

**Organizational Meeting
Staunton City Council
Rita S. Wilson Council Chambers
January 7, 2025
5:00 p.m.**

Call to Order and Introduction

AGENDA ITEMS

- A. Election of Mayor**
- B. Election of Vice-Mayor**
- C. Consideration of a Resolution Establishing Dates for the Regular Meetings of the Council for the City of Staunton for the Period of January 2025 through December 2026**
- D. Establishment and Appointment of the Council Nominations Committee**
- E. Appointment of Councilmembers on Boards/Commissions**
- F. Comments of Councilmembers**
- G. Adjournment**

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 7, 2025	City Council John C. Blair, II City Attorney
Item #	A & B	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Election of Mayor and Vice-Mayor	

Background: The City Council elects a Mayor and Vice-Mayor at its organizational meeting pursuant to Staunton City Charter Section 5. The elected positions of Mayor and Vice-Mayor are for two-year terms.

The Mayor and Vice-Mayor must be elected by a majority vote of the Council pursuant to Virginia Code Section 15.2-1420.

The City Attorney will conduct the election for Mayor in accordance with [Staunton City Council Procedure Memorandum No. 16](#). After a Mayor is elected, the Mayor will conduct the election for Vice-Mayor.

Suggested Motion: Not Applicable

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 7, 2025	City Council
Item #	C	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Resolution Establishing Dates for the Regular Meetings of the Council for the City of Staunton for the Period of January 2025 through December 2026	

Background: Section 6 of the Staunton City Charter and Virginia Code Section 15.2-1416 require the Staunton City Council to establish a regular meeting schedule at its organizational meeting. Staunton City Code Section 2.10.080 states that the Staunton City Council shall meet on the second and fourth Thursdays of each month, and that the Council may cancel a meeting by majority vote.

Traditionally, the Staunton City Council adopts a meeting schedule that establishes its regular meetings on the second and fourth Thursdays of each month and cancels the meetings for the fourth Thursdays in November and December in observance of the Thanksgiving and Christmas holidays.

The Resolution presented for your consideration conforms with this practice.

Suggested Motion: I move to adopt the resolution establishing the Staunton City Council regular meeting dates from January 1, 2025 to December 31, 2026, as presented.

City Manager: Leslie Beauregard

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**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
RECOGNIZING ORGANIZATIONAL MEETING
AND
ESTABLISHING DATES FOR
REGULAR MEETINGS OF THE
COUNCIL OF THE CITY OF STAUNTON
FOR THE PERIOD OF
JANUARY 7, 2025 THROUGH
DECEMBER 31, 2026**

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RECITALS

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A. Section 3 of Chapter II of the Charter of the City of Staunton (the Charter) vests the government and administration of the city in one body, called the Council of the City of Staunton, and in one administrative officer, styled the city manager, and in such other departments, boards and other officers as provided or as permitted or required by law to be appointed by the council;

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B. Every two years, the Council organizes after the biennial election of members, as contemplated under the provisions of Section 4.1 of the Charter; and, as part of the organization, Council elects a Mayor and Vice Mayor, also referred to as the President and Vice-President, respectively, under the provisions of Staunton City Code Section 2.10.020;

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C. At its organizational meeting on January 7, 2025, the Council members elected a Mayor and Vice-Mayor consistent with the provisions of Section 5 of the Charter.

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D. Also, as part of its organizational meeting, the Council traditionally undertakes other similar matters, including establishment of its meeting schedule for the next two years.

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

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

least seven days prior to the first such meeting at such other day,
place or time. . .

F. Section 6 of Chapter II of the Charter 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; and

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

H. For the months of November 2025 and November 2026, City Council has determined that it will not meet on the fourth Thursday due to the Thanksgiving holiday, which Council recognizes as a holiday observed by the City; and

I. For the months of December 2025 and December 2026, City Council has determined that it will not meet on the fourth Thursday due to the Christmas holiday, which Council recognizes as a holiday 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 January 2025 through December 2026, at City Hall, 116 West Beverley Street, Staunton, Virginia, at 7:30 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 second Thursday of November and December.

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

Adopted this 7th day of January, 2025.

Mayor

ATTEST: _____
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 7, 2025	City Council
Item #	D	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Establishment and Appointment of the Council Nominations Committee	

Background: The City Council appoints a three member Nominations Committee pursuant to [Staunton City Council Procedure Memorandum Number 2](#).

The Nominations Committee consists of three Council members and recommends candidates to serve on various city boards and commissions. Additionally, the Nominations Committee has the authority to appoint a Council member as a liaison to city boards and commissions.

The Council votes on all nominees recommended by the Nominations Committee.

Suggested Motion: I move that the following Council members be appointed to the Staunton City Council Nominations Committee: _____, _____, _____.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 7, 2025	City Council
Item #:	E	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Appointment of Councilmembers on Boards/ Commissions	

Background: At City Council's Organizational Meeting following an election, City Council appoints Councilmembers to positions on boards/commissions that will meet in January or February before the Nominations Committee can convene to make such appointments. These positions were vacated on December 31, 2024 when the terms of three Councilmembers expired. Those boards/commission are as follows:

- Central Shenandoah Planning District Commission (Voting Member)
 - Third Monday of the month, varies
- Community Action Partnership of SAW (Local Government Representative)
 - Third Tuesday of the month at 5:30 p.m.
- Virginia First Cities Board (Voting Member)
 - 2x annually, Spring & Fall
- Tourism Advisory Board (Council Liaison)
 - Second Thursday of the month at 9:30 a.m.
- Economic Development Authority (Council Liaison)
 - Fourth Thursday of the month at 8:30 a.m.
- Lewis Creek Watershed Advisory Committee (Council Liaison)
 - First Monday of the month at 5:00 p.m.

Attachment:

Attachment 1—Council Procedure Memorandum No. 2 – Boards and Commissions – Applications and Appointments.

Attachment 2—List of All Board/Commission Meeting Dates & Times

Attachment 3—Current City Council Liaisons

City Manager's Recommendation: Not Applicable

Suggested Motions: I move that City Council appoint _____ to the Central Shenandoah Planning District Commission to fill the unexpired term of Amy Darby ending June 30, 2026.

I move that City Council appoint _____ to the Community Action Partnership of Staunton, Augusta, and Waynesboro to fill the unexpired term of Mark Robertson with no term limit.

I move that City Council appoint _____ to the Virginia First Cities Board of Directors.

I move that City Council appoint _____ as the Council Liaison to the Tourism Advisory Board.

I move that City Council appoint _____ as the Council Liaison to the Economic Development Authority.

I move that City Council appoint _____ as the Council Liaison to the Lewis Creek Watershed Advisory Committee.

I move that City Council appoint _____ as the Council Liaison to the _____.

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 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.

AMENDED: May 23, 2024

Attachment 2

Board/Commission (Liaison)	Meeting Date/Time
Agricultural-Forestal Advisory Committee	As needed
Diversity, Equity, and Inclusion Commission	Third Wednesday of the month, 6:00 p.m.
Economic Development Authority	Fourth Thursday of the month, 8:30 a.m.
Historic Preservation Commission	Fourth Tuesday of the month, 5:30 p.m.
Landscape Advisory Board	As needed
Lewis Creek Watershed Advisory Committee	First Monday of the month, 5:00 p.m.
Library Advisory Board	Third Thursday of the month, 4:30 p.m.
Planning Commission	Third Thursday of the month, 5:30 p.m.
Recreational Advisory Commission	As needed
Redevelopment & Housing Authority	Third Tuesday of the month, varies
SDDA Board of Directors	Second Tuesday of the month, 6:00 p.m.
Staunton School Board	Second & Fourth Mondays of the month, 5:00 p.m.
Tourism Advisory Board	Second Thursday of the month, 9:30 a.m.
Youth Commission	Third Wednesday of every other month, 5:30 p.m.

Board/Commission (Voting Member)	Meeting Date/Time
Central Shenandoah Planning District Commission	Third Monday of every other month, varies
Community Action Partnership of SAW	Third Tuesday of the month, 5:30 p.m.
SAW Metropolitan Planning Organization	First Wednesday of the month, 10:00 a.m.
Virginia First Cities Board	2x Annually- Spring & Fall

Attachment 3

City Council Liaisons

Brad Arrowood	Historic Preservation Commission Staunton Downtown Dev. Assoc.	4 th Tuesday of each month, 5:30 p.m. 2 nd Tuesday of the month, 6:00 p.m.
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Adam Campbell	Planning Commission Youth Commission	3 rd Thursday of each month, 5:30 p.m. 3 rd Wednesday of every other month, 5:30 p.m.
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Michele Edwards	Library Advisory Board School Board	3 rd Thursday of each month, 4:30 p.m. 2 nd & 4 th Mondays of each month, 5:00 p.m.
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Alice Woods	DEI Commission Redevelopment & Housing Authority Nominations Committee	3 rd Wednesday of each month, 6:00 p.m. 3 rd Tuesday of each month, varies At least once per month, TBD
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Voting Members

Open	Central Shenandoah Planning District Commission	3 rd Monday of every other month, varies
Open	CAPSAW	3 rd Tuesday of each month, 5:30 p.m.
Open	Virginia First Cities Board	2x annually in Spring & Fall
Brad Arrowood	SAWMPO	1 st Wednesday of each month, 10:00 a.m.

OPEN:

Tourism Advisory Board	2 nd Thursday of each month, 9:30 a.m.
Economic Development Authority	4 th Thursday of each month, 8:30 a.m.
Lewis Creek Watershed Advisory Committee	1 st Monday of each month, 5:00 p.m.
Landscape Advisory Board	As needed
Agricultural-Forestal Advisory Committee	As needed