Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
February 13, 2025
5:45 p.m.

5:45 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
5:50 p.m.	**2.**	**Central Shenandoah Valley Office on Youth FY 2024 Annual Report and 2025-2028 Strategic Plan**
6:10 p.m.	**3.**	**Update on Virginia Department of Transportation Richmond Avenue Road Diet & Roundabout and Edgewood Sidewalk Projects**
6:35 p.m.	**4.**	**Closed Meeting for Consultation with Legal Counsel for Legal Advice Related to Flood Mitigation Measures**

Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
February 13, 2025
7:00 p.m.

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Edwards

Mayor's Report

Additional Items by Members of Council

<u>REGULAR MEETING</u>

A. Consent Agenda

A.1. Approval of Minutes
Work Session and Regular Meeting of January 23, 2025

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

A.3. Consideration of Application for Department of Criminal Justice Services Byrne/Justice Assistance Law Enforcement Equipment Grant

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. Fire & Rescue Oaths of Office – Deputy Chief Brian Butler, Captain Adam Dolan and Lieutenant Alex Foresman

C. Public Hearing and Consideration of a Request by First Five Cousins, LLC, for a Special Use Permit for a Planned Residential Development, consisting of 17 Single-Family Attached Dwellings, Located at 2311 Morris Mill Road*

D. Public Hearing and Consideration of a Request by Management Services Corporation, for a Special Use Permit at 206 Frontier Drive for Multi-Family Use in a B-2, General Business District*

Matters from the City Manager

Matters from the Public*

Adjournment

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

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 13, 2025**	**City Council**
Item #	**1**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Integrity Engagement**	
Subject:	**Work Session and Regular Meeting Agendas**	

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

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

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 13, 2025**	**Virginia Newman** **Director, CSVOOY**
Item #	**2**	
Department:	**Central Shenandoah Valley Office on Youth**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsible, Efficient Government**	
Subject:	**Central Shenandoah Valley Office on Youth FY 2024 Annual Report and 2025-2028 Strategic Plan**	

Background: Virginia Newman, Director of the Central Shenandoah Valley Office on Youth, will provide an annual update of the work accomplished by her department during the last fiscal year. A copy of the FY 2024 annual report, as well their strategic plan for 2025-2028, is attached.

Attachments:

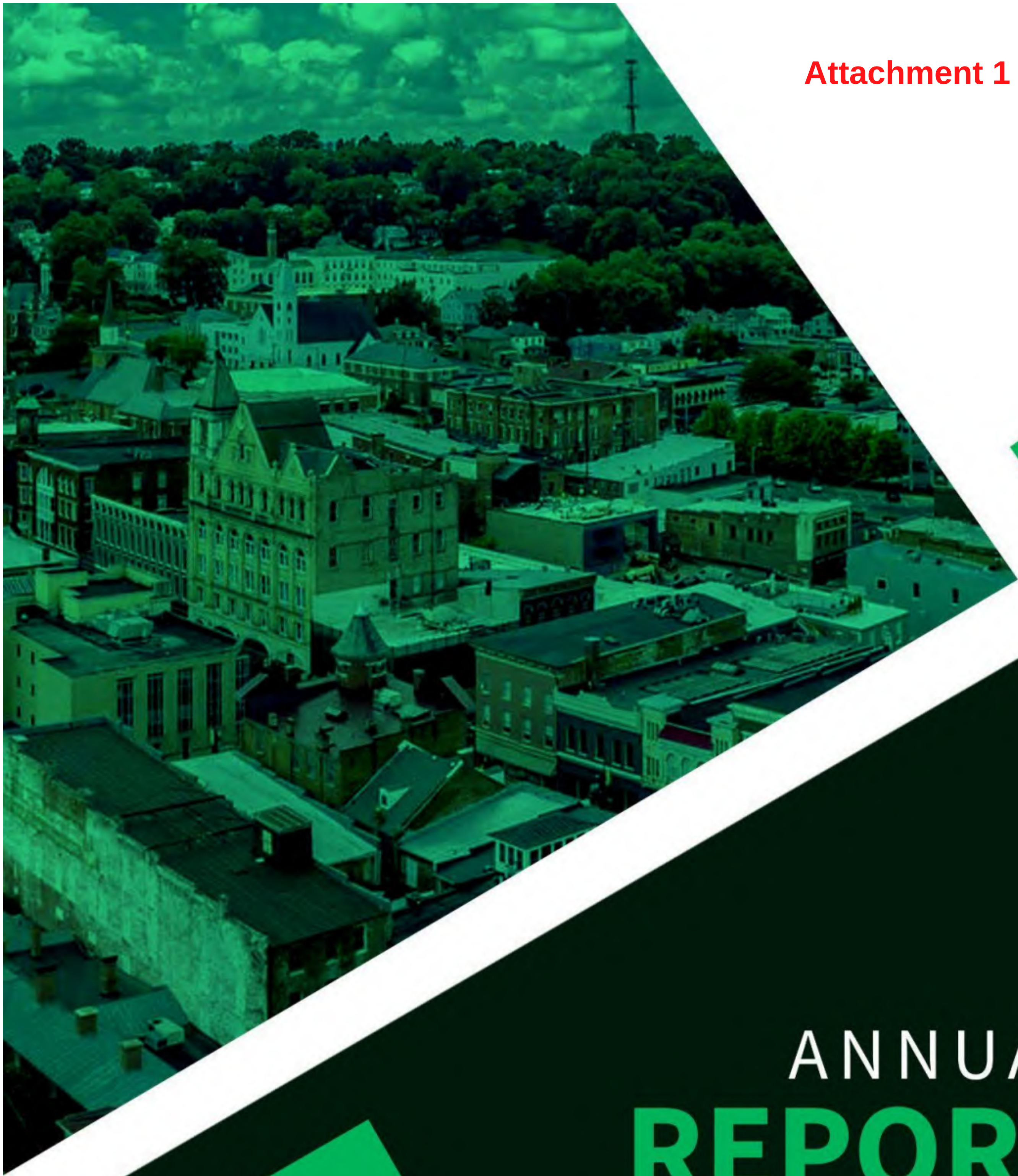
Attachment 1—FY 2024 Annual Report
Attachment 2—Strategic Planning Document 2025-2028
Attachment 3—Strategic Plan Presentation

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Attachment 1



ANNUAL REPORT FY'2024

Central Shenandoah Valley
OFFICE ON YOUTH

We Exist to serve children, parents, grandparents, and foster parents

VISION STATEMENT

A community where all youth reach their highest potential.

MISSION STATEMENT

The mission of the Office on Youth is to promote collaborative efforts among youth and family service agencies to encourage positive youth development in our community.

VISION & MISSION
STATEMENT

41 juveniles were on Home Electronic Monitoring. They averaged 74 days in the program.

12 juveniles were on Surveillance or Curfew Checks.

12 youths completed Anger Management through Valley Hope Counseling.

11 youths completed the Life Skill Youth Empowerment Sessions.

1 completed Shoplifting Alternative Program.

5 completed Substance Abuse Education program through Virginia Alcohol Safety Action Program.

27 students completed a combined 41 courses through 3rd Millennium Classrooms.

JUVENILE CRIME
CONTROL

For parenting, we served 353 adults and had an 87% completion rate of those registered for programs.

CLASSES

- Parenting & Divorce
- First Five Years
- Active Parenting
- Loving Solution
- Parent Project
- 24/7 Dad

OTHER SERVICES

- WARM Shelter
- Wenonah Elementary - Parenting Class
- Middle River Regional Jail - Incarcerated Moms

FAMILY
SERVICES

Check and Connect provided mentors to truant youth:

Students participants:

Staunton | 38
Waynesboro | 10
Augusta County | 60

CHECK &
CONNECT

Program highlights:

- 9 youth graduated – 1 graduated early – multiple students received vocational school certifications
- Many Students' attendance and grades improved enough for
  - A student joined the band and was able to travel and perform at Festival Disney in Florida
  - Students joined choir; had artwork added to school showcase,
  - 1 was chosen from 90- other students to represent the regional tech center at the National Tech USA competition.
  - Students join the basketball, soccer, and wrestling teams and a student competed at State level wrestling tournaments.
  - 3 students passed Driver's Ed and 2 also passed Behind the Wheel
- 2 students started working while in school

CHECK &
CONNECT

Bike Safety Program 3rd – 5th grade:
Waynesboro 678 students – Staunton 210 students

82 Wenonah Elementary School students participated in bike and or hiking activities.

10 Wenonah Elementary School students participated in Super Hero Walk to school day.

1000+ elementary & middle school students participated in Walk to School Week.

Started Bike Flex Friday program at Kate Collins Middle School 14 riders participated each week.

Coordinated efforts with Waynesboro Rotary's 100-anniversary project to develop a Traffic Playground at Constitution Park in Waynesboro.

Street Project documentary screening.

Participated in the Wheels for Wilson event at Gypsy Hill Park.

Planning committee for local Walk Bike Summit.

Member of Staunton Bike/Ped Committee.

SAFE ROUTES TO SCHOOL &
HEALTHY COMMUNITY ACTION TEAM

PREP program served a total of 2,504 youth in the 4th – 10th grade

- Family Life Education during health class in Staunton, and Waynesboro schools 4 – 10 grade.
- Healthy Relationships
- Bullying Presentations
- Social Media - Internet Safety Presentations
- Screenagers
- Summer Enrichment

PERSONAL RESPONSIBILITY
EDUCATION PROGRAM

- 14 neighborhood visits and 10 more neighborhood visits with Waynesboro Library Book Bus. averaging 25 participants each visit.
- Participated in 20 events including:
  - Waynesboro Farmers Marker
  - Groovin' on the Greenway
  - Fairfax Hall visits
  - Boys & Girls Club
  - School carnivals and events
  - Mobil Health clinic
  - Kids Mater Day
  - Augusta County Library events
  - Summer food distribution

COMMUNITY IN
MOTION

- Back-to-school events
- SAW charity kickball tournament
- Attendance Month presentations with Staunton City Schools
- Green Hanger
- Anti-Bullying training for staff and campers at Waynesboro YMCA and Staunton Parks & Recreation summer camp
- On the Road Collaborative
- Kids Matter Day
- Reality Town in the schools
- Adventures at the Museum (hosted through a collaboration of area school social workers, held at the Frontier Culture Museum for all area elementary students and their families)
- Walk – Bike Summit
- SAW Housing Summit and follow-up lunch & learn meetings
- Participated in 6 - Central Shenandoah Valley Re-entry Resource fairs
- Mental Health Fair at Amazon fulfillment center
- Wellness Fair at Stewart Middle
- Churchville Lawn Party
- Waynesboro Trunk or Treat
- Festival of Lights
- Waynesboro Christmas Parade
- Family Assessment Planning Team representation
- Community Policy Management Team representation
- School Attendance Review Team meetings
- Rosenwald Block Party

OTHER EVENTS & COLLABORATION

Amazon - Amazon reached out to our organization as a bridge to distribute resources to the community in a far greater capacity then just our office is capable. Through this distribution, we have been able to forge networks that were not clearly visible through the OOY's current lens (or programming). The OOY has been able to create a sustainable connection between community partners and the private sector. Through the various community partnerships, we have been able to create positive and innovative solutions to some of the growing needs in our community.

Trainings & Conferences:

- All staff renewed CPR certification
- All staff trained in REVIVE – Narcan training
- Multiple staff were trained in SafeTALK- Suicide Alertness for Everyone; Adult and Youth Mental Health First Aid and Understanding Adverse Childhood Experiences.
- OOY staff participated in Over 80 hours of additional training relevant to program areas.
- Champion for Youth Summit
- CcoVA Summit

OTHER EVENTS & COLLABORATION

Youth Commissioners

Augusta County

Steven Greppes
Carrie Landes
Amber Martino
Michelle Nadeem
Summe Wallace

Staunton City

Bradley Lyle
Susan Mace
Natasia Reinhardt
Taylor Flavin Rose

Waynesboro City

Debra Freeman-Belle
Jeff Fife
Sharon Fitz
Kristi Williams

Our Team

Ginny Newman, Director
Grace Deshong, Division Supervisor
Jay Holly, Office Manager
Meredith Keppel, Family Services Coordinator
Shawn McLain, Crime Control Coordinator
Josh Mutters, Truancy Coordinator
Steve Garon, SRTS / HCAT Coordinator
Samantha Weed, Outreach Coordinator

Angela Babb, PREP Coordinator
Josh Jones, Truancy Mentor
Brittany Weakley, Truancy Mentor
Jean Reece, Crime Control Outreach
Everett Stubbs, Crime Control Outreach

Office Locations

Waynesboro Office
Rosenwald Community Center
413 Port Republic Rd
Waynesboro, VA 22980
(540) 942-6757

Staunton Office
Nelson Street Teen Center
900 Nelson Street
Staunton, VA 24401
(540) 332-3806

OfficeOnYouth.com

officeonyouth@ci.waynesboro.va.us

Attachment 2

Strategic Planning Document
2025– 2028
Central Shenandoah Valley
Office on Youth

www.officeonyouth.com

TABLE OF CONTENTS

VISION STATEMENT

A community where all youth reach their greatest potential.

MISSION STATEMENT

The Central Shenandoah Valley Office on Youth (Office on Youth) is dedicated to fostering positive youth development. We achieve this by providing direct services, resources, and opportunities that promote personal growth and build lasting community connections. Our aim is to support and empower both youth and families while encouraging collaboration among various youth and family service agencies.

POSITIVE YOUTH DEVELOPMENT

The Office on Youth utilizes the Search Institutes' 40 Developmental Assets® framework for youth development, which identifies the positive supports and strengths youth need to thrive.

In 1990, the Search Institute introduced the 40 Developmental Assets®, grounded in extensive research in youth development, resiliency, and prevention. The framework identifies:

- The supports, opportunities, and relationships young people need across all aspects of their lives, and
- The personal skills, self-perceptions, and values they need to make good choices, take responsibility for their own lives, and be independent and fulfilled.

When youth have more assets, they are:

- More likely to thrive now and in the future,
- Less likely to engage in a wide range of high-risk behaviors, and
- More likely to be resilient in the face of challenges.

The Office on Youth programs are designed around the 40 External and Internal Developmental Assets in youth, nurturing their skills, values, and connections for a brighter future.
More information can be found on our website.

PROGRAM GOALS

Direct services and activities targeted to an identified community need.

GOAL 1: PROVIDE YOUTH WITH THE SKILLS AND KNOWLEDGE NEEDED TO REACH THEIR GREATEST POTENTIAL.

STRATEGY 1: CHECK AND CONNECT

The Office on Youth, in partnership with Augusta County Schools, Staunton City Schools, Waynesboro City Schools, and the 25th District Juvenile and Domestic Relations Court, will provide mentoring to truant youth by utilizing the evidence-based Check and Connect program. The Check and Connect program helps youth develop the skills they need to succeed in school and reach their full potential.

Objective: Fifty percent (50%) of youth enrolled in the Check and Connect Program will improve their school attendance after at least six (6) months of participating in the program.

Outputs: Enroll 20 new youth each year in the Check and Connect Program. The average annual caseload is 75 youth.

STRATEGY 2: PERSONAL RESPONSIBILITY EDUCATION PROGRAMS

The Office on Youth in partnership with the local schools and Health Department seeks to improve the health of youth in our community by teaching age-appropriate Family Life Education to students in grades 4 – 10. Family Life Education teaches youth knowledge and skills to help them make positive choices that will help them reach their full potential.

Objective: Students will learn age-appropriate information about 1) developing and understanding their values and attitudes, 2) healthy relationships and interpersonal skills, 3) internet safety, 4) Human Trafficking, 5) substance abuse, and 6) how to exercise responsibility regarding sexual relationships, including addressing abstinence, contraception, and risks associated with sexual intercourse.

Outputs: 2,500 students will receive instruction each year.

Strategy 3: Safe Routes to School

The Office on Youth in partnership with Waynesboro City and Staunton City Schools seeks to improve the health of children and youth in our community by encouraging active lifestyles. The Safe Routes to School program encourages youth to develop life-long habits that will build strong minds and bodies to help them reach their full potential.

Objective: Students in grades 3- 5 will learn/practice bicycle and pedestrian safety skills and have opportunities to practice those skills through guided bike rides and walks.

Outputs: 750 students each year will receive bicycle safety instruction.

GOAL 2: STRENGTHEN FAMILY ENGAGEMENT

Strategy 1: Evidence-Based Parent Support Programs

The Office on Youth will help parents develop the skills they need to stabilize their family unit, develop healthy positive parenting skills to address a range of common childhood struggles, and reduce children's delinquent behavior by offering age-appropriate support programs to parents with children ages 0 - 18 whose families need support or are in crisis.

Objectives:

Parents/Guardians will be taught a comprehensive model of parenting that will enable their children to reach their full potential.

Outputs: Thirty (30) will enroll in Parent Project; twenty-five (25) will enroll in Loving Solutions, forty (40) will enroll in Active Parenting, and thirty (30) will enroll in First Five Active Parenting each year.

STRATEGY 2: FATHERHOOD INITIATIVE

The Office on Youth will collaborate with human service agencies and teach fathers about the important role they play in their children's lives to fully realize the tremendous, positive impact involved fathers have on children and families.

Objective: OOY will utilize the National Fatherhood Initiative Programs® to provide a wide range of responsible fatherhood skill-building resources and programs in the community, at Middle River Regional Jail, and among professionals in local agencies.

Outputs: Twenty (20) fathers will enroll in 24:7 Dad®, Twenty (20) will enroll in Inside Out Dad®, and Ten (10) will enroll in ProFathering15® each year.

STRATEGY 3: COMMUNITY IN MOTION

The Office on Youth is committed to collaborating with multiple community partners, united in our commitment to promoting equity and fostering community. Our goal is to empower individuals and families with the tools they need to thrive by providing essential resources and services directly to the community and enhancing access to healthcare, education, childcare, and more. We strive to be a welcoming and inclusive space, where everyone is treated with dignity and respect, regardless of their background. Together, we are working to create a brighter future for all members of our community.

Objective: Foster relationships and address the needs of families in the community through targeted outreach.

Outputs: Data collection through surveys.
Increase the number of community participants in family-centered programs.
Strengthen partnerships with schools, child care centers, and community agencies.

STRATEGY 4: SCREENAGERS PROJECT

The Office on Youth will collaborate with local schools, Valley Community Service Board, Augusta Health, and private health providers to educate youth about the impact of the digital age on children and how to help them minimize harmful effects and find balance. Utilizing Screenagers Project docuseries in the schools and community will highlight the dangers of constant connection to the internet, social media, screentime, and the impact it has on teens' decision-making in relation to vaping, drugs, and alcohol. The program will offer a way for youth and adults to discuss issues and solutions.

Objective: students will:

- Reflect on their own use of technology, becoming aware of the positive and the negative impacts of technology in their lives and relationships.
- Become aware of their assumptions about mental health concerns, seeking help, technology, and will be given resources to reconsider or reinforce those assumptions.
- Develop awareness about the frequency of substance imagery exposure in the media they consume.
- Identify and correct popular myths about substances including cannabis, alcohol and nicotine.
- Become aware of how alcohol, cannabis dispensaries and nicotine brands use social media to market their products to young audiences.
- Understand a safety-first approach when it comes to drugs and alcohol.
- Learn strategies to help keep themselves and their friends safe around drugs and alcohol.

Outputs: 800 middle school students will receive instruction each year. 100 community members will participate in a docuseries community screening or workshop each year.

GOAL 3: PROVIDE TIMELY, RESPONSIVE SERVICES TO THE 25TH DISTRICT COURT

Strategy 1: Provide Detention Alternatives, Diversionary Progams, and Prevention Services per the Virginia Juvenile Crime Control Act (VJCCCA) Plan

Objective: Provide community resources/programs to the 25th District Court Service Unit, Juvenile Judges, and local schools that address juvenile delinquency.

Outcomes are outlined in the VJCCCA Bi-annual plan as determined by the local VJCCCA Planning Team and approved by the Commonwealth of Virginia Department of Juvenile Justice. A copy of the plan is available upon request**.**

Strategy 2: Court-Approved Parent Education Classes

Objective: Serve the courts by offering co-parenting and other parent support classes frequently enough that all parents ordered to complete that class can do so within 120 days of their court order.

Outputs: All parents court-ordered to participate in the co-parenting class will have the opportunity to complete or start a program within 120 days of their court order.

GOAL 4: REDUCE THE WORKLOAD OF PUBLIC FUNDED SCHOOL AND CHILDREN'S SERVICES ACT PERSONNEL AND UTILIZE PUBLIC FUNDS MORE EFFICIENTLY

Strategy 1: Regional Multi-Disciplinary Truancy Team

Objective: Reduce the number of truancy petitions made to the 25th District Juvenile and Domestic Relations Court by 10% annually.

Outputs: Fewer truancy petitions filed with the courts.

Fewer truancy cases require review by Family Assessment Planning Teams.

ORGANIZATIONAL GOALS

Objectives that OOY leadership establishes to outline expected outcomes and guide employees' efforts toward the achievement of those outcomes.

GOAL 1: REVIEW PROGRAM IMPLEMENTATION

Strategy 1: Evaluate Office on Youth Programs to Improve Delivery of Service and Outcomes

Objective: Improve the impact of the current Office on Youth programs.

Outputs: Supervisors will observe each employee at least once per year with a subsequent follow-up meeting.

Outputs: Staff will utilize evidence-based programs and practices.

Outputs: Staff will collect program data as required for monthly/annual and grant reports.

Outputs: Each staff person will have the opportunity to participate in at least one training that will further their knowledge and skills related to the implementation of their program area.

Strategy 2: Utilize an Evidence-based Family Life Curriculum

Objective: Improve the quality of Family Life Education by utilizing an evidence-based curriculum.

Outputs: Students will receive instruction in an evidenced-based curriculum that is approved by the local school boards.

GOAL 2: INCREASE AWARENESS OF OOY PROGRAMS IN THE COMMUNITY

STRATEGY 1: USE MARKETING STRATEGIES TO EFFECTIVELY PROMOTE THE OOY

Objective 1: Improve the impact of current programs and community knowledge of the OOY.
Outputs: Social media follows and shares. Increased number of participants in programs and events.

Objective 2: Establish an OOY marketing team
Outputs: Bi-Monthly newsletter for collaborating agencies and families
Outputs: OOY presentations to civic groups, school boards, and community agencies.

GOAL 3: IMPROVE COMMUNITY COLLABORATION WITH OTHER YOUTH-SERVING AGENCIES

STRATEGY 1: ASSESS AND PROVIDE RESOURCES IN THE COMMUNITY

Objective 1: Expand community programs based on the needs of youth and families
Outputs: Number of new and ongoing collaborative programs OOY participates in annually.

Objective 2: Continue to seek additional funding to sustain and expand programs based on needs.
Outputs: Number of grants, funding sources applied for, and number/amount received

CONTACT INFORMATION

Our Team:
Virginia Newman -Director
Grace Deshong -Division Supervisor
Jameson (Jay) Holly - Office Manager
Meredith Keppel - Family Services Coordinator
Shawn McLain - Crime Control Coordinator
Josh Mutters - Truancy Coordinator
Steve Garon - SRTS/HCAT Coordinator
Eiizjarae Dillon - Outreach Coordinator
- PREP Coordinator
Joshua Jones - Truancy Mentor
Brittany Weakley - Truancy Mentor
Adjoa Stewart- Program Assistant
Jean Reece – Crime Control Outreach
Everett Stubbs - Crime Control Outreach

Office on Youth Locations
Rosenwald Community Center
413 Port Republic Rd. - Waynesboro VA 22980
(540) 942-6757

Nelson Street Community Center
900 Nelson St - Staunton VA 24401
(540) 332-3806

Youth Commissioners:

Augusta County:
Teri Grembi
Steven Grepps
Andrea Journell
Carrie Landes

Staunton City:
Bradley Lyle
Lou Lynch

Waynesboro City:
Lilly Demastus
Jeff Fife
Sharon Fitz
Kristi Williams

Attachment 3

Central Shenandoah Valley
OFFICE ON YOUTH

The Central Shenandoah Valley Office on Youth (OOY) was formed in 1978 with the purpose of crossing government and organizational boundaries to foster collaborative efforts toward the wholesome development of the youth of the region and to ensure the provision of comprehensive delinquency prevention and youth development programs.

OVERVIEW

Who are we?

Vision Statement

A community where all youth reach their greatest potential.

Mission Statement

The Central Shenandoah Valley Office on Youth (Office on Youth) is dedicated to fostering positive youth development.
We achieve this by providing direct services, resources, and opportunities that promote personal growth and build lasting community connections. Our aim is to support and empower both youth and families while encouraging collaboration among various youth and family service agencies.

ABOUT US

OOY DIVISIONS

Family Services:
Evidence-based programs that support the different dynamics of home life.
Parent and caregiver resources and links to other community resources to improve the family unit.

Safe Routes to School - Healthy Community Action Team :
Bicycle and Pedestrian Safety – Walk to School Week – Obesity Prevention

Personal Responsibility Education Programs:
Family Life Education – Healthy Relationships – Social Media/Internet Safety – Bullying Prevention – Substance Abuse Education – Human Trafficking – Life Skills – Screenagers Project

Virginia Juvenile Community Crime Control Act:
Detention Alternatives and Diversionary programs in conjunction with the 25th District Juvenile Courts

Truancy Prevention – Intervention:
Check and Connect Program and Truancy Board

Outreach - Community in Motion

THE TEAM

OOY STAFFING

7 - Full-Time

4 - Part-Time

4 - part-time

outreach assistants

STRATEGIC PLAN 2025-2028

Program Goals:

Direct services and activities targeted to an identified community need.

Goal 1: Provide Youth with the Skills and Knowledge Needed to Reach Their Greatest Potential.

Goal 2: Strengthen Family Engagement

Goal 3: Provide Timely, Responsive Services to the 25th District Court.

Goal 4: Reduce the Workload of Public Funded School and Children's Services Act Personnel and Utilize Public Funds More Efficiently.

Organizational Goals:

Objectives OOY leadership establishes to outline expected outcomes and guide employees' efforts toward achieving those outcomes.

Goal 1: Review Program Implementation.

Goal 2: Increase Awareness of OOY Programs in the Community.

Goal 3: Improve community Collaboration with other youth-serving agencies.

FY 24 ANNUAL REPORT HIGHLIGHTS

Crime Control - Virginia Juvenile Community Crime Control Act (VJCCCA)

- 53 juveniles received detention alternative services
- 56 youth participated in diversionary programs

Family Services

- 353 parents received services and programming
- There was an 87% completion rate of those parents registered for a program

Check & Connect Truancy Prevention

- 108 students received mentor services through the 23-24 school year
- 91% of youth participating in the program did not have a truancy petition

Safe Routes to School

- 210 3rd-5th-grade students at McSwain Elementary School participated in the bicycle safety program during the 23-24 school year

Personal Responsibility education Program (**PREP**)

- 2,504 youth (1,122 Staunton) in 4th – 10th grade Health/PE received programming through the PREP program

COLLABORATIONS

- WAYNESBORO, STAUNTON & AUGUSTA COUNTY SCHOOLS
- CHILDREN'S SERVICE ACT – COMMUNITY POLICY MANAGEMENT TEAM
- FAMILY ASSESSMENT PLANNING TEAMS
- VALLEY COMMUNITY SERVICE BOARD
- VIRGINIA DEPARTMENT OF HEALTH
- AUGUSTA HEALTH
- DEPARTMENT OF SOCIAL SERVICES
- EMBRACE FAMILY CENTER
- CIVIC GROUPS
- MIDDLE RIVER REGIONAL JAIL
- 25TH DISTRICT JUVENILE COURTS
- POLICE/SHERIFFS DEPARTMENTS
- LIBRARIES – PARKS & REC
- YMCA'S
- BOYS AND GIRLS CLUB
- ARROW PROJECT
- PROJECT GROWS

THANK YOU

FOR LISTENING

Where Can You Reach Us:

+540-942-6757 or 540-332-3806

OfficeOnYouth.com

900 Nelson St. - Staunton

413 Port Republic Rd. – Waynesboro

newmang@ci.waynesboro.va.us

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**February 13, 2025**	**Lyle Hartt** **City Engineer** **Leslie Beauregard** **City Manager**
Item #	**3**	
Department:	**Public Works** **City Manager's Office**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Excellence; Engagement** **Strategic Areas: Infrastructure; Built Environment; Responsive, Efficient Government**	
Subject:	**Update on Virginia Department of Transportation Richmond Avenue Road Diet & Roundabout and Edgewood Sidewalk Projects**	

Background: In 2016, the City applied for and was later awarded Virginia Department of Transportation (VDOT) Smart Scale funding in the amount of $2,245,805 for improvements along Richmond Avenue in the vicinity of the intersection with Greenville Avenue, to include a road diet and roundabout. At the November 2024 City Council meeting, City and VDOT staff provided an update on this project, in particular the funding gap between the original budget and current estimates.

Additionally, staff has been informed that the Edgewood Road sidewalk project, approved for $1.1M in VDOT Smart Scale funding in 2018, is now estimated to cost between $4M and $4.7M.

During this work session, city staff will provide a status of these projects and will seek guidance from City Council regarding next steps, and how it should be communicated to VDOT concerning the city's desires to move forward.

Attachments: Not applicable.

City Manager's Recommendation: Receive feedback from City Council as far as next steps to communicate to VDOT.

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

CITY COUNCIL | **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 13, 2025**	**City Council** **John C. Blair, II** **City Attorney**
Item #	**4**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Closed Meeting for Consultation with Legal Counsel for Legal Advice Related to Flood Mitigation Measures**	

Suggested Motion: I move to enter a closed meeting for consultation with legal counsel from the City Attorney for legal advice related to flood mitigation measures and potential liability 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:	**February 13, 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

Meeting Date:	**February 13, 2025**	**City Council**
Item #	**A.1**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Integrity Engagement**	
Subject:	**Approval of Minutes**	

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

Attachment:

Attachment 1 – Work Session and Regular Meeting Minutes of January 23, 2025

Suggested Motions: I move to approve the work session and regular meeting minutes of January 23, 2025 [as presented] [with the following changes: ______________________.]

City Manager: Leslie Beauregard

Attachment 1

City Council
WORK SESSION
January 23, 2025
5:15 p.m.

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

Mayor Edwards called the meeting to order: 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.

Mr. Overholtzer moved to approve the work session and regular meeting agendas as presented.

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

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

2. Joint Budget Work Session—City Council and School Board

The Staunton City School Board and City Council conducted a joint work session to discuss general items of mutual interest such as capital improvement projects and budget development.

Mayor Edwards highlighted the potential for shared communications between the city and the school board to increase engagement and awareness, as well as cost-saving measures and shared projects, such as solar panels.

Superintendent Garett Smith discussed the importance of raises for staff and the challenges of funding them due to state budget constraints. He also detailed the challenges of funding increases in costs for teachers, special education needs, infrastructure repairs, and the impact of new housing developments on the school division.

School Board Chair Kristin Siegel asked about the status of the Shelburne construction project and its anticipated timeline for completion.

Mayor Edwards explained the need to consider the city's budget process and the availability of funds for the project, and asked what carry over funds the Schools anticipate in their FY2026 budget to be able to put towards the project. School Budget Director Brad Wegner stated that they do not have any funding to put towards the project.

Mr. Campbell stated that the financial bids for the Shelburne project may need to be updated. Ms. Park agreed and stated her concern that there was only one bid for the first phase of the Shelburne renovation.

The joint work session was adjourned at 5:56 p.m.

3. Update on BRITE—Regional Public Transportation System

Devon Thompson and Danielle Gannon from the Central Shenandoah Planning District Commission provided an update on services and upcoming initiatives through BRITE, the region's public transportation system.

Mr. Overholtzer asked if there are plans to install a route map and schedule at the Lewis Street hub. Ms. Thompson stated that they are planning to put a schedule there soon.

Mayor Edwards asked if there is any sort of trip planner app available. Ms. Thompson replied that there is a trip planner on the website available through Google.

Councilmembers had no further questions.

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

Vice Mayor Arrowood moved 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).

The motion was seconded by Mr. Overholtzer 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		

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

The motion was seconded by Ms. Park 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 7:03 p.m.

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Kiley A. Kesecker
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, January 23, 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 Mr. Campbell.

MAYOR'S REPORT

Mayor Edwards stated that she attended the Staunton-Augusta Rescue Squad banquet as well as the School Board meeting. She also stated that City Council attended the annual Martin Luther King, Jr. celebration at Central United Methodist Church where she presented a proclamation in honor of Dr. King's birthday.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Vice Mayor Arrowood stated the first public meeting for the Comprehensive Plan update was very well attended.

Mr. Campbell added his thanks to staff for making the event so successful.

Mr. Overholtzer thanked Staunton City Schools for hosting the event at Staunton High School.

<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
Organizational Meeting of January 7, 2025
Work Session and Regular Meeting of January 9, 2025

A.2 FY2025 2nd Quarter Financial Report

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.

Mr. Overholtzer moved to approve the Consent Agenda as presented.

The motion was seconded by Mr. Shepherd 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		

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

Chief Finance Officer Jessie Moyers presented an overview of the third budget amendment for fiscal year 2025 as follows:

<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

Mayor Edwards asked if there any questions from Councilmembers.

There were no questions.

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.

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

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

City Engineer Lyle Hartt stated that 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.

Councilmembers had no questions.

Vice Mayor Arrowood moved 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.

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		

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

<u>Recitals</u>

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: January 23, 2025
Adopted: January 23, 2025
Effective Date: January 23, 2025

Signed: <u>MICHELE D. EDWARDS, MAYOR</u>

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

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

Assistant City Manager Amanda Kaufman stated that 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 the resolution 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.

Mr. Overholtzer asked how much the 2.7% dedicated for tourism yields in tax revenue. Ms. Kaufman that this year it is $502,000.

Councilmembers had no further questions.

Mr. Overholtzer moved to adopt the proposed resolution clarifying the portion of Transient Occupancy Tax dedicated to tourism promotion and marketing.

The motion was seconded by Ms. Woods 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		

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

<u>Recitals</u>

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 23rd day of January, 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:

- Comprehensive Plan update items on the city website
- The new Virginia Travel Guide featuring the Virginia Scenic Railway
- Staunton will host around 40 directors for a Main Street Meeting, Rotary Conference, and Virginia's Tourism Marketing, Communications, and Research Retreat

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."

There was no one present wishing to speak.

Mr. Campbell moved to reenter a closed meeting 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).

The motion was seconded by Ms. Woods 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		

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

The motion was seconded by Mr. Overholtzer 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		

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:29 p.m.

Kiley A. Kesecker
Clerk of Council

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 13, 2025**	**Jessie L. Moyers** **Chief Finance Officer**
Item #	**A.2**	
Department:	**Finance**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsible, Efficient Government**	
Subject:	**Consideration of an 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 was introduced on January 23, 2025. 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* and conducted at the January 23, 2025 council meeting. 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

<u>School Budget Amendment—$4,066,963</u>

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

Attachment: Budget Amendment Number Three

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

Suggested Motion: I move to approve budget amendment number three for FY2025.

City Manager: Leslie Beauregard

Ordinance No. 2025-

AN ORDINANCE TO AMEND

THE FY2025 BUDGET ORDINANCE

FOR THE CITY OF STAUNTON

BY ADDING BUDGET AMENDMENT NUMBER THREE

Attachment 1

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the 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

	LEDGER CODE	AMOUNT 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**

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CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**February 13, 2025**	**Chris Hartless** **Staunton City Sheriff** **Aaron McFarlane** **Captain**
Item #:	**A.3**	
Department:	**Sheriff**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsible, Efficient Government**	
Subject:	**Consideration of Application for Department of Criminal Justice Services Byrne/Justice Assistance Law Enforcement Equipment Grant**	

Background: The Staunton Sheriff’s Office is committed to ensuring the efficient and effective tracking of all civil process that routes through our office so as to ensure proper documentation and retrievable data for submission to the City of Staunton, as requested, and predominantly the Commonwealth of Virginia Compensation Board for accurate budget request and processing. The current records management system (RMS) that is being utilized was purchased in 1999 and is at a point where it is in need of replacing. The current system is single user capable only and is not user friendly nor provides viable searchability options. The purchase of this new RMS through Central Square allows us to have a modern and up to date system that is compatible with and will interface with, in agreement with Chief Williams, the existing RMS utilized by the Police Department. This new RMS includes 6 licenses, with capabilities to add multiple users under those licenses, allowing for increased staff capabilities to more efficiently manage all civil process within our office thus increasing the overall efficiency.

The Staunton Sheriff’s Office is also committed to training, including biannual firearms training, which just like any other hands-on training carries with it an inherent risk of accidental injury, as such we are requesting the purchase of a Range Trauma Aid Kit in the event of an accidental injury while conducting hands-on training. This kit contains necessary items ensuring treatment capabilities including penetrating & blast injuries, chest wounds, burns, eye injuries, minor lacerations, sprains and fractures and many other common injuries seen on training and shooting ranges.

This particular grant provides funds for local Sheriff's Offices that are not considered the lead law enforcement agency within their locality.

Fiscal Impact: The amount of funding available is up to $75,000, with a 25% match in the amount of $5,577. The Sheriff's Office is requesting $22,308 in grant funding for the items listed above. The match will be paid through existing Sheriff's Office vacancy savings funds.

Attachment: Department of Criminal Justice Services Byrne/Justice Assistance Law Enforcement Equipment Grant application.

City Manager's Recommendation: Recommend that City Council authorize application for the DCJS Byrne/Justice Assistance Law Enforcement Equipment grant application in the amount of $22,308, with matching funds in the amount of $5,577 to be paid from existing Sheriff's Office vacancy savings.

Suggested Motion: I move that City Council authorize application for the Department of Criminal Justice Services Byrne/Justice Assistance Law Enforcement Equipment grant, in the amount of $22,308, with matching funds in the amount of $5,577 to be paid from existing Sheriff's Office vacancy savings, to purchase the updated RMS through Central Square and Range Trauma Aid Kit, as proposed.

City Manager: Leslie M. Beauregard

Attachment 1

547853 - Staunton City Sheriff's Office Byrne/Justice LE Equipment Grant

Application Details

Funding Opportunity:	544418-Byrne/JAG Program- Sheriff's Office Equipment
Funding Opportunity Due Date:	Feb 10, 2025 5:00 PM
Program Area:	Byrne Justice Assistance Grant
Status:	Editing
Stage:	Final Application
Initial Submit Date:	
Initially Submitted By:	
Last Submit Date:	
Last Submitted By:	

Contact Information

Primary Contact Information

Name*:	Chief Deputy (Salutation) Aaron (First Name) Douglas (Middle Name) McFarlane (Last Name) Suffix
Title*:	Chief Deputy
Email*:	mcfarlanead@ci.staunton.va.us
Address*:	113 E. Beverley St. Staunton (City) Virginia (State/Province) 24401 (Postal Code/Zip) 4324 (Zip +4)
Phone*:	540-332-3880 Ext. Phone ###-###-####
Fax:	###-###-####

Organization Information

Federal ID Number*:	546001631
Organization Name*:	Staunton City
Organization Type*:	City Government
Unique Entity Identifier (UEI):	C5ERCU2EWKJ8
SAM Validation:	Yes
SAM Expiration Date:	2026-01-07
SAM Exclusion Flag:	
SAM Type:	
Restricted Expiration Date:	

Organization Website: For example: http://www.dcjs.virginia.gov

Address*: City of Staunton

P. O. Box 58

Staunton Virginia 24402 Zip +4
City State/Province Postal Code/Zip

Phone*: (540) 332-3822 Ext.
###-###-####

Fax: ###-###-####

Faith Based Organization*: No

FIPS Code (Only Required for Local Government): 790-Staunton

Face Sheet

Face Sheet

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: 6th
Choose all that apply.

Best Practice?: Yes
For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"
Please leave this option Blank if your jurisdiction is not listed. A blank selection will be considered OTHER.
If appropriate, select OUT OF STATE

Jurisdiction(s) Served*: STAUNTON
Choose all that apply.

Program Title: Staunton City Sheriff's Office Byrne/Justice LE Equipment Grant

Click here to see if you are certified.

Certified Crime Prevention Community?*: No

Type of Application*: New

Check the box(s) that best describes the applicant service area.

Community Setting*: Rural

In this space, provide a short description of the project.

Brief Project Overview
Refer to Guidelines
*:

Recognizing the significance of accurate and up-to-date data entry for court-issued civil process and criminal warrants, the Sheriff's Office aims to obtain the state-of-the-art One Solution PS software from Central Square. This new system promises to revolutionize our data management practices, ensuring a more efficient and streamlined workflow and will replace an outdated system from 1999. In addition, the Sheriff's Office has identified a crucial equipment gap that needs to be filled. Currently, the department lacks a comprehensive medical kit for training purposes, posing a potential risk to the safety of the deputies. To rectify this, the grant funds will be utilized to procure a specialized Trauma Medical Kit.

Project Director

Name: Prefix Aaron Douglas McFarlane Suffix
First Name Middle Name Last Name

Title*: Chief Deputy

Address*: 113 E. Beverley St.

Address Line 2

Staunton Virginia 24401 4390
City State Zip Code +4

Phone Number*: 540-332-3880

Fax Number:

Email Address*: mcfarlanead@ci.staunton.va.us

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Project Administrator

Name: Mrs. Leslie Michelle Beauregard Suffix

Prefix First Name Middle Name Last Name

Title*: City Manager

Address*: 116 W. Beverley St.

Address Line 2

Staunton Virginia 24401 4390

City State Zip Code +4

Phone Number*: 540-332-3814

Fax Number:

Email Address*: beauregardlm@ci.staunton.va.us

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Finance Officer

Name: Mrs. Jessie Louise Moyers

Prefix First Name Middle Name Last Name

Title*: Director of Finance

Address*: 116 W. Beverley St.

Address Line 2

Staunton Virginia 24401 4390

City State Zip Code +4

Phone Number*: 540-332-3809

Fax Number:

Email Address*: moyersjl@ci.staunton.va.us

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Project Narrative Form

Project Narrative

Demonstration of Need*:

The Staunton City Sheriff's Office is determined to modernize its operations. The outdated civil process software system, which has been in use since the 1990s, is desperately in need of an upgrade. The current system only allows one user for the entire system and we are unable to run needed reports or search the system for paperwork that had been entered. Recognizing the significance of accurate and up-to-date data entry for court-issued civil process and criminal warrants, the Sheriff's Office aims to obtain the state-of-the-art One Solution PS software from Central Square. This new system promises to revolutionize their data management practices, ensuring a more efficient and streamlined workflow.

In addition to addressing the software needs, the Sheriff's Office has identified a crucial equipment gap that needs to be filled. Currently, the department lacks a comprehensive medical kit for training purposes, posing a potential risk to the safety of the deputies. To rectify this, the grant funds will be utilized to procure a specialized Trauma Medical Kit specifically designed for use during training exercises. This investment in safety equipment will empower the deputies to carry out their required departmental training with confidence and peace of mind.

By leveraging the Byrne Justice Assistance Equipment Grant Solicitation, the Staunton City Sheriff's Office is taking a proactive approach towards enhancing both their data management capabilities and the safety of their deputies. This grant presents an invaluable opportunity to propel the office into the modern age, ensuring the efficient and effective execution of their duties while prioritizing the well-being of their personnel.

Project Description*:

The Staunton City Sheriff?s Office plans to use the 2025 Byrne Justice Assistance Equipment Grant Solicitation to modernize its operations. The outdated civil process software system, which has been in use since the 1990s, is desperately in need of an upgrade. Recognizing the significance of accurate and up-to-date data entry for court-issued civil process and criminal warrants, the Sheriff's Office aims to obtain the state-of-the-art One Solution PS software from Central Square. This new system promises to revolutionize our data management practices, ensuring a more efficient and streamlined workflow.
In addition to addressing the software needs, the Sheriff's Office has identified a crucial equipment gap that needs to be filled. Currently, the department lacks a comprehensive medical kit for training purposes, posing a potential risk to the safety of the deputies. To rectify this, the grant funds will be utilized to procure a specialized Trauma Medical Kit specifically designed for use during training exercises. This investment in safety equipment will empower the deputies to carry out their required departmental training with confidence and peace of mind.

Service Area Demographic/Target Population*:

HISTORY:
Staunton, Va. was settled in 1732. It was named for Lady Rebecca Staunton, wife of colonial governor Sir William Gooch. It was the capital of the Northwest Territory from 1738 to 1770. The Virginia General Assembly established Staunton as a town in 1761 and the town was formally incorporated in 1801. Staunton is the birthplace of 28th President Woodrow Wilson. Wilson was born on December 28, 1856, at 20 N. Coalter Street, the current site of Wilson?s Presidential Library and Museum.
POPULATION:
Staunton is an independent city in the U.S. Commonwealth of Virginia. The City of Staunton has 19.9 square miles of land area, as of the 2023 census the population was 25,765. The median age in the City of Staunton is 41 years (2023)
GOVERNMENT:
The City is governed by seven members of City Council for policy making and legislative issues. Council members are elected at large for four-year terms. The City Manager is appointed by City Council and is responsible for the general operations of the city and administering the policies and ordinances enacted by City Council. Staunton is credited with creating the city manager form of government, which was formally adopted in 1908. According to the International City Management Association (ICMA), Staunton?s city manager style led to the council-manager form of government that is still used by thousands of American cities.
ECONOMY:
The local economy is made up of diverse industries such as manufacturing, retail, healthcare, real estate services and hospitality. In addition to these larger companies are many small businesses that help make Staunton unique and contribute to its economy. Western State Hospital and Staunton City Schools are the two of the city?s largest employers. There are 2,075 businesses in the City of Staunton.
AGRICULTURE:
The City of Staunton has established multiple Agricultural and Forestal Districts within the city limits for a combined total of 2,577 acres. Approved uses of these lands include such things as crops, livestock, saw timber, pulpwood, firewood, Christmas trees and other tree and wood products for sale or for farm use.
LAW ENFORCEMENT AND CRIME IN STAUNTON:
The Staunton City Sheriff?s Office has joint law enforcement jurisdiction within the City of Staunton and fulfills the court services function, is accountable for the security and safety of the courts of the city, the handling and management of transportation of prisoners and/or persons in custody pursuant to court order and for the service of court process. The Staunton City Sheriff?s Office currently has an authorized strength of 14 sworn deputies and 1 civilian staff member. In 2024 the Staunton City Sheriff?s Office handled over 11,971 civil papers, provided security for 544 court dates (combined Circuit Court and District Courts), managed the transportation of prisoners/detainees for daily court appearances, completed 8 out of state extraditions, processed 311 capias?s and conducted 16 Civil Commitment transports across the state.

Sustainment Plan*:

The Staunton City Sheriff?s Office plans to sustain any equipment obtained through the 2025 Byrne Justice Assistance Equipment Grant by placing the equipment on our capital asset listing. By placing the equipment on the capital asset list, our department will be able to fund replacement equipment of the same type after five years of depreciation.

Goals and Objectives

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Goals and Objectives required by the funding opportunity?*: Yes

Goals and Objectives

Goal	Objective	Activities	Month (in which implementation step occurs)
The Staunton City Sheriff?s Office plans to utilize the 2025 Byrne Justice Assistance Equipment Grant Solicitation to obtain new civil process data management system for the sheriff?s office. We also plan on using this grant opportunity to obtain new law enforcement trauma medical kit specifically designed for use during training exercises.	To secure grant funding and award acceptance of our Byne JAG Grant in the amount of $22,308.09 and implement the Staunton City Sheriff?s Byrne/Justice Assistance Grant.	During this reporting period, we plan on officially accepting the grant award and generating purchase orders for the equipment and supplies in our approved budget.	July
The Staunton City Sheriff?s Office plans to utilize the 2025 Byrne Justice Assistance Equipment Grant Solicitation to obtain new civil process data management system for the sheriff?s office. We also plan on using this grant opportunity to obtain new law enforcement trauma medical kit specifically designed for use during training exercises.	During this time period, the objective of the Staunton City Sheriff?s Office will be the official procurement of all of the requested items on the approved budget. We will also implement the new ONESolution PS by Central Square and deploy the new Tra	During this reporting period, we plan on acquiring all of the requested and approved budget items, including large ticket items affecting our sheriff?s office data management system for civil process and other equipment that will impact the training	October
The Staunton City Sheriff?s Office plans to utilize the 2025 Byrne Justice Assistance Equipment Grant Solicitation to obtain new civil process data management system for the sheriff?s office. We also plan on using this grant opportunity to obtain new law enforcement trauma medical kit specifically designed for use during training exercises.	During this reporting period, the Sheriff?s Office plans on having completed all equipment and supply acquisitions and finalizing this grant after completing all require status reports and grant drawdowns.	During this period, our goals and objectives will be to finalize all purchases and acquisitions on the grant, complete all required reports, and finalize and close down this grant project.	January

Budget

Budget

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Consultant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subsistence	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Supplies/Other	$16,731.06	$0.00	$0.00	$5,577.03	$0.00	$22,308.09
Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$16,731.06**	**$0.00**	**$0.00**	**$5,577.03**	**$0.00**	**$22,308.09**

Match Percentage

Match Percentage: 25.00%

Funds From Other Sources

Source	Amount
City of Staunton	$5,577.03
	$5,577.03

Personnel and Employee Fringe Benefits

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?*: No

Personnel

Employee Name	Position Title	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other sources)	Percent being requested	Number of Grant-Funded Hours (hours per year)	Grant-Funded Full Time Equivalent (?FTE?)	Total Salary Amount Requested from Grant	New Position?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total

No Data for Table

Employee Fringe Benefits

Employee Name	FICA	Retirement	Group Life	Health Insurance	Workers? Comp	Unemployment	Disability	Other	Requested Employee Fringe Benefits Total	If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total

No Data for Table

Position and Justification

Employee Name	Description of Position	Justification for Position

No Data for Table

Personnel and Employee Fringe Benefits Totals

DCJS FUNDS

Federal Funds: $0.00

State Funds: $0.00

Special Funds: $0.00

Match Funds

Cash Match: $0.00

In-Kind Match: $0.00

Personnel/Fringe Total

TOTAL: $0.00

Consultants

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Consultant and/or Consultant Travel being requested?*: No

Consultant

Name of Consultant	Consultant Hourly Rate	Total Number of Hours	Total Consultant Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Consultant Total

No Data for Table

Consultant Subsistence (lodging + meals) & Travel

Name of Consultant	Number of Nights	Lodging Rate	Total Lodging	Number of Days	Per Diem Rate	Total Meals	Number of Miles	Mileage Rate	Total Travel	Other Subsistence/Travel	Total Other Travel	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Consultant Subsistence & Travel Total

No Data for Table

Consultant Role Description and Justification

Name of Consultant	Description of Consultant's Role	Justification for Use of Consultant

No Data for Table

Consultant Subsistence & Travel Totals

DCJS FUNDS

Federal Funds: $0.00

State Funds: $0.00

Special Funds: $0.00

Match Funds

Cash Match: $0.00

In-Kind Match: $0.00

Consultant Subsistence & Travel Total

TOTAL: $0.00

Travel

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Travel being requested?*: No

Local Mileage

Number of Miles	Mileage Rate	Total Local Mileage	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Local Mileage Total

No Data for Table

Non-Local Mileage

Number of Miles	Mileage Rate	Total	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Non-Local Mileage Total

No Data for Table

Mileage Description and Justification

Type	Description of Mileage	Justification for Mileage

No Data for Table

Travel Totals

DCJS FUNDS

Federal Funds: $0.00

State Funds: $0.00

Special Funds: $0.00

Match Funds

Cash Match: $0.00

In-Kind Match: $0.00

Travel Total

TOTAL: $0.00

Subsistence/Other Travel Costs

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Subsistence/Other Travel Costs being requested?*: No

Subsistence

Event Title	Number of People Attending	Number of Nights	Lodging Rate	Total	Number of Days	Per Diem Rate	Total	Total Subsistence	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Subsistence Total

No Data for Table

Subsistence Description and Justification

Event	Description of Costs	Justification for Costs

No Data for Table

Other Travel Costs

Event Title	Number of People Attending	Number of Airfare Tickets	Airfare Rate	Total Airfare	Other Travel Costs	Total Cost for Air and Other Fares	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Other Travel Costs Total

No Data for Table

Other Travel Costs Description and Justification

Event	Description of Other Costs	Justification for Other Costs

No Data for Table

Subsistence/Other Travel Costs Totals

DCJS FUNDS

Federal Funds: $0.00

State Funds: $0.00

Special Funds: $0.00

Match Funds

Cash Match: $0.00

In-Kind Match: $0.00

Subsistence/Other Travel Costs Total

TOTAL: $0.00

Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?*: No

Equipment

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total

No Data for Table

Equipment Description and Justification

Equipment Item	Description of Equipment	Justification for Equipment

No Data for Table

Additional Documentation

Description	File Name	Type	Size	Upload Date

No files attached.

Equipment Totals

DCJS FUNDS

Federal Funds: $0.00

State Funds: $0.00

Special Funds: $0.00

Match Funds

Cash Match: $0.00

In-Kind Match: $0.00

Equipment Total

TOTAL: $0.00

Supplies & Other Expenses

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Supplies & Other Expenses being requested?*: Yes

Supplies & Other Expenses

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
ONESolution PS by Central Square Civil Process System	$21,668.40	1	$21,668.40	$16,251.30	$0.00	$0.00	$5,417.10	$0.00	$21,668.40
North American Range Trauma Aid Kit	$639.69	1	$639.69	$479.76	$0.00	$0.00	$159.93	$0.00	$639.69
			$22,308.09	**$16,731.06**	**$0.00**	**$0.00**	**$5,577.03**	**$0.00**	**$22,308.09**

Supply/Item Requested Description and Justification

Supply/Item	Description of Supply/Item	Justification for Supply/Item
ONESolution PS by Central Square Civil Process System	The current records management system (RMS) that is being utilized was purchased in 1999 and is at a point where it is in need of replacing. The current system is a single user capable only and is not user friendly nor provides viable searchability options. The current RMS inhibits effectively running reports of all captured civil process either for the City of Staunton or the Commonwealth of Virginia Compensation Board reporting.	The purchase of ONESolution PS through Central Square allows us to have a modern and up to date system that is compatible with and will interface with the existing RMS utilized by the Staunton Police Department. This new RMS includes 6 licenses, with the capabilities to add multiple users under though licenses, allowing for increased staff capabilities to more efficiently manage all civil process within our office thus increasing the overall efficiency and ability to competently report to the city, Compensation Board or the citizens as necessary.
North American Range Trauma Aid Kit	The Staunton City Sheriff?s Office is also committed to training, including biannual firearms training, which just like any other hands-on-training carries with it an inherent risk of accidental injury, as such we are requesting the purchase of a Range Trauma Aid Kit in the event of an accidental injury while conducting training. Kit contents are arranged in a modular system featuring a rugged storage organizer in the lid and removable nylon pouches with easy-to-read treatment labels in the main compartment.	This item will help us to ensure that in the event of an accident while conducting training this kit contains the necessary items that will ensure treatment capabilities including penetrating & blast injuries, chest wounds, burns, eye injuries, minor lacerations, sprains and fractures and many other common injuries seen on training and shooting ranges. The case provides a highly visible bright orange and water-tight storage and transportation option that maintains the integrity of the medical products which would be required during a high stress moment.

Supplies & Other Expenses Totals

DCJS FUNDS

Federal Funds: $16,731.06

State Funds: $0.00

Special Funds: $0.00

Match Funds

Cash Match: $5,577.03

In-Kind Match: $0.00

Supplies & Other Expenses Total

TOTAL: $22,308.09

Non-Supplantation

Non-Supplantation

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

Certification*: Yes

Project Administrator*:

Leslie	Beauregard
First Name	Last Name

City Manager	01/24/2025
Title	Date

General Conditions and Assurances

General Conditions and Assurances

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.

Certification*: Yes

Authorized Official (Project Administrator)*:

Leslie	Beauregard	01/24/2025
First Name	Last Name	Date

Lobbying and Disbarment - LE

Lobbying and Disbarment Certification

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Certification*: Yes

Authorized Representative*:

Aaron	McFarlane
First Name	Last Name

Chief Deputy	01/24/2025
Title	Date

Authority Certification

Authority Certification

Project Administrator*:

Leslie	Beauregard
First Name	Last Name

City Manager	01/24/2025
Title	Date

Attachments

Attachments Required?

Are additional attachments required by the funding opportunity?*: No

Attachments

Description	File Name	Type	Size	Upload Date

No files attached.

SAM Registration

SAM Registration

Are you registered with SAM.gov?*: Yes

Do you have any active Exclusions? Search the OIG Exclusions Database for more information: https://exclusions.oig.hhs.gov/ *:	No
Provide a Screenshot/Documentation from SAM.gov that shows an active registration:	SAM expires 2026-01-07 EntityInformation_20250114-015802.pdf
If pending registration approval please explain :	

SAM.GOV

CITY OF STAUNTON

Unique Entity ID **C5ERCU2EWKJ8**	CAGE / NCAGE **4YCK5**	Purpose of Registration **Federal Assistance Awards Only**
Registration Status **Active Registration**	Expiration Date **Jan 7, 2026**	
Physical Address **116 W Beverley ST FL 3** **Staunton, Virginia 24401-4285** **United States**	Mailing Address **P O Box 58** **Staunton, Virginia 24402-0058** **United States**	

Business Information

Doing Business as **(blank)**	Division Name **(blank)**	Division Number **(blank)**
Congressional District **Virginia 06**	State / Country of Incorporation **(blank) / (blank)**	URL **(blank)**

Registration Dates

Activation Date **Jan 9, 2025**	Submission Date **Jan 7, 2025**	Initial Registration Date **Jan 2, 2008**

Entity Dates

Entity Start Date **Jul 1, 1761**	Fiscal Year End Close Date **Jun 30**

Immediate Owner

CAGE **(blank)**	Legal Business Name **(blank)**

Highest Level Owner

CAGE **(blank)**	Legal Business Name **(blank)**

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than $10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than $5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than $5,000 or reimbursement, restitution, or damages greater than $100,000, or other acknowledgment of fault?

Not Selected

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure
U.S. Government Entity

Entity Type
US Local Government

Organization Factors
(blank)

Profit Structure
(blank)

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Government Types

U.S. Local Government
City

Financial Information

Accepts Credit Card Payments
Yes

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
4YCK5

Electronic Funds Transfer

Account Type
Checking

Routing Number
*********04**

Lock Box Number
(blank)

Financial Institution
TRUIST BANK

Account Number
*********44**

Automated Clearing House

Phone (U.S.)
4348472256

Email
Brandy.Martin@truist.com

Phone (non-U.S.)
(blank)

Fax
(blank)

Remittance Address

CYNTHIA B. FITZGERALD
City Of Staunton Finance Department
P. O. Box 58
Staunton, Virginia 24402
United States

Taxpayer Information

EIN
*******1631**

Type of Tax
Applicable Federal Tax

Taxpayer Name
City of Staunton

Tax Year (Most Recent Tax Year)
2024

Name/Title of Individual Executing Consent
Asst Dir Of Finance

TIN Consent Date
Jan 7, 2025

Address
116 W Beverley ST
Staunton, Virginia 24401

Signature
Cynthia Fitzgerald

Points of Contact

Accounts Receivable POC

Cynthia Fitzgerald, Asst Dir of Finance
fitzgeraldcb@ci.staunton.va.us
5403323803

Electronic Business

Cynthia Fitzgerald, Asst Dir of Finance **fitzgeraldcb@ci.staunton.va.us** **5403323803**	**116 W Beverley ST** **Staunton, Virginia 24401** **United States**
Jessie Moyers, CFO moyersjl@ci.staunton.va.us 5403323809	116 W Beverley ST Staunton, Virginia 24401 United States

Government Business

Cynthia Fitzgerald, Asst Dir of Finance **fitzgeraldcb@ci.staunton.va.us** **5403323803**	**116 W Beverley ST** **Staunton, Virginia 24401** **United States**
Jessie Moyers, CFO moyersjl@ci.staunton.va.us 5403323809	116 W Beverley ST Staunton, Virginia 24401 United States

Past Performance

CYNTHIA Fitzgerald **fitzgeraldcb@ci.staunton.va.us** **5403323803**	**116 West Beverley ST** **Staunton, Virginia 24401** **United States**
Jessie Moyers, CFO moyersjl@ci.staunton.va.us 5403323809	116 W Beverley ST Staunton, Virginia 24401 United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	**(blank)**

Location

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	**(blank)**

Industry-Specific

Barrels Capacity	Megawatt Hours	Total Assets
(blank)	**(blank)**	**(blank)**

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 13, 2025**	**Jason Ball** **Fire Chief**
Item #	**B**	
Department:	**Fire & Rescue**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Oaths of Office – Deputy Chief Brian Butler, Captain Adam Dolan, and Lieutenant Alex Foresman**	

Background: Deputy Chief Brian Butler, Captain Adam Dolan, and Lieutenant Alex Foresman have been promoted and will be sworn into their respective positions. To increase public awareness and recognize the continuing highly professional service provided by the Fire and Rescue Department, his oath of office will be administered publicly at the Council meeting.

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

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

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**February 13, 2025**	**Tim Hartless** **Planning Manager**
Item #	**C**	
Department:	**Community Development - Planning and Zoning**	
Alignment with Staunton Plan (Value/Strategic Area):	**Strategic Areas: Infrastructure; Responsive, Efficient Government**	
Subject:	**Public Hearing and Consideration of a Request by First Five Cousins, LLC, for a Special Use Permit for a Planned Residential Development, consisting of 17 Single-Family Attached Dwellings, Located at 2311 Morris Mill Road**	

Background: First Five Cousins, LLC, is requesting a Special Use Permit at 2311 Morris Mill Road, Staunton, Virginia to construct 17 single-family attached dwellings (townhomes). The property is located on Morris Mill Road near the intersection with Essex Drive. In the immediate area, there are two other townhome developments. First Five Cousins acquired the property in December of 2015, and is now requesting a Special Use Permit for a Planned Residential Development (PRD) to construct single-family attached dwellings with shared parking in a common area parking lot. The shared parking arrangement is permitted only through a PRD. The property is zoned R-4, High Density Residential District, and a PRD can only be permitted through the Special Use Permit process in that zoning classification. The developer proposes a single point of access off Morris Mill Road and a common parking lot with 40 off-street parking spaces.

Analysis: As shown on the attached map (Attachment 3), surrounding zoning is R-4, High Density Residential to the east and west, R-1, Low Density Residential to the north, and I-1, Light Industrial to the south across Morris Mill Rd.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Future Land Use Map, designates this area as High Density Residential. This designation is characterized by multi-story multi-family dwellings with more than 20 units per acre. The proposed development contains 17 units in an area that is approximately 1.8 acres. The requested Special Use Permit is consistent with this designation.

A Special Use Permit is one step of a multi-step process to develop the property for the intended use. A minor subdivision plat will be required for lot line adjustments. Minor subdivisions are an administrative review and approval process. A site plan will be required to address construction of the parking lot and stormwater management facilities. Site plans are also an administrative review and approval process. The plat and site plan must be approved prior to issuance of any building permits.

The Planning Commission conducted a public hearing on this Special Use Permit request at its May 18, 2023 meeting. After closing the public hearing, the Commission unanimously voted to delay action on the request to allow the applicant time to address some of the concerns that were raised by staff during its review. Staff had concerns with the common area and common elements of the development such as maintenance of the parking lot and stormwater management facilities. Since that time, the applicant has submitted the document for the Home Owners Association *(Morris Mill Subdivision Declaration of Easements, Restrictions, Covenants, and Conditions, (attachment 1))*. Staff has reviewed the document and determined that its previous concerns have all been addressed.

Staff is proposing a series of conditions designed to make the development compatible with the surrounding land uses including the adjacent Fox Hill low density single-family neighborhood.

Planning Commission Recommendation:
At its January 16, 2025 meeting, the Planning Commission conducted a new public hearing on the request. During the public hearing one person spoke voicing concerns with noise from HVAC equipment and automobiles in the proposed parking lot. On a 4-0 vote, the Commission unanimously recommended approval of the Special Use Permit with the following conditions:

1. Lighting shall be wholly contained within the site. Light poles shall not exceed 24 feet in height. Lighting shall be limited to that which is necessary for safety; lighting shall not up light or downlight building elevations. Lighting at the property lines shall not exceed one-half (0.5) foot candle.
2. All dumpster pad locations or other trash collection areas must be screened with architectural elements, such as fully opaque fences or walls, or built into the site or architectural design.
3. All construction must comply with the provisions of the Virginia Uniform Statewide Building Code.
4. The architecture of the buildings shall be designed so that the front facade of all dwellings faces Morris Mill Road.
5. Approval of the special use permit for a planned residential development includes approval of the restrictive covenants for the sole purpose of ensuring the association, or other entity, is responsible for ownership and maintenance of the common elements of the development such as common areas, open space, any recreational or other common amenities, and storm water management facilities. Other provisions of the restrictive covenants are a private agreement between the association, individual property owners, and/or the developer. The City of Staunton is not a party to, nor does it take any interest

in those provisions, nor will the City of Staunton enforce or litigate any matter related to the restrictive covenants.

Attachments:
Attachment 1—Application and Supporting Documents
Attachment 2—Vicinity Map
Attachment 3—Current Zoning Map
Attachment 4—Future Land Use Map
Attachment 5—Draft Resolution

Suggested Motion: I move that Council adopt the resolution as presented and approve the special use permit and conditions as recommended by the Planning Commission.

City Manager: Leslie Beauregard

Attachment 1

STAUNTON™
VIRGINIA

DEPARTMENT OF PLANNING & INSPECTIONS
116 W. BEVERLEY STREET | P.O. BOX 58 | STAUNTON, VA 24402
540.332.3862 (OFFICE)
540.332.3807 (FAX)

APPLICATION FOR SPECIAL USE PERMIT

APR 23
PLANNING DEPT.

DATE: 1/10/2023

NAME OF APPLICANT: First Five Cousins, LLC

ADDRESS OF APPLICANT: P.O. Box 456, Staunton, VA

PHONE #: 5404707606

E-MAIL ADDRESS: wellsenterprisesconstruction@gmail.com

IF APPLICANT IS ***NOT*** THE OWNER OF THE PROPERTY IN QUESTION, EXPLAIN. A COPY OF A PENDING CONTRACT OR OPTION AGREEMENT MUST BE ATTACHED HERETO AND MADE A PART OF THIS APPLICATION.

LOCATION OF PROPERTY: 2311 Morris Mill Rd

MAP PROVIDED: YES _____ NO _____ SITE PLAN PROVIDED: YES _____ NO _____

FEE PAID: YES ✓ NO _____ **check or cash only*

PRESENT ZONING OF THE PROPERTY: R-4

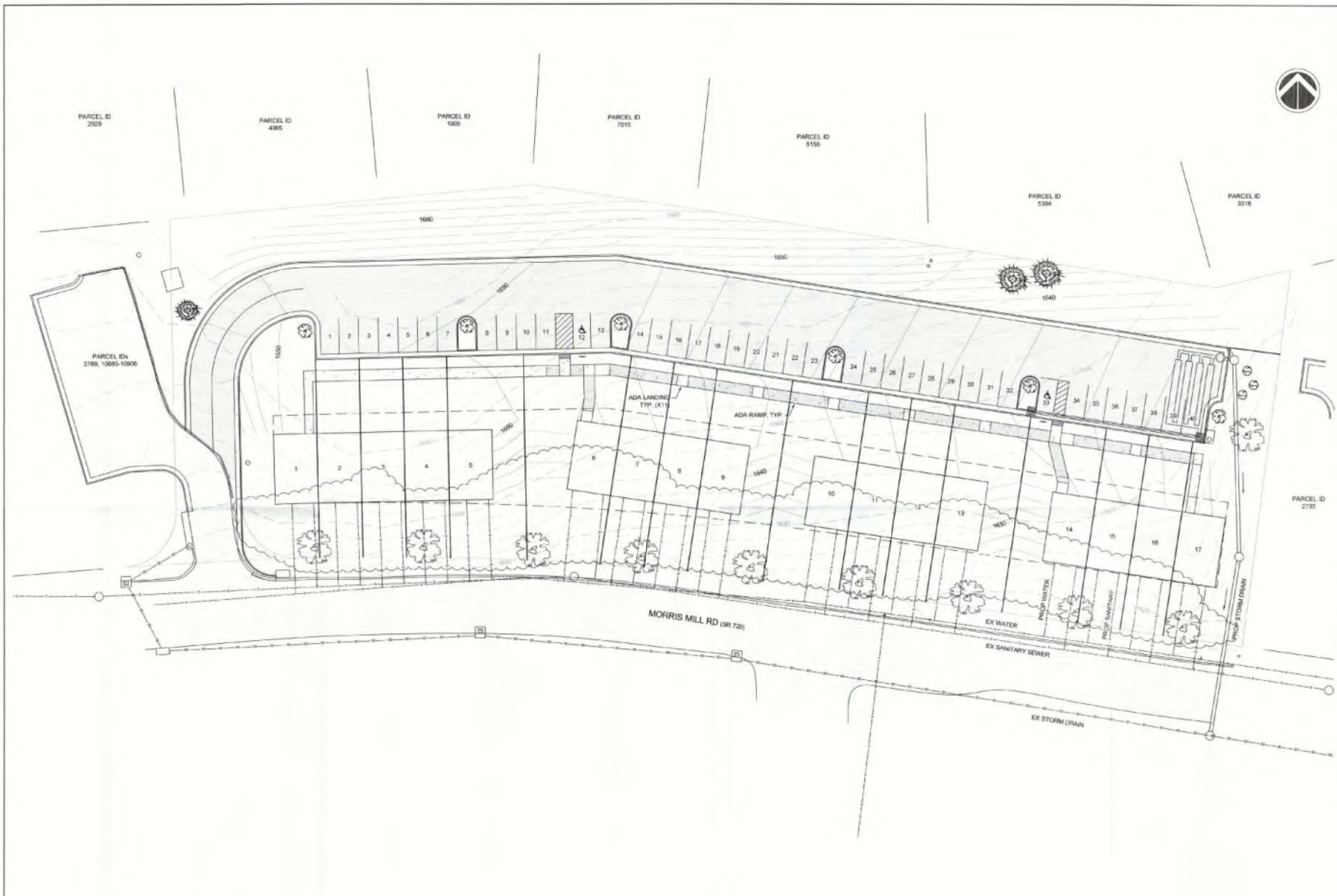
APPLICABLE SECTION OF ZONING CODE STATING USE IS PERMITTED ON REVIEW:
18.35.030 (1), 18.20.030 (8), 18.105.020
Planned Residential Development

ARE PUBLIC UTILITIES AVAILABLE AND ADEQUATE FOR PROPOSED USE? IF ***NO***, EXPLAIN HOW UTILITIES WILL BE PROVIDED:
yes

LEGAL DESCRIPTION OF PROPERTY: PID 10930 Lots 1-17 + open space + parking

DETAILED DESCRIPTION OF PROPOSED USE (DRAWINGS MUST BE INCLUDED IF NEW CONSTRUCTION, ADDITIONS, OR CHANGES TO THE EXTERIOR OF THE PROPERTY ARE PROPOSED).

SIGNATURE: _____



MORRIS MILL ROAD PRELIMINARY LAYOUT

1

SCALE: 1" = 20'

GRAPHIC SCALE

(IN FEET)
1 inch = 20 ft.

TERRA ENGINEERING AND LAND SOLUTIONS, PC

PLANNING
LAND SURVEYING
CIVIL ENGINEERING

2374 STUARTS DRAFT HIGHWAY
STUARTS DRAFT, VIRGINIA 24477
PH. 540-337-4591 FAX 540-337-5291

MORRIS MILL RD

STAUNTON, VA

PRELIMINARY LAYOUT

SCALE:	AS NOTED
ISSUED:	04/03/2023
DRAWN:	AE
DESIGN:	AE
CHECKED:	SLD
REVISIONS:	

SHEET

1

J.N. 2208

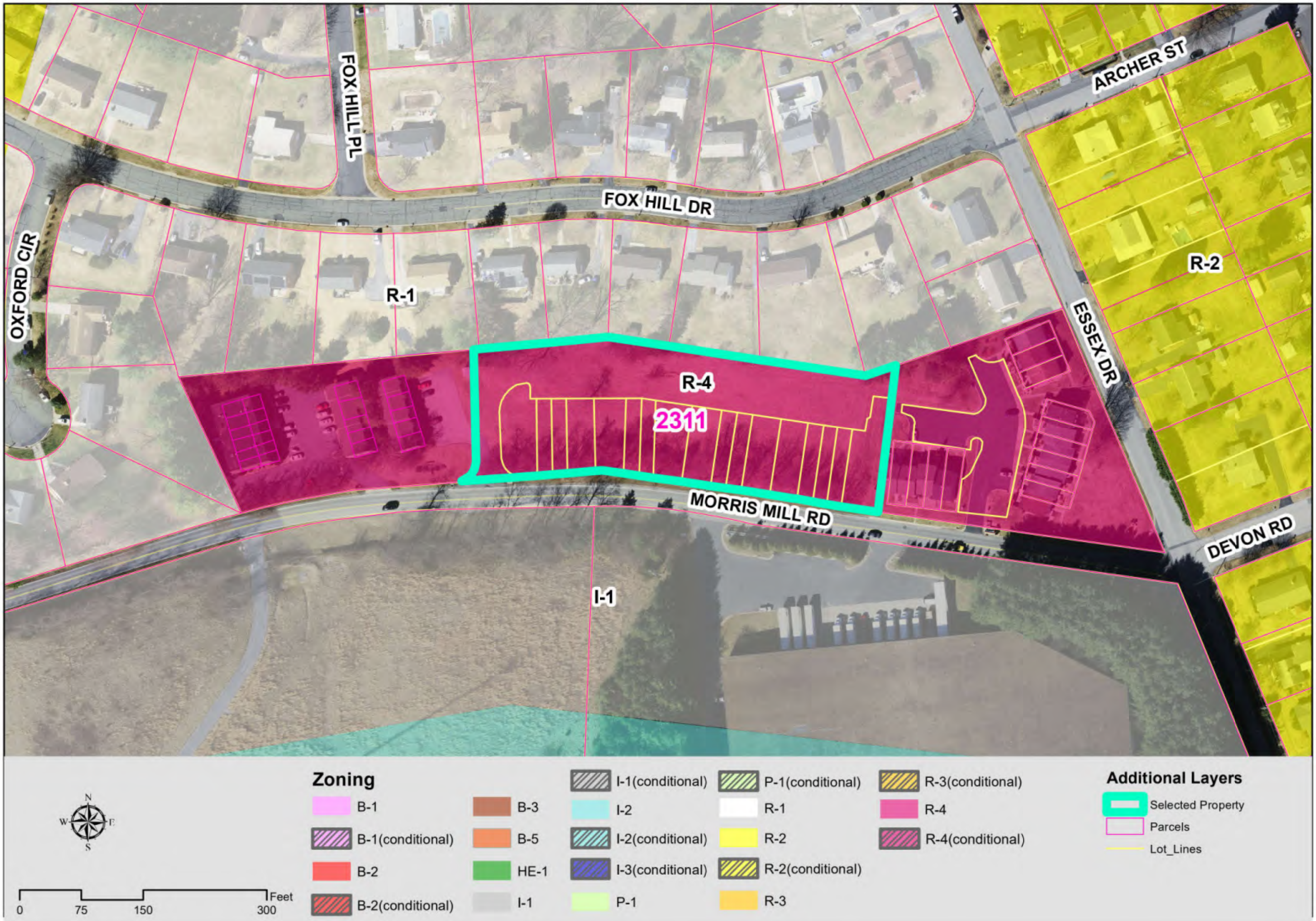
1 OF 1

Attachment 2

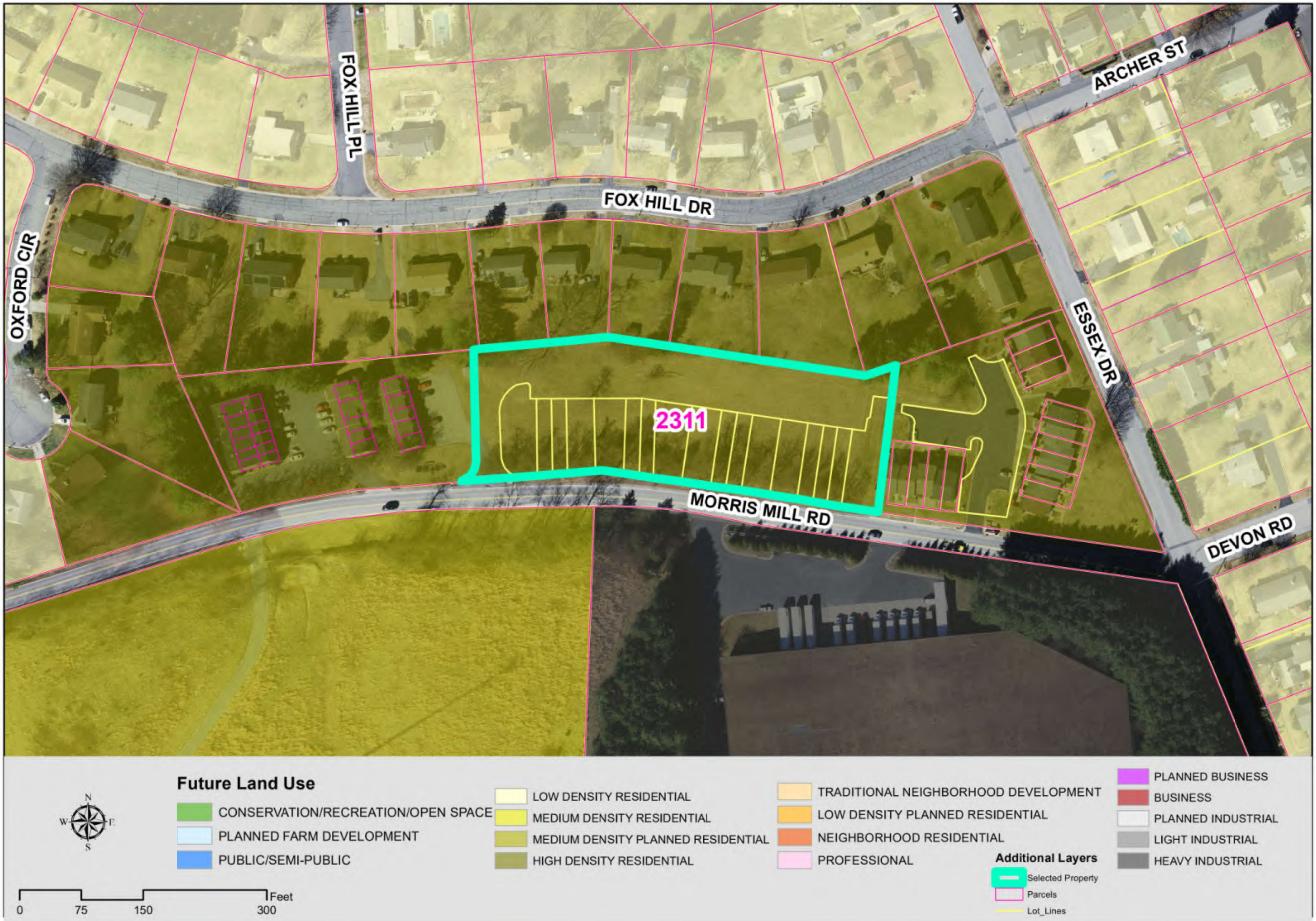
Vicinity Map: 2311 Morris Mill Rd

Attachment 3

Current Zoning: 2311 Morris Mill Rd



Future Land Use: 2311 Morris Mill Rd



RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR A
PLANNED RESIDENTIAL DEVELOPMENT
AT 2311 MORRIS MILL ROAD (PIN 10930)

Recitals

A. First Five Cousins, LLC (Owner), owner of certain land identified as parcel identification number (PIN) 10930, currently addressed as 2311 Morris Mill Rd, in the City of Staunton, Virginia (the Property), having acquired the land through a deed dated December 21, 2015 and recorded in the Clerk's Office of the Circuit Court of the City of Staunton as Instrument Number 150002743, is requesting a Special Use Permit to create a Planned Residential Development consisting of 17 single-family attached dwelling units and associated common area and common elements on the property (the Project);

B. The Owner seeks a Special Use Permit under Staunton City Code (SCC) Section 18.105.020 which establishes the requirements for a Planned Residential Development in order to construct the Project;

C. 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;

D. The Staunton Planning Commission conducted a public hearing on the request, after notice and advertisement as required by law on January 16, 2025 and recommended approval of the Special Use Permit;

E. 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

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

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

1. Lighting shall be wholly contained within the site. Light poles shall not exceed 24 feet in height. Lighting shall be limited to that which is necessary for safety; lighting shall not up light or downlight building elevations. Lighting at the property lines shall not exceed one-half (0.5) foot candle.

2. All dumpster pad locations or other trash collection areas must be screened with architectural elements, such as fully opaque fences or walls, or built into the site or architectural design.
3. All construction must comply with the provisions of the Virginia Uniform Statewide Building Code.
4. The architecture of the buildings shall be designed so that the front facade of all dwellings face Morris Mill Road.
5. Approval of the special use permit for a planned residential development includes approval of the restrictive covenants for the sole purpose of ensuring the association, or other entity, is responsible for ownership and maintenance of the common elements of the development such as common areas, open space, any recreational or other common amenities, and storm water management facilities. Other provisions of the restrictive covenants are a private agreement between the association, individual property owners, and/or the developer. The City of Staunton is not a party to, nor does it take any interest in, those provisions, nor will the City of Staunton enforce or litigate any matter related to the restrictive covenants.

Introduced:
Adopted:
Effective:

____
Michele D. Edwards, Mayor

Attest: __________________________________
Kiley A. Kesecker, Clerk of Council

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>February 13, 2025</td><td rowspan="3">Tim Hartless
Planning Manager</td></tr>
<tr><td>Item #</td><td>D</td></tr>
<tr><td>Department:</td><td>Community Development - Planning and Zoning</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Strategic Areas: Infrastructure; Responsive, Efficient Government</td></tr>
<tr><td>Subject:</td><td colspan="2">Public Hearing and Consideration of a Request by Management Services Corporation, for a Special Use Permit at 206 Frontier Drive for Multi-Family Use in a B-2, General Business District</td></tr>
</table>

Background: Management Services Corporation is requesting a Special Use Permit to construct 11 apartment buildings containing 308 units as well as a clubhouse and pool. The property is zoned B-2, General Business District and under the provisions of Staunton City Code Section 18.60.070(3)(b), multi-family dwellings are a use permitted on review which means that the use may be permitted only with a Special Use Permit.

The property contains approximately 23.38 acres of land and is located on the west side of Frontier Drive between Frontier Ridge Court and the Red Oaks Residential Development. The applicant has a contract to purchase the property contingent upon approval of the Special Use Permit. This area was annexed into the city from Augusta County in 1986.

Analysis: As shown on the attached map (attachment 3) the zoning to the north and south is B-2, General Business, to the east is B-1, Local Business, and to the west is R-3, Medium Density Residential. Surrounding uses include single-family, multi-family, business, a portion of the Betsy Bell Wilderness Park, and the American Frontier Culture Museum.

As recently amended, Staunton City Code Chapter 18.125, Minimum Off-Street Parking Requirements, establishes a minimum parking requirement for multi-family uses as follows:

Use	# of Spaces Required
studio, Effendy, 1-bedroom	1 space per dwelling unit
2-bedroom	1 and ½ space per dwelling unit
3-bedroom or more	2 spaces per dwelling unit
Guest Parking	1 space for each 10 units

The applicant proposes 308 units. At this time, the applicant does not have a definitive breakdown of unit types, but their stated target goal is: 25% one-bedroom, 60% two-bedroom, and 15% three-bedroom. These estimates are sufficient for a Special Use Permit review, but staff will require a definitive breakdown based on what is actually purposed for construction during site plan review.

The table below shows the parking requirements based on the applicants' s target mix.

Developer's Target Mix	Number of units (based on 308 total units (rounded to nearest whole number)	# of parking spaces required (any fraction of a space =1)
25% - One bedroom	77	1 space / unit = 77
60% - Two bedroom	185	1 and ½ space / unit = 278
15% - Three bedroom	46	2 spaces / unit = 92
Total	308	447
Guest Parking (1 for each 10 units)	--	1 for each 10 units = 31
Total Required Parking		478
# of Spaces Proposed by Applicant		544
Difference Between # of Spaces Proposed and # of Spaces Required		66
Guest Parking and Excess Parking that Can by Counted Toward Clubhouse and Pool (31 guest spaces + 66 excess spaces)		97

Using the recently amended parking requirements for multi-family use, 478 parking spaces are required. The applicant proposes 544 parking spaces resulting in an excess of 66 spaces. This calculation does not account for the pool and clubhouse. Typically, those uses require one parking space per each three individuals based on the design capacity of the facility. Those facilities will require additional parking which can be dual functioning and can also be counted toward the guest parking requirement. The total number of spaces that can be allocated for guest parking and the pool and clubhouse parking is 97 (31 guest spaces + 66 excess spaces = 97).

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Future Land Use Map, designates this area as Medium Density Planned Residential and Planned Business. Medium Density Planned Residential designation is intended for the planned development of multi-family uses. The proposed special use is consistent with this designation.

If the property were zoned R-3, Medium Density Residential

Since the Comprehensive Plan recommends Medium Density Planned Residential for this area, staff has conducted an analysis of the proposal to determine if it complies with the R-3, Medium Density Residential, zoning requirements. Under the density requirements of the R-3 district, 633 multi-family units could be permitted. The applicant proposes only 308 units which is less than half of what R-3 zoning allows.

Residential Development in B-2 Zoning
B-2 zoning regulations includes a five-foot front setback requirement and zero side and rear setback requirements. These minimum setback requirements are not suitable for residential development. If approved, the special use permit should include conditions which impose greater setbacks that are more suitable for residential use and which are intended to help mitigate any negative impacts on the adjacent Red Oaks residential development and Betsy Bell Wilderness Park.

July 18, 2024 Planning Commission Meeting
At its meeting of July 18, 2024, the Planning Commission considered the request and held a public hearing. During the public hearing, seven individuals spoke in opposition to the request expressing concerns with traffic volume on Frontier Drive. The Planning Commission closed the public hearing and differed action on the matter and requested the applicant provide a traffic impact analysis and a conceptual grading plan.

Conceptual Grading Plan
A conceptual grading plan was provided for staff review. The Environmental Services Division of Community Development reviewed the plan and did not identify any issues. A more detailed grading plan will be reviewed as part of the site plan review process.

Traffic Impact Analysis (TIA)
A traffic impact analysis (TIA) was provided for staff review. The City Engineer reviewed the TIA and also forwarded the TIA to the Virginia Department of Transportation (VDOT) for a courtesy review.

The TIA included study intersections at Frontier Drive / Red Oaks Drive and Frontier Drive / Frontier Ridge Court. The TIA concluded that full buildout of the apartments would not result in a change of the Level of Service (LOS) categorization at either of the two study intersections. A turn lane warrant analysis was conducted at the Frontier Ridge Court intersection and at the proposed site entrance on Frontier Drive to determine if turn lane(s) were warranted. The development proposes one entrance on Frontier Drive and two on Frontier Ridge Court. Full buildout conditions triggered a warrant for a left turn lane at Frontier Ridge Court; while at the proposed Frontier Drive site entrance, a left turn lane and right turn taper were each just under the threshold for being warranted. However, the study concluded that no turning improvements were recommended to accommodate the proposed development.

Although the TIA did not recommend a left turn lane at either study entrance/location, staff believes that a left turn lane at the Frontier Ridge Court / Frontier Drive intersection should be strongly considered at full buildout. Furthermore, a minimum 100 ft storage + 100 ft taper (VDOT's urban area standard) is recommended as opposed to the TIA's determination that a 50' storage + 50' taper would be sufficient.

Additionally, the study limits of the TIA are along Frontier Drive between Red Oaks Drive and Frontier Ridge Court. For the purposes of the TIA, this seems reasonable. However, it does not take into account the development of the Villages at Vista Ridge which is currently under construction to the south of the study limits. This development is located in Augusta County, on Barterbrook Road, and just outside of the city limits. It is understood that this development will include approximately 400 multi-family units, 267 single-family attached (townhomes), and 78 single family dwellings at full buildout. While not immediately adjacent to the TIA study area, it is conceivable that a significant amount of the traffic generated by Vista Ridge will utilize the Frontier Drive corridor. Thus, turn lane warrant analyses may need to be reconsidered, particularly since each was near the threshold, and current traffic conditions on Frontier Drive already make turning movements difficult from its existing unsignalized intersections and entrances.

December 19, 2024 Planning Commission Meeting:
At the Planning Commission meeting on December 19, 2024, the Commission considered the results of the TIA and took additional public comment. At the conclusion of its consideration, the Commission decided once again to table action on the request and directed staff to work with the applicant on some additional conditions that would address concerns related to traffic on Frontier Drive.

Staff met with the applicant on Friday, January 3, 2025 to discuss possible solutions. At that meeting, the applicant proposed to phase the development into two phases, where the developer will cap the density of Phase I development at 154 units. Since 308 units had just barely exceeded the threshold to warrant a left turn lane, it is reasonable to assume that 154 units would be well under the threshold and a left turn lane would not be warranted for Phase I. When, and if, the developer proposes to move forward with phase II of the development, both a new site plan and a new TIA will be required. By that time, the development at Vista Ridge should be well underway and staff should have a better idea of the impact it has on Frontier Drive. The increase in traffic from that development will be taken into account in the new TIA for phase II. Additionally, this gives the City time to work with the County and VDOT on a regional strategy for improvements to Frontier Drive before any additional improvements are warranted in this specific area. A proposed Special Use Permit condition would not permit development of Phase II unless certain conditions are met based upon a potential second TIA. Staff believes that this is a suitable compromise to address the traffic concerns that were raised at the December meeting.

Planning Commission Recommendation:
At its January 16, 2025 meeting, on a 4-0 vote, the Commission unanimously recommend approval of the Special Use Permit with the following conditions:

1. As part of the site plan submittal for this project, a water and sewer engineering report will be required to be provided to the City of Staunton's Department of Community Development to confirm anticipated demands and ensure adequate capacity is available, and help determine tie-in points to the existing system.
2. There shall be a minimum setback for all structures to be 25 feet from any property line, and to be five feet for any parking area.
3. There shall be a minimum 25-foot undeveloped buffer between the Project and any boundary line of the Red Oaks development or the Betsy Bell Wilderness Park. The minimum setbacks from condition 2, can be included as part of this buffer.
4. Screening shall be required between this development and the adjacent Red Oaks development and Betsy Bell Wilderness Park. Screening shall consist of a planting strip which shall not be less than five feet wide containing two staggered rows of evergreen trees planted 15 feet on center, or a double staggered row of evergreen shrubs planted 10 feet on center. The screening can be part of the 25-foot buffer requirement. The City Horticulturist shall approve the screening plan as part of the site plan submittal.
5. A public access point shall be provided to the Betsy Bell Wilderness Park trail system. This access point shall be marked with a sign subject to review and approval by the City of

Staunton Community Development Department.

6. At least 5 parking spaces shall be provided near the Betsy Bell Wilderness Park trail access point. These parking spaces shall be made available for use by the general public. They may be counted as part of the required parking for the development.
7. Lighting shall be wholly contained within the site. Light poles shall not exceed 24 feet in height. Lighting shall be limited to that which is necessary for safety; lighting shall not up light or downlight building elevations. Lighting at the property lines shall not exceed one-half foot candle.
8. All dumpster pad locations must be screened with architectural elements, such as walls, or built into the site design. This will be reviewed as part of the site plan for the development.
9. Separate site plans will be required for each phase of the development. Phase I will be limited to no more than 154 units. As a result of the concerns related to potential traffic increases on Frontier Drive, the city may require a new traffic impact analysis as part of the site plan review for any future phases. Phase II of the development will not be approved unless the results of the traffic impact analysis are deemed acceptable by city staff or the developer makes necessary transportation improvements to adequately address the deficiencies.
10. The entire development shall not exceed 308 units at final buildout.

Link to All Attachments

Attachment 1—Application and Supporting Documents Supplied by the Applicant
Attachment 2—Conceptual Grading Plan
Attachment 3—Traffic Impact Analysis
Attachment 4—Vicinity Map
Attachment 5—Zoning Map
Attachment 6—Comprehensive Plan, 2018 Future Land Use Map
Attachment 7—TIA Data Supplement (provided by the applicant)
Attachment 8—Draft Resolution

Suggested Motion: I move that Council adopt the resolution as presented and approve the special use permit and conditions as recommended by the Planning Commission.

City Manager: Leslie Beauregard