Work Session Agenda
Staunton City Council
January 23, 2025
5:15 p.m.

Caucus Room

5:15 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
5:20 p.m.	**2.**	**Joint Budget Work Session—City Council and School Board**

Rita S. Wilson Council Chambers

5:50 p.m.		**Break to Move to Rita S. Wilson Council Chambers**
6:00 p.m.	**3.**	**Update on BRITE—Regional Public Transportation System**
6:20 p.m.	**4.**	**Closed Meeting for (i) the Discussion or Consideration of the Acquisition of Real Property for a Public Purpose located on Churchville Avenue; and (ii) Consultation with Legal Counsel for Legal Advice Related to Eminent Domain (Includes Dinner Break Until Regular Meeting at 7:00 p.m.)**

Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
January 23, 2025
7:00 p.m.

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Campbell

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes
Organizational Meeting of January 7, 2025
Work Session and Regular Meeting of January 9, 2025

A.2. FY 2025 2nd Quarter Financial Report

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

B. Public Hearing for Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Three*

C. Consideration of Resolution Authorizing Virginia Department of Transportation Inventory Adjustment

D. Consideration of Resolution Clarifying the Portion of Transient Occupancy Tax Dedicated for Tourism Promotion and Marketing

Matters from the City Manager

Matters from the Public*

Adjournment

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

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>January 23, 2025</td><td rowspan="3">City Council</td></tr>
<tr><td>Item #</td><td>1</td></tr>
<tr><td>Department:</td><td>City Council</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Values: Integrity
Engagement</td></tr>
<tr><td>Subject:</td><td colspan="2">Work Session and Regular Meeting Agendas</td></tr>
</table>

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

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

City Manager: Leslie Beauregard

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

<table>
<tr><td>Meeting Date:</td><td>January 23, 2025</td><td rowspan="3">City Council

School Board</td></tr>
<tr><td>Item #</td><td>2</td></tr>
<tr><td>Department:</td><td>School Board
City Council</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Strategic Area: Responsive, Efficient Government</td></tr>
<tr><td>Subject:</td><td colspan="2">Joint Budget Work Session—City Council and School Board</td></tr>
</table>

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

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 23, 2025**	**Leslie Beauregard** **City Manager**
Item #	**3**	
Department:	**City Manager's Office**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence; Inclusion & Equity; Environmental Consciousness** **Strategic Area: Infrastructure; Economic Development**	
Subject:	**Update on BRITE—Regional Public Transportation System**	

Background: Staff from the Central Shenandoah Planning District Commission will provide an update on services and upcoming initiatives through BRITE, the region's public transportation system.

Attachment: PowerPoint Presentation

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Attachment 1

BRITE BUS TRANSIT

Staunton City Council
January 23, 2025

HISTORY

1970s
First Public Bus Service in Staunton

1990s
CATS Formed to Provide Human Services Transportation

2010s
CSPDC Becomes Recipient of Federal and State Transit Funds

2016
BRITE Brand Introduced

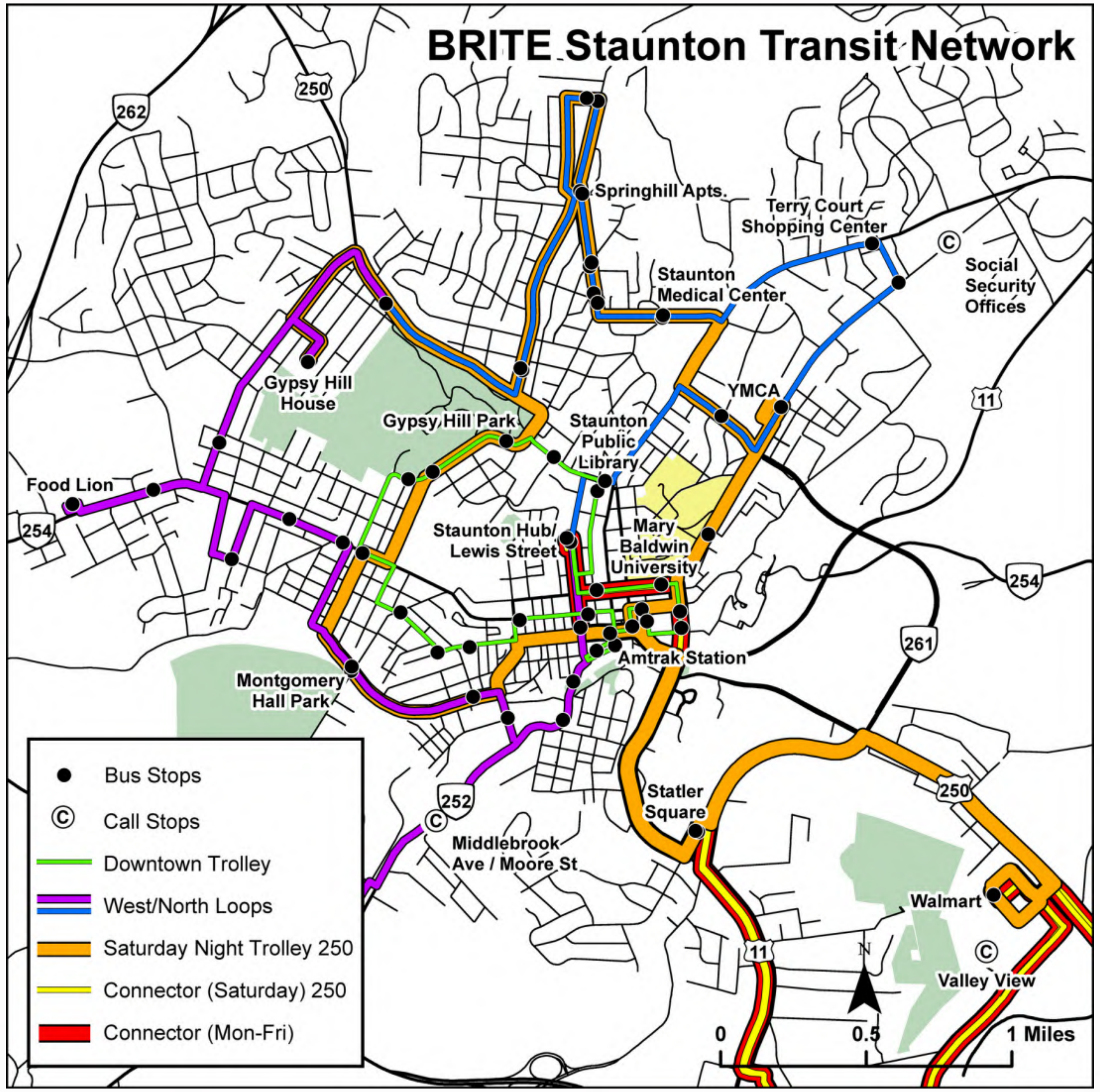
TRANSIT SERVICES

Fixed-Route
Staunton West/North Loops; Staunton Downtown Trolley & Saturday Night Trolley; 250 Connector; Waynesboro Circulator; BRCC Shuttles; Stuarts Draft Link

Paratransit
ADA Compliant Complementary Paratransit & Deviated Fixed Route Service (certified eligibility)

Commuter Bus
Inter-regional commuter bus service connecting Staunton, Fishersville, and Waynesboro to Charlottesville & Albemarle County

STAUNTON ROUTES



Staunton West/North Loops

Monday-Friday,
6:30AM-7:30PM
Saturday,
7:30AM-5:30PM

Staunton Downtown & Saturday Night Trolley

Monday-Friday, 10AM-9PM
(Winter hours conclude at 6PM)
Saturday, 10AM-6PM

Sat Night Trolley: 6PM-10PM
(Winter hours conclude at 9PM)

250 Connector (Eastbound/Westbound)

Monday-Friday,
7:30AM-9:30PM
Saturday,
8:30AM-7:30PM

STATISTICS

212,642

PASSENGER TRIPS

704,619

REVENUE MILES

36,535

REVENUE HOURS

FY24

RECENT CHANGES

Staunton West/North Loops
- Modified start/end times of route and included CALL Stop at Middlebrook Trace Apartments on Middlebrook Ave

BRITE Access
- Increased weekly hours & added a third bus to operations during peak reservation times

Valley Community Services Board
- Welcomed VCSB as a funding partner and implemented stop 3x per day (8AM, 12PM, 5PM)

Afton Express
- Stop relocations: Staunton Mall to Staunton Crossing & Fishersville Park & Ride to Augusta Health

Infrastructure
- Lewis Street Hub & Mobile Data Collection System

FOLLOW ALONG & ENGAGE

- BRITE Transit Advisory Committee Meetings
- Staunton-Augusta-Waynesboro Metropolitan Planning Organization Meetings
- Community Outreach & Presentations

THANK YOU

www.britebus.org

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CITY COUNCIL | **AGENDA BRIEFING**

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>January 23, 2025</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 (i) the Discussion or Consideration of the Acquisition of Real Property for a Public Purpose located on Churchville Avenue; and (ii) Consultation with Legal Counsel for Legal Advice Related to Eminent Domain</td></tr>
</table>

Suggested Motion: I move to enter a closed meeting for the discussion or consideration of the acquisition of real property located on Churchville Avenue for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code § 2.2-3711(A)(3) and for consultation with legal counsel from the City Attorney for legal advice related to eminent domain for the acquisition of right-of-way pursuant to Virginia Code §2.2-3711(A)(8).

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:	**January 23, 2025**	**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

<table>
<tr><td>Meeting Date:</td><td>January 23, 2025</td><td rowspan="3">City Council</td></tr>
<tr><td>Item #</td><td>A.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">Approval of Minutes</td></tr>
</table>

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

Attachment:

Attachment 1 – Organizational Meeting Minutes of January 7, 2025
Attachment 2 – Work Session and Regular Meeting Minutes of January 9, 2025

Suggested Motions: I move to approve the organizational meeting minutes of January 7, 2025 and the work session and regular meeting minutes of January 9, 2025 [as presented] [with the following changes: ______________________.]

City Manager: Leslie Beauregard

Attachment 1

ORGANIZATIONAL MEETING OF STAUNTON CITY COUNCIL
Tuesday, January 7, 2025
5:00 p.m.
Rita S. Wilson Council Chambers

PRESENT: **Brad D. Arrowood**
Adam F. Campbell
Michele D. Edwards
Jeff L. Overholtzer
Corrie R. Park
Blake N. Shepherd
Alice L. Woods

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

City Attorney John Blair called the meeting to order: Mr. Blair called this meeting of Staunton City Council to order.

Mr. Blair stated that the existing Memoranda of Procedure expired on December 31, 2024. Technically, no business may be conducted, including the election of a Mayor and Vice-Mayor, until the Memoranda are reaffirmed.

Mr. Overholtzer moved to reaffirm the existing procedural memoranda.

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

Mr. Arrowood	aye	Ms. Park	aye
Mr. Campbell	aye	Mr. Shepherd	aye
Ms. Edwards	aye	Ms. Woods	aye
Mr. Overholtzer	aye		

A. Election of Mayor

Mr. Blair opened the floor for nominations for the office of Mayor.

Ms. Woods nominated Ms. Edwards for the office of Mayor.

Ms. Edwards accepted the nomination.

Ms. Woods moved to elect Michele Edward as Mayor of the City of Staunton for a term of two years.

The motion was seconded by Mr. Overholtzer.

There being no other nominations for Mayor, the motion carried as follows:

Mr. Arrowood	aye	Ms. Park	aye
Mr. Campbell	aye	Mr. Shepherd	aye
Ms. Edwards	aye	Ms. Woods	aye
Mr. Overholtzer	aye		

B. Election of Vice Mayor

Mayor Edwards called for nominations for the office of Vice Mayor.

Mr. Campbell nominated Mr. Arrowood to serve as Vice Mayor.

Mr. Arrowood accepted the nomination.

Mr. Campbell moved to elect Brad Arrowood as Vice Mayor of the City of Staunton for a term of two years.

The motion was seconded by Ms. Woods.

There being no other nominations for Vice Mayor, the motion carried as follows:

Mr. Arrowood	aye	Ms. Park	aye
Mr. Campbell	aye	Mr. Shepherd	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

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

City Manager Leslie Beauregard stated that the resolution before Council consists of the meeting dates which would be held on the second and fourth Thursdays of the month, with the exception for the months of November and December due to the holidays.

There were no questions or comments from Council members.

Mr. Shepherd moved to adopt the resolution establishing the Staunton City Council regular meeting dates from January 1, 2025 to December 31, 2026, as presented.

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

Mr. Campbell	aye	Ms. Woods	aye
Ms. Park	aye	Vice Mayor Arrowood	aye
Mr. Shepherd	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

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

RECITALS

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;

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;

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.

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.

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:

> [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.

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

D. Establishment and Appointment of the Council Nominations Committee

Ms. Beauregard stated that 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 and has the authority to appoint a Council member as a liaison to city boards and commissions.

There were no questions or comments from Council members.

Ms. Park moved that Mr. Overholtzer, Mr. Shepherd, and Ms. Woods be appointed to the Staunton City Council Nominations Committee.

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

Ms. Park	aye	Mr. Overholtzer	aye
Mr. Shepherd	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Campbell	aye		

E. Appointment of Councilmembers on Boards/Commissions

Mr. Blair stated that City Council will appoint Council Members to liaison positions on boards and 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 Councilors expired.

Ms. Woods moved that City Council appoint the following list of Councilmembers for all boards and commissions currently being served by Council liaisons:

Agricultural-Forestal Advisory Committee – Jeff Overholtzer
Cable Television Commission – Michele Edwards
CAPSAW – Corrie Park
Central Shenandoah Planning District Commission – Brad Arrowood
Diversity, Equity, and Inclusion Commission – Alice Woods
Economic Development Authority - Jeff Overholtzer
Historic Preservation Commission - Brad Arrowood
Landscape Advisory Board – Blake Shepherd
Lewis Creek Watershed Advisory Committee – Jeff Overholtzer
Library Advisory Board – Michele Edwards
Planning Commission – Adam Campbell
Recreational Advisory Commission – Blake Shepherd
Redevelopment and Housing Authority – Alice Woods
SAWMPO – Brad Arrowood
School Board – Michele Edwards
SDDA Board – Brad Arrowood

Tourism Advisory Board – Corrie Park
Virginia First Cities Board – Adam Campbell
Youth Commission – Adam Campbell

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

Mr. Overholtzer	aye	Mr. Shepherd	aye
Ms. Park	aye	Vice Mayor Arrowood	aye
Mr. Campbell	aye	Mayor Edwards	aye
Ms. Woods	aye		

F. Comments of Councilmembers

Ms. Woods congratulated Mayor Edwards and Vice Mayor Arrowood and welcomed the new councilmembers.

Ms. Park congratulated Mayor Edwards and Vice Mayor Arrowood. She also recognized the hard work of Public Works crews on snow removal.

Mr. Campbell thanked members of the public, city staff, and former councilmembers, adding that he is excited for the next four years.

Mr. Overholtzer thanked the city's advisory committees, various government agencies, non-profits, community leaders, civic groups, churches involved in making the city a better place.

Vice Mayor Arrowood welcomed the new councilmembers and encouraged council to keep up the momentum.

Mr. Shepherd congratulated Mayor Edwards and Vice Mayor Arrowood and thanked everyone for their support.

Mayor Edwards thanked city staff, elected officials, and her family for their support, noting her excitement and hope for the next two years.

<u>ADJOURNMENT</u>

There being no further business to come before Council, the meeting adjourned at 5:23 p.m.

____
Kiley A. Kesecker
Clerk of Council

City Council
WORK SESSION
January 9, 2025
5:00 p.m.

Council Members present: Mayor Edwards, Vice Mayor Arrowood, and Councilors Campbell, Overholtzer, Park, Shepherd, and Woods.

<u>Mayor Claffey called the meeting to order</u>: Mayor Edwards 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.

Vice Mayor Arrowood moved to approve the work session and regular meeting agendas as presented.

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

Ms. Park	aye	Mr. Shepherd	absent
Mr. Overholtzer	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Campbell	aye		

Mr. Shepherd arrived at 5:03 p.m.

2. Blue Ridge Court Services FY2024 Annual Report

Megan Roane, Director of Blue Ridge Court Services, provided an annual update of the work accomplished by her department during the last fiscal year. The presentation highlighted the number of new clients served in FY2024, probation placements, pretrial placements, reentry services, and other specific programs.

Vice Mayor Arrowood asked if the closure of the Augusta Correctional Facility will have any impact. Ms. Roane stated that the closure will not significantly impact their operations as their clients are housed at the Middle River Regional Jail.

Mr. Overholtzer asked if there are any new trends in risk factors for clients. Ms. Roane stated that there are ongoing issues with mental health and substance abuse, specifically methamphetamine and fentanyl.

Councilmembers had no further questions.

3. <u>Discussion of Parks & Recreation Fees and Recommended Changes</u>

Parks and Recreation Director Chris Tuttle provided a brief overview of the history of parks and recreation fees and outlined the proposed changes to facility rental fees, field rentals, pool fees, and summer camp fees. Along with fee increases across the board, non-residents will now pay a higher fee than resident users of city parks facilities and programs.

Vice Mayor Arrowood expressed concerns about the impact of the summer camp fee increase on families and suggested keeping the resident fee at $100.

Councilor Woods agreed, adding that she supports the fee increase for non-residents.

A brief discussion ensued regarding the potential financial burden on families and the importance of affordable childcare options.

Councilmembers agreed to keep the summer camp resident fee at $100 and increase the non-resident fee, with a one-week early registration period for city residents.

Councilmembers had no further questions.

4. <u>Discussion of FY2024 End of Year Carry Over</u>

Chief Finance Officer Jessie Moyers stated that the FY2024 year-end carry over was reported at the December 12, 2024 City Council meeting, along with year-end results. The agreed upon uses will be introduced at the January 23, 2025 City Council meeting as part of FY2025 budget amendment #3. The available unassigned general fund balance as of June 30, 2024 is $5,444,572.

The FY2024 carry over discussion took place regarding the following:

Recommended uses:
- $2,891,050 - FY2025 General Fund Capital Plan
- $27,393 - Valley Supportive Housing (from FY23 carry over)
- $50,000 - Wharf Tree Replacement (from FY23 carry over)
- $45,000 - Entrance Corridor Overlay (from FY23 carry over)

Other considerations discussed for the remaining $2,431,129:
- Increase Safety Net
- Parks & Rec Public Use Facilities
- Fire Station #1 Improvements
- Police Department Relocation – Phase I
- VDOT Projects (Richmond Ave. roundabout/road diet; sidewalk projects)
- Amtrak Station Improvements (State grant match)
- Undesignated CIP

Mr. Campbell stated that there are obviously many capital needs, but phase two of the Shelburne Middle School renovations should stay at the forefront of those needs.

Councilmembers agreed and instructed Ms. Moyers to proceed with adding the CIP funding to budget amendment number three, and the reappropriation of the three smaller items from the FY2023 carry over.

5. <u>Update on Refuse Modernization Initiative</u>

Director of Public Works Dave Irvin provided an overview of the refuse modernization initiative, including policy changes, new refuse containers, yard waste collection, bag tags, expanded and new offerings, timeline, frequently asked questions, and next steps. The rollout period will allow customers to evaluate their waste generation, storage needs, and whether an additional refuse container is warranted when compared to the $1 cost of each bag tag for overflow trash.

Councilmembers clarified several points from the presentation, including fees for additional containers or yard waste containers, bag tags, and a third option for container size.

6. <u>Closed Meeting for the Discussion of the Performance of the City Manager and the City Attorney Pursuant to Virginia Code Section 2.2-3711 (A)(1)</u>

Ms. Woods moved to enter a closed meeting for the discussion of the performance of the City Manager pursuant to Virginia Code Section 2.2-3711(A)(1).

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

Mr. Shepherd	aye	Ms. Woods	aye
Ms. Park	aye	Vice Mayor Arrowood	aye
Mr. Overholtzer	aye	Mayor Edwards	aye
Mr. Campbell	aye		

Mr. Overholtzer 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 Vice Mayor Arrowood and carried as follows:

Mr. Overholtzer	aye	Ms. Park	aye
Ms. Woods	aye	Vice Mayor Arrowood	aye
Mr. Shepherd	aye	Mayor Edwards	aye
Mr. Campbell	aye		

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

____

Kiley A. Kesecker
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, January 9, 2025
7:00 p.m.
Rita S. Wilson Council Chambers

PRESENT: **Mayor Michele D. Edwards**
Vice Mayor Brad D. Arrowood
Adam F. Campbell
Jeff L. Overholtzer
Corrie R. Park
Blake N. Shepherd
Alice L. Woods

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

Mayor Edwards called the meeting to order: Mayor Edwards 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 Rev. A.J. Heine on the invitation of Vice Mayor Arrowood, who first reflected on the passing of President Jimmy Carter and recognized the national day of mourning.

MAYOR'S REPORT

Mayor Edwards recognized and welcomed the three new members of Council. She also stated that the YMCA is celebrating its 150th anniversary this year.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Woods stated that the Nominations Committee met on December 11, 2024 and would like to make the following motion:

To appoint Tyler Gallimore to the Redevelopment & Housing Authority to fill the unexpired term of Anna Bindrim ending February 28, 2025.

To appoint Amanda Kaufman to the Valley Community Services Board to fill the unexpired term of Anna Leavitt ending August 31, 2025.

To appoint Michael Nay to the Valley Community Services Board for a 3-year term beginning January 1, 2025 ending December 31, 2027.

To appoint John Hutchinson to the Planning Commission to fill the unexpired term of Joe Mills ending February 28, 2025.

To reappoint Sandi Cararo to the Tourism Advisory Board for a 3-year term beginning December 1, 2024 and ending November 30, 2027.

To reappoint Bill Crisp to the Lewis Creek Watershed Advisory Committee for a 3-year term beginning December 1, 2024 and ending November 30, 2027.

To reappoint Natasha Reinhardt and Susan Mace to the Youth Commission for 3-year terms beginning December 1, 2024 and ending November 30, 2027.

Needing no second, the motion carried as follows:

Mr. Campbell	aye	Ms. Woods	aye
Ms. Park	aye	Vice Mayor Arrowood	aye
Mr. Shepherd	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

Ms. Woods also thanked Mayor Edwards for hosting and organizing the Christmas luncheon at Trinity Episcopal Church.

Mr. Campbell shared information about the city's Comprehensive Plan update, including an open house on January 22.

Vice Mayor Arrowood shared information about the ongoing winter farmer's market and Christmas tree collection.

Mr. Overholtzer stated that he and Mr. Shepherd helped judge the Celebration of Holiday Lights at Gypsy Hill Park, and he, Ms. Park, and Mr. Shepherd attended the Virginia Municipal League Elected Officials Conference. He added that he attended the recent meeting of the Lewis Creek Watershed Advisory Committee.

<u>REGULAR MEETING</u>

A. Consent Agenda

Mayor Edwards 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 December 12, 2024

A.2 Consideration of Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two

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

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

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

Ms. Woods	aye	Ms. Park	aye
Mr. Shepherd	aye	Vice Mayor Arrowood	aye
Mr. Campbell	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

(ATTACHMENT A)

B. Public Hearing and Consideration of a Request by Augusta Opportunities, Inc. for a Special Use Permit to Revise the Master Plan for the Planned Residential Development Known as Olde South Village and South View

Planning Manager Tim Hartless stated that Olde South Village and South View is a Planned Residential Development located off Commerce Road and Green Hills Drive. The original Special Use Permit for the Planned Residential Development was approved in 2006. The development contains 98.6 acres of residential land, zoned R-4, High Density Residential, which will eventually be subdivided into 286 single-family lots and 9.01 acres of commercial land, zoned B-2, General Business, which is currently platted as three lots. To date, final plats have been approved and recorded for four sections of the development and have created a total of 108 lots. The developer, Augusta Opportunities, Inc, is requesting approval of a revised master plan for the entire development.

A Planned Residential Development is permitted in all residential zoning districts by Special Use Permit. The process allows a developer to cluster dwelling units on smaller lots in areas that are more easily developable. In exchange for allowing smaller lots and smaller minimum setback requirements, common areas and open space are provided for recreational opportunities. Generally, this requires the creation of a Home Owners Association (HOA) to own and maintain the common areas. Typically, a developer will provide the open space amenity and then transfer it to the HOA which will own and maintain the amenity. In this case, the developer has agreed to provide a cash payment to the HOA and then the HOA will provide its own amenity based upon the desires of the homeowners.

Both the developer and the HOA have expressed a desire to staff to amend the master plan to reduce the amenities that would be provided by the developer and subsequently owned and maintained by the HOA in the future. Both parties came to an agreement and this revised master plan is the result of that agreement.

The results of the revised master plan:
1. Reduces the number of amenities to be provided from four to two.
2. Eliminates all required walking trails. Any trails the Home Owners Association may provide in the future will not be required as a condition of the Special Use Permit and will be at the discretion of the Association.
3. The developer has agreed to make a cash payment to the Home Owners Association in the amount of $35,000 to cover the cost of the buildout of the amenity. The Association will take responsibility for providing any equipment, structures, etc., provided within the amenity. An agreement has been signed between the two entities.
4. Common areas will be organized into two categories: Native Areas and Mowed Use Areas. Mowed Use Areas will be regularly mowed and maintained to promote recreation. Native Areas would not be regularly maintained and would remain in a more natural state. These areas would be mowed at least annually.
5. Community Amenity: At the discretion of the HOA, the community amenity area shall include, but not be limited to, one or more of the following:
   -Commercial grade play elements (swing set, playset)
   -Picnic amenities (tables, grills)
   -Gathering amenities (pavilion, gazebo, benches)

The revised mater plan does not change the density of the development, the layout of the lots, the infrastructure, or the amount of open space/common area.

At its December 19, 2024 meeting, the Planning Commission conducted a public hearing on the request during which no one spoke in opposition to the request. However, several people did speak expressing concerns related to traffic and the large number of homes served by only one means of ingress and egress. On a 3-0 vote, the Commission unanimously recommend approval of the Special Use Permit with the following conditions:

1. Any lighting of common areas and amenities must be wholly contained within the common area and may not spillover onto adjacent residential properties.
2. A building permit may be required for some amenities. The HOA shall inquire with the Community Development Department, Building Services Division, prior to beginning any work. All work must comply with the provisions of the Virginia Uniform Statewide Building Code.
3. A plan must be reviewed and approved by the Community Development Department for build out of Amenity A and B prior to beginning any work in those areas.

Mr. Campbell stated that $35,000 seems low for the level of amenities this type of community would need and asked what that number is based on. Mr. Hartless stated that is the number that was negotiated between the developer and the HOA.

Eric Obaugh with Augusta Opportunities, Inc. provided a brief overview of the project.

Mayor Edwards 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 matter. 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 from the Public. Please keep your comments to five minutes. 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.

Jeremy Bailey, 114 Beauregard Drive, expressed concerns about the adequacy of the amenities, traffic calming, and the need for more specific standards in city ordinances pertaining to planned residential developments.

Constance Birch, 319 Mary Gray Lane, stated that it is difficult to work with developers to have amenities built.

Karin Magno, 303 Stonewall Jackson Boulevard, spoke about the need for more specific standards in city ordinances pertaining to planned residential developments.

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

Mr. Campbell stated that there is too much ambiguity and not enough detail in the current ordinance for city staff to properly enforce the requirements, and that the city should focus on adding a few additional standards and requirements moving forward. Councilmembers agreed.

Ms. Woods moved that Council adopt the resolution and approve the special use permit and conditions as recommended by the Planning Commission.

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

Mr. Campbell	aye	Ms. Woods	aye
Ms. Park	aye	Vice Mayor Arrowood	aye
Mr. Shepherd	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR REVISIONS TO THE MASTER PLAN FOR THE PLANNED RESIDENTIAL DEVELOPMENT KNOW AS OLDE SOUTH VILLAGE AND SOUTH VIEW

<u>Recitals</u>

A. Olde South Village and South View is a Planned Residential Development located at the intersection of Green Hills Drive and Stonewall Jackson Boulevard within the City of Staunton. Olde South Village and South View's Developer, Augusta Opportunities, Inc, is requesting a Special Use Permit to revise the Master Plan for the development;

B. The original Master Plan for this development was approved by Staunton City Council on January 12, 2006;

C. The Developer seeks a Special Use Permit under Staunton City Code (SCC) Section 18.105.020 which establishes the requirements for a Planned Residential Development;

D. The Property is located within a R-4, High Density Residential District, which, according to SCC Section 18.105.020 a Planned Residential Development may be permitted on review;

E. The Staunton Planning Commission conducted a public hearing on the request, after notice and advertisement as required by law on December 19, 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 18.105.020 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 for revisions of the aforementioned 2006 Master Plan subject to the following conditions:

1. Any lighting of common areas and amenities must be wholly contained within the common area and may not spillover onto adjacent residential properties.
2. A building permit may be required for some amenities. The HOA shall inquire with the Community Development Department, Building Services Division, prior to beginning any work to construct or alter amenities. All work must comply with the provisions of the Virginia Uniform Statewide Building Code.
3. A plan must be reviewed and approved by the Community Development Department for build out of Amenity A and B prior to beginning any work in those areas.

Introduced: January 9, 2025
Adopted: January 9, 2025
Effective: January 9, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

C. Public Hearing and Consideration of an Amendment to Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, of Title 18, Zoning, of the Staunton City Code to Allow Alleys and Private Access Easements to be Used for Primary Access to Construct a Single-Family Dwelling in Certain Situations

Mr. Hartless stated that Staunton City Code 18.120, Yard, Building, and Open Space Exceptions, requires that a public street form the direct and primary means of ingress and egress for all dwelling units.

SCC 18.120.010 (4)
(f) No dwelling shall be erected on a lot which does not abut on at least one street for at least 30 feet. A street shall form the direct and primary means of ingress and egress for all dwelling units. Alleys, where they exist, shall form only a secondary means of ingress and egress.

In recent years, staff has noticed an increase in the number of existing lots in which this primary access requirement has created issues for development. Typically, these issues are due to lot shape, lot topography, or high traffic volume on the street which provides the frontage. In these cases, it can be difficult for both the home builder and the city to locate a desirable point on the street for a driveway entrance. All new entrances to the city street must be approved by the City Engineer through the issuance of a Driveway Entrance Permit. The City Engineer evaluates each application for stormwater runoff, existing water/sewer utility locations, proximity to an intersection, proximity to other entrances, sight distance, and ability to safely enter the street i.e., not backing into the street.

Due to the number of recent instances where this problem has arisen, staff believes it would be appropriate to amend the zoning code to allow, with conditions, alleys, and private access easements to be used as primary access in cases where the City Engineer determines that issuing a Driveway Entrance Permit from the public street is not desirable.

At its October 17, 2024 meeting, the Planning Commission authorized staff to begin work on a draft amendment. At its November 21, 2024 meeting, the Planning Commission reviewed a draft amendment and authorized staff to move forward with scheduling a public hearing.

While drafting the proposed language, staff gave consideration to the following issues and tried to ensure each was adequately addressed in the proposal.

- Only one single-family dwelling may be constructed.

- The dwelling must face the public street and not the alley or the easement.
- Pedestrian access must be provided and maintained from the front door of the dwelling to the public street.
- In cases where an easement is used, the applicant must provide proof of an ingress and egress easement.
- A driveway entrance permit must be approved evaluating the alley or easement access point to the public street.

At its December 19, 2024 meeting, the Planning Commission conducted a public hearing on the request during which no one spoke in opposition. On a 3-0 vote, the Commission unanimously recommend approval of the amendment.

Vice Mayor Arrowood clarified that the proposed amendment is a fix for existing conditions only. Mr. Hartless confirmed that it is only for existing lots, and only in cases where the city engineer determines that issuing a driveway entrance permit is not a good idea. For any existing lot where there is no adequate place for an entrance, the city would require that entrance to be off the public street, which is the vast majority of the single-family homes that are built in Staunton.

Councilmembers had no further questions.

Mayor Edwards 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.

Ms. Park moved that Council adopt the ordinance and approve the amendment as recommended by the Planning Commission.

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

Ms. Park	aye	Mr. Overholtzer	aye
Mr. Shepherd	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Campbell	aye		

Ordinance No. 2025- 2

AN ORDINANCE AMENDING
CHAPTER 18.120, YARD, BUILDING SETBACK, AND OPEN SPACE EXCEPTIONS,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE,

TO ALLOW ALLEYS AND PRIVATE ACCESS EASMENTS TO BE USED AS PRIMARY ACCESS TO CONSTRUCT A SINGLE-FAMILY DWELLING IN CERTAIN SITUATIONS

Recitals

A. Staunton City Code (SCC) Chapter 18.120 Yard, Building Setback, and Open Space Exceptions, regulates permitted ingress and egress points from a public street for properties located within the City of Staunton.

B. Currently, SCC Section 18.120.010 (4) requires that a street shall form the direct and primary means of ingress and egress for all dwelling units;

C. City staff has noticed an increase in the number of instances where the current direct and primary access requirement has hindered building permit reviews;

D. City staff has proposed amending Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, to allow, with conditions, ingress and egress for a single-family dwelling using alleys and private access easements in cases where the City Engineer has declined to issue a driveway entrance permit for direct and primary access from the public street;

E. At its October 17, 2024 meeting, the Planning Commission took action to authorize staff to proceed with drafting the requested amendment;

F. At its December 19, 2024 meeting, the Planning Commission conducted a public hearing on the request and took action to recommend that City Council approve the proposed amendment;

G. The Planning Commission considered the matter and after study, review, and consideration of comments received during the public hearing has recommended approval of the amendment;

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 Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.120
YARD, BUILDING SETBACK, AND OPEN SPACE EXCEPTIONS

Sections:
18.120.010 Setback exceptions.

18.120.010 Setback exceptions.

The following requirements provide exceptions or qualify and supplement, as the case may be, the specific district regulations set forth except in Division II of this title:

(1) No yard, open space, or lot area required for a building or structure shall, during its life, be occupied by any other building or structure except:

(a) Awnings and canopies, as provided for in the building code and SCC 12.05.110.

(b) Bay windows and chimneys, not to exceed two feet.

(c) Driveways, curbs, sidewalks, steps, and ramps.

(d) Fences, walls, and hedges, subject to the regulations as set forth in this chapter.

(e) Garbage disposal equipment, nonpermanent.

(f) Landscape features, planting boxes, and recreational equipment.

(g) Overhanging roof, eave, gutter, cornice, or other architectural feature, not to exceed three feet. Open fire escapes may extend into any required yard not more than six feet.

(h) Parking space subject to the regulations set forth in Chapter 18.125 SCC.

(i) Signs, subject to the regulations set forth in Chapter 18.140 SCC.

(j) Decks and porches (nonenclosed) not to exceed six feet.

(k) Trees, shrubs, flowers, and other plants subject to the vision requirements in this chapter.

(l) Accessory buildings or structures in a front yard when the accessory building or structure is located at least 400 feet from the public right-of-way.

(m) Mechanical equipment and generators when installed and used as an accessory use and related to the function of the principal use.

(2) On any corner lot where a front and side yard is required, no wall, fence, sign, structure, or any plant growth which obstructs sight lines at elevations between two and one-half feet and 10 feet above the crown of the adjacent roadway shall be placed or maintained within a triangle formed by measuring from the point of intersection of the front and exterior side lot lines a distance of 15 feet along the front and side lot lines and connecting the points so established to form a right triangle on the area of the lot adjacent to the street intersections.

(3) The following regulations shall apply to fences and walls in residential districts, or in any other district when constructed, placed, and/or used for residential purposes:

(a) The height of a fence or wall shall be measured from the elevation at the base of the fence or wall, on the side away from the principal structure, vertically to the highest point of the fence or wall. In the case of fences on top of retaining walls or immediately adjacent to retaining walls, the height of the fence shall be measured from the top of the wall.

Posts or decorative trim caps may extend an additional six inches above the maximum height allowed for the fence.

In cases where topography creates conditions that hinder the ability to maintain a consistent fence height, the zoning administrator may have the discretion to approve minor increases in height in order to maintain a consistent horizontal line along the top edge of the fence.

(b) In any required front yard, except as provided in subsection (2), (3)(d), or (3)(e) of this section, no fence or wall shall be permitted above the height of four feet, except as to retaining walls on lots with a grade in excess of 15 percent.

(i) Exceptions for nonresidential uses permitted on review in residential districts:

(A) In any required front yard, except as provided in subsection (2), (3)(d), or (3)(e) of this section, no fence or wall shall be permitted above the height of six feet, except as to retaining walls on lots with a grade in excess of 15 percent.

(B) Fences exceeding four feet in height shall not be permitted adjacent to vehicular entrance to or exit from the public right-of-way within a triangle formed by measuring from the point of intersection of the edge of the entrance/exit and the front lot lines a distance of 15 feet along the front line and 15 feet along the edge of the entrance or exit and connecting the points so established to form a right triangle on the area of the lot adjacent to the entrance or exit.

(c) In any required side or rear yard, no fence or wall shall be permitted above the height of eight feet.

(d) Only for the purposes of this section, on any lot having frontage on more than one street, the orientation of the front or main door of the principal structure, as determined by the address assigned by the city, shall establish a primary front yard and all other front yards shall be considered secondary front yards. In secondary front yard(s), no fence or wall shall be permitted above the height of four feet unless the fence or wall is set back at least half the required front setback for the lot.

(e) On any through lot, as to any secondary front yard(s), as established in subsection (3)(d) of this section, no fence or wall shall be permitted above the height of four feet unless the fence or wall is set back the full front setback required for the lot, or the average setback established by the adjacent existing dwellings or structures in the block, whichever is greater.

(4) The following provisions also apply to certain conditions with respect to the use of lots and access points:

(a) If 25 percent or more of the lots on one side of the street between two intersecting streets are improved with buildings all of which have effectively established an average setback line which is less than the specified setback for that district, then no building on that side of the street shall be required to have a front yard greater than the average front yard of the existing buildings. However, when there are buildings on the adjacent lots on both sides, the front yard shall not be required to be greater than the average of the front yards of the buildings on the adjacent lots. Only front yards that are front facing based on the orientation of the principal structure, and the address assigned by the city, shall be a factor in these calculations.

(b) Lots having frontage on more than one street shall provide the required front yards along those streets. On a corner lot in a residential district (R-1, R-2, R-3, R-4 and P-1), the front yard shall be designated by the orientation of the front or main door of the principal structure, as determined by the address assigned by the city, unless the front yard is designated on the recorded subdivision plat. The rear yard shall be opposite the front yard. The other yard abutting a street shall be a side yard and shall not be less than one-half of the front yard setback of the underlying district for single-family dwellings and accessory buildings, unless the lot meets the small lot exception granted under subsection (4)(d) of this section. Terraces and porches shall not encroach into this side yard setback notwithstanding the exceptions in subsection (1) of this section.

(c) Division of a Lot. No recorded lot shall be divided into two or more lots unless such division results in the creation of lots, each of which conforms to all of the applicable regulations of the district in which the property is located. No reduction in the size of a recorded lot below the minimum requirements of this title shall be permitted, except as prescribed below:

(i) On lots containing more than one single-family dwelling, existing on or before November 11, 2021, and located within the H-1, historic preservation, district in cases where more than half of existing lots with frontage on the same side of an existing and public street accepted by city council between two intersecting streets have a width or overall lot area which is less than that required in the regulations of the respective district, a lot may be divided into two or more new lots when the new lots will be equal to or greater than the width and the lot area of at least half of the other lots existing on the same side of the intersecting streets at the time the subdivision is proposed. In no case shall a lot be created which is less than 40 feet in width and 70 feet in depth. Width shall be measured at the front building line. The provisions of maximum lot length set forth in SCC 18.20.040(4)(b), 18.25.040(4)(b), and 18.30.040(4)(c) shall not apply to the newly created lots. The minimum required setbacks for the newly created lots shall conform to subsection (4)(d) of this section, Dwellings on Small and/or Narrow Lots. The result of the approved and recorded plat must be that each single-family dwelling be located wholly on its own individual lot.

(d) Dwellings on Small and/or Narrow Lots. Where there are existing recorded lots which do not meet the minimum lot area and/or width requirements, single-family dwellings may be constructed provided the building front yard setback is 15 feet or the average setback established by dwellings or structures existing at the start of construction, and as long as a side yard shall be not less than four feet and the sum of the side yards shall be not less than 10 feet and as long as all other requirements, except lot size and lot width, are met.

(e) Principal Uses Without Buildings. Where a permitted use of land involves no structures, such use, excluding agricultural uses, shall nonetheless comply with all yards and minimum lot area requirements applicable to the district in which located, as well as obtain any other license or permit applicable to that particular use.

(f) No dwelling shall be erected on a lot which does not abut on at least one street for at least 30 feet. A street shall form the direct and primary means of ingress and egress for all dwelling units. Alleys, where they exist, shall form only a secondary means of ingress and egress.

(i) The following shall provide an exception to the requirement for 30 feet of street frontage:

~~(i)~~ Where there is an existing undeveloped street or undeveloped portion of a street, and where all the lots intended to utilize the undeveloped street or undeveloped portion of a street for sole or primary access are under the same ownership, the undeveloped street may be utilized as primary access for construction of one single-family dwelling under the following conditions:

(A) The portion of undeveloped street used for access must be of a sealed surface construction in compliance with SCC 18.125.020;

(B) The undeveloped street may be used by other lots as secondary access but shall only serve as primary access to one single-family dwelling;

(C) Where the undeveloped street serves as sole and primary access to more than one lot, the lots shall be combined into one lot for the purpose of constructing one single-family dwelling using the undeveloped street as sole and primary access. All provisions of SCC Title 17, Subdivisions, shall apply when combining the lots;

(D) The undeveloped street must have a direct connection to a developed public street without using or crossing any other undeveloped streets.

(ii) The following shall provide an exception to the requirement of a street being the direct and primary means of ingress and egress for dwelling units:

In cases where the Zoning Administrator and City Engineer have determined that issuance of a Driveway Entrance Permit is undesirable due to topography, traffic volume on a street, or disadvantageous street design and/or layout, vehicular access to a single-family dwelling may be permitted through the use of a secondary access. In cases where alleys do not exist or the use of an alley is deemed by the Zoning Administrator or the City Engineer to be undesirable, a private access easement may be used. In either of

these situations, the front façade of the dwelling must face the public street and not the alley or access easement. Provisions for pedestrian access from the front door of the dwelling to the public street must be provided and maintained.

(A) In cases where an alley is used:

(1) the portion of the alley used for access must be at least 10 feet in width.

(2) A Driveway Entrance Permit must be approved by the City Engineer evaluating the alley access point to the public street;

(3) The lot must have been originally platted prior to annexation from Augusta County or have been platted in the city of Staunton prior to November 1, 1969, regardless of subsequent revisions.

(B) In cases where a private access easement is used:

(1) The applicant must show evidence of the existence of an easement to the lot for ingress and egress from a public street that is satisfactory to the City Attorney.

(2) The portion of easement used for access must be at least 10 feet in width and have a sealed surface construction in compliance with SCC 18.125.020;

(3) A Driveway Entrance Permit must be approved by the City Engineer evaluating the access point to the public street.

(g) For any existing lot zoned residential which was displayed on a recorded subdivision plat without the required 30 feet of street frontage required in subsection (f) of this section, one single-family dwelling may be approved pursuant to the following conditions:

(i) In cases where frontage on a public street is less than 10 feet:

(A) The applicant must show evidence of the existence of an easement to the lot for ingress and egress from a public street.

(B) The easement shall be a minimum of 10 feet in width.

(C) Undeveloped streets, or undeveloped portions of streets, may not be used for access to the lot. Access must come from a street accepted by the city council pursuant to SCC 12.05.030.

(D) The lot must have been originally platted prior to annexation from Augusta County or have been platted in the city of Staunton prior to November 1, 1969, regardless of subsequent revisions.

(ii) In cases where the frontage on a public street is less than 30 feet but more than 10 feet, the lot may obtain approval for one single-family dwelling without an easement.

~~(iii) An easement found in compliance with this subsection may only be utilized by one single-family dwelling to meet the street frontage requirements of this section.~~

(h) An attached or detached private garage which faces on a street shall not be located closer than 25 feet to the street right-of-way line.

(i) The following shall provide an exception to the minimum front setback requirement for attached private garages:

Notwithstanding any other provision set forth in this title, any attached private garage on any lot which includes a single-family dwelling that is nonconforming to the minimum required front setback for the zoning district, which faces on a street, shall not be located closer than 18 feet to the rear edge of the public sidewalk on the street right-of-way line that the garage door opening faces, regardless of the orientation of the main dwelling. In cases where a public sidewalk does not exist, an attached private garage shall not be located closer than 23 feet to the nearest edge of the city maintained public street pavement that the garage door opening faces, regardless of the orientation of the main dwelling.

(i) Accessory buildings shall not be located in any required front yard with the exception of through lots in residential districts. On a lot in a residential district (R-1, R-2, R-3, R-4 and P-1) with frontage on two parallel streets, the front yard shall be designated by the orientation of the front or main door of the principal structure, as determined by the address assigned by the city unless the front yard is designated otherwise on the recorded plat. The yard abutting the other, parallel street shall be considered the secondary front yard, and an accessory building thereon is permitted solely for a single-family use that satisfies the front yard setback requirements of such district. (Ord. 2024-19; Ord. 2023-17; Ord. 2023-10; Ord. 2023-05; Ord. 2023-02; Ord. 2022-22; Ord. 2021-36; Ord. 2021-32; Ord. 2021-02; Ord. 2019-09; Ord. 2011-07; Ord. 2009-22; Ord. 2009-20; Ord. 2004- 06. Zoning ordinance Art. 5, § 4).

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: January 9, 2025
Adopted: January 9, 2025
Effective: January 9, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

D. Consideration of Proposed Fiscal Year 2026 Holiday Schedule

Chief Human Resources Officer Jon Venn stated that the city will observe 13 paid holidays annually in FY 2026, plus other holidays as designated by City Council (Personnel Policy 5.3). The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday.

Councilmembers had no questions.

Mr. Overholtzer moved to adopt the Fiscal Year 2026 holiday schedule, as presented.

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

Mr. Overholtzer	aye	Mr. Shepherd	aye
Ms. Park	aye	Vice Mayor Arrowood	aye
Mr. Campbell	aye	Mayor Edwards	aye
Ms. Woods	aye		

E. Consideration of Staunton City Code Amendments to Chapter 3.15 Relating to Real Estate Tax Relief for the Elderly and Permanently Disabled

Commissioner of Revenue Maggie Ragon stated that Chapter 3.15 of the Staunton City Code allows for residents who are over age 65 and/or permanently and totally disabled who own their primary residence to apply for real estate tax relief based on the applicant's income and assets.

Current guidelines allow for a maximum household income of $35,000 and assets of $70,000. On January 1, 2024, a 3.2% increase was put in place for recipients of Social Security payments, and on January 1, 2025, an additional 2.5% increase was added. In order for program participants to maintain a similar amount of tax relief from the local program, the Commissioner of Revenue proposes changing the program limits by increasing the net combined income to $50,000 and net worth to $80,000. The Commissioner of Revenue proposes additional changes to the program by simplifying the sliding scale structure as follows:

INCOME

$0	-	$27,500	100%
$27,501	-	$35,000	75%
$35,001	-	$42,500	50%
$42,501	-	$50,000	25%

ASSETS

Not to exceed $80,000.

Vice Mayor Arrowood moved to adopt the proposed amendments to Staunton City Code Chapter 3.15, as presented.

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

Ms. Woods	aye	Mr. Campbell	aye
Mr. Shepherd	aye	Vice Mayor Arrowood	aye
Ms. Park	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

Ordinance No. 2025- 3

**AN ORDINANCE
AMENDING, RESTATING AND REORDAINING
SECTION 3.15.030 (4) GENERAL ELIGIBILITY REQUIREMENTS
AND
3.15.060 AMOUNT OF EXEMPTION,
OF CHAPTER 3.15 REAL ESTATE TAX EXEMPTION
FOR ELDERLY AND DISABLED PERSONS,
OF TITLE 3, REVENUE AND FINANCE,
OF THE STAUNTON CITY CODE**

<u>Recitals</u>

A. Pursuant to Sections 58.1-3210 and 58.1-3212 of the Code of Virginia and provisions of Title 3 of the Staunton City Code, the City Council has the authority to enact and change provisions of the Staunton City Code regarding real estate tax exemptions for elderly and disabled persons;

B. In 2024, the Social Security Administration announced that recipients of Social Security and Supplemental Security Income Payments would receive a cost of living increase of 3.2% in 2024, and on January 1, 2025, an additional increase of 2.5% was added;

C. The Commissioner of Revenue proposes changes to increase the eligibility income and asset limits which would allow current eligible tax relief recipients to retain a similar level of relief as they have attained in prior years;

D. The City Council finds that it is in the interest of the City and its citizens to amend the City Code provisions relating to real estate tax exemptions for elderly and disabled persons;

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

F. 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 3.15.030, General Eligibility Requirements, and Section 3.15.060 Amount of Exemption, of Chapter 3.15 Real Estate Tax Exemption for Elderly and Disabled Persons, of Title 3, Revenue and Finance, of the Staunton City Code are hereby amended to read as follows:

3.15.030 General eligibility requirements.

Exemption pursuant to this chapter shall be granted to eligible persons as to their dwelling when:

1) The total combined income received from all sources during the preceding calendar year by (a) owners of the dwelling who use it as their principal residence, (b) owners' relatives who live in the dwelling, except for those relatives living in the dwelling and providing bona fide caregiving services to the owner whether such relatives are compensated or not, and (c) nonrelatives of the owner who live in the dwelling except for bona fide tenants or bona fide caregivers of the owner, whether compensated or not, does not exceed the sum of ~~$35,000~~ $50,000; provided, however, that the first $2,500 of income of each relative, other than the spouse of the owner, who is living in such dwelling shall not be included in such total. If an individual described in subsections (1)(b) and (c) of this section is permanently and totally disabled, any disability income received by such person shall not be included in such total.

(2) The net combined financial worth, including equitable interests, as of December 31st of the immediately preceding calendar year, of the owners and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding one acre, upon which it is situated, does not exceed ~~$70,000~~ $80,000.

…

3.15.060 Amount of exemption.

The amount of the exemption granted by this chapter is as follows:

SCHEDULE OF RELIEF

Single Property Owner or Property Owner and Spouse							
	Net Combined Financial Worth						
Gross Combined Income	**0- $~~32,500~~80,000**	**~~$ $32, 501 - $38,750~~**	**~~$38,751 - $45,000~~**	**~~$45,001 - $51,250~~**	**~~$51,251 - $57,500~~**	**~~$57,501 - $63, 750~~**	**~~$63, 751 - $70,000~~**
$ 0 – $~~21,000~~27,500	100%	~~90%~~	~~80%~~	~~70%~~	~~60%~~	~~50%~~	~~45%~~
$~~21,001~~27,501 – $~~24,000~~35,000	~~85~~75%	~~75%~~	~~65%~~	~~55%~~	~~50%~~	~~45%~~	~~40%~~
$ ~~24,001~~35,001 – $~~28,000~~42,500	~~70~~50%	~~60%~~	~~55%~~	~~50%~~	~~45%~~	~~40%~~	~~35%~~
$ ~~28,001~~42,501 – $~~31,000~~50,000	~~50~~25%	~~45%~~	~~40%~~	~~35%~~	~~30%~~	~~25%~~	~~20%~~
~~$ 31,001 – $35,000~~	~~35%~~	~~30%~~	~~25%~~	~~20%~~	~~15%~~	~~10%~~	~~5%~~

In all other respects, the provisions of Section 3.15.030 and 3.15.060 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: January 9, 2025
Adopted: January 9, 2025
Effective: January 9, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

MATTERS FROM THE CITY MANAGER

Ms. Beauregard presented updates on the following items:

- The encumbrance of all $12.9 million in American Rescue Plan Act funds
- Refuse modernization FAQ's
- Work beginning on the Sears Hill bridge
- Applications for outside agency funding as part of the net FY2026 budget cycle
- Martin Luther King Jr. Day city schedules.
- The city's receipt of Highway Safety Improvement funds through the Virginia Department of Transportation, totaling $2.2 million
- Progress on the cleanup from the recent snow storm

MATTERS FROM THE PUBLIC

Mayor Edwards 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."

Constance Birch, 319 Mary Gray Lane, thanked the Public Works Department and snow removal crews for their work following the recent snow event.

Daniel Linkins, Director of the Central Shenandoah EMS Council, provided information about cardiac arrest response and the PulsePoint emergency alert app.

There was no one else present wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:14 p.m.

____

Kiley A. Kesecker
Clerk of Council

Ordinance No. 2025-1

AN ORDINANCE TO AMEND

THE FY2025 BUDGET ORDINANCE

FOR THE CITY OF STAUNTON

BY ADDING BUDGET AMENDMENT NUMBER TWO

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2025 Budget is amended as follows:

GENERAL FUND - 110

Anticipated Revenue		
Capital Grants and Contributions		(121)
Total Revenue	$	(121)
Appropriations		
Community Development		(121)
Total Appropriations	$	(121)

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue		
Capital Grants and Contributions	$	616,394
Total Revenue	$	616,394
Appropriations		
Capital Projects	$	616,394
Total Appropriations	$	616,394

STORMWATER FUND - 570

Anticipated Revenue		
Capital Grants and Contributions	$	366,854
Total Revenue	$	366,854
Appropriations		
Capital		366,854
Total Appropriations	$	366,854

ENVIRONMENTAL FUND - 580

Anticipated Revenue		
Environmental Fund Balance / Capital Grants and Contributions	$	792,947
Total Revenue	$	792,947
Appropriations		
Operations	$	792,947
Total Appropriations	$	792,947

GRAND TOTAL BUDGET AMENDMENT NO 2	**$**	**1,776,074**

INTRODUCED: December 12, 2024

PUBLIC HEARING: December 12, 2024

Public Hearing Advertisement Date: December 4, 2024

Approved this 9th day of January, 2025

Effective Date: January 9, 2025

CERTIFIED: ____________________________

Michele Edwards
Mayor of Council

ATTEST:___________________________

Kiley Kesecker

Clerk of Council

CITY OF STAUNTON FY 2025 BUDGET AMENDMENT NO. 2			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GENERAL FUND			
COMMUNITY DEVELOPMENT			
COMMUNITY DEVELOPMENT			
Appro for Prior Year Encumbr	11001-46250-ARPA	$ (121.10)	
Professional Services	11088120-53010-ARPA		$ (121.10)
To adjust appropriation for ARPA			
TOTAL GENERAL FUND		**$ (121.10)**	**$ (121.10)**

BUDGET AMENDMENT NO. 2 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY		
General Revenues		
Non-Capital Grants and Contributions		(121.10)
Community Development	(121.10)	
Total General Fund Revenues		**$ (121.10)**
GENERAL FUND EXPENDITURE SUMMARY		
Community Development		(121.10)
Total General Fund Expenditures		**$ (121.10)**

CITY CAPITAL IMPROVEMENTS FUND			
Misc Federal Aid	39001-46250-ARPA	$ 616,394.27	
TAC System Upgrade	39044210-58471-ARPA		$ 248,318.00
Fire Station #1 and #2 Roof Covers	39044210-58479-ARPA		$ 84,870.30
Gypsy Hill Park Pool House	39077210-58527-ARPA		$ 66,394.27
JD&R Courthouse	39544210-58529-ARPA		$ 151,677.11
JD&R Courthouse	39044210-58529-ARPA		$ 25,243.47
Parks & Rec Compactors	39077210-55486-ARPA		$ 39,891.12
Appropriate final ARPA funds			
TOTAL CAPITAL IMPROVEMENTS FUND		**$ 616,394.27**	**$ 616,394.27**
ENVIRONMENTAL FUND			
Misc Federal Aid	58001-46250-ARPA	$ 823,487.70	
Special Equipment	58004820-58341-ARPA		$ 823,487.70
To reappropriate ARPA funds for Refuse Modernization			
Prior Year Encumbrance	58001-41931	$ (30,541)	
Special Equipment	58004820-58341-ARPA		$ (30,541)
To adjust the appropriation for ARPA			
TOTAL ENVIRONMENTAL FUND		**$ 792,946.70**	**$ 792,946.70**
STORMWATER FUND			
STORMWATER PROJECTS			
Misc Federal Aid	57001-46250-ARPA	$ 35,361.33	
Flood Shield Grants	57004725-55683-ARPA		$ 35,361.33
Reappropriate funds for the Flood Shield grants			
Misc Federal Aid	57001-46250-ARPA	$ 8,992.38	
Gypsy Hill Park Stream Restoration	57004799-58538-ARPA		$ 8,992.38
To adjust the appropriation for ARPA			
Misc Federal Aid	57001-46250-ARPA	$ 322,500.00	
Legal Fees for Storm Drain	57004725-53010-ARPA		$ 12,500.00
Storm Drain Construction	57004725-58364-ARPA		$ 310,000.00
Reappropriate funds for the Tunnel study			
TOTAL STORMWATER FUND		**$ 366,853.71**	**$ 366,853.71**

CITY OF STAUNTON FY 2025 BUDGET AMENDMENT NO. 2			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE

FY 2025 BUDGET AMENDMENT NO. 2 SUMMARY

CITY GOVERNMENT FUNDS			
GENERAL FUND		$ (121)	
CAPITAL IMPROVEMENTS FUND		$ 616,394	
ENVIRONMENTAL FUND		$ 792,947	
STORMWATER FUND		$ 366,854	
TOTAL CITY GOVERNMENT FUNDS		**$ 1,776,074**	
TOTAL FY2025 BUDGET AMENDMENT NO. 2		**$ 1,776,074**	

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 23, 2025**	**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 2025 2nd Quarter Financial Report**	

Background: Attached for review, as prepared by Jessie Moyers, Chief Finance Officer, is the financial report for the first half of fiscal year 2025. 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

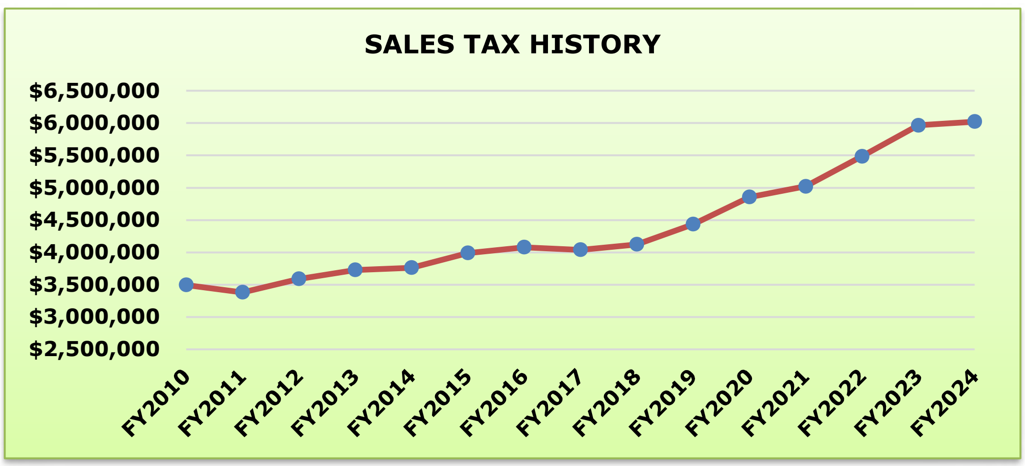
Suggested Motion: Not applicable

City Manager: Leslie Beauregard

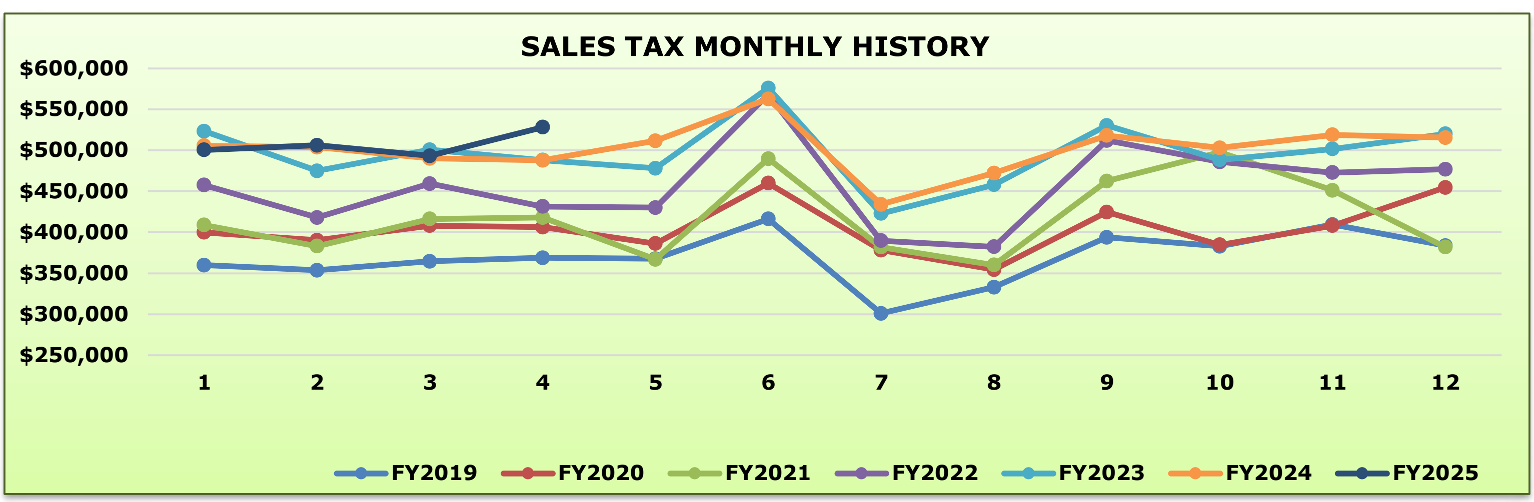
City of Staunton

Attachment 1

LOCAL SALES TAX HISTORY - 1% Tax Rate	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	% Change
July	359,853	399,841	408,778	457,551	523,345	505,526	500,448	-1.0%
August	353,758	390,365	383,139	418,081	475,016	503,910	506,256	0.5%
September	364,511	408,013	416,225	459,262	500,792	490,234	493,334	0.6%
October	368,779	406,308	417,973	431,562	487,941	487,742	528,210	8.3%
November	367,724	386,214	367,040	430,213	478,059	511,628		-100.0%
December	416,329	459,871	489,867	568,394	576,043	562,768		-100.0%
January	301,088	378,159	381,915	389,797	422,884	434,039		-100.0%
February	333,110	354,448	360,082	382,280	457,991	472,145		-100.0%
March	393,767	424,727	462,591	512,099	530,346	518,109		-100.0%
April	382,963	384,624	497,565	485,816	488,377	503,061		-100.0%
May	409,439	408,068	451,087	472,797	501,712	518,827		-100.0%
June	383,654	454,692	381,951	476,868	520,099	515,566		-100.0%
Totals	4,434,974	4,855,331	5,018,212	5,484,719	5,962,604	6,023,556	2,028,248	
Budget	4,015,000	4,300,000	3,393,750	4,662,500	5,275,000	5,624,522	5,974,522	
Budget Variance	419,974	555,331	1,624,462	822,219	687,604	399,034	(3,946,274)	
% OF BUDGET	110.5%	112.9%	147.9%	117.6%	113.0%	107.1%	33.9%	
% CHANGE- YEAR	7.5%	9.5%	3.4%	9.3%	8.7%	1.0%	-66.3%	

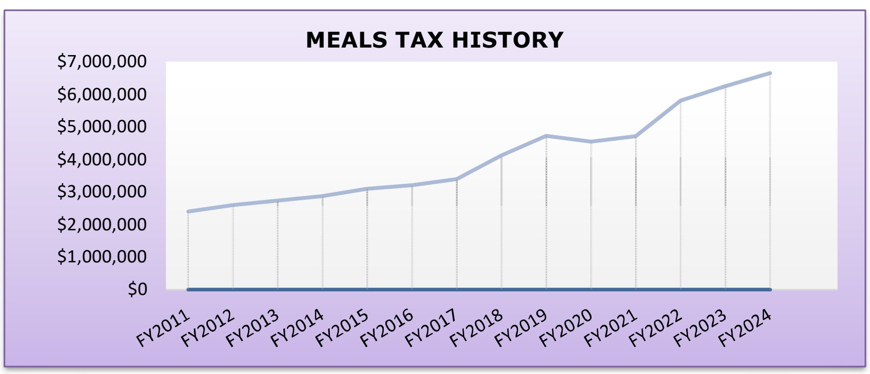


FY2009	$	3,554,096	
FY2010	$	3,495,905	-1.6%
FY2011	$	3,381,018	-3.3%
FY2012	$	3,588,737	6.1%
FY2013	$	3,729,201	3.9%
FY2014	$	3,760,505	0.8%
FY2015	$	3,988,839	6.1%
FY2016	$	4,079,919	2.3%
FY2017	$	4,039,658	-1.0%
FY2018	$	4,123,862	2.1%
FY2019	$	4,434,974	7.5%
FY2020	$	4,855,331	9.5%
FY2021	$	5,018,212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

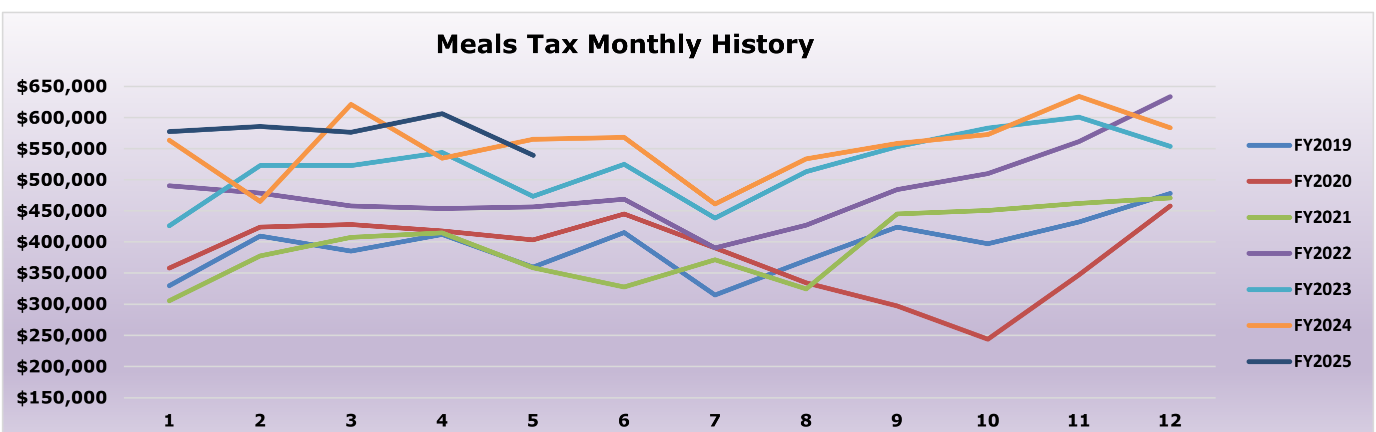


City of Staunton

MEALS TAX HISTORY- 7% Tax Rate								
Tax Rate	**7% TAX RATE**	**7% TAX RATE**	**7% TAX RATE**	**7% TAX RATE**	**7% TAX RATE**	**7% TAX RATE**	**7% TAX RATE**	
	FY2019	**FY2020**	**FY2021**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**% Change**
July	329,573	358,212	305,920	490,076	426,045	563,368	577,436	2.5%
August	409,425	424,090	377,519	478,421	522,710	465,046	585,486	25.9%
September	385,385	427,995	407,128	457,575	522,740	621,042	576,077	-7.2%
October	411,876	417,690	414,546	453,768	543,587	534,524	606,402	13.4%
November	359,316	403,285	358,586	456,293	473,158	564,659	539,170	-4.5%
December	415,030	444,990	327,793	468,456	524,706	568,130		-100.0%
January	315,163	390,333	371,174	390,422	438,260	460,988		-100.0%
February	370,265	334,123	324,288	426,769	512,829	533,665		-100.0%
March	423,831	297,411	445,061	483,854	552,774	558,236		-100.0%
April	397,110	244,201	450,532	509,567	582,702	572,388		-100.0%
May	432,043	347,244	462,115	561,110	600,814	634,055		-100.0%
June	478,306	458,278	471,063	633,671	553,460	583,321		-100.0%
Actuals	4,727,323	4,547,853	4,715,726	5,809,981	6,253,785	6,659,422	2,884,572	
Budget	4,112,500	4,600,000	3,562,500	4,300,000	5,358,050	5,985,000	6,660,000	
Budget Variance	614,823	(52,147)	1,153,226	1,509,981	895,735	674,422	(3,775,428)	
% of BUDGET	115.0%	98.9%	132.4%	135.1%	116.7%	111.3%	43.3%	
% CHANGE-YEAR	14.8%	-3.8%	3.7%	23.2%	7.6%	6.5%	-56.7%	



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%



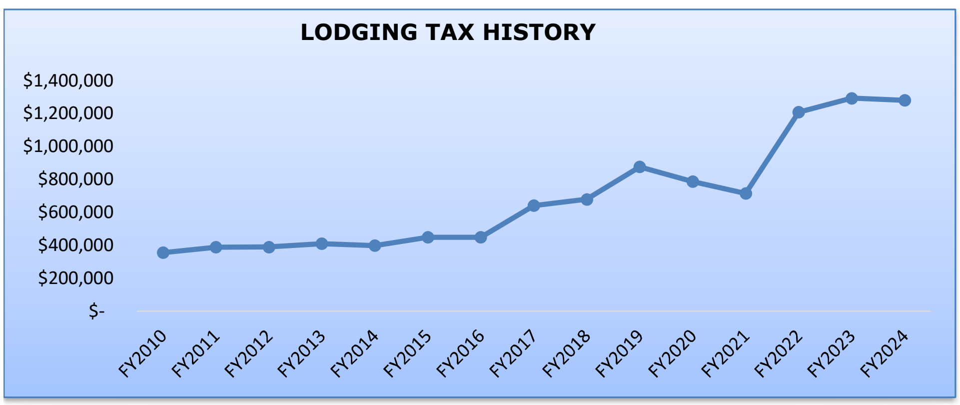
MEALS TAX HISTORY- RATE INCREASES

JULY 1, 1986	
JULY 1, 1994	
SEPTEMBER 1, 1998	NEW STREET PARKING GARAGE FUNDING
JULY 1, 2007	CIP/ SCHOOL PROJECTS
JULY 1, 2017	SCHOOL PROJECT - STAUNTON HIGH RENOVATION

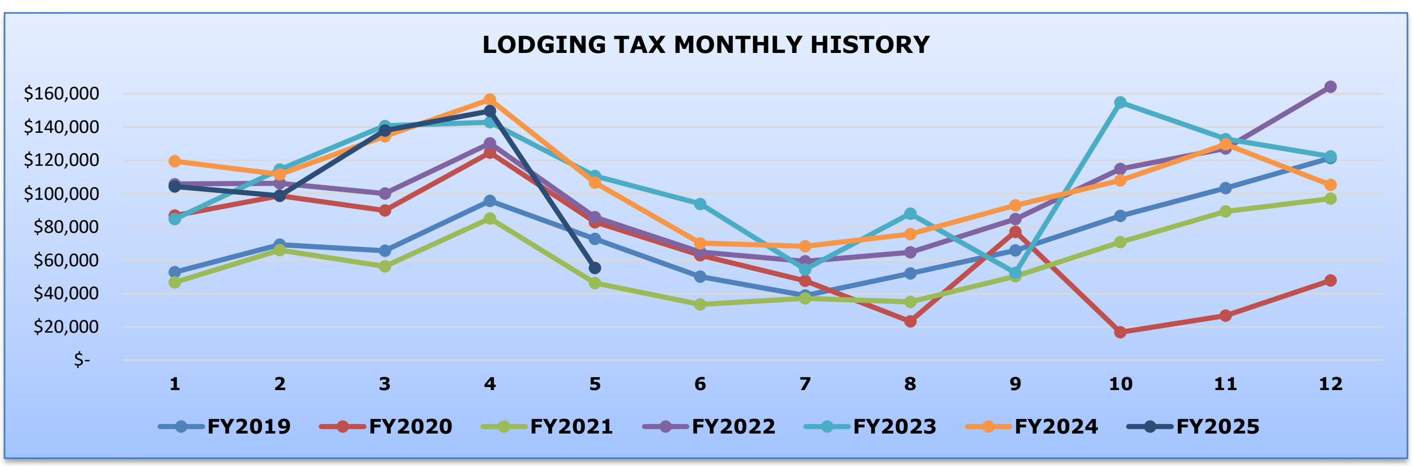
City of Staunton

LODGING TAX HISTORY- 6.7% Tax Rate

TAX RATE	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	% CHANGE
July	$ 52,798	$ 86,792	$ 46,648	$ 105,750	$ 84,716	$ 119,557	$ 104,322	-12.7%
August	$ 69,287	$ 98,765	$ 66,056	$ 106,184	$ 114,547	$ 111,597	$ 98,804	-11.5%
September	$ 65,785	$ 89,978	$ 56,235	$ 100,094	$ 140,720	$ 134,448	$ 137,970	2.6%
October	$ 95,600	$ 124,738	$ 85,131	$ 130,186	$ 142,991	$ 156,633	$ 149,730	-4.4%
November	$ 72,869	$ 82,915	$ 46,252	$ 85,840	$ 110,688	$ 106,610	$ 55,431	-48.0%
December	$ 50,208	$ 63,057	$ 33,471	$ 65,008	$ 93,847	$ 70,232		-100.0%
January	$ 38,856	$ 47,730	$ 37,127	$ 59,405	$ 54,478	$ 68,508		-100.0%
February	$ 52,085	$ 23,204	$ 34,928	$ 64,791	$ 88,071	$ 75,737		-100.0%
March	$ 65,973	$ 77,152	$ 50,273	$ 84,717	$ 52,430	$ 92,945		-100.0%
April	$ 86,719	$ 16,730	$ 70,866	$ 114,860	$ 154,822	$ 107,974		-100.0%
May	$ 103,399	$ 26,667	$ 89,381	$ 127,191	$ 132,827	$ 129,687		-100.0%
June	$ 121,369	$ 47,878	$ 97,078	$ 164,234	$ 122,320	$ 105,350		-100.0%
Actuals	$ 874,948	$ 785,605	$ 713,445	$ 1,208,260	$ 1,292,457	$ 1,279,278	$ 546,257	
Budget Totals	$ 890,000	$ 890,000	$ 836,000	$ 760,000	$ 968,000	$ 1,350,000	$ 1,350,000	
Budget Variance	$ (15,052)	$ (104,395)	$ (122,555)	$ 448,260	$ 324,457	$ (70,722)	$ (803,743)	
% of BUDGET	98%	88%	85%	159%	134%	95%	40%	
% CHANGE-YEAR	29.1%	-10.2%	-9.2%	69.4%	7.0%	-1.0%	-57.3%	



	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

FY2025 FINANCIAL REPORT - UNAUDITED

December, 2024 Unaudited

GENERAL FUND REVENUES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU December 2024	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2024 (25%) & 2025 (75%)	$ 25,500,561	$ 25,500,561	$ 6,604,732	$ 18,895,829	26%	25% of 2024 Taxes due Dec 5, 2024
Real Estate - Public Service	1,140,000	1,140,000	1,117,807	22,193	98%	100% of 2025 Taxes due Dec 5, 2024
Real Estate - Interest	135,000	135,000	59,517	75,483	44%	
Real Estate- Penalty	135,000	135,000	96,901	38,099	72%	
Real Estate Tax -Downtown Serv District	162,213	162,213	40,185	122,028	25%	25% due Dec 5, 2024; 75% due June 20, 2025
Personal Property Taxes	6,607,000	6,607,000	6,440,566	166,434	97%	100% of 2025 PP Tax due December 5, 2024
Personal Property Taxes -Prior Written Off	-	-	123	(123)	0%	
Personal Property Taxes- Public Service	3,000	3,000	4,779	(1,779)	159%	
Personal Property -Interest	130,000	130,000	66,247	63,753	51%	
Personal Property - Penalty	170,000	170,000	63,142	106,858	37%	
Machinery & Tools Tax	425,000	425,000	420,520	4,480	99%	100% Tax Due December 5, 2024
TOTAL PROPERTY TAXES	**$ 34,407,774**	**$ 34,407,774**	**$ 14,914,519**	**$ 19,493,255**	**43%**	
OTHER LOCAL TAXES						
Business & Occupational Licenses	$ 2,650,000	$ 2,650,000	$ 162,333	$ 2,487,667	6%	BPOL License due March 1, 2025
Water Utility Tax	300,000	300,000	119,970	180,030	40%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	298,000	298,000	100,054	197,946	34%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	590,000	590,000	252,582	337,418	43%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,974,522	5,974,522	2,028,453	3,946,069	34%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	700,000	700,000	-	700,000	0%	Paid in June
Recordation	350,000	350,000	147,200	202,800	42%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	335,000	335,000	158,269	176,731	47%	Paid at sale date, no delay in collection
Lodging Tax	1,350,000	1,350,000	546,257	803,743	40%	Paid Monthly w/ 1 month delay in collection
Meals Tax	6,660,000	6,660,000	2,884,572	3,775,428	43%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	10,000	10,000	3,035	6,965	30%	
Short Term Rental Tax	32,000	32,000	11,860	20,140	37%	
Local Communications Tax	970,000	970,000	307,209	662,791	32%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	**$ 20,219,522**	**$ 20,219,522**	**$ 6,721,795**	**$ 13,497,727**	**33%**	
PERMITS						
Judicial Charges for Services	1,000	1,000	371	629	37%	
Public Safety Charges for Services	251,200	251,200	108,960	142,240	43%	
Planning and Development Charges for Services	17,000	17,000	6,125	10,875	36%	
TOTAL PERMITS	**$ 269,200**	**$ 269,200**	**$ 115,455**	**$ 153,745**	**43%**	
FINES & FORFEITURES						
Circuit Court Fines	$ 130,000	$ 130,000	$ 40,864	$ 89,136	31%	
Court Recorder Fees	52,000	52,000	36,775	$ 15,225	71%	
Courthouse Maintenance Fee	9,500	9,500	3,923	5,577	41%	
Animal Control Fines	6,000	6,000	2,130	3,870	36%	
TOTAL FINES & FORFEITURES	**$ 197,500**	**$ 197,500**	**$ 83,691**	**$ 113,809**	**42%**	

ATTACHMENT #2

December, 2024 Unaudited

GENERAL FUND REVENUES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU December 2024	AVAILABLE BUDGET	% RECEIVED	
REVENUE FROM USE OF PROPERTY						
Interest Revenue	$ 550,000	$ 550,000	$ 367,503	$ 182,497	67%	
Rental of Real Property	58,000	58,000	75,947	(17,947)	131%	
Rental of Real Property-Recreation	7,000	7,000	4,485	2,515	64%	
TOTAL REVENUE FROM USE OF PROPERTY	**$ 615,000**	**$ 615,000**	**$ 447,935**	**$ 167,065**	**73%**	
CHARGES FOR SERVICES						
Property Clean Up Fees	$ 5,000	$ 5,000	$ 5,937	$ (937)	119%	
Payment in Lieu of Tax from Proprietary Funds	1,077,887	1,077,887	-	1,077,887	0%	Allocation transfers from Enterprise Funds
DMV Stop Fees	10,000	10,000	14,111	(4,111)	141%	
Administrative Fees	35,000	35,000	2,180	32,820	6%	
Judicial Operations Charges for Services	79,967	79,967	32,483	47,484	41%	
Public Safety Tax Exempt Service Charge	7,000	7,000	4,338	2,662	62%	
Sale of Publications & Maps	-	-	395	(395)	0%	
Recreation Charges for Services	$ 660,500	$ 660,500	374,546	285,954	57%	
TOTAL CHARGES FOR SERVICES	**$ 1,875,354**	**$ 1,875,354**	**$ 433,990**	**$ 1,441,364**	**23%**	
MISCELLANEOUS						
Sale of Salvage & Surplus	$ 35,000	$ 35,000	$ 31,210	$ 3,790	89%	
Payment in Lieu of Taxes SRHA	14,000	14,000	16,812	(2,812)	120%	
Donations	-	-	5,386	(5,386)	0%	
Miscellaneous	-	-	$ 85,413	(85,413)	0%	
TOTAL MISCELLANEOUS	**$ 49,000**	**$ 49,000**	**$ 138,821**	**$ (89,821)**	**283%**	
RECOVERED COSTS						
Wellness Program Reimbursement	$ 12,000	$ 12,000	$ 2,788	$ 9,212	23%	
Recovered Costs - General Govt	83,191	83,191	-	$ 83,191	0%	
Recovered Costs - Courts	25,000	25,000	5,222	19,778	21%	
Recovered Costs- Public Safety	665,000	665,000	715,486	(50,486)	108%	Buy-In from Harrisonburg/Rockingham for Regional Jail.
Recovered Costs- Police Security	30,000	30,000	28,023	1,978	93%	
Recovered Costs- Sheriff Security	20,000	20,000	-	20,000	0%	
Recovered Costs- Insurance Recovery	-	-	12,970	(12,970)	0%	
Recovered Costs- Public Works	20,000	20,000	1,842	18,158	9%	
Recovered Costs- Education	359,000	359,000	-	359,000	0%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	68,453	68,453	38,675	29,778	56%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	**$ 1,282,644**	**$ 1,282,644**	**$ 805,006**	**$ 477,638**	**63%**	

ATTACHMENT #2

December, 2024 Unaudited

GENERAL FUND REVENUES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU December 2024	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE						
Public Facilities Tax	$ 87,500	$ 87,500	$ 22,885	$ 64,615	26%	State sales tax revenue from Hotel 24 South
Rolling Stock Taxes	10,000	10,000	7,817	2,183	78%	
Motor Vehicle Rental Tax	130,000	130,000	75,326	54,674	58%	
HB599 Law Enforcement	1,045,000	1,045,000	571,878	473,122	55%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	1,321,760	330,440	80%	
Recordation - Grantor's Tax	110,000	110,000	43,580	66,420	40%	
Juror/Witness Fees	5,000	5,000	3,520	1,480	70%	
DCJS- Victim Witness Grant	26,000	26,000	6,832	19,168	26%	
DMV Four for Life Funds	23,500	23,500	24,179	(679)	103%	
DMV Animal License Plates	1,000	1,000	119	881	12%	
State Crime Forfeited Assets- Police	-	-	10,063	(10,063)	0%	Revenue based on criminal drug activity
State Crime Forfeited Assets- Courts	-	-	170	(170)	0%	
Fire Programs Fund	88,000	88,000	131,967	(43,967)	150%	
PSAP Education Grant	-	-	(3,000)	3,000	0%	
E911 Wireless Funds	105,000	105,000	61,922	43,078	59%	Grants from the Wireless Board of Virginia
DCJS-Grants	-	-	13,381	(13,381)	0%	
Street & Highway Maintenance	4,380,000	4,380,000	2,831,185	1,548,815	65%	Quarterly Payments from State
Public Assistance	1,298,510	1,298,510	505,985	792,525	39%	
CSA Administrative Fees	13,405	13,405	-	13,405	0%	
Comprehensive Services Act (CSA)	2,135,400	2,135,400	546,936	1,588,464	26%	
VA Comm for the Arts	4,500	4,500	-	4,500	0%	
Library	220,318	220,318	121,197	99,121	55%	Quarterly Payments from State
Commissioner of Revenue	173,768	173,768	65,488	108,280	38%	
Treasurer	150,793	150,793	53,106	97,687	35%	
Electoral Board & Registrar	81,847	81,847	-	81,847	0%	
Commonwealth Attorney	754,891	801,844	327,781	474,063	41%	
Sheriff	484,202	484,202	199,532	284,670	41%	
Circuit Court Clerk	409,365	409,365	173,238	236,127	42%	
Circuit Court Technology Grant	17,634	17,634	-	17,634	0%	
TOTAL COMMONWEALTH OF VIRGINIA	**$ 13,407,833**	**$ 13,454,786**	**$ 7,116,845**	**$ 6,337,941**	**53%**	
FEDERAL REVENUES						
Victim Witness Federal Grant	$ 62,000	$ 62,000	$ 14,460	$ 47,540	23%	
U S Marshall Forfeited Asset	-	-	(5,191)	5,191	0%	
ARPA Social Services	-	-	263	(263)	0%	
Miscellaneous Federal Aid	-	-	-	-	0%	
CSA Federal	-	-	-	-	0%	
Welfare Public Assistance	1,117,557	1,117,557	397,760	719,797	36%	
TOTAL FEDERAL REVENUE	**$ 1,179,557**	**$ 1,179,557**	**$ 407,292**	**$ 772,265**	**35%**	
PRIOR YEAR APPROPRIATIONS						
Appropriation for Prior Year Encumbrances	$ -	$ 782,543	$ -	$ 782,543	0%	Outstanding Encumbrances at June 30, 2024
TOTAL PRIOR YEAR APPROPRIATIONS	**$ -**	**$ 782,543**	**$ -**	**$ 782,543**	**0%**	
TOTAL GENERAL FUND REVENUES	**$ 73,503,384**	**$ 74,332,880**	**$ 31,185,350**	**$ 43,147,530**	**42.0%**	

ATTACHMENT #2

FY 2025 FINANCIAL REPORT - UNAUDITED

December 31, 2024 RESULTS

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU December 2024	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
GENERAL GOVERNMENT ADMINISTRATION							
CITY COUNCIL	$ 178,511	$ 178,511	$ 55,700	$ -	$ 122,811	31%	
CLERK OF COUNCIL	123,756	123,756	52,695	-	71,061	43%	
CITY MANAGER	647,661	647,661	303,114	-	344,547	47%	
HUMAN RESOURCES	790,355	790,380	385,755	19,011	385,614	49%	
CITY ATTORNEY	420,226	516,438	172,600	96,212	247,626	33%	
COMMUNICATIONS MANAGER	192,319	192,319	82,582	-	109,737	43%	
PROFESSIONAL CONSULTANTS	80,000	81,400	58,200	1,400	21,800	71%	
CITY MEMBERSHIPS	31,550	31,550	29,029	-	2,521	92%	
FINANCE	1,468,669	1,524,596	769,037	68,750	686,808	50%	
ASSESSOR	402,547	402,547	195,308	17	207,222	49%	
COMMISSIONER OF REVENUE	506,184	506,184	212,732	357	293,095	42%	
TREASURER	443,863	443,863	193,893	159	249,811	44%	
REGISTRAR	281,317	281,317	126,249	57	155,011	45%	
INFORMATION TECHNOLOGY	1,602,845	1,746,348	700,235	47,083	999,030	40%	
RISK MANAGEMENT	771,500	771,500	435,619	144,743	191,138	56%	
TOTAL GENERAL GOV'T ADMINISTRATION	**$ 7,941,303**	**$ 8,238,370**	**$ 3,772,748**	**$ 377,789**	**$ 4,087,833**	**46%**	
JUDICIAL ADMINISTRATION							
CIRCUIT COURT	$ 168,732	$ 168,732	$ 87,279	$ -	$ 81,453	52%	
GENERAL DISTRICT COURT	18,512	18,512	1,426	-	17,086	8%	
MAGISTRATES	2,225	2,225	-	-	2,225	0%	
JUVENILE DOMESTIC RELATIONS COURT	76,292	76,292	1,519	-	74,773	2%	
CLERK OF THE CIRCUIT COURT	743,218	743,266	343,001	848	399,417	46%	
SHERIFF	1,256,720	1,256,720	555,507	6,153	695,060	44%	
VICTIM/WITNESS GRANT	101,267	101,267	49,338	-	51,930	49%	
COMMONWEALTH ATTORNEY	1,178,324	1,225,293	568,814	-	656,480	46%	
TOTAL JUDICIAL ADMINISTRATION	**$ 3,545,290**	**$ 3,592,308**	**$ 1,606,882**	**$ 7,001**	**$ 1,978,424**	**45%**	
PUBLIC SAFETY							
POLICE	$ 6,498,520	$ 6,560,063	$ 3,234,721	$ 70,190	$ 3,255,152	49%	
E911 CENTER	1,160,536	1,160,536	542,369	23,388	594,779	47%	
FIRE	4,187,445	4,187,445	1,958,997	31,236	2,197,211	47%	
COMMUNITY PUBLIC SAFETY	110,500	110,500	67,943	22,711	19,846	61%	
JUVENILE DETENTION HOME	337,038	337,038	168,520	-	168,518	50%	Quarterly Payments
JAIL	3,418,169	3,418,169	1,709,085	-	1,709,085	50%	Quarterly Payments
OFFICE ON YOUTH	186,700	186,700	46,878	-	139,822	25%	
INSPECTIONS	452,688	452,688	221,802	1,040	229,846	49%	
ANIMAL CONTROL	176,254	176,254	89,894	-	86,360	51%	
MEDICAL EXAMINER	500	500	240	-	260	48%	
TOTAL PUBLIC SAFETY	**$ 16,528,350**	**$ 16,589,893**	**$ 8,040,448**	**$ 148,566**	**$ 8,400,879**	**48%**	

ATTACHMENT #2

December, 2024 Unaudited

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU December 2024	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
PUBLIC WORKS							
ENGINEERING	$ 532,663	$ 535,220	$ 181,453	$ 16	$ 353,751	34%	
PUBLIC WORKS ADMINISTRATION	324,538	324,538	170,184	45,683	108,671	52%	
STREETS	3,318,805	3,555,615	1,639,351	396,004	1,520,260	46%	
TRAFFIC ENGINEERING	297,217	299,102	125,459	109	173,534	42%	
TRAFFIC SIGNALS	328,388	330,077	87,015	10,227	232,836	26%	
BUILDING MAINTENANCE	1,547,781	1,565,875	778,124	58,835	728,916	50%	
EQUIPMENT MAINTENANCE	556,518	559,574	272,179	2,184	285,211	49%	
TOTAL PUBLIC WORKS	**$ 6,905,910**	**$ 7,170,002**	**$ 3,253,765**	**$ 513,058**	**$ 3,403,179**	**45%**	
HEALTH AND WELFARE							
PUBLIC HEALTH	$ 323,359	$ 323,359	$ 117,618	$ -	$ 205,741	36%	
VALLEY COMM SERVICES BOARD	271,842	271,842	135,921	-	135,921	50%	Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,100,000	3,100,000	1,222,965	-	1,877,035	39%	
DEPT OF SOCIAL SERVICES	3,372,142	3,372,142	1,347,729	-	2,024,413	40%	
TAX RELIEF FOR THE ELDERLY	284,000	284,000	-	-	284,000	0%	Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	118,701	118,701	80,486	-	38,215	68%	Outside Agency Contributions
TOTAL HEALTH AND WELFARE	**$ 7,470,044**	**$ 7,470,044**	**$ 2,904,719**	**$ -**	**$ 4,565,325**	**39%**	
EDUCATION -OTHER							
EDUCATIONAL CONTRIBUTIONS-BRCC	$ 9,000	$ 9,000	$ 4,000	$ -	$ 5,000	44%	Contribution to Blue Ridge Community College
TOTAL EDUCATION-OTHER	**$ 9,000**	**$ 9,000**	**$ 4,000**	**$ -**	**$ 5,000**	**44%**	
PARKS, RECREATION, LIBRARY, CULTURAL							
PARKS AND RECREATION ADMIN	$ 1,311,262	$ 1,316,198	$ 670,302	$ 5,967	$ 639,929	51%	
HORTICULTURE	226,481	226,481	81,104	1,212	144,165	36%	
GOLF COURSE	157,166	157,166	77,632	-	79,534	49%	
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	20,000	-	-	100%	Boys and Girls Club
PARK MAINTENANCE	1,313,326	1,386,255	636,406	48,217	701,632	46%	
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	15,500	15,500	-	-	100%	Outside Agency Contributions
LIBRARY	1,481,791	1,481,791	704,486	9,760	767,545	48%	
TOTAL PARKS, RECREATION, LIBRARY, CULTURAL	**$ 4,525,526**	**$ 4,603,391**	**$ 2,205,430**	**$ 65,156**	**$ 2,332,805**	**48%**	
PLANNING AND COMMUNITY DEVELOPMENT							
PLANNING	$ 603,342	$ 609,150	$ 257,170	$ 6,930	$ 345,050	42%	
COMMUNITY DEVELOPMENT ASSISTANCE	391,407	411,764	253,993	-	157,771	62%	Outside Agency Contributions
ECONOMIC DEVELOPMENT	1,264,096	1,286,809	136,392	14,645	1,135,771	11%	
TOURISM	665,454	698,488	344,492	113,551	240,444	49%	
STAUNTON WELCOME CENTER	62,254	62,254	21,141	-	41,113	34%	
TRANSPORTATION-CSPDC	64,312	64,312	54,996	-	9,316	86%	
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	**$ 3,050,865**	**$ 3,132,777**	**$ 1,068,185**	**$ 135,126**	**$ 1,929,466**	**34%**	

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU December 2024	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL							
TRANSFER TO DEBT SERVICE FUND	$ 5,676,903	$ 5,676,903	5,676,903	-	$ -	100%	Annual Debt Payments
TRANSFER TO CIP FUND	861,783	861,783	861,783	-	-	100%	
TRANSFER TO EDUCATION FUND	17,256,610	17,256,610	8,628,305	-	8,628,305	50%	
NON-DEPARTMENTAL EXPENDITURES	(268,200)	(268,200)	961	-	(269,161)	0%	
TOTAL TRANSFERS AND NON-DEPARTMENTAL	**$ 23,527,096**	**$ 23,527,096**	**$ 15,167,952**	**$ -**	**$ 8,359,144**	**64%**	
TOTAL GENERAL FUND EXPENDITURES	**$ 73,503,384**	**$ 74,332,880**	**$ 38,024,129**	**$ 1,246,695**	**$ 35,062,056**	**51%**	

FY2025 GENERAL FUND BUDGET

ADOPTED BUDGET	$ 73,503,384	JULY 1, 2024
ENCUMBRANCE CARRY FORWARDS	782,543	JULY 1, 2024
FY2025 BUDGET AMENDMENT NO. 1	46,953	AUGUST 8, 2024
FY2025 REVISED BUDGET	$ 74,332,880	

FY2025 REVENUES	$ 31,185,350
FY2025 EXPENDITURES	$ (38,024,129)
FY2025 NET YTD	$ (6,838,779)

CITY COUNCIL

AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**January 23, 2025**	**Jessie L. Moyers** **Chief Finance Officer**
Item #	**B**	
Department:	**Finance**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsible, Efficient Government**	
Subject:	**Public Hearing for Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Three**	

Background: The third budget amendment for fiscal year 2025 has been prepared for review and discussion. The total budget amendment equals $36,126,671. This budget amendment does require a public hearing, which was properly advertised on January 16, 2025 in the *News Leader*. Discussion and the public hearing are scheduled for January 23, 2025 and consideration of the ordinance is scheduled for the February 13, 2025 council meeting.

<u>City Budget Amendment—$32,059,708</u>

1. General Fund amendment of $10,022,488
    - $8,431,757 – Appropriate prior year fund balance
    - $27,905 – Appropriate recovered costs
    - $71,811 – Appropriate miscellaneous revenue
    - $1,491,015 – Appropriate grant funds

2. Grants Fund amendment of $7,500
    - $7,500 – Appropriate grant funds

3. Capital Improvements Fund amendment of $6,131,518
    - $5,481,518 – Appropriate transfer from the General Fund
    - $650,000 – Appropriate interest income on City CIP funds

4. Blue Ridge Court Services amendment of $107,755
   - $107,755 – Appropriate grant funds

5. Water Fund amendment of $9,359,935
   - $9,000,000 – Appropriate grant funds
   - $359,935 – Appropriate prior year fund balance (Bond Funds)

6. Sewer Fund amendment of $6,433,094
   - $1,534 – Appropriate insurance recovery
   - $4,555,000 – Appropriate grant funds
   - $1,876,560 – Appropriate prior year fund balance

7. Environmental Fund amendment of ($2,582)
   - ($2,582) – Adjust appropriation of grant funds

School Budget Amendment—$4,066,963

1. Education Fund amendment of $2,123,729
   - $1,760,553 – Appropriate state and federal grant revenues
   - $341,974 – Appropriate prior year fund balance
   - $21,202 – Appropriate local donations and recoveries

2. School SOP Fund amendment of $28,021
   - $28,021 – Appropriate additional grant funds

3. School Cafeteria Fund amendment $57,075
   - $57,075 – Appropriate prior year fund balance

4. School Textbook Fund amendment of $1,144,011
   - $1,144,011 – Appropriate prior year fund balance

5. School CIP Fund amendment of $714,127
   - $275,000 – Appropriate transfer from Education Fund
   - $100,000 – Appropriate transfer from City
   - $192,000 – Appropriate interest income for School CIP Fund
   - $147,127 – Appropriate grant funds

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

Attachment 1

Ordinance No. 2025-

AN ORDINANCE TO AMEND

THE FY2025 BUDGET ORDINANCE

FOR THE CITY OF STAUNTON

BY ADDING BUDGET AMENDMENT NUMBER THREE

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2025 Budget is amended as follows:

GENERAL FUND - 110

Anticipated Revenue		
General Revenue	$	8,431,757
Recovered Costs		27,905
Miscellaneous Revenue		71,811
Operating Grants and Contributions		1,491,015
Total Revenue	$	10,022,488
Appropriations		
General Government	$	370,047
Judicial Administration		61,574
Public Safety		401,971
Public Works		3,761,085
Parks, Recreation, Cultural		4,632
Community Development		6,000
Transfers to Other Funds		5,417,179
Total Appropriations	$	10,022,488

GRANTS FUND - 215

Anticipated Revenue		
Capital Grants and Contributions	$	7,500
Total Revenue	$	7,500
Appropriations		
Public Safety	$	7,500
Total Appropriations	$	7,500

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue		
Transfer from the General Fund	$	5,481,518
Miscellaneous Revenue	$	650,000
Total Revenue	$	6,131,518
Appropriations		
Capital Projects	$	6,131,518
Total Appropriations	$	6,131,518

BLUE RIDGE COURT SERVICES - 210

Anticipated Revenue		
Operating Grants and Contributions	$	107,755
Total Revenue	$	107,755
Appropriations		
Operations	$	107,755
Total Appropriations	$	107,755

WATER FUND - 530

Anticipated Revenue		
Prior Year Fund Balance (Bond funds)	$	359,935
Capital Grants and Contributions	$	9,000,000
Total Revenue	$	9,359,935
Appropriations		
Capital	$	9,359,935
Total Appropriations	$	9,359,935

SEWER FUND - 540

Anticipated Revenue		
Appropriation of Prior Year Fund Balance	$	1,876,560
Miscellaneous Revenue		1,534
Capital Grants and Contributions		4,555,000
Total Revenue	$	6,433,094
Appropriations		
Capital	$	6,431,560
Operations		1,534
Total Appropriations	$	6,433,094

ENVIRONMENTAL FUND - 580

Anticipated Revenue		
Environmental Fund Balance / Capital Grants and Contributions	$	(2,582)
Total Revenue	$	(2,582)
Appropriations		
Operations	$	(2,582)
Total Appropriations	$	(2,582)

EDUCATION FUND - 900

Anticipated Revenue		
General Revenue	$	363,176
Operating Grants and Contributions		1,760,553
Total Revenue	$	2,123,729
Appropriations		
Operations	$	2,123,729
Total Appropriations	$	2,123,729

EDUCATION SOP FUND - 920

Anticipated Revenue		
Operating Grants and Contributions	$	28,021
Total Revenue	$	28,021
Appropriations		
Operations	$	28,021
Total Appropriations	$	28,021

CAFETERIA FUND - 930

Anticipated Revenue		
Transfer from Cafeteria Fund Balance	$	57,075
Total Revenue	$	57,075
Appropriations		
Operations	$	57,075
Total Appropriations	$	57,075

TEXTBOOK FUND - 910

Anticipated Revenue		
Appropriation from Textbook Fund Balance	$	1,144,011
Total Revenue	$	1,144,011
Appropriations		
Operations	$	1,144,011
Total Appropriations	$	1,144,011

SCHOOL CIP FUND- 966

Anticipated Revenue		
Transfer from the Education Fund	$	275,000
Transfer from the City General Fund		100,000
Miscellaneous Revenue		192,000
Capital Grants and Contributions		147,127
Total Revenue	$	714,127
Appropriations		
Capital Projects	$	714,127
Total Appropriations	$	714,127

GRAND TOTAL BUDGET AMENDMENT NO 3	**$**	**36,126,671**

INTRODUCED: January 23, 2025

PUBLIC HEARING: January 23, 2025

Public Hearing Advertisement Date: January 16, 2025

Approved this ________________day of ________2025

Effective Date: ___________________

CERTIFIED: ____________________________

ATTEST:__________________________

Kiley Kesecker

Clerk of Council

Michele Edwards

Mayor of Council

CITY OF STAUNTON FY 2025 BUDGET AMENDMENT NO. 3			
		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
GENERAL GOVERNMENT			
Misc Revenue	11001-41750-40257	$ 71,811	
Other Expense	11099800-55670-40257		$ 71,811
To appropriate Opioid Settlement Funds			
Appropriation of prior year reserves	11001-41930	$ 270,843	
Other Expenses-Opioid Funds	11099800-55670-40257		$ 270,843
To appropriate carry over balance for Opioid Funds			
Appropriation of prior year reserves	11001-41930	$ 27,393	
Contingency	11099800-56997		$ 27,393
To appropriate funds to cover Valley Supportive Housing back taxes			
JUDICIAL ADMINISTRATION			
COMMONWEALTH ATTORNEY			
Appropriation of Prior Year Fund Balance	11001-41930	$ 25,307	
State forfeited assets	11022210-55472		$ 25,307
To carry forward the balance of the state forfeited assets confiscated as a result of criminal drug operations, as mandated by state requirements			
Circuit Court Library Grant	11023-45562-40311	$ 25,511	
Library Grants	11022160-55421-40311		$ 25,511
To appropriate the Library of VA funding			
Insurance Recovery	11021-41928	$ 7,959	
Maint and Repair of Vehicles	11022170-55305		$ 7,959
To appropriate insurance recovery			
Insurance Recovery	11021-41928	$ 2,257	
Maint and Repair of Vehicles	11022170-55305		$ 2,257
To appropriate insurance recovery			
Insurance Recovery	11021-41928	$ 540	
Maint and Repair of Vehicles	11022170-55305		$ 540
To appropriate insurance recovery			
PUBLIC SAFETY			
POLICE DEPARTMENT			
Appropriation of Prior Year Fund Balance	11001-41930	$ 82,647	
State forfeited asset expenditures	11033110-55472		$ 81,627
Federal forfeited asset expenditures	11033110-55473		$ 1,020
To carry forward the balance of the state and federal forfeited asset funds. Carry forward is mandated by state and federal regulations.			
Law Enforcement	11001-45225	$ 98,758	
Contingency	11099800-56997		$ 98,758
To appropriate additional 599 funds			

CITY OF STAUNTON

FY 2025 BUDGET AMENDMENT NO. 3

		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
POLICE DEPARTMENT			
US Marshall Forfeited Asset	11033-46207-53300	$ 2,250	
Police Overtime	11033110-51530-53300		$ 2,250
To appropriate US Marshal Services Joint Law Enforcement Operations Task Force Funding - Carry Over Funding			
US Marshall Forfeited Asset	11033-46207-53300	$ 21,250	
Police Overtime	11033110-51530-53300		$ 21,250
To appropriate US Marshal Services Joint Law Enforcement Operations Task Force Funding			
Insurance recovery	11031-41928	$ 1,625	
Police Maintenance and Repairs-vehicles	11033110-55305		$ 1,625
To appropriate insurance proceeds			
DMV grant	11033-46206-52900	$ 12,000	
Police Overtime	11033110-51530-52900		$ 11,200
Police Training	11033110-55005-52900		$ 800
To appropriate Selective Enforcement Grant from the National Highway Traffic Safety Administration			
Recovered Cost	11033-41901	$ 15,524	
Professional Services	11033110-53010		$ 2,818
Special Expenses	11033110-55205		$ 12,706
Children			
FIRE DEPARTMENT			
Appropriation of Prior Year Fund Balance	11001-41930	$ 123,950	
Four for Life funds expenditures	11033290-55602		$ 52,517
Fire Programs funds expenditures	11033290-55639		$ 71,433
To carry forward the balance of state funds received, as mandated by state requirements.			
Fire Program Funds	11033-45525	$ 43,967	
Fire Program Funds	11033290-55639		$ 43,967
To appropriate additional Fire Program Funds			
PUBLIC WORKS			
ADMINISTRATION			
Appropriation of prior year fund balance	11001-41930	$ 2,479,806	
Maint/Street Paving	11044130-53225-18300		$ 2,479,806
To appropriate carry over balance for VDOT reimburseable funds			
Street & Highway Maint Funds	11043-45530	$ 1,281,279	
Maint/Street Paving	11044130-53225-18300		$ 1,281,279
To appropriate additional VDOT reimburseable funds			

CITY OF STAUNTON

FY 2025 BUDGET AMENDMENT NO. 3

		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
PARKS AND RECREATION			
PARKS AND RECREATION			
Appropriation of prior year reserves	11001-41930	$ 1,056	
Materials and Supplies	11077110-55415-31200		$ 1,056
To carry forward the balance of donated funds to build a nature park.			
Appropriation of prior year reserves	11001-41930	$ 2,876	
Building improvements/ capital outlay.	11077110-58385-34400		$ 2,876
To carry forward the balance of donated funds for the Booker T. Washington facility kitchen.			
HORTICULTURE			
Appropriation of prior year reserves	11001-41930	$ 700	
Materials and Supplies	11077120-55415-33200		$ 700
To appropriate Susan Blackley grant funds (Community Foundation)			
COMMUNITY DEVELOPMENT			
COMMUNITY DEVELOPMENT			
Donations Planning	11083-41730	$ 6,000	
Non-Capital Equipment	11088110-55486		$ 6,000
To appropriate donation for bicycle stations			
TRANSFERS TO OTHER FUNDS			
CAPITAL IMPROVEMENTS			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	$ 5,417,179	
Transfer to the City Capital Improvements Fund	11099600-59339		$ 5,417,179
To record transfer to CIP from prior year reserves			
Contribution to Health Department	11055110-55605		$ (64,339)
Transfer to CIP Fund	11099600-59339		$ 64,339
To set aside remaining Health Dept funds for roof			
TOTAL GENERAL FUND		**$ 10,022,488**	**$ 10,022,488**

CITY OF STAUNTON

FY 2025 BUDGET AMENDMENT NO. 3

		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
BUDGET AMENDMENT NO. 3 GENERAL FUND SUMMARY			
GENERAL FUND REVENUE SUMMARY			
General Revenues			
Appropriation of Prior Year Fund Balance		$ 8,431,757	
Operational Contingency	$ 27,393		
Opiod Settlement	270,843		
Forfeited Assets for Police - State	81,627		
Forfeited Assets for Comm Attorney	25,307		
Forfeited Assets for Police - Federal	1,020		
EMS Four for Life Funds for Fire Department	52,517		
Fire Programs Fund	71,433		
Recreation- Nature Park Donations	1,056		
Recreation-Donations- Booker T. Community Center	2,876		
Horticulture	700		
Public Works - Streets	2,479,806		
Transfer to the Capital Improvements Fund	5,417,179		
Recovered Costs		27,905	
Judicial	10,756		
Public Safety - Insurance Proceeds	1,625		
Public Safety - Other Recovered Cost	15,524		
Miscellaneous Revenue		71,811	
General government - Opioid Settlement	71,811		
Non-Capital Grants and Contributions		1,491,015	
Clerk of the Court	25,511		
Police Department	134,258		
Fire Department	43,967		
Public Works	1,281,279		
Community Development	6,000		
		$ 10,022,488	-
GENERAL FUND EXPENDITURE SUMMARY			
General Government		$ 370,047	
Judicial Administration		61,574	
Public Safety		401,971	
Public Works		3,761,085	
Parks, Recreation, Cultural		4,632	
Community Development		6,000	
Transfer to Other Funds		$ 5,417,179	
Total General Fund Expenditures		**$ 10,022,488**	-

CITY OF STAUNTON

FY 2025 BUDGET AMENDMENT NO. 3

		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
CITY CAPITAL IMPROVEMENTS FUND			
Transfer from the General Fund	39001-49211	$ 2,891,050.00	
Fire Truck Reserve	39033210-58463		$ 350,000.00
Self Contained Breathing Appar.	39033210-58518		$ 30,000.00
Cardiac Monitors	39033210-58519		$ 10,000.00
CAD/RMS System	39033110-58539		$ 375,000.00
E911 upgrade	39033140-58503		$ 170,000.00
City Ineligible Streets Paving	39044130-58403		$ 100,000.00
Adaptive Traffic Control	39044130-58514-12500		$ 140,000.00
Retaining Wall	39044130-58530		$ 350,000.00
Public Works Equipment Fund	39044130-58505		$ 100,000.00
Public Works Building Fund	39044210-58506		$ 100,000.00
Greenways	39077210-58508		$ 100,000.00
New Sidewalks Reserve	39044130-58484		$ 100,000.00
Bike & Ped Plan Reserve	39088110-58513		$ 125,000.00
Public Use Facilities	39077210-58524		$ 600,000.00
IT Equipment	39011510-58423		$ 100,000.00
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			
Transfer from the General Fund	39001-49211	$ 2,431,129.00	
City CIP Undesignated	39099800-58400		$ 2,431,129.00
To appropriate remaining FY24 carry over funds			
CIP Fund Interest Income	39001-41510	$ 650,000.00	
Public Use Facilities	39077210-58524		$ 650,000.00
To appropriate interest earned in the CIP Fund			
Transfer from General Fund	39001-49211	$ 95,000.00	
Wharf Tree Replacement	39077120-xxxxx		$ 50,000.00
Comprehensive Plan	39088110-58536		$ 45,000.00
To appropriate carry over from General Fund			
Transfer from General Fund	39001-49211	$ 64,339.00	
Health Department Building	39055110-58413		$ 64,339.00
To set aside remaining Health Dept funds for roof			
TOTAL CAPITAL IMPROVEMENTS FUND		**$ 6,131,518**	**$ 6,131,518**

CITY OF STAUNTON

FY 2025 BUDGET AMENDMENT NO. 3

		AMOUNT	
	LEDGER CODE	**REVENUE**	**EXPENDITURE**
GRANTS FUND			
LEMPG grant funds	21534-46250-40104	$ 7,500	
Special equipment	21533210-58341-40104		$ 7,500
To appropriate federal grant funds awarded from the Virginia Department of Emergency Management			
TOTAL GRANTS FUND		**$ 7,500**	**$ 7,500**
BLUE RIDGE COURT SERVICES FUND			
Community Corrections grant	21033-45556	$ 42,488	
Other salaries	21033340-51009		$ 42,488
To appropriate additional Community Corrections grant funds			
Supreme Court Recovery Court Grant	21033-45570	$ (11,995)	
Materials and Supplies - Urine Screen	21033343-55404		$ (11,995)
To adjust recovery grant			
Supreme Court Therapeutic Docket	21033-45571	$ 77,262	
Other Salaries	21033342-51009		$ 53,355
Group Life Insurance	21033342-52001		$ 630
Social Security	21033342-52010		$ 4,082
Reitrement VRS	21033342-52020		$ 8,414
DC Retirement Contribution	21033342-52024		$ 1,068
Health Insurance	21033342-52005		$ 9,401
Unemployment Insurance	21033342-52030		$ 30
Disability	21033342-52035		$ 282
To appropriate BRCS grant			
TOTAL BLUE RIDGE COURT SERVICES FUND		**$ 107,755**	**$ 107,755**
WATER FUND			
Misc State Aid	53004-45560-45007	$ 9,000,000	
Water Tank	53004399-58390-45007		$ 7,500,000
Water Lines	53004399-58365-45007		$ 1,500,000
To appropriate the VEDP Grant			
Proceeds from bond issuance	53001-41746	$ 359,935	
Water Storage Tank	53004399-58390-74914		$ 321,933
Water Lines	53004399-58365-74914		$ 38,002
To appropriate bond funds for Crossing Water Project			
TOTAL WATER FUND		**$ 9,359,935**	**$ 9,359,935**

CITY OF STAUNTON

FY 2025 BUDGET AMENDMENT NO. 3

		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
SEWER FUND			
Insurance Recovery	54001-41928	$ 1,534	
Maint & Repair Vehicles	54004420-53105		$ 1,534
To appropriate insurance proceeds			
State Grant Aid	54004-45560-45006	$ 4,555,000	
Sewer Lines	54004420-58366-45006		$ 3,800,734
Pump Station	54004499-58367-45006		$ 754,266
To appropriate VEDP grant			
Appropriation for Prior Year Reserves	54001-41932	$ 1,876,560	
Pump Station	54004499-58367-74911		$ 1,565,560
Sewer Lines	54004420-58366-74911		$ 311,000
To appropriate prior year fund balance for Crossing Sewer Project			
TOTAL SEWER FUND		**$ 6,433,094**	**$ 6,433,094**
ENVIRONMENTAL FUND			
Comm of VA grant funds	58003-45530	$ (2,582)	
Materials and Supplies	58004822-55415		$ (2,582)
To adjust Comm of VA grant funds from the Department of Environmental Quality			
TOTAL ENVIRONMENTAL FUND		**$ (2,582)**	**$ (2,582)**

FY 2025 BUDGET AMENDMENT NO. 3 SUMMARY

CITY GOVERNMENT FUNDS	
GENERAL FUND	$ 10,022,488
CAPITAL IMPROVEMENTS FUND	$ 6,131,518
GRANTS FUND	$ 7,500
BLUE RIDGE COURT SERVICES FUND	$ 107,755
WATER FUND	$ 9,359,935
SEWER FUND	$ 6,433,094
ENVIRONMENTAL FUND	$ (2,582)
TOTAL CITY GOVERNMENT FUNDS	**$ 32,059,708**
EDUCATION FUNDS	
EDUCATION FUND	$ 2,123,729
SCHOOL CIP FUND	$ 714,127
CAFETERIA FUND	$ 57,075
TEXTBOOK FUND	$ 1,144,011
SOP FUND	$ 28,021
TOTAL EDUCATION FUNDS	**$ 4,066,963**
TOTAL FY2025 BUDGET AMENDMENT NO. 3	**$ 36,126,671**

STAUNTON CITY SCHOOLS
FY 2025 BUDGET AMENDMENT
AMENDMENT NO. 3

EDUCATION FUND 900		**REVENUES**	**EXPENDITURES**
STATE AND FEDERAL GRANT REVENUE/PROGRAMS			
TITLE III Part A- Limited English Proficient			
To appropriate additional Title III funding	900300-43375-T3-00	$ 11,547	
Educational supplies	91102195-56013-T3-00		$ 11,547
TITLE I Part D Neglected and Delinquent			
To appropriate additional federal grant funds for neglected and delinquent students			
TITLE I Part D Neglected and Delinquent	900300-43015-T1D00	$ 65,192	
Contingency	91101100-59100-T1D00		$ 65,192
Special Education Preschool Program			
To appropriate the balance of grant funds for the preschool program			
Special Education Preschool 619 Funds	900300-43173-PRE00	$ 32,588	
PRESCHOOL Contingency-Grant Balance	91101100-59100-PRE00		$ 32,588
To appropriate School Improvement Grant			
School Improvement Grant	900300-43040-SIG00	$ 29,502	
Other Purchase Services	91312195-53569-SIG00		$ 29,502
TITLE VIB Federal Grant			
To appropriate remaining grant funds from prior year grant funds awarded for T6B00			
Federal Revenue	900300-43027-T6B00	$ 816,729	
T6B00 Contingency	91101100-59100-T6B00		$ 816,729
To appropriate remaining grant funds from prior years for TITLE I			
TITLE I Revenue	900300-43010-T1-00	$ 266,124	
TITLE 1 Contingency -Grant Balances	91101100-59100-T1-00		$ 266,124
To appropriate remaining grant funds from prior year for TITLE II			
Title II Grant Revenue	900300-43345-RT-00	$ 22,556	
Teacher Salaries	91102187-51120-RT-00		$ 22,556
To adjust prior year and new grant funds for TITLE IV			
Title IV Revenue	900300-43378-T4-00	$ 39,438	
TITLE IV Contingency	91102195-56013-T4-00		$ 39,438
To appropriate PERKINS V - TITLE 1			
To appropriate additional federal grants for Perki	900400-43243-PRK00	$ (19,551)	
Replace - Computers / Technology	91103395-58107-PRK00		$ (19,551)
To appropriate the Virginia All In Initiative			
State Grant Revenue	900300-42270-ALLIN	$ 496,428	
Contingency	91101100-59100-ALLIN		$ 496,428
TOTAL STATE AND FEDERAL GRANT PROGRAMS		**$ 1,760,553**	**$ 1,760,553**

STAUNTON CITY SCHOOLS
FY 2025 BUDGET AMENDMENT
AMENDMENT NO. 3

LOCAL GENERAL REVENUE/PROGRAMS			
To appropriate prior year balance of Equity Funds			
Prior Year Fund Balance	900100-49302	$ 32,011	
Contingency	91101100-59100-EQUIT		$ 32,011
To appropriate Equity Fund donations			
Donation Revenues	900300-40580-EQUIT	$ 12,002	
Contingency	91101100-59100-EQUIT		$ 12,002
To appropriate private donation for school libraries			
Donations Private Gifts	900300-40580	$ 500	
Books and Subscriptions	91321181-56012		$ 166
Books and Subscriptions	91321182-56012		$ 167
Books and Subscriptions	91321183-56012		$ 167
To appropriate the balance of donated funds received from the Thacker Fund for Bessie Weller Elementary School			
Prior Year Fund Balance	900100-49302	$ 31,521	
Bessie Weller Elementary Thacker Fund	91101181-56109-THACK		$ 31,521
To Appropriate Remaining SHS Future Garden			
Prior Year Fund Balance	900100-49302	$ 313	
Repair/Maint SHS	94209099-53688-SHS21		$ 313
To Appropriate Remaining SMS Outdoor Learning			
Prior Year Fund Balance	900100-49302	$ 1,945	
Repair/Maint SHELBURNE	94209099-53687-SMS21		$ 1,945
To reappropriate T Alden Arts Grant			
Prior Year Fund Balance	900100-49302	$ 1,184	
Educational Supplies	91101181-56013		$ 592
Educational Supplies	91101183-56013		$ 592
To appropriate carryover for FY25 School CIP			
Prior Year Fund Balance	900100-49302	$ 275,000	
Transfer to CIP	98909095-59394		$ 275,000
To appropriate VRSA Grant			
Other Grants	900300-40587	$ 3,800	
Repair / Main Services	94209099-56007		$ 3,800
Merchants Insurance Recovery			
Insurance Recovery	900100-40510	$ 4,900	
Repair and Maint. Services	94209099-53688		$ 4,900
TOTAL LOCAL GENERAL REVENUE/PROGRAMS		**$ 363,176**	**$ 363,176**
TOTAL EDUCATION FUND		**$ 2,123,729**	**$ 2,123,729**

STAUNTON CITY SCHOOLS
FY 2025 BUDGET AMENDMENT
AMENDMENT NO. 3

STATE OPERATED PROGRAMS FUND 920		REVENUES	EXPENDITURES
To appropriate additional federal grant funds for neglected and delinquent students			
Federal T1D00 Grant Revenue	920391-43015-T1D00	$ 28,021	
Other Salaries	S1109991-51120-T1D00		$ 28,021
TOTAL STATE OPERATED PROGRAMS FUND 920		**$ 28,021**	**$ 28,021**

SCHOOL CIP FUND 966		REVENUES	EXPENDITURES
To clear FY24 School Security grant			
Grant revenue	966400-42999-SSE24	$ (45,976.59)	
Non-capital equipment	K6609083-56486-SSE24		$ 3,550.99
Security equipment	K6609083-58215-SSE24		$ 5,987.06
Security equipment	K6609084-58215-SSE24		$ (49,492.00)
Non-capital equipment	K6609084-56486-SSE24		$ 34,680.00
Security equipment	K6609087-58215-SSE24		$ (13,525.00)
Non-capital equipment	K6609087-56486-SSE24		$ 18,264.69
Security equipment	K6609088-58215-SSE24		$ (67,699.00)
Non-capital equipment	K6609088-56486-SSE24		$ 10,762.77
Undesignated CIP	K9009000-58100		$ 11,493.90
To clear FY23 School Security Grant			
Security equipment	K6609083-58215-SSE23		$ 3,809.14
Security equipment	K6609084-58215-SSE23		$ (3,809.14)
To clear FY21 School Security Grant			
Security Equipment	K6609082-58215-SSE21		$ (6.62)
Undesignated CIP	K9009000-58100		$ 6.62
To clear ESSR3 grant			
Other Federal Funds	966100-43999-ESSR3	$ 47,274.92	
Non Capital Equipment	K6609087-56486-ESSR3		$ 26,642.00
CIP Equipment	K6609087-58104-ESSR3		$ (7,143.50)
Architect Fees	K6609087-58354-ESSR3		$ 29,690.79
Construction	K6609087-58360-ESSR3		$ 42,556.63
CIP Undesignated	K9009000-58100-ESSR3		$ (50,474.00)
CIP Undesignated	K9009000-58100		$ 6,003.00
To fund overspent CIP account			
Non-capital equipment	K6609088-56486		$ 17,224.02
Furniture	K6609088-58102		$ (2,812.96)
CIP Undesignated	K9009000-58100		$ (14,411.06)
Appropriate revenue for Interest and Refunds			
Interest	966100-40102	$ 192,000.00	
CIP Undesignated	K9009000-58100		$ 192,000.00
To clear overspent CIP line			
Replace-Vehicles	K6009099-58105		$ 790.00
CIP Undesignated	K9009000-58100		$ (790.00)

STAUNTON CITY SCHOOLS
FY 2025 BUDGET AMENDMENT
AMENDMENT NO. 3

To appropriate transfer from City CIP			
Transfer from City CIP	966100-49239	$ 100,000.00	
Construction	K6609087-58360		$ 100,000.00
To appropriate FY25 school capital per plan			
Transfer from Education	966100-49290	$ 275,000.00	
Parking Lot Paving	K6209095-58113		$ 100,000.00
Techonology Infrastructure	K6809095-58120		$ 100,000.00
Maint Vehicle Reserve	K9009000-58105		$ 50,000.00
Furniture Reserve	K9009000-58102		$ 25,000.00
Transfer CIP Funds for Shelburne Roof			
CIP Undesignated	K9009000-58100		$ (47,650.00)
Shelburne Roof	K6609087-58109		$ 47,650.00
To fund SHS fence not covered by grant			
Special Equipment	K6609088-58215		$ 28,521.22
CIP Undesignated	K9009000-58100		$ (28,521.22)
Appropriate School Security Equipment Grant			
Other State Grant	966400-42999-SSE24	$ 145,829.00	
Undesignated CIP (SCS Match)	K9009000-58100		$ (36,457.00)
Security Equipment-Ware	K6609083-58215-SSE25		$ 47,500.00
Security Equipment-Bessie	K6609081-58215-SSE25		$ 129,786.00
Security Equipment-SHS	K6609088-56486-SSE25		$ 5,000.00
TOTAL SCHOOL CIP FUND 966		**$ 714,127.33**	**$ 714,127.33**

CAFETERIA FUND 930		**REVENUES**	**EXPENDITURES**
Appropriation from fund balance	930100-49302	$ 57,075	
Contingency	H5109000-59100-SSO		$ 15,210
Other Operating Supplies	H5109081-56014-SOSB		$ 200
Other Operating Supplies	H5109000-56014-NKHVA		$ 2,683
Paper Supplies	H5109000-56003-MM5K		$ 3,489
Contingency	H5109000-59100-EQUIT		$ 2,000
Contingency	H5109000-56002-GIANT		$ 31,551
Other Operating Supplies	H5109000-56014-KIWA		$ 24
Contingency	H5109000-59100		$ 1,918
TOTAL SCHOOL CAFETERIA FUND 930		**$ 57,075**	**$ 57,075**

TEXTBOOK FUND 910		**REVENUES**	**EXPENDITURES**
To appropriate prior year funds for textbook purchases			
Prior Year Fund Balance	9100100-49302	$ 1,144,011	
Textbook Adoptions	B1109195-56021		$ 1,144,011
TOTAL TEXTBOOK FUND 910		**$ 1,144,011**	**$ 1,144,011**

GRAND TOTAL BUDGET AMENDMENT NO. 3		**$ 4,066,963.33**	**$ 4,066,963.33**
			$ -

Attachment 2

NOTICE OF PUBLIC HEARING

TO THE CITIZENS OF THE CITY OF STAUNTON, VIRGINIA

TAKE NOTICE that on Thursday, January 23, 2025, 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 2025 budget and will consider the adoption of the following:

An Ordinance to amend the FY 2025 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 $10,022,488
Capital Improvement Fund $6,131,518
Grants Fund $7,500
Blue Ridge Court Services Fund $107,755
Water Fund $9,359,935
Sewer Fund $6,433,094
Environmental Fund ($2,582)
Education Fund $2,123,729
School Capital Fund $714,127
School Cafeteria Fund $57,075
School Textbook Fund $1,144,011
School SOP Fund $28,021
Total FY 2025 Budget Amendment No. 3 is $36,126,671.

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 Thursday, January 16, 2025.

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 23, 2025**	**Staff Member:** **Lyle Hartt**
Item #	**C**	
Department:	**Public Works—Engineering**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Areas: Infrastructure; Built Environment**	
Subject:	**Consideration of Resolution Authorizing Virginia Department of Transportation Inventory Adjustment**	

Background: Construction of the public infrastructure of Red Oaks Section 7 – River Oak Drive was recently completed and accepted by the City in December. The City wishes to add this newly constructed street to the City's Urban Maintenance Inventory registered with the Virginia Department of Transportation (VDOT), as is required to receive reimbursement from VDOT for the maintenance of such qualifying roads. To accomplish this, City Council needs to adopt the attached resolution. A sketch of the new street is referenced in the resolution and is also attached.

Attachment: Proposed Resolution, with Exhibits A & B

City Manager's Recommendation: Adoption of the proposed resolution, as presented.

Suggested Motion: I move that City Council adopt the resolution authorizing the Virginia Department of Transportation to add River Oak Drive, as shown on Exhibits A and B of the resolution, to the City's local system of roads.

City Manager: Leslie Beauregard

A RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
AUTHORIZING THE REQUEST FOR THE STREET ADDITION OF RIVER OAK DRIVE TO THE CITY'S LOCAL SYSTEM OF ROADS ELIGIBLE FOR VIRGINIA DEPARTMENT OF TRANSPORTATION MAINTENANCE PAYMENTS

Recitals

A. Whereas, pursuant to the provisions of Virginia Code § 33.2-319, the Virginia Department of Transportation (VDOT) makes payments to municipalities for the maintenance of qualifying highways; and

B. Whereas, VDOT procedures require that municipalities requesting lane mileage additions and deletions for payments under § 33.2-319 submit Form U-1, "Request for Street Additions, Deletions or Conversions for Municipal Assistance Street Payments," as approved by the municipality's governing body;

NOW, THEREFORE, BE IT RESOLVED that, the Council of the City of Staunton, Virginia, hereby petitions VDOT to accept those segments of streets listed on Form U-1 for street maintenance payments; a copy of said Form U-1 being attached hereto and made part of this resolution and incorporated by reference as **Exhibit A**; and further identified on the attached area sketch; a copy of said sketch also attached hereto and made part of this resolution and incorporated by reference as **Exhibit B**;

BE IT FURTHER RESOLVED that, Form U-1 and accompanying sketch, and a copy of this resolution, shall be transmitted to the Resident Engineer/Administrator of VDOT;

BE IT FURTHER RESOLVED that, this resolution shall be in full force and effect upon its passage.

Introduced:
Adopted:
Effective Date:

____
Michele D. Edwards, Mayor

ATTEST: ______________________________
Kiley Kesecker, Clerk of Council

Exhibit A

Appendix B
Form U-1 (rev. 7-1-17)

LOCAL ASSISTANCE DIVISION
VDOT
REQUEST FOR STREET ADDITIONS, DELETIONS AND CONVERSIONS FOR
STREET PAYMENTS SECTION 33.2-319
CODE OF VIRGINIA

MUNICIPALITY Staunton **DISTRICT** Staunton

ACTION REQUIRED (SELECT BELOW)	STREET NAME ROUTE NUMBER	FROM TERMINI TO	R/W (Width) (FEET)	PAVEMENT WIDTH (FEET)	CENTER LANE (MILES)	NUMBER OF LANES	MOVING LANE MILES	Eligibility Code Reference Link	FUNC. CLASS. (TMPD USE except for HR and NOVA)
ADD (New Road)	River Oak Drive	CL Oak View Dr. to 0.15 MI N OF Oak View Dr at Cul-de-sac	50	24	0.15	2	0.30	5	

* Council Resolution and Map Attached

SIGNED ______________________
MUNICIPAL OFFICIAL DATE

SIGNED ______________________
AUTHORIZED VDOT OFFICIAL DATE

Submit to: District Point of Contact in triplicate

CLASSIFIED BY ______________________
T&MPD ENGINEER DATE

Exhibit B

URBAN STREET ADDITIONS
RIVER OAKS AREA SKETCH

Segment(s) of Road to be added to the Urban System

Segment(s) of Road presently in Urban System

ACTION	SEGMENT	STREET NAME	FROM	TO	LENGTH (MI.)
ADD NEW ROAD	A-B	**RIVER OAK DR**	OAK VIEW DR	0.15 MI N OF OAK VIEW DR AT CUL-DE-SAC	0.15

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>January 23, 2025</td><td rowspan="3">Amanda Kaufman
Assistant City Manager

John Blair
City Attorney</td></tr>
<tr><td>Item #</td><td>D</td></tr>
<tr><td>Department:</td><td>City Manager’s Office</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Value: Excellence

Strategic Area: Responsive, Efficient Government; Economic Development</td></tr>
<tr><td>Subject:</td><td colspan="2">Consideration of Resolution Clarifying the Portion of Transient Occupancy Tax Dedicated for Tourism Promotion and Marketing</td></tr>
</table>

Background: The City of Staunton’s Transient Occupancy Tax (TOT) rate is currently 6.7 percent of the total amount paid for a room rental.

In 2007, City Council increased the TOT rate from 4 percent to 5 percent of the total amount paid for a room rental and adopted a motion allocating the additional percent to a strategic marketing campaign, dedicated to tourism promotion and marketing.

In 2016, City Council increased the TOT rate from 5 percent to 6.7 percent of the total amount paid for a room rental, and discussed allocating the additional 1.7 percent to marketing efforts to increase overnight visitation to Staunton.

In practice, 2.7 cents of the TOT have been allocated to the operating budget of the Tourism department annually. However, it was discovered that the 2007 ordinance codifying the TOT increase did not mention the allocation of one percent to tourism efforts. It was further discovered that in 2016, neither the motion nor the ordinance codifying the TOT increase mentioned the allocation of 1.7 percent to tourism efforts.

The purpose of this item is to clarify the allocation of revenue received from the Transient Occupancy Tax for marketing efforts to increase overnight visitation to Staunton and to initiatives and expenses contributing to increased tourism in Staunton.

Attachment: Proposed resolution.

City Manager's Recommendation: Adopt the proposed resolution.

Suggested Motion: I move to adopt the proposed resolution clarifying the portion of Transient Occupancy Tax dedicated to tourism promotion and marketing.

City Manager: Leslie Beauregard

RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
ESTABLISHING THE ALLOCATION OF
TRANSIENT OCCUPANCY TAX REVENUE

Recitals

WHEREAS, the Staunton City Council received a City Council Agenda Briefing on January 25, 2007 which stated that the Tourism Advisory Board recommended increasing the Transient Occupancy Tax from four percent to five percent of the total amount paid for room rental with the additional one percent being devoted to a strategic marketing campaign devoted to tourism promotion;

WHEREAS, on January 25, 2007, the Staunton City Council adopted a motion increasing the Transient Occupancy Tax and allocating the additional percentage point of the tax to a strategic marketing campaign devoted to tourism promotion pursuant to the Tourism Advisory Board's recommendation;

WHEREAS, the January 25, 2007 ordinance codifying the Transient Occupancy Tax increase did not mention the allocation of the one percent increase in the tax to a strategic marketing campaign devoted to tourism promotion;

WHEREAS, the Staunton City Council received a City Council Agenda Briefing on March 24, 2016 which stated that the Tourism Advisory Board recommended increasing the Transient Occupancy Tax from five percent to six and seven-tenths percent of the total amount paid for room rental with the additional one and seven-tenths percentage increase being devoted to marketing efforts to increase overnight visitation to Staunton;

WHEREAS, on March 24, 2016 the Staunton City Council adopted a motion increasing the Transient Occupancy Tax from five percent to six and seven-tenths percent;

WHEREAS, neither the March 24, 2016 Staunton City Council motion nor the ordinance codifying the Transient Occupancy Tax increase mentioned the allocation of the one and seven-tenths percent increase in the tax to marketing efforts to increase overnight visitation to Staunton; and

WHEREAS, there is a need to clarify the allocation of revenue received from the Transient Occupancy Tax.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, that two and seven-tenths percent of the six and seven-tenths percent Transient Occupancy Tax shall be devoted to marketing efforts to increase overnight visitation to Staunton and to initiatives and expenses contributing to increased tourism in Staunton.

BE IT FURTHER RESOLVED, that funds not expended during a fiscal year may be carried over to the following fiscal year for tourism related initiatives and expenses. The amount of carryover will be determined following a meeting between the Tourism Director, the Chief Finance Officer and the City Manager or designee. Any funds not allocated to an ensuing year's carryover appropriation will revert to the general fund.

Adopted this_______ day of ___________, 2025.

____
Michele D. Edwards, Mayor

ATTEST: ____________________________
Kiley A. Kesecker, Clerk of Council