026,856**	**$ 76,698,583**	**$ 6,328,273**	**92.4%**	

FY 2024 FINANCIAL REPORT - UNAUDITED

JUNE 30, 2024 RESULTS

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU JUNE 2024	AVAILABLE BUDGET	% EXPENDED	
GENERAL GOVERNMENT ADMINISTRATION						
CITY COUNCIL	$ 148,335	$ 148,335	$ 133,903	$ 14,432	90%	
CLERK OF COUNCIL	118,831	123,831	114,465	9,366	92%	
CITY MANAGER	602,345	602,345	595,505	6,840	99%	
HUMAN RESOURCES	760,641	785,641	765,718	19,923	97%	
CITY ATTORNEY	432,271	469,483	354,031	115,452	75%	
COMMUNICATIONS MANAGER	161,434	136,909	119,113	17,796	87%	
PROFESSIONAL CONSULTANTS	80,000	80,000	68,950	11,050	86%	
CITY MEMBERSHIPS	31,050	31,050	29,889	1,161	96%	
FINANCE	1,273,483	1,297,616	1,239,189	58,427	95%	
ASSESSOR	377,962	377,962	346,120	31,842	92%	
COMMISSIONER OF REVENUE	410,337	410,337	401,200	9,137	98%	
TREASURER	429,934	393,934	368,728	25,206	94%	
REGISTRAR	246,513	246,513	237,552	8,961	96%	
INFORMATION TECHNOLOGY	1,449,852	1,434,241	1,275,846	158,395	89%	
RISK MANAGEMENT	753,501	593,501	589,552	3,949	99%	
TOTAL GENERAL GOV'T ADMINISTRATION	**$ 7,276,489**	**$ 7,131,698**	**$ 6,639,759**	**$ 491,939**	**93%**	
JUDICIAL ADMINISTRATION						
CIRCUIT COURT	$ 164,275	$ 170,050	$ 170,049	$ 1	100%	
GENERAL DISTRICT COURT	18,512	18,512	12,019	6,493	65%	
MAGISTRATES	2,225	2,225	1,935	290	87%	
JUVENILE DOMESTIC RELATIONS COURT	80,092	80,092	64,294	15,798	80%	
CLERK OF THE CIRCUIT COURT	628,406	689,370	688,900	470	100%	
SHERIFF	868,662	993,917	992,996	920	100%	
VICTIM/WITNESS GRANT	97,884	110,884	110,525	359	100%	
COMMONWEALTH ATTORNEY	1,012,088	1,056,430	1,056,229	201	100%	
TOTAL JUDICIAL ADMINISTRATION	**$ 2,872,144**	**$ 3,121,480**	**$ 3,096,947**	**$ 24,533**	**99%**	
PUBLIC SAFETY						
POLICE	$ 6,227,720	$ 6,719,794	$ 6,583,512	$ 136,283	98%	
E911 CENTER	1,127,445	1,198,743	1,160,125	38,619	97%	
FIRE	3,971,838	4,166,838	4,165,769	1,069	100%	
COMMUNITY PUBLIC SAFETY	110,500	215,528	92,884	122,644	43%	
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	172,892	-	100%	
INSPECTIONS	429,634	458,855	432,966	25,889	94%	
ANIMAL CONTROL	241,381	241,581	241,580	1	100%	
MEDICAL EXAMINER	500	300	200	100	67%	
TOTAL PUBLIC SAFETY	**$ 16,027,624**	**$ 16,920,245**	**$ 16,579,138**	**$ 341,107**	**98%**	

JUNE 30, 2024 RESULTS

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU JUNE 2024	AVAILABLE BUDGET	% EXPENDED	
PUBLIC WORKS						
ENGINEERING	$ 353,785	$ 328,785	$ 310,173	$ 18,612	94%	
PUBLIC WORKS ADMINISTRATION	313,299	338,369	338,207	162	100%	
STREETS	3,233,357	4,730,103	2,550,711	2,179,391	54%	
TRAFFIC ENGINEERING	284,945	263,780	140,169	123,611	53%	
TRAFFIC SIGNALS	318,344	747,739	739,345	8,394	99%	
BUILDING MAINTENANCE	1,508,619	1,580,208	1,561,518	18,691	99%	
EQUIPMENT MAINTENANCE	533,205	558,525	554,666	3,860	99%	
TOTAL PUBLIC WORKS	**$ 6,545,554**	**$ 8,547,509**	**$ 6,194,788**	**$ 2,352,721**	**72%**	
HEALTH AND WELFARE						
PUBLIC HEALTH	$ 298,153	$ 235,237	$ 235,237	$ -	100%	
VALLEY COMM SERVICES BOARD	247,129	247,129	247,129	-	100%	Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,000,000	3,000,000	2,663,170	336,830	89%	
DEPT OF SOCIAL SERVICES	3,483,304	3,414,264	2,786,882	627,382	82%	
TAX RELIEF FOR THE ELDERLY	244,000	313,000	312,322	678	100%	Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	100,022	100,062	100,060	2	100%	Outside Agency Contributions
TOTAL HEALTH AND WELFARE	**$ 7,372,608**	**$ 7,309,692**	**$ 6,344,802**	**$ 964,890**	**87%**	
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	$ 1,307,519	$ 1,302,448	$ 5,071	100%	
HORTICULTURE	223,139	288,548	249,544	39,004	86%	
GOLF COURSE	156,107	191,507	190,879	628	100%	
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	20,000	-	100%	Boys and Girls Club
PARK MAINTENANCE	1,279,296	1,375,391	1,301,632	73,760	95%	
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	15,500	15,500	-	100%	Outside Agency Contributions
LIBRARY	1,332,312	1,403,646	1,403,548	98	100%	
TOTAL PARKS, RECREATION, LIBRARY, CULTU	**$ 4,307,141**	**$ 4,602,111**	**$ 4,483,551**	**$ 118,561**	**97%**	
PLANNING AND COMMUNITY DEVELOPMENT						
PLANNING	$ 574,088	$ 550,931	$ 418,911	$ 132,021	76%	
COMMUNITY DEVELOPMENT ASSISTANCE	385,250	545,063	524,175	20,887	96%	Outside Agency Contributions
ECONOMIC DEVELOPMENT	1,272,835	1,314,335	1,101,074	213,261	84%	
TOURISM	650,083	650,083	595,903	54,180	92%	
STAUNTON WELCOME CENTER	60,459	60,399	44,441	15,958	74%	
TRANSPORTATION-CSPDC	61,741	61,801	61,800	1	100%	
TOTAL PLANNING AND COMMUNITY DEVELOP	**$ 3,004,456**	**$ 3,182,612**	**$ 2,746,303**	**$ 436,309**	**86%**	

GENERAL FUND EXPENDITURES	FY24 Original Budget	FY24 Revised Budget	ACTUAL YTD THRU JUNE 2024	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	8,660,749	8,660,749	-	100%	
TRANSFER TO EDUCATION FUND	15,970,171	15,970,171	15,970,171	-	100%	
TRANSFER TO BRCS FUND	-	350,000	350,000	-	100%	
TRANSFER TO PARKING FUND	-	30,108	30,108	-	100%	
TRANSFER TO SEWER FUND	-	1,250,000	1,250,000	-	100%	
NON-DEPARTMENTAL EXPENDITURES	-	349,577	-	349,577	0%	
TOTAL TRANSFERS AND NON-DEPARTMENTAL	**$ 22,423,857**	**$ 32,202,508**	**$ 31,852,931**	**$ 349,577**	**99%**	
TOTAL GENERAL FUND EXPENDITURES	**$ 69,838,873**	**$ 83,026,856**	**$ 77,947,219**	**$ 5,079,637**	**94%**	

FY2024 GENERAL FUND BUDGET		
ADOPTED BUDGET	$ 69,838,873	JULY 1, 2023
ENCUMBRANCE CARRY FORWARDS	891,708	JULY 1, 2023
FY2024 BUDGET AMENDMENT NO. 1	1,315,643	AUGUST 24, 2023
FY2024 BUDGET AMENDMENT NO. 2	7,108,961	JANUARY 25, 2024
FY2024 BUDGET AMENDMENT NO. 3	3,871,671	JUNE 27, 2024
FY2024 REVISED BUDGET	$ 83,026,856	

FY2024 REVENUES	$ 76,698,583
FY2024 EXPENDITURES	$ (77,947,219)
FY2024 NET YTD	$ (1,248,636)

Attachment 3

AMERICAN RESCUE PLAN ACT FUNDING
SPENDING AS OF SEPTEMBER 18, 2024

TOTAL ALLOCATION	$ 12,955,826.00		$ 12,955,826.00		SEPTEMBER 18, 2024			
		Transfers			Spent	Encumbered	Unencumbered	STAUTUS
APPROVED 8/25/22 & 2/23/23	150,000.00	(9,700.00)	140,300.00	WEST END SMALL AREA PLAN	119,942.93	20,357.07	-	DONE
APPROVED 8/25/2022	75,000.00	(13,257.46)	61,742.54	UNIONTOWN SMALL AREA PLAN	61,742.54	-	-	DONE
APPROVED 2/23/2023	115,000.00	(20,630.78)	94,369.22	RECYCLING CENTER	94,369.22	-	-	DONE
APPROVED 2/23/2023	480,000.00	(29,337.50)	450,662.50	MHP PAVING	450,662.50	-	-	DONE
APPROVED 2/23/2023	200,000.00	(140,600.00)	59,400.00	MOXIE FIELD DESIGN	53,425.00	5,975.00	-	DONE
APPROVED 2/23/2023	375,000.00	20,450.00	395,450.00	LIBRARY ROOF REPLACEMENT	395,450.00	-	-	DONE
APPROVED 6/9/2022	2,000,000.00	-	2,000,000.00	REGIONAL RADIO SYSTEM	552,264.66	1,447,735.34	(0.00)	ENCUMBERED
APPROVED 8/25/2022	107,500.00	-	107,500.00	STAUNTON CROSSING MARKETING PLAN	91,682.43	15,817.57	0.00	ENCUMBERED
APPROVED 2/23/2023	150,000.00	(16,326.00)	133,674.00	DUMP TRUCK	-	133,674.00	-	ON ORDER
APPROVED 2/23/2023	150,000.00	(7,246.00)	142,754.00	DUMP TRUCK	-	142,754.00	-	ON ORDER
APPROVED 2/23/2023	1,000,000.00	-	1,000,000.00	FIRE APPARATUS	-	1,000,000.00	-	ON ORDER
APPROVED 2/23/2023	1,000,000.00	-	1,000,000.00	FIRE APPARATUS	-	1,000,000.00	-	ON ORDER
APPROVED 2/23/2023	1,200,000.00	(346,726.00)	853,274.00	GYPSY HILL PARK STREAM RESTORATION	51,456.98	801,817.02	-	ENCUMBERED
APPROVED 2/23/2023	3,053,326.00	563,373.74	3,616,699.74	JDR COURTHOUSE	3,239,145.58	377,554.16	-	ENCUMBERED
APPROVED 9/22/2022	300,000.00	-	300,000.00	FLOOD SHIELDS/FLOODPROOFING	-	-	300,000.00	NOT ENCUMBERED
APPROVED 9/22/2022	650,000.00	-	650,000.00	TUNNEL MAINT-DESIGN ONLY	15,687.50	-	634,312.50	NOT FULLY ENCUMBERED
APPROVED 2/23/2023	400,000.00	-	400,000.00	BUILDING SECURITY	76,549.37	151,202.00	172,248.63	NOT FULLY ENCUMBERED
APPROVED 2/23/2023	850,000.00	-	850,000.00	REFUSE STANDARDIZATION	26,512.28	112,629.16	710,858.56	NOT FULLY ENCUMBERED
APPROVED 2/23/2023	200,000.00	-	200,000.00	GHP PARK BATHHOUSE	27,739.00	2,528.00	169,733.00	NOT FULLY ENCUMBERED
APPROVED 2/23/2023	200,000.00	-	200,000.00	MHP PARK BATHHOUSE	32,576.00	17,000.00	150,424.00	NOT FULLY ENCUMBERED
APPROVED 2/23/2023	300,000.00	-	300,000.00	MHP BATHROOM REFRESH	32,576.00	17,000.00	250,424.00	NOT FULLY ENCUMBERED
	$ -	$ -	$ -	REMAINING ARPA FUNDS	$ 5,321,781.99	$ 5,246,043.32	$ 2,388,000.69	

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>September 26, 2024</td><td rowspan="3">City Council

John C. Blair, II
City Attorney</td></tr>
<tr><td>Item #</td><td>4</td></tr>
<tr><td>Department:</td><td>City Council</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Value: Excellence

Strategic Area: Responsive, Efficient Government</td></tr>
<tr><td>Subject:</td><td colspan="2">Closed Meeting for the Discussion of the Award of a Public Contract for Consulting Services Pursuant to Virginia Code Section 2.2-3711 (A)(29)</td></tr>
</table>

Suggested Motion: I move to enter a closed meeting for the discussion of the award of a public contract for consulting services involving the expenditure of public funds where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia Code Section 2.2-3711(A)(29).

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

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

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

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**September 26, 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:	**September 26, 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: Work Session and Regular Meeting Minutes of September 12, 2024

Suggested Motion: I move to approve the work session and regular meeting minutes of September 12, 2024 [as presented] [with the following changes: ______________________.]

City Manager: Leslie Beauregard

DRAFT

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, September 12, 2024
7:00 p.m.
Rita S. Wilson Council Chambers

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

ABSENT: **Mayor Stephen W. Claffey**
Amanda Kaufman, Assistant City Manager

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

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

1. Consideration of Regular Meeting Agenda

Consistent with Procedural Memorandum No. 3, the agenda was presented for Council consideration.

Mr. Campbell moved to amend the agenda and add Item F, Appointment of the City of Staunton Fire Chief.

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

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

Ms. Woods moved to approve the regular meeting agenda as amended.

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

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

The Pledge of Allegiance was recited in unison.

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

MAYOR'S REPORT

There was no Mayor's Report.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Mr. Arrowood stated that he had attended the Lewis Street Transit Hub ribbon cutting ceremony, the dedication the Woodrow Wilson Presidential Library visitor center, and the Crozet tunnel construction exhibit at the R.R. Smith Center.

Mr. Campbell stated that he had attended the SAW Housing Summit.

Vice Mayor Darby took a moment to express condolences to the family and friends of retired City Sheriff Sydney E. Trot Jr., who had recently passed away.

Mr. Robertson stated that the Nominations Committee met on August 28, 2024 and would like to make the following motion:

> To appoint Terry Holmes to the Economic Development Authority to fill the unexpired term of Ron Garber ending January 31, 2027.
>
> To reappoint Sara Hollberg to the Bicycle & Pedestrian Advisory Committee for a 2-year term beginning September 1, 2024 and ending August 31, 2026.
>
> To reappoint William Willett to CAPSAW for a 2-year term beginning September 1, 2024 and ending August 31, 2026.

Needing no second, the motion carried as follows:

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

DRAFT

REGULAR MEETING

A. Consent Agenda

Vice Mayor Darby 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 August 22, 2024

Vice Mayor Darby 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 presented.

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

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

B. Update on Queen City Mischief and Magic Festival

City Manager Leslie Beauregard introduced Sarah Lynch, who provided an update on and information about the upcoming Queen City Mischief and Magic festival on September 28 and 29, 2024.

Councilmembers had no questions.

C. Consideration of Resolution Establishing the Percentage of Relief at 33% for Purposes of the Personal Property Tax Relief Act (PPTRA)

Commissioner of Revenue Maggie Ragon stated that the Personal Property Tax Relief Act of 1998 (PPTRA) was modified by legislative action taken during the 2004 and 2005 General Assembly sessions. The legislative enactments required the city to take affirmative steps to implement changes and to provide for computation and allocation of relief. The legislative enactments also provided for an appropriation to the city, commencing in 2006, for a fixed sum to be used exclusively for the provision of tax relief to owners of vehicles subject to the city's personal property tax, and to provide the opportunity for the city to fashion a program of tax relief that best serves the citizens.

DRAFT

On April 13, 2006, Council adopted an ordinance that defined procedures and responsibilities for implementing the changes to the PPTRA, including the method of computing the tax relief and allocation of tax relief, plus transitional provisions. The ordinance requires that Council shall set the percentage of tax relief at such a level that is anticipated to fully exhaust PPTRA relief funds provided to the city by the Commonwealth. Ms. Ragon recommended the rate of 33 percent for calendar year 2024. The Commissioner of Revenue, the City Treasurer, and the Chief Financial Officer coordinated to bring the matter to Council so as to implement Council's April 13, 2006 ordinance.

Councilmembers had no questions.

Ms. Woods moved that a resolution, as proposed, be adopted, establishing the Personal Property Tax Relief Act (PPTRA) percentage at 33 percent.

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

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

RESOLUTION

IMPLEMENTING ORDINANCE 2006-05, CODIFIED AS SECTION 3.10.015 OF THE STAUNTON CITY CODE,
TO FURTHER IMPLEMENT THE 2004-2005 CHANGES
TO THE PERSONAL PROPERTY TAX RELIEF ACT OF 1998

WHEREAS, by Ordinance 2006-05, adopted April 13, 2006, and codified as Section 3.10.015 of the Staunton City Code, the Council of the City of Staunton fashioned a local program of tax relief that serves the best interests of the citizenry regarding personal property tax on qualifying use vehicles, pursuant to modifications made by the General Assembly of Virginia to the Personal Property Tax Relief Act of 1998 (PPTRA);

WHEREAS, the City's program of tax relief contemplates the allocation of PPTRA relief provided by the Commonwealth of Virginia pursuant to the provisions of Ordinance 2006-05, codified as Section 3.10.015 of the Staunton City Code, as further implemented by resolution adopted annually after the personal property tax book is certified by the Commissioner of Revenue and delivered to the Treasurer;

WHEREAS, on August 30, 2024, the Commissioner of Revenue delivered to the Treasurer a certified personal property tax book; and

WHEREAS, the Commissioner of Revenue has recommended to the Council of the City of Staunton, Virginia, that with respect to qualifying vehicles with assessed values of more than $1,000 the percentage of relief to be applied to the first $20,000 in value of each such qualifying vehicle should be 33%, which the Commissioner of Revenue estimates will fully use all available state PPTRA relief.

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NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, that 33% shall be the percentage of relief to be applied to the first $20,000 in value of each qualifying vehicle with an assessed value of more than $1,000, pursuant to and in accordance with the provisions of Section 3.10.015 of the Staunton City Code.

Adopted this 12th day of September, 2024.

Signed: AMY G. DARBY, VICE MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

D. Consideration of Resolution Directing the Planning Commission to Consider Amending the City of Staunton, Virginia Comprehensive Plan 2018-2040 by Adding the West End Revitalization Strategies Plan as an Addendum

City Attorney John Blair stated that on August 22, 2024, the Staunton City Council and the Staunton Planning Commission conducted a joint work session. One of the items discussed in the joint work session was a proposed West End Revitalization Strategies Plan authored by EPR. EPR's Will Cockrell received and answered questions about the plan during the joint work session. At the conclusion of the joint work session, Mayor Claffey and Council indicated their desire to amend the City of Staunton, Virginia Comprehensive Plan 2018-2040 by making the West End Revitalization Strategies Plan an addendum to the Comprehensive Plan.

The resolution for consideration directs the Planning Commission to conduct a public hearing and make a recommendation about adding the West End Revitalization Strategies Plan to the City's Comprehensive Plan within 70 days. This would permit the Council to vote on this Comprehensive Plan amendment at its December 12, 2024 meeting.

Mr. Campbell asked if staff had received any feedback yet. Director of Community Development Rodney Rhodes stated that they had received a few, minimally specific responses.

Councilmembers had no further questions.

Mr. Robertson moved that Council adopt the resolution as presented.

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

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

RESOLUTION DIRECTING THE STAUNTON PLANNING COMMISSION TO CONDUCT A PUBLIC HEARING AND PROVIDE A RECOMMENDATION TO THE STAUNTON CITY COUNCIL ABOUT ADDING THE WEST END REVITALIZATION STRATEGIES PLAN TO THE *CITY OF STAUNTON, VIRGINIA COMPREHENISVE PLAN 2018-2040*

WHEREAS, the Staunton City Council (hereinafter "Council") and the Staunton Planning Commission (hereinafter "Commission") conducted a joint work session to discuss the proposed West End Revitalization Strategies Plan on August 22, 2024; and

WHEREAS, Virginia Code Section 15.2-2229 authorizes the Council to direct the Commission to conduct a public hearing and make a recommendation about an amendment to the *City of Staunton, Virginia Comprehensive Plan 2018-2040* (hereinafter "Comprehensive Plan").

NOW, THEREFORE, BE IT RESOLVED that the Council directs the Commission to conduct a public hearing and make a recommendation to the Council within the next seventy days about amending the Comprehensive Plan by adding the West End Revitalization Strategies Plan as a Comprehensive Plan Addendum.

Adopted this 12th day of September, 2024.

Signed: AMY G. DARBY, VICE MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

E. Consideration of Request by William Lee Hereford to Withdraw a 2.343 Acre Portion of 1350 Commerce Road from the Merrifield Agricultural-Forestal District

Planning Manager Tim Hartless stated that in May, 2024, Wiliam Lee Hereford submitted a request to withdraw a 2.343 acre portion of 1350 Commerce Road from the Merrifield Agricultural-Forestal District. If approved, Dr. Hereford will divide the 2.343 acres through a Minor Subdivision Plat and create a lot to be sold for the construction of a single-family dwelling. Land within the Agricultural-Forestal overlay district shall be used solely for agricultural and forestal products and production. Single-family homes may only be permitted for immediate family members of the owner of the property or for individuals who earn a substantial portion of their livelihood from agricultural operations on the same property. The potential purchaser of the property is not a member of the Hereford family nor an employee of the Merrifield Farm; therefore, removal of the property from the agricultural District is a requirement for constructing a single-family home on the 2.343 acre parcel.

The Merrifield Agricultural-Forestal District consists of approximately 562 acres, bounded generally on the north by VA Rt. 262, on the east by US Rt. 11, on the south by the Baldwin Place and Baldwin Acres single-family residential developments, and on the west by undeveloped land which is part of the Carrsbrook Planned Residential Development. The Merrifield Agricultural-

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Forestal District was established by City Council on January 1, 1997, and was most recently renewed, for a 10-year period, in 2020. The district will be eligible for renewal in 2030.

The request to withdraw the property from the district was considered by the Staunton Agricultural-Forestal Advisory Committee on June 26, 2024. The committee noted in its report: “The City Ordinance, Chapter 18.95 of the Staunton City Code, which establishes Ag/Forestal Districts, does not give a purpose statement or general description which could help guide the Committee in its determination.” However, language in the Code of Virginia does lay out state policy that specifies considerations in establishing and maintaining Ag/Forestal Districts. Code section 15.2-4401 states, “It is state policy to encourage localities of the Commonwealth to conserve and protect and to encourage the development and improvement of their agricultural and forestall lands for the production of food and other agricultural and forestal products. It is also a state policy to encourage localities of the Commonwealth to conserve and protect agricultural and forestall lands as valued natural ecological resources which provide essential open spaces for clean air sheds, watershed protection, wildlife habitat, aesthetic quality, and other environmental purposes. It is the purpose of this chapter to provide a means by which localities may protect and enhance agricultural and forestal lands of local significance as a viable segment of the local economy and as an important economic and environmental resource.”

Section 18.095.060(2) of the City Zoning Code states, “No land within a district shall be removed except with the approval of the Council of the City of Staunton, upon a showing of good and reasonable cause.” Neither the City Code, Code of Virginia, nor case law defines good and reasonable cause explicitly. It only says that a good and reasonable cause cannot be arbitrary or capricious and cannot be willfully unreasonable. The general purpose of Land Use Taxation in Virginia is to preserve agricultural, horticulture, forestry, and open space lands and to allow for the timely development of land.

After careful deliberations on the matter, the Committee, on a 5-0 vote, recommended denial of the applicant’s request to remove the property from the Merrifield Agricultural District.

After receiving notification of the recommendation of the Agricultural-Forestal Advisory Committee to deny the request, Dr. Hereford has submitted a letter which outlines the reasons for the request and why he believe it meets the threshold for good and reasonable cause. In the letter, he states that this specific part of the farm is so steep that it is not suitable for crop land nor for grazing of cattle and that he no longer uses it for hay after a mishap that nearly resulted in a round bale rolling onto North Augusta Street. This letter was submitted after the Agricultural-Forestal Advisory Committee had already made its recommendation; so, this is information that the Advisory Committee did not have and therefore could not consider in its deliberation.

Section 18.95.040 of the Zoning Code of the City of Staunton notes: “These districts are overlay districts and upon termination of any of the districts or withdrawal of any parcel from a district, when permitted, the underlying zoning with its rules and regulations shall continue to be in effect.” The underlying zoning of the property is R-1, Low Density Residential District, and is therefore subject to all the regulations and restrictions of the R-1 District.

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At its August 15, 2024 meeting, the Planning Commission conducted a public hearing, during which no one spoke in opposition to the request. On a 4-0 vote, the Commission unanimously voted to recommend approval of the withdrawal.

Dr. Hereford briefly outlined the request for Council, explaining the reasons for the withdrawal, including the steepness and unsuitability of the land for cropland or grazing.

Ms. Edwards asked if ag-forestal landowners are required to remove unfarmable land from the district. Mr. Blair stated that they are not, but they must go through the recertification process every 10 years.

Mr. Arrowood and Mr. Campbell agreed that the City Code is too vague, noting an opportunity to clarify the guidelines through the Comprehensive Plan process.

Discussion ensued regarding the implications of the withdrawal and the need to establish clearer guidelines for future decisions regarding the Ag-Forestal districts.

Councilmembers were in general agreement that the applicant had provided good and reasonable cause for the removal of the parcel from the Ag-Forestal Districts.

Mr. Robertson moved that Council approve the withdrawal as recommended by the Planning Commission.

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

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

F. Appointment of the City of Staunton Fire Chief

Mr. Arrowood moved to appoint Jason Ball as the new Fire Chief for the City of Staunton Fire Department.

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

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

MATTERS FROM THE CITY MANAGER

Ms. Beauregard presented updates on the following items:

- The West Beverley Street sidewalk improvements.

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- The Juvenile & Domestic Relations Courthouse construction.
- The Finance Department receipt of GFOA Budget Presentation Award for the FY 2025 Budget document.
- The city contract with the Timmons Group to complete a physical survey of the Uniontown community.

MATTERS FROM THE PUBLIC

Vice Mayor Darby read the following statement:

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

Joshua North, a parent at McSwain Elementary, raised concerns about the lack of a safety crossing guard at the North Coalter and Jordan Street crosswalk and requested increased police presence to ensure children's safety.

Constance Birch, 319 Mary Gray Lane, emphasized the importance of preserving agricultural and forested lands for environmental benefits and reduced service requirements.

Zack Lewis, 904 Rockway Street, expressed gratitude for the city's efforts to address issues in Uniontown.

There was no one else present wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:09 p.m.

____

Kiley A. Kesecker
Clerk of Council

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CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>September 26, 204</td><td rowspan="3">Jessie Moyers
Chief Finance Officer

Chad Horvat
Finance Business Manager</td></tr>
<tr><td>Item #:</td><td>A.2</td></tr>
<tr><td>Department:</td><td>Finance</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Value: Excellence

Strategic Area: Responsible, Efficient Government</td></tr>
<tr><td>Subject:</td><td colspan="2">Annual Report on Disposition of Surplus Property</td></tr>
</table>

Background: In April 2015, City Council adopted an ordinance changing the City's procedures for the disposition of surplus property. Consistent with the ordinance, on the basis of a determination made by the Director of Finance or their designee and endorsed in writing by the City Manager or their deputy or assistant, staff may dispose of personal property of the City without further action of Council. The ordinance further requires that the Director of Finance or their designee, report annually to Council about categories of property for which there has been disposition pursuant to the ordinance.

The city utilizes Gov Deals, a web-based marketplace that allows government agencies to sell surplus items via the internet, to dispose of surplus and outdated items. The following items were sold and/or transferred in FY24.

Fiscal Year	# of Items Sold as Surplus	Revenue Generated	# of Items Transferred Between Departments
FY 2024	37	$ 94,047.97	7

Attached are several reports detailing these transactions, along with a sample of the surplus approval forms being used to fulfill the requirements set forth in the ordinance.

Attachments:

Attachment 1—Sales Detail Listing by Fund and Category – FY2024
Attachment 2—Transfer Detail Listing – FY2024
Attachment 3—Sales by Fund – FY2024
Attachment 4—Surplus Item Information Sheet (Surplus Approval Form)

City Manager's Recommendation: Not Applicable

Suggested Motion: Not Applicable

City Manager: Leslie Beauregard

GovDeals
Fiscal Year Sales
By Budget Code & Category

ATTACHMENT #1

FY Sales by Budget Code and Category

Budget Code & Category	Sum of Net Results
11001-41712 General Government	**$ 65,996.97**
General Equipment	$ 1,398.99
Golf Carts	$ 775.00
Groundskeeping Equipment & Supplies	$ 12,402.98
Miscellaneous	$ 525.00
Office Supplies/Equipment/Funiture	$ 1,126.00
Vehicle	$ 49,769.00
11033330-53011 - Office on Youth	**$ 2,826.00**
Vehicle	$ 2,826.00
58001-41712 Refuse & Recycling Fund	**$ 25,225.00**
Vehicle	$ 25,225.00
Grand Total	**$ 94,047.97**

Fiscal Year 2024 Count of Categories	Totals
11001-41712 General Government	**32**
General Equipment	4
Golf Carts	1
Groundskeeping Equipment & Supplies	8
Miscellaneous	1
Office Supplies/Equipment/Furniture	4
Vehicle	14
11033330-53011 - Office on Youth	**2**
Vehicle	2
58001-41712 Refuse & Recycling Fund	**3**
Vehicle	3
Grand Total	**37**

GovDeals
Cumulative Transfer Totals

ATTACHMENT #2

FISCAL YEAR 2024	
FROM / TO / Item	**Count of Item**
2170 - Sheriff	**1**
7110 - Parks & Rec	**1**
2006 Ford Super Duty E350	1
3110 - Police	**1**
2170 - Sheriff	**1**
2014 Ford Taurus	1
3210 - Fire & Rescue	**1**
4220 - Equipment Maint.	**1**
2011 Chevy Suburban	1
4210 - Bldg. Maintenance	**1**
9801 - Staunton City Schools	**1**
2003 GMC Pickup Truck	1
4209 - Bldg. Maintenance	**1**
9800 - Staunton City Schools	**1**
2007 GMC Sierra 3/4 Ton Pickup Truck	1
3410 - Inspections	**2**
7110 - Parks & Rec	**1**
2004 Jeep Liberty Sport	1
4110 - Inspections	**1**
2007 Jeep Liberty	1
Grand Total	**7**

GovDeals
Cumulative Sales Totals

Attachment #3

FISCAL YEAR 2024			
Row Labels	**Sum of Sold Amount**	**Sum of GovDeals Fee**	**Sum of Net Results**
11001-41712 General Government	$ 65,996.97	$ -	$ 65,996.97
11033330-53011 - Office on Youth	$ 2,826.00	$ -	$ 2,826.00
58001-41712 Refuse & Recycling Fund	$ 25,225.00	$ -	$ 25,225.00
Grand Total	**$ 94,047.97**	**$ -**	**$ 94,047.97**

GovDeals
Surplus Information Sheet
(Example)

Attachment #4

SURPLUS ITEM INFORMATION SHEET
VEHICLE

Item General Description:	

Department #:						
Year:						
Make:						
Fuel Type:	Gas		Diesel			
Hours Meter:						
Did It Run When Parked?	Yes		No		UnK	

Asset #:						
S/N or VIN:						
Model:						
Odometer:						
Out of Service Date:						
Does It Run Now?	Yes		No		UnK	

Reason Taken Out of Service:
Overall General Condition:
List Drive Train Issues:
List Engine Issues:
List Interior Issues:
List Exterior Damage:
List Electrical Issues:
Other Information:

Xfer Offered:	YES		NO	
Transferred?:	YES		NO	
Pictures Taken:	YES		NO	

Date Emailed:		Deadline:	
To Department:			

Department Director Approval for Sale or Transfer Date

Finance Director Approval for Sale or Transfer Date

City Manager Approval for Sale or Transfer Date

CITY COUNCIL

AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**September 26, 2024**	**City Council**
Item #	**A.3**	
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 October 10, 2024 City Council Meeting— Artists Sunday**	

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 October 10, 2024 Council meeting. The proclamation is in recognition of **Artists Sunday.** Should City Council approve this proclamation, it will be prepared for presentation at the beginning of the Regular Meeting on October 10.

Attachment: Not applicable.

City Manager's Recommendation: Not applicable.

Suggested Motion: I move to approve the requested proclamation in recognition of Artists Sunday for presentation at the October 10, 2024 City Council meeting.

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**September 26, 2024**	**Leslie Beauregard** **City Manager**
Item #	**B**	
Department:	**City Manager**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Oaths of Office—Fire Chief Jason Ball and Fire Lieutenant Daniel Hinkle**	

Background: Fire Chief Jason Ball and Lieutenant Daniel Hinkle have been promoted and will be sworn in to their respective positions. To increase public awareness and recognize the continuing highly professional service provided by the Fire and Rescue Department, their oaths of office will be administered publicly at the Council meeting.

Oath of Office: I, __________________, do solemnly swear that I will support the Constitution of the United States and the Constitution of the Commonwealth of Virginia; and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as a firefighter for the City of Staunton Fire & Rescue Department, according to the best of my ability, so help me God."

City Manager's Recommendation: Oath of office to be administered by the Mayor and City Manager and badges to be pinned by family members.

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**September 26, 2024**	**John C. Blair, II** **City Attorney** **Leslie M. Beauregard,** **City Manager**
Item #	**C**	
Department:	**City Attorney**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Public Hearing and Consideration of Ordinance to Increase Salaries for the Mayor and City Councilmembers to $24,000 Per Year and $22,000 Per Year to be Effective on July 1, 2027**	

Background: On August 8, 2024, the Staunton City Council discussed amendments to Virginia Code Section 15.2-1414.6.

The amendments permit cities with a population between 20,000 and 34,999 residents to pay the mayor up to $24,000 per year and councilmembers up to $22,000 per year. The previous pay limits were $13,000 per year for the mayor and $12,000 per year for councilmembers. The current salary for Mayor is $11,000 per year and for City Councilmembers, $10,000 per year.

In order to increase the salaries of the mayor and/or councilmembers, the Staunton City Council would need to adopt an ordinance at least four months before the November 2026 City Council elections. The ordinance would establish the new salaries for the mayor and councilmembers. It would take effect on July 1, 2027. A public hearing is also required in order to increase the salaries to the new maximum levels, which has been advertised.

The Council is not required to adopt the maximum limit established by the Code of Virginia. If the Council prefers, it may establish a salary higher than the current compensation but lower than the statewide maximum. For example, the Council can set a salary of the mayor for $18,000 per year and a salary of $16,000 per year for councilmembers.

Attachments:

Attachment 1—Virginia Code Section 15.2-1414.6
Attachment 2—Public hearing notice
Attachment 3—Proposed Ordinance Amending the Salaries for the Mayor and Councilmembers

City Manager's Recommendation: Conduct the public hearing and if City Council wishes to take action, discuss the maximum salary limit that they wish to adopt.

Suggested Motion: If City Council wishes to take action, a suggested motion is the following:

I move that City Council adopt a maximum salary limit of $___ for Mayor and $____ for City Councilmembers, to be effective as July 1, 2027.

City Manager: Leslie Beauregard

Code of Virginia
Title 15.2. Counties, Cities and Towns
Subtitle II. Powers of Local Government
Chapter 14. Governing Bodies of Localities
Article 1.1. Salaries

§ 15.2-1414.6. Permitted salaries; salary increases; reimbursement for expenses

A. Subject to the exception provided for in § 15.2-1414.5, the annual salary of each member of the council of any city shall be set by its members by ordinance after a public hearing pursuant to notice in the manner and form provided in §§ 15.2-1426 and 15.2-1427, notwithstanding any contrary provision of law, general or special. The setting of such salaries by members of a council shall include the salary of the mayor or president of the council whether such official is a member of the council or not.

B. Cities within the following population brackets shall be allowed to set salaries for mayors, which include presidents of council, and council members not to exceed the following:

Population	Annual Salary
260,000 and over	
Mayor	$56,000
Council	$52,000
175,000 to 259,999	
Mayor	$51,000
Council	$47,000
75,000 to 174,999	
Mayor	$47,000
Council	$43,000
35,000 to 74,999	
Mayor	$37,000
Council	$34,000
20,000 to 34,999	
Mayor	$24,000
Council	$22,000
15,000 to 19,999	
Mayor	$22,000

Council	$21,000
14,999 and under	
Mayor	$21,000
Council	$20,000

C. The maximum annual salaries provided in subsection B may be adjusted in any year or years, by ordinance as provided in subsection A, by an inflation factor not to exceed five percent.

D. No increase in the salary of a member of a council shall take effect until July 1 after the next regularly scheduled general election of council members.

E. Every proposed increase in the salary of a member of a council shall be adopted at least four months prior to the date of the next municipal election except in the case of a newly created consolidated city when the proposed increase shall be adopted at least two months prior to the date of its first municipal election.

F. Any member of a council shall be eligible to be reimbursed for any personal expenses incurred by him for official business. However, all claims for reimbursement shall be for reasonable expenses to the extent permitted by law incurred in the conduct of official city business and shall be itemized and documented by stamped paid receipts to the extent feasible.

G. In addition to a salary, each member of the council of any city may be compensated with such benefits as are provided city employees by the city.

1981, c. 358, § 14.1-47.2; 1982, c. 125; 1985, c. 111; 1986, cc. 111, 312; 1988, c. 213; 1996, c. 263; 1997, c. 592;1998, c. 872;2024, c. 608.

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.

Attachment 2

Ad Preview

NOTICE OF PUBLIC HEARING

On Thursday, the 26th day of September 2024, the Council of the City of Staunton, Virginia (the "City"), will hold a public hearing to receive comments on the matter of pay increases for the Mayor and Members of City Council, pursuant to Virginia Code Section 15.2-1414.6.

The proposed annual salary for Mayor is $24,000 and $22,000 for Council Members. The proposed salary increase ordinance would be effective July 1, 2027.

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

All persons wishing to be heard at the public hearings are invited to attend. The public may also participate in the public hearings by Zoom, or by phone. Specific instructions to participate by Zoom or by phone can be found at: https://www.ci.staunton.va.us/government/city-council. Those interested in listening to the meeting may do so via live stream from the City's website or by listening to the public access television Channel (Comcast Channel 7). Hearing impaired persons desiring to participate in the public hearings should contact the Clerk of Council by email at keseckerka@ci.staunton.va.us, to request an interpreter.

Copies of the proposed ordinances are available for inspection during normal working hours at the office of the Clerk of Council and at the office of the City Manager. The ordinances are also available online at https://www.ci.staunton.va.us/agendas-minutes.

Kiley Kesecker
Clerk of Council, City of Staunton, Virginia

Ordinance No. 2024-_______

AN ORDINANCE TO INCREASE THE SALARIES OF THE MAYOR AND CITY COUNCIL MEMBERS FOR THE CITY OF STAUNTON, VIRGINIA

Recitals

A. Pursuant to Virginia Code § 15.2-1414.6, the annual salary for each member of City Council shall be set by its members by ordinance;

B. At its October 22, 1998 meeting, City Council set the annual salary for the Mayor at $11,000 and the annual salary for Councilmembers at $10,000;

C. The annual salaries for the Mayor and Councilmembers have not been increased since the last adjustment in 1998;

D. During its 2024 session, the General Assembly adopted House Bill 456 which authorizes an increase in City Council and Mayoral salaries for the first time since the 1990's;

E. City Council was briefed on the amendment at its August 8, 2024 meeting and by consensus determined to proceed with consideration of an amendment to the salaries paid to the Mayor and Councilmembers;

F. Virginia Code § 15.2-1414.6 requires that any ordinance to increase Council salaries be adopted at least four months prior to the date of the next municipal election;

G. The next municipal election that is more than four months from the date of this ordinance's adoption will be held on November 3, 2026;

H. Virginia Code § 15.2-1414.6 provides that no salary increase can take effect until July 1 after the next regularly scheduled general election of Councilmembers, therefore the salary increases approved by this Ordinance will not take effect until July 1, 2027;

I. This matter has been property advertised, heard, and considered; and

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

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

1. That effective July 1, 2027, the annual salary for the position of Mayor of the City of Staunton shall be $24,000.

2. That effective July 1, 2027, the annual salary for the position of Councilmember of the City of Staunton shall be $22,000.

DRAFT

Introduced:
Adopted:
Effective Date:

____
Stephen W. Claffey, Mayor

ATTEST: ______________________________________
Kiley A. Kesecker,
Clerk of Council

DRAFT