

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
February 27, 2025
5:00 p.m.**

- | | | |
|------------------|-----------|--|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:05 p.m. | 2. | Discussion of Proposed FY 2026 – FY2030 Capital Improvement Plan |
| 5:45 p.m. | 3. | Closed Meeting for (i) Consultation with Legal Counsel for Legal Advice Related to Flood Mitigation Measures and Real Estate Tax Exemptions; (ii) for the Potential Disposition of Publicly Held Real Property Bordering Peck Street as Well as a Parcel Bordering Johnston Street; and (iii) Discussion of the Award of a Public Contract for Consulting Services (Includes Dinner Break Until Regular Meeting at 7:00 p.m.) |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
February 27, 2025
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence— Overholtzer

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes

Retreat of February 7 and 8, 2025

Work Session and Regular Meeting of February 13, 2025

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. Consideration of Better Utilizing Investments to Leverage Development (BUILD) Grant Application

C. Update and Consideration of Virginia Department of Transportation Richmond Avenue Road Diet & Roundabout and Edgewood Sidewalk Projects

D. Consideration of Revisions to City of Staunton Personnel Policy Manual

E. Consideration of Amendments to Council Procedural Memoranda Numbers 2, 3, and 19 and an Amendment to Staunton City Code Section 2.10.105, Memoranda Regarding Council Administrative Procedures

Matters from the City Manager

Matters from the Public*

Adjournment

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

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 27, 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



Staunton, Virginia

AGENDA BRIEFING

Meeting Date:	February 27, 2025	Jessie L. Moyers Chief Finance Officer
Item #	2	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence; Engagement; Environmentally Conscious Strategic Area: Responsive, Efficient Government; Infrastructure; Built Environment; Economic Development	
Subject:	Discussion of Proposed FY 2026 – FY2030 Capital Improvement Plan	

Background: Chief Finance Officer, Jessie Moyers, will introduce the proposed FY 2026-2030 Capital Improvement Plan (CIP) for all City funds and the School CIP Fund. The School Board reviewed the School CIP at their December 2024 meeting and adopted it at their January 2025 school board meeting.

The Planning Commission conducted a public hearing and adopted the proposed CIP at their February 20, 2025 meeting.

A work session to further review the CIP will be held on April 3, 2025. A public hearing on both the operating and capital budget will take place on April 10, 2025. Final consideration of the CIP is scheduled for City Council on April 24, 2025.

Attachments:

Attachment 1—[Proposed FY2026 – FY2030 Capital Improvement Plan](#)

Attachment 2—Power Point Presentation

City Manager's Recommendation: For review and discussion only.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard



Capital Improvement Plan FY2026-FY2030

City Council Introduction
February 27, 2025

By Jessie L. Moyers, CFO



CIP Committee

**Thank you to all of the CIP Committee for their help
on the FY2026-FY2030 Capital Improvement Plan!**

- Jessie Moyers
- Leslie Beauregard
- Amanda Kaufman
- Dave Irvin
- Lyle Hartt
- Chris Tuttle
- Jim Williams
- Jason Ball
- Kurt Plowman
- Rodney Rhodes
- Brad Wegner
- Earl McCray
- Tom Lundquist

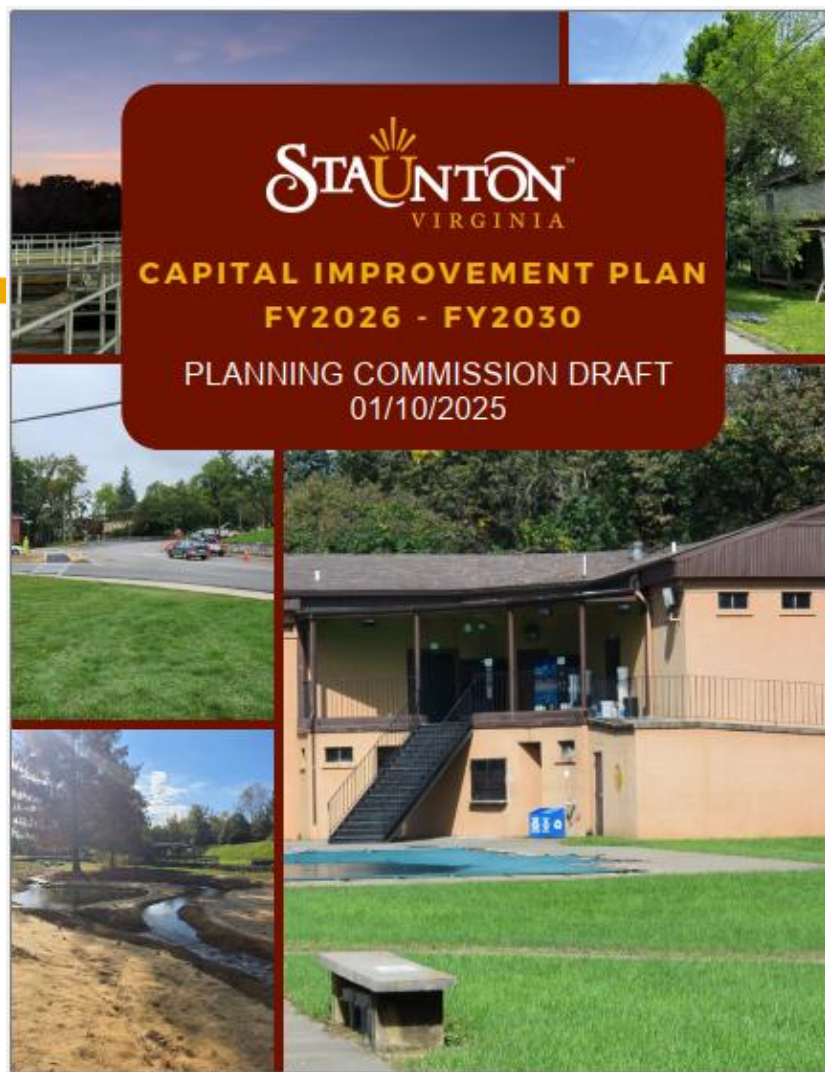


- ◆ New presentation for the FY2026-FY2030 Capital Improvement Plan.
- ◆ Includes detailed project sheets.
- ◆ Public Hearing was held February 20, 2025 during the Planning Commission meeting.
- ◆ Planning Commission approved the updated five-year plan on February 20, 2025.
- ◆ The updated plan will be introduced to City Council on February 27, 2025 and is scheduled to be adopted on April 24, 2025.



CAPITAL IMPROVEMENT PLAN FY2026 - FY2030

**PLANNING COMMISSION DRAFT
01/10/2025**



Churchville Avenue Streetscape

Project Information		
Category:	Sidewalks/Bikes/Trails	
Department:	Community Development	
Est. Completion Date:	6/30/2030	
Project Number:	CD-2701	
		Strategic Goal
		Infrastructure
		Economic Development
		West End
		Built Environment
		Responsive, Efficient Gov't

Project Description: Complete Churchville Ave Streetscape plan (new brick sidewalks, placing utilities underground, new lights, additional landscaping) from Albemarle Ave to Thomrose Ave; City was approved for a VDOT Revenue Sharing grant. This project is noted in the adopted Greenways Plan and aligns with numerous goals and objectives of the Comprehensive Plan; support development of greenways, enhance the physical attractiveness of the City, use community friendly lighting, expand the Streetscape planning to include the entry corridors, pursue safe pedestrian networks, make rehabilitation and development of a quality pedestrian network a key priority for capital project funding and implementation, and "Complete the pedestrian corridor on Churchville Avenue to connect downtown to Gypsy Hill Park."

History & Key Milestones: Project was included, but not completed during the Churchville Ave Streetscape project. The project was also noted in the adopted 2020 Greenways Plan and the 2018 Bike-Ped Plan. City Council authorized the submission of a Revenue Sharing Grant.

Operating Budget Impact: Once completed, Public Works will need to include funding in their operating budget to maintain approximately 500 feet of enhanced streetscape (brick sidewalk vs. concrete sidewalk, additional landscaping, etc.). No estimate is available; however, financial impact should be minimal.



Financial Summary	Through FY25	Proposed FY26	Proposed FY27	Proposed FY28	Proposed FY29	Proposed FY30	Total
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Funding Sources (Revenue)

City CIP Reserves			41,674		1,358,326		1,400,000
State Grant			41,673		710,432		752,105
							-
Total	-	-	83,347	-	2,068,758		2,152,105

Cost Categories (Expenditures)

Planning/Design			83,347				83,347
Acquisition/Relocation							-
Site Improvements							-
Construction					2,068,758		2,068,758
Furniture/Equipment							-
Other							-
Total	-	-	83,347	-	2,068,758	-	2,152,105

- ◆ New Detailed Project Sheets
- ◆ Completed by Requesting Departments
- ◆ Project Description
- ◆ History & Key Milestones
- ◆ Strategic Goal
- ◆ Plan Impacted
- ◆ Planned funding sources
- ◆ Expenditures by category and fiscal year
- ◆ Picture to capture the reader's attention

Special thank you to Amanda Kaufman for her work on designing the new project form.



CIP FY2026-FY2030 Overview

The City's five-year CIP totals \$75,444,767 and is broken out among six different funds:

- General Fund - \$35,484,007
- Water Fund - \$24,111,000
- Sewer Fund - \$7,750,000
- Stormwater Fund - \$3,751,760
- Environmental Fund - \$1,351,000
- Schools - \$2,997,000

New General Fund Reserves Proposed to Start in FY 2026

Affordable & Workforce Housing Fund

- Focuses on Affordable Housing and Workforce housing.
- Will assist in funding strategies from the housing workgroup.
- Proposed Funding:
 - FY2026 \$30,000
 - FY2027 \$35,000
 - FY2028 \$40,000
 - FY2029 \$45,000
 - FY2030 \$50,000



Police Department Relocation

- Phase I – Land acquisition & Design
- Space needs study completed Sept 2023
- Vastly overcrowded Evidence Room
- No secure sallyport for safe prisoner transportation
- E-911 Center undersized
- Insufficient locker room space for female employees
- \$150,000 per year



AUXILIARY BUILDING RECORDS ROOM



Fire Station #1 Improvements

- Goal is \$3-4 M.
- Reconstruction of the roof
- Add additional space for firefighters
- Other needed improvements
- \$200,000 per year



Other New CIP Reserves

- Golf Cart Replacement Fund
 - \$60,000 per year to replace ten carts
- Parks & Recreation Equipment Reserve
 - \$100,000 per year to fund large equipment replacements



Historically Established General Fund Reserves

New Sidewalk Reserve

- Historically funded at \$100,000 per year
 - Updated Five Year plan increases the New Sidewalk Reserve to the following amounts:
 - FY2026 \$300,000
 - FY2027 \$400,000
 - FY2028 \$500,000
 - FY2029 \$500,000
 - FY2030 \$500,000
- (funding would be contingent on sufficient general fund carry over balances)



Parks & Recreation Public Use Facilities Reserve

Initial focus will be on the following:

- Proposed Funding:
 - FY2026 \$600,000
 - FY2027 and beyond \$300,000
- Gypsy Hill Park pool house replacement.
 - FY2026 Construction \$2.3 M
- Improvements to the following:
 - GHP Bathrooms
 - MHP Bathrooms
 - MHP Pool House
 - GHP Pump House



Reserves for City Council Priorities

- Continues with the three reserves set up during the FY2024 budget process. Funded at \$287,261 annually for each.
 1. Uniontown Neighborhood Improvements
 2. West End Revitalization
 3. Library Improvements



Other Continuing General Fund Reserves

- Fire Apparatus Reserve - \$350,000
- Self-Contained Breathing Apparatus - \$30,000
- Fire Dept Cardiac Monitors - \$10,000
- Paving for Ineligible Streets - \$150,000
- Public Works Equipment Fund - \$175,000
- Public Works Building Maint. Fund - \$200,000
- Bicycle & Pedestrian Plan - \$125,000
- Greenways Project - \$100,000
- Information Technology - \$100,000
- BRCC Capital Reserve - \$41,050



Specific General Fund Projects

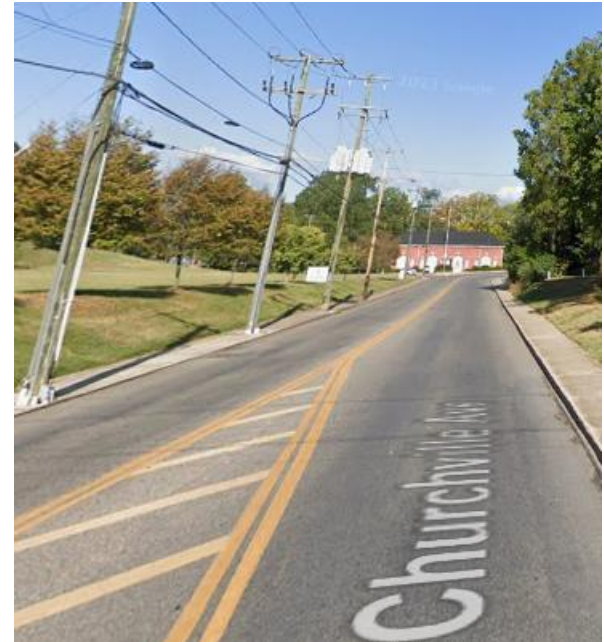
Uniontown Neighborhood Action Plan

- The following projects are recommendations in the Uniontown Neighborhood Action Plan:
 - **AR-11**- Uniontown Neighborhood Improvements Reserve - \$287,261 per year.
 - **CD-2501** – Uniontown Surveys - \$100,000
 - **CD-3001** – Uniontown Roadway & Pedestrian Infrastructure Improvements - \$6,367,600
 - **WF-2602** – Uniontown Water Extension - \$4,125,000
 - **SF-2602** – Uniontown Sewer Extension - \$4,125,000



Churchville Avenue Streetscape

- Project approved for VDOT Revenue Sharing grant
- Churchville Ave from Albemarle Ave to Thornrose Ave
- New brick sidewalks
- Placing utilities underground
- New lights
- Additional landscaping
- Design planned for FY2027
- Construction planned for FY2029
- Estimated Cost \$2,152,105



Other General Fund Projects

FY2026

- Gypsy Hill Park Power Hookups - \$100,000
- Crossing Way Park & Ride lighting and EV station - \$150,000
- West End Bus Shelters – \$100,000
- Garden Center/MHP Admin Porch Replacements - \$112,000

FY2027

- Lake Tams Spring House Renovation - \$60,000
- Renovation of the Spring Boxes in GHP - \$180,000

FY2029

- Moxie/Memorial Stadium Parking Lot Repaving - \$350,000

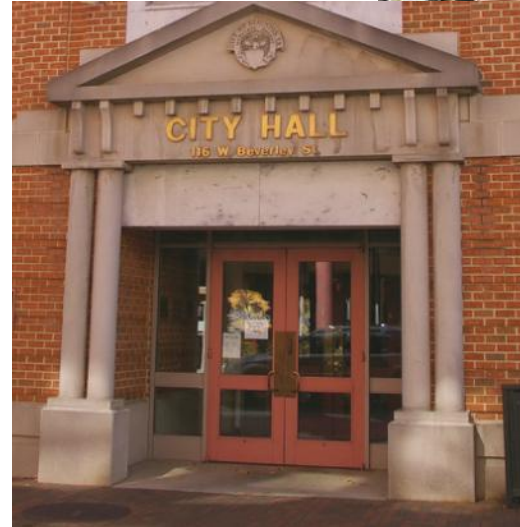
FY2030

- Moxie Stadium Renovations - \$1.8 M



Other General Fund Projects cont.

- FY2027 Fire Pumper Replacement - \$1,200,000 (funded from reserves)
- Public Works Equipment Replacement (funded from reserves)
 - FY2026 Right of Way Tractors - \$250,000
 - FY2027 One Ton Work Trucks - \$170,000
 - FY2029 Bucket Truck - \$240,000
 - FY2030 Mini Grader - \$300,000
- Roof Recoating or Replacements (funded from reserves)
 - FY2026 Salt Shed - \$75,000
 - FY2026 Park Maintenance Shop - \$200,000
 - FY2026 Health Department - \$400,000
 - FY2027 City Hall - \$300,000
 - FY2027 Environmental Health Services - \$200,000
 - FY2028 Booker T. Washington Community Center - \$100,000



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Water Fund

Water Projects

- Annual Waterline Replacements - \$450,000
- FY2026 Richmond Ave Waterline Replacement Phase I - \$2,500,000
- FY2026 Replace Reservoir Lining and Cover - \$1,500,000
- FY2026 Franklin Hills #1 Water Tank Inspection and Repainting - \$290,000
- FY2026 Replace Boom Truck - \$175,000
- FY2026/FY2028 Uniontown Water Extension - \$4,125,000
- FY2026 Gateway Data Collection Expansion - \$250,000
- FY2027 Shutterlee Mill Water Tank Inspection and Repainting - \$1,031,000
- FY2028/FY2029 Richmond Ave Waterline Replacement Phase II - \$10,600,000
- FY2029 Water Treatment Plant Roof - \$190,000
- FY2030 Water Treatment Plant Filter Rehab - \$1,200,000



Unfunded Water Projects

PROJECTS NOT SCHEDULED (NS) OR NOT FUNDED (NF)	PROJECT ESTIMATE
North River Tunnel & Upper Raw Water Pipeline Repair/Replacement	\$ 11,000,000
North River Central Raw Water Pipeline Replacement	\$ 20,000,000
North River Lower & Gardner Springs Raw Water Pipeline Replacement	\$ 10,500,000
New Raw Water Source Development (Groundwater)	\$ 7,950,000
	\$ 49,450,000

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Sewer Fund

Sewer Projects

- Annual Sewer line Replacements - \$250,000
- FY2025/FY2026 New Hope Rd Sewer I&I Mitigation and Pump Station - \$650,000
- FY2026 Replace Sewer Truck – \$200,000
- FY2026 Commerce Rd Phase III - \$950,000
- FY2026/FY2028 Uniontown Sewer Extension \$4,125,000
- FY2026 Replace Boom Truck - \$175,000
- FY2027/FY2028 Lewis Creek Sanitary Sewer Phase III & IV Design - \$300,000
- FY2030 Sherwood Ave Sewer Relocation - \$250,000

Funding TBD

- FY2027/FY2028 Lewis Creek Sanitary Sewer Phase III & IV Construction - \$2,700,000
- FY2029 Locust Avenue Sewer - \$900,000



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Environmental Fund

- Annual Refuse Truck Replacement
 - FY2026 \$265,000
 - FY2027 \$265,000
 - FY2028 \$272,000
 - FY2029 \$272,000
 - FY2030 \$277,000

A majority of the capital projects for the Environmental Fund are included in the Augusta Regional Landfill CIP.



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Stormwater Fund

Stormwater Projects

- FY2026 Asylum Creek Stream Restoration - \$850,000
- FY2026 Wharf Parking Lot Study - \$30,000
- FY2026 Lake Tams Opti Continuous Monitoring/Control System - \$131,760
- FY2027 Staunton High School Stream Restoration – \$1,350,000
- FY2028 Green Hills Industrial Park – Basin Retrofits - \$1,390,000



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Staunton City Schools

School Projects

- Annual Bus Replacement - \$125,000
- FY2026/FY2027 Ware Fence Extension - \$247,000
- FY2026 Shelburne Old Gym HVAC - \$150,000
- FY2026 Dixon Boiler Replacement - \$400,000
- FY2026 SHS Dock Extension - \$55,000
- FY2026 Shelburne Track Fence - \$55,000
- Chromebook Replacements
 - FY2027 \$308,000
 - FY2029 \$1,600,000 (\$755,088 UNFUNDED)
- FY2028 Dixon School Generator - \$125,000
- FY2029 SHS Track Bathroom - \$200,000



School Projects Continued

- Roof Recoating
 - FY2026 Bessie Weller Elementary - \$150,000
 - Shelburne Middle School
 - Section 1 FY2027 \$200,000
 - Section 2 FY2029 \$100,000
 - FY2028 Dixon School \$140,000
 - FY2030 Staunton High School \$300,000
- Parking Lot Repaving
 - FY2026 McSwain Elementary Parking Lot Extension - \$175,000
 - FY2026 Shelburne Middle School - \$250,000
 - FY2027 McSwain Elementary Repaving \$150,000
 - FY2028 Ware Elementary - \$175,000
 - FY2029 Bessie Weller Elementary - \$175,000
 - FY2030 Dixon School - \$175,000



School Projects Continued

- Furniture/Equipment Reserve - \$25,000 per year. No planned purchases at this time.
- Vehicle Reserve - \$25,000 per year. No planned purchases at this time.



Unfunded School Projects

- FY2026 Shelburne Collaborative Space - \$7,500,000
- FY2026/FY2027 SVCAL Renovation - \$9,950,000
- FY2029 Operations Facility - \$30,000,000





Thank you! Questions?

<https://www.ci.staunton.va.us/departments/finance/capital-investment-plan>



540.332.3948

moyersjl@ci.Staunton.va.us



CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 27, 2025	City Council John C. Blair, II City Attorney
Item #	3	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for (i) Consultation with Legal Counsel for Legal Advice Related to Flood Mitigation Measures and Real Estate Tax Exemptions; (ii) for the Potential Disposition of Publicly Held Real Property Bordering Peck Street as Well as a Parcel Bordering Johnston Street; and (iii) Discussion of the Award of a Public Contract for Consulting Services	

Suggested Motion: I move to enter a closed meeting for (i) consultation with legal counsel from the City Attorney for legal advice related to flood mitigation measures and real estate tax exempt property pursuant to Virginia Code §2.2-3711(A)(8); (ii) the discussion of the potential disposition of real property bordering Peck Street as well as a parcel bordering Johnston Street where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the City of Staunton pursuant to Virginia Code §2.2-3711(A)(3); and (iii) the discussion of the award of a public contract for consulting services where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the City of Staunton pursuant to Virginia Code §2.2-3711(A)(29).

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

After the closed meeting: I move that Council reconvene in an open meeting and certify to

the best of each member's knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed, or considered in the meeting.

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

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 27, 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 27, 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 – Retreat of February 7 and 8, 2025

Attachment 2 – Work Session and Regular Meeting Minutes of February 13, 2025

Suggested Motions: I move to approve the retreat minutes of February 7 and 8, 2025, and the work session and regular meeting minutes of February 13, 2025 [as presented] [with the following changes: _____.]

City Manager: Leslie Beauregard

Attachment 1**STAUNTON CITY COUNCIL RETREAT****Friday, February 7, 2025****Saturday, February 8, 2025****9:00 a.m.****R.R. Smith Center****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: **Thomas Bullock, Facilitator, Virginia Risk Sharing Association**
Peter Stephenson, Facilitator, Virginia Risk Sharing Association
Leslie Beauregard, City Manager
Amanda Kaufman, Assistant City Manager
Kiley Kesecker, Clerk of Council
Josh Knight, Engagement & Communications Manager

Mayor Edwards called the retreat to order on Friday, February 7, 2025, at 9:07 a.m. and Saturday, February 8, 2025, at 9:13 a.m.

Facilitator Thomas Bullock introduced the agenda and his co-facilitator Peter Stephenson.

The retreat was conducted over two days with the participation of Councilmembers and staff.

Mayor Edwards thanked everyone for their participation and Councilmembers shared optimistic remarks about the future.

A detailed report of the retreat is attached as **Attachment 1**.

ADJOURNMENT

There being no further business to discuss, the retreat adjourned on Friday, February 7 at 3:20 p.m. and Saturday, February 8 at 11:48 a.m.

Kiley A. Kesecker
Clerk of Council

ATTACHMENT 1

Staunton City Council Retreat Report

Friday, February 7
The R.R. Smith Center, 2nd Floor Lecture Hall
20 S. New St., Staunton, Virginia

1. Discussion of City Council Procedural Memoranda

- Memoranda 1: clarification on how to request information from the city/through the city manager; future conversation is warranted regarding Council practice for responding to “all Council” citizen emails.
- Memoranda 2: discussion regarding changing liaison appointment from nominations committee to Council. Discussion on what the purpose of a liaison to a board or commission.
- Memoranda 3: remote participation – Mr. Blair to draft language for consideration. Remote participation- disability/care of person with a disability counts towards physical quorum.
 - Question was asked about why basic illness was not included. Attorney General says it cannot, but City Council could ask General Assembly to consider it.
- Memoranda 4: discussion on the need for public speakers to state their address during Council meetings.
- Memoranda 19: discussion on the process for proclamations and recognitions; requests to see off-site proclamations in advance – to the full Council. Clerk could poll City Council individually for recognition, certificates, letters.
- General Comment – the code should be amended so that City Council Procedural Memoranda can be considered after the organization meeting to allow new City Council members a few months to see how they work before approval.

City Council will consider the revised procedure memoranda at their February 27, 2025 City Council Meeting.

2. City Manager/City Council Philosophy of Relationship Building, Communication and Engagement

- See Attached update on Staunton Plan.
- A request was made for a basic guide to understand land use/rezonings/special use permits items. (City Manager indicated that staff has already talked about doing a Land Use 101 work session item in the near future)
- A request was made to include more narrative explaining each budget amendment that makes them easier to understand.

ATTACHMENT 1

3. Review and Reaffirm Vision and Organizational Values

Vision Statement

- Existing vision statement is good and will stay as it is worded.

Values

1. Integrity – no changes
2. Inclusion and Equity – no changes
3. Excellence – add “inspiring trust” to the descriptive section of this value.
4. Engagement – change “aim with “strive” and “stakeholders” to “residents and stakeholders” in the descriptive section of this value.
5. Environmentally Conscious – no changes

4. Staunton Crossing Water Tank Design

- City Council discussed how the process could include engagement with the community to help decide this. What parameters can be put out to help guide a community process?

Staff will come back to City Council with ideas about this.

5. Review and Prioritization of Goal Areas and Objectives in Staunton Plan

City Manager shared a possible revision to the Staunton Plan Goal Areas and Objectives to start the discussion (Attached)

- There is interest in seeing measurable items under each objective area – want to see the next layer under this.
- Would like more routine updates on the strategic goals – move to a quarterly update.
- Reduce repetition within the strategic areas & objectives.
- Uniontown & West End: specific recommendations should be called out here.
- Add an introduction to the plan that celebrates some of the successes that are not specifically called out in the plan.

Discussion around Goal Areas and Objectives:

- Parks & Recreation needs are not included in this plan and should be.
- It is important to include Staunton City Schools as a priority under one of the strategic areas.
- Discussion around “historically underserved communities”
 - ❖ Homelessness should be addressed under this goal.
 - ❖ Discussion occurred about not having this as a goal at all, but the objections put in other goal areas
- “Environmental resiliency and sustainability” as a separate Strategic Goal Area. Save on energy costs, improve environment, increase greenspace (parks), mitigate flooding, quality of life. Importance of the natural environment and building resilience amid environmental volatility and natural disasters. – consensus among Councilmembers for including this.
 - ❖ “conservation and sustainability” could be title for potential environmentally-focused strategic area

ATTACHMENT 1

- Concern expressed with Community survey results for sense of community compared to “place to live.”
- Sidewalk systems/walkability needs to be improved (greenway plan, bike ped plan) those two plans should be combined and should be revisited.
- Better connection and accessibility to Montgomery Hall Park.
- Importance of community spaces and different uses of the gym and parks buildings
- Explore pocket parks throughout City and specifically in the JDR court site.
- Environmentally focused actions - What can be done in the next two years to reduce carbon footprint and make an impact on the environment? Where do we start? i.e., solar on J&DR.
- Explore grants available for green infrastructure and greener vehicle replacements – align with replacement cycles.

General Discussion about Staunton Plan:

- Concern about redundancy in current structure.
- Wants quarterly updates showing the concrete steps and progress made.
- There was also nearly a consensus putting more emphasis on an environmental focus.
- Would like to see Parks/Recreation and Schools reflected specifically.

Staunton City Council Retreat Report

Saturday, February 8

1. Team Building Exercise - Quality of a Good Leader

All focused around Servant Leadership

Traits of a Good Leader Exercise: good listener, compassionate, courageous, engaged, adaptability, critical thinking, open to new ideas, responsive and available, trustworthy, confident, integrity, empathy & compassion, emotionally intelligence, respect, flexibility, persistence, understanding the big picture and being able to communicate it, loyal, leader servants, humbled, good communicator, open to change, compassionate about the work, putting yourself in others’ shoes, being committed, passionate, conviction, sense of purpose, vision, humility, communicate & connect, ability to build consensus, collaborate & be a team player, active, hard-working, be a learner and curious, approachable, authentic, open-minded, highlight others, understanding issues and being aware.

2. Review and Continued Discussion of Day One

- Helpful for staff to be able to tell Council what can be done in a two-year period, and what cannot be done or needs more time to achieve.
- Council should set the larger strategic goals and ask staff to come up with specific measurables within each.
- Mayor Edwards offered thoughts on how to organize and reframe the Staunton Plan.

ATTACHMENT 1

Priority Areas Identified:

- Desire to separate elements of **Uniontown and West End Plans** and place those recommendations in the appropriate goal areas as far as what the recommendations focus on (i.e., infrastructure, underserved communities, economic development)
 - Discussion around making Uniontown its own goal area rather than represented as part of another Goal Area.
- Maintaining focus and ramping up momentum on **improvements in public spaces**; focus on pedestrian accessibility, parks and rec, new open spaces, greenways, Betsy Bell and golf course can be better utilized.
- More support from the city on **economic development**. Start a Staunton-focused economic development grant program for minority businesses, start up support; grow small businesses; continue focus on Staunton Crossing.
- Focus on **capital improvement plan** planning over ten years for both city and schools.
- Focus on **city infrastructure** – attention to streets that have not had improvements for a long time. Infrastructure maintenance is difficult within our existing financial means – aggressively pursue grants from federal and state sources.
- Keep moving forward on the **West End** improvements.
- **Walking and biking infrastructure/greenways** need to be prioritized.
- **Grant Officer position** to help identify and secure grant funding.
- Find a way to **cut City costs** to find ways to have more money other than increasing taxes.
- Find ways to work better together with the **school system**.
- **Housing** is an area of importance, beyond a two-year plan; housing strategy group is a good start; ways to better partner with the Redevelopment Housing Authority (has tax exempt arm that can apply for grant funds); regional collaborations in place.
- Focus on **underserved communities**: homelessness, unhoused, substance abuse, mental health services; WARM Shelter support; Support underserved communities – those who need assistance with utility bills and food bills; support local agencies who do this work, particularly if they lose funding.
- **City Space Needs**: JDR, police, fire, registrar, and other city offices have space needs. Future of Nelson Street building to be addressed; vision to develop Chestnut Hills property needs to consider this.
- **Environmental resilience** – Sustainable development – “Better models for development in the Shenandoah Valley;” examples include LEED for city buildings; addressing issues around extreme weather; using alternative energy for city facilities and when purchasing vehicles.
- **Supporting what the city needs to attract and retain city personnel.**

General discussion and agreement that the city should be using stated values in all decision making.

Next Steps – staff will start to synthesize the discussion about the Staunton Plan and come back to City Council with a more concrete plan based on this input.

ATTACHMENT 1

3. Review and Discussion of City Personnel Policies

Facilitated by Jon Venn, Chief Human Resources Officer

- Mr. Venn walked Council through revisions to the personnel policies.
- Interest in hearing more background on the acceptable use policy section from IT director.
- Clarification on the smoke/vape policy was provided.
- How does Staunton compare against peers for benefits and personnel policies? Mr. Venn stated that Staunton is very employee-friendly, as compared to counterparts.
- Are there additional areas in the personnel policy that the City could be more generous? Mr. Venn stated that health insurance, but that would be too costly for the city; costs continue to rise significantly on an annual basis.
- Can the city use state-offered health plans? Mr. Venn answered no, the city is part of a regional consortium.

City Council will consider the revised policies at their February 27, 2025 City Council Meeting.



Staunton Plan Update

February 7, 2025

City Council Retreat



A culturally rich, historic city
with an exciting future of
innovation, growth and
resilience.

You belong here!

Vision

Integrity

- Be a person of your word
- Be authentic in all venues
- Be courteous and polite
- Say no in a kind and respectful way
- Take up conflict directly with the person

The City of Staunton will be courteous and polite, and we will work to cultivate trust and a sense of integrity between each other and the public.

Inclusion + Equity

- Consider how decisions affect all citizens and communities in the city
- Communicate differences in parameters of programs and services to citizens and businesses
- AND consider these differences in policy decisions
- Make everyone feel that they belong

The City of Staunton will work hard to be inclusive in our thoughts, words and deeds. We will strive to achieve diversity in representation, respect and seek various perspectives and opinions, and endeavor to achieve equitable outcomes for everyone in our community.

Excellence

- Responsiveness (quick turnaround) so there is trust in government
- Good, proactive communication
- Improve systems and processes

The City of Staunton is committed to excellence with a focus on ongoing training and continuing education for elected officials and staff, fiscal responsibility, proactive communication, and effective government and governance.

Engagement

- Meet people in the community informally
- Invite folks to the process
- Cast a wider net
- Be welcoming
- Educate citizens about the process
- More interaction with the public
- Discuss your shared experience as residents

The City of Staunton will aim to involve stakeholders in the decision-making process, to listen, and have open, honest communications with each other and the community.

Environmentally Conscious

- Find ways to lower the City's carbon footprint and energy usage
- Consider the environment and spending in all you do
- "Walk the Talk"
- Consider the environmental impact of industry
- Educate yourself and staff
- Learn from other localities

The City of Staunton will seek to understand and consider the short- and long-term impacts our decisions have on the environment and the community.

Infrastructure



Gardner Springs

The foundational and physical framework, utility systems, and transportation network that supports the City.

Infrastructure



Plan for and provide appropriate water infrastructure

- Portion of Gardner Springs pump station project funded with grant funds(\$5.9M)
- Remaining bonds initially for project to be repurposed for other water projects

Quick Fact

- Pipe that runs from Staunton Dam to the city is 100 years old

Updated water and sewer rates in FY 2025 to begin to financially plan for major long-term needs.

Infrastructure



Complete the infrastructure for Staunton Crossing

- Received \$4.6M grant from the State to install sewer lines and pump station
- Received \$9M grant from the State for water infrastructure including water tower
- Completed Crossing Way that includes transit hub and commuter lot

Design plans completed for water, sewer and water tower – in construction phase

Staunton Crossing debt (\$15M) will be retired in FY 2028

Infrastructure



Focus on creating walkable places (pedestrian focus, greenways, trails)

- Churchville Ave Bike Plan: design complete - 2025
- Churchville Ave Streetscape (Albermarle to Thornrose): VDOT-administered – 2029
- West Beverley Sidewalks and Bike Markings: Summer 2025
- Greenville Ave Road Diet: VDOT-administered; design phase; construction 2026
- Richmond Ave Road Diet & Roundabout: discussions/revisions – in process
- Commerce Road/Lewis Creek Greenway: VDOT-administered – 2026
- Richmond Ave/Crossing Way SUP: VDOT-administered -2026
- VHSIP Intersection Improvements: design phase - 2027

Mobility/Transportation System *– area with greatest room for improvement on community survey*

- Ease of travel by bicycle: 31%
- Availability of paths & walking trails: 53%

Related City Plans:

- Bike & Pedestrian Plan
- Greenways Plan
- Streetscape Plan

Infrastructure



Plan for and provide stormwater infrastructure and flood mitigation solutions

- Gypsy Hill Park Stream Restoration complete late spring 2025
- Cole Ave. Stream Restoration complete spring 2025
- Design underway for tunnel maximization project
- Stormwater fees adjusted in FY 2025, to be reviewed again in FY 2028



Quick Fact

- Flood sensors and new alert system in place and working

Economic Development



Staunton Crossing

Enhance the economic well-being and quality of life for the City through attracting new industries in target areas and supporting the expansion and retention of existing businesses. This area also addresses housing and quality of life needs required to attract and retain a qualified workforce.

Economic Development



Pursue targeted industries for development of Staunton Crossing

- Crossing Way completed in May 2024
- Water & Sewer Infrastructure - 2026
- Full marketing effort ongoing
- Two properties sold in 2024

Quick Facts

- Is the only publicly held site with 275 contiguous acres along the I-81/I-64 corridors
- 2024 sales = \$1.3M in revenue to City
- Debt is retired in FY 2028

Economic Development



Support the retention and expansion of existing businesses, attract new businesses and promote Staunton as a top tourist destination

- Relaunch of business retention survey – Spring 2025
- Amendments to Enterprise Zone Program - 2025

What's Next Continue to market the city as a business-friendly place for existing and new business; continue integrated and targeted marketing and public relations for tourism

Economic Development



Prioritize affordable housing and housing for working families

- Housing Strategies Work Group
 - Produce Housing
 - Preserve Housing
 - Provide Housing Stability
- SAW Regional Housing Study Complete
 - Educate residents & comp plan update
 - Project quantifiable demand by incomes and housing types
 - Create alignment between housing & economic development
 - Address vacant/blighted properties

In the region, 5,000 households are at risk of homelessness. 265 people, comprising 186 households, who are unhoused

25% of households led by someone 62 or older spend more than 30% of income on housing

Responsive, Efficient Gov't



Focus on the ways in which the City provides services, attracts and grows its employees, and fulfills the City Council's goals.

2024 Employee of the Year

Responsive, Efficient Gov't



Recruit highly qualified employees, retain employees that receive continual training and development, compensate competitively, and maintain a workforce that reflects the community it serves

- Continued implementation of compensation & classification study recommendations in FY 2025 budget
- Completed second biannual employee engagement & satisfaction survey
- Incorporated City Values into Employee of the Month recognition
- Deep review of personnel policies and development of new caregiver and parental leave policies

Employee Satisfaction Survey Results:

- 9/10 employees would recommend working for the City
- Significant improvements in organizational communication
- High levels of collaboration reported
- Every measure scored higher or similarly to peer comparators
- Compensation continues to be an area of dissatisfaction for employees

Responsive, Efficient Gov't



Prioritize regional solutions and problem solving

- New animal shelter under construction with spring 2025 completion date
- New and improved BRITE Transit Hub on Lewis Street opened in summer 2024
- SAW regional approach continues to determine allocations of opioid settlement funds; regional needs assessment completed in Dec. 2024

Responsive, Efficient Gov't



Review and implement changes to the City's organizational structure to better achieve Council's goals

- Community Development and Economic Development permanently split with two separate department heads
- Public Works/Engineering approved for new Deputy City Engineer in FY 2025 budget
- Continue to explore possible city organization structure changes with the FY 2026 budget

Significant Leadership Turnover in past two years:

- Seven New Department Heads
- New Assistant City Manager
- New Engagement & Communications Manager

Responsive, Efficient Gov't

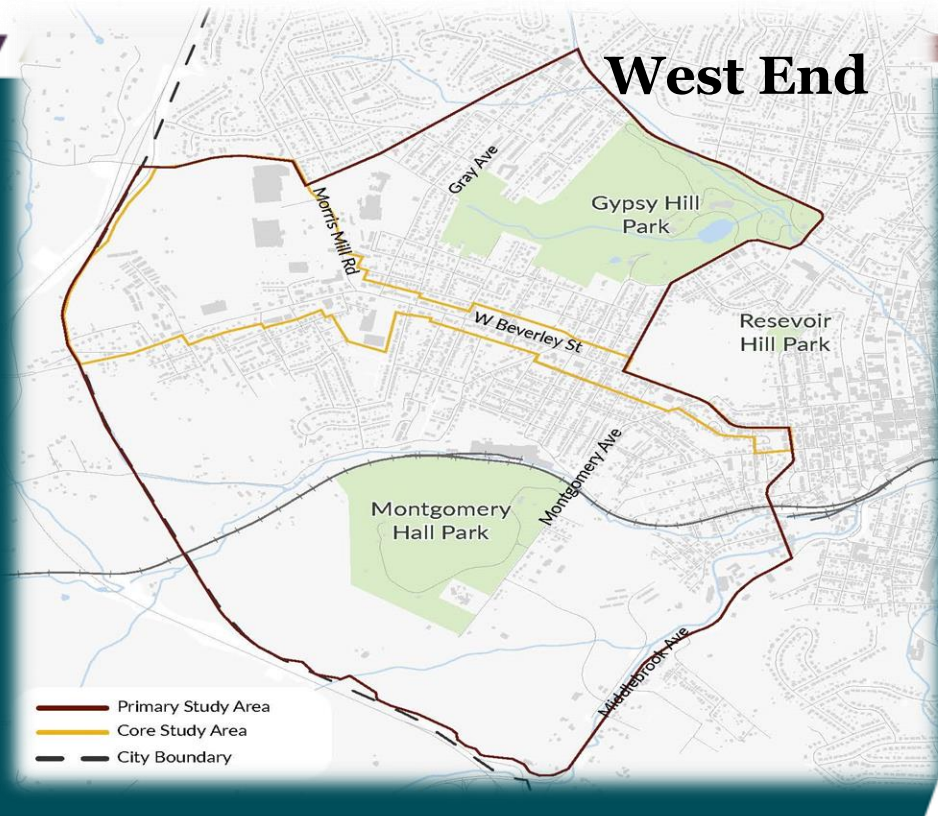


Develop an effective communications and engagement function

- Increasing capacity for organization-wide communication; more room for innovation
- Growing social media presence
- Adding subscribers to Gov Delivery (test and emails)
- Recite Me assistive toolbar – added to website
- Budget in Brief; Improved CIP document;

Working on interactive project pages and GIS map for website

West End



A commitment to providing resources to Staunton's West End – to promote this community as a vibrant area that has diverse business opportunities, cultural offerings, and great potential for economic growth and stability.

West End

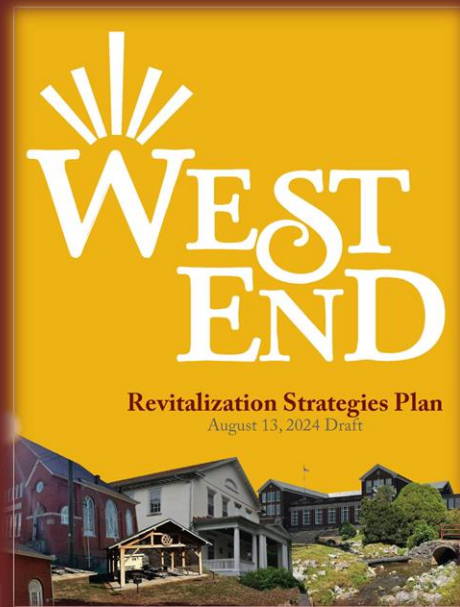


Implementation of the West End Revitalization Plan

- West End revitalization plan completed mid 2024 and adopted in December 2024 as part of the Comprehensive Plan
- City Council dedicated one penny of real estate tax revenue to a West End reserve starting in FY 2024 (\$287,000)

Quick Fact

- West End Revitalization Plan funded with ARPA Funds
- The West End has an active business association with over 85 members



Built Environment



J & DR District Court Facility

Focus on facilities owned and maintained by the City, with an eye on not only what is needed in the current environment, but in future years as city space needs evolve and change.

Built Environment



Separation of City J&DR court operations from Augusta County

- Bids were within planned budget
- J&DR District Courthouse project website with current and frequent updates
- Project is on time – complete by November 2025

Quick Fact

- J&DR District Court will be ready for business in fall 2025

Built Environment



Plan for the future of public safety facilities

- Police/Fire & Rescue Space Needs Assessment completed
- Reserve set up in Capital Budget for Phase I of Police Facility (Land Acquisition & Design)
- Fire Station #1 – Roof Repaired in February 2025

Quick Facts

- Two fire stations serve the 20 sq. mile city as well as portions of Augusta County and MBU

Built Environment



Understand capacity needs and focus on repurposing facilities for City use

- Reviewing all City space needs – public library (funded space needs assessment), warehouse/storage, Office on Youth, Blue Ridge Court Services, etc.
- Beginning engagement on visioning remainder of J&DR District Courthouse property
- GHP Poolhouse design underway

Quick Fact

- City staff maintains and improves over **369,000 sq. ft.** of city facility space

Strategic Goals & Objectives

- Discuss and Revise Strategic Goal Areas
- Discuss and Revise Actions/Objectives
 - *Changes you want to see in each strategic goal area*
 - *Are these the highest priority?*
 - **Manageable** - two to four actions/objectives under each Strategic Goal
 - **Measurable** – reporting progress



Strategic Goals & Objectives

2025 - 2027

Infrastructure

The foundational and physical framework, utility systems, and transportation network that supports the city.

1. Plan for and fund appropriate water and sewer infrastructure.**include Uniontown**
2. Plan for and fund appropriate stormwater infrastructure and flood mitigation solutions.
3. Prioritize better mobility and accessibility around the city.

Economic Development

Foster a thriving Economy and vibrant community by attracting new businesses, supporting local enterprises, and ensuring a high quality of life for all residents with attention to strategic growth.

1. Attract target industries that align with Staunton's unique strengths and resources.
2. Foster growth and retention of existing businesses while prioritizing support for small and minority owned businesses.
3. Align workforce training with industry needs.

Responsive, Efficient Government

Focus on the ways in which the City provides services, attracts and grows its employees, and fulfills the City Council's goals, with an eye on not only what is needed in the current environment, but in future years as city space needs evolve and change.

1. Recruit highly qualified employees, retain employees that receive continual training and development, ensure competitive pay and benefits, and maintain a workforce that reflects the community it serves.
2. Annually, review and assess progress and continued goals for all City-adopted plans.
3. Plan for and fund the future of public safety facilities and service levels.
4. Apply for and secure state and federal grants and funding sources to supplement local revenues to fund the highest priorities of the City.

Historically Underserved Communities

A commitment to providing resources to and promoting those communities within the City of Staunton that have been historically underserved by the City, and to ensure that these areas once again become vibrant and resilient.

1. Implement the Uniontown Neighborhood Action Plan.
2. Implement the West End Revitalization Plan.

Community Resilience and Health

Placing a focus on our communities and families within the City of Staunton, and that they have the tools they need to be resilient and self-sustaining, and the City has the infrastructure in place to prepare for, respond and recover from disasters and emergencies.

1. Prioritize affordable housing and housing for working families. – move this to another area
2. An objective around addressing homelessness?
3. An objective around emergency management preparedness?



City Council
WORK SESSION
February 13, 2025
5:45 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.

Mr. Overholtzer moved that Morgan Smith be appointed as acting Clerk of Council for the recordation of the proceedings of City Council in its work session and regular meeting of February 13, 2025, and that she be authorized and directed to sign and execute such documents as are necessary and proper regarding the presence of Council members, a quorum, consideration, and voting.

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

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

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 Vice Mayor Arrowood and carried as follows:

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

Ms. Woods arrived at 5:50 p.m.

2. **Central Shenandoah Valley Office on Youth FY 2024 Annual Report and 2025-2028 Strategic Plan**

Director of the Central Shenandoah Valley Office on Youth Virginia Newman provided an annual update of the work accomplished by her department during the last fiscal year, their programs, and their strategic plan.

Mayor Edwards asked if and how parents are held responsible for truancy. Ms. Newman stated that sometimes parents are brought before a judge for truancy by the schools, but never by their office.

Mr. Overholtzer asked if they are seeing any trends or new challenges and changes. Ms. Newman explained that truancy has been an issue post-COVID, as well as vaping and mental health issues.

Mr. Overholtzer asked if there is a need for volunteers. Ms. Newman stated that volunteers are difficult to use as they are doing programs directly in the schools.

Councilmembers had no further questions.

3. **Update on Virginia Department of Transportation Richmond Avenue Road Diet & Roundabout and Edgewood Sidewalk Projects**

Councilor Campbell made the following statement:

“Pursuant to Virginia Code § 2.2- 3112, I hereby disclose that I work for the Virginia Department of Transportation, and I am a member of a group of three or more VDOT employees affected by this transaction. For purposes of this item, I only intend to provide information about the project that can be of assistance to other members of Council. I do not plan to participate in discussions about any ultimate policy or financial decisions that the Council may make about this item. Therefore, in accordance with the statute, I can participate fairly, objectively, and in the public interest by providing information about the proposed VDOT project. I reiterate that I will not participate in any policy or financial decisions related to the proposed project, I will simply assist in answering any questions that Council may have about the proposed project if my input can be helpful.”

City Manager Leslie Beauregard stated that in 2016, the city applied for and was later awarded 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 the 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.

City Engineer Lyle Hartt provided a status update on the projects.

Mr. Overholtzer asked if roundabouts are safe and more efficient, which Mr. Hartt confirmed.

A brief discussion ensued regarding the feasibility of the project and emphasized the need for public outreach.

Councilmembers were in agreement and instructed the City Manager to move forward with public outreach regarding the Edgewood project.

4. Closed Meeting for Consultation with Legal Counsel for Legal Advice Related to Flood Mitigation Measures

Ms. Woods moved 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).

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		

Vice Mayor Arrowood 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		

The work session adjourned at 7:03 p.m.

Morgan A. Smith
Acting Clerk of Council



REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, February 13, 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

ABSENT: Kiley Kesecker, Clerk of Council

ALSO PRESENT: Leslie Beauregard, City Manager
Amanda Kaufman, Assistant City Manager
John Blair, City Attorney
Morgan Smith, Acting 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 Ms. Edwards.

MAYOR'S REPORT

Mayor Edwards conducted an invocation honoring African American History Month using an interactive word cloud activity displayed on the screens in Council Chambers.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Park thanked the Public Works Department for their efforts during the recent snow events.

Mr. Campbell thanked staff for organizing the City Council retreat.

REGULAR MEETING**A. Consent Agenda**

Mayor Edwards made the following statement:

“Per Procedure Memorandum No. 14, it is the policy of City Council to have routine, non-controversial items placed on a Consent Agenda. All items on the Consent Agenda will be voted on in one motion. If separate discussion of an item is requested by any member of Council, that item shall be removed and considered separately at the end of the regular meeting agenda.”

A.1 Approval of Meeting Minutes**Work Session and Regular Meeting of 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****(ATTACHMENT A)****A.3 Consideration of Application for Department of Criminal Justice Services Byrne/Justice Assistance Law Enforcement Equipment Grant**

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.

Ms. Park moved to approve the Consent Agenda as presented.

The motion was seconded by Ms. Woods 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. Fire & Rescue Oaths of Office – Deputy Chief Brian Butler, Captain Adam Dolan, and Lieutenant Alex Foresman

Deputy Chief Brian Butler, Captain Adam Dolan, and Lieutenant Alex Foresman have been promoted and were sworn into their respective positions by Mayor Edwards and Fire Chief Jason Ball.

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

Planning Manager Tim Hartless stated that First Five Cousins, LLC, is requesting a Special Use Permit at 2311 Morris Mill Road, 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.

The 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 Road. 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). Staff have reviewed the document and determined that its previous concerns have all been addressed.

A series of conditions have been proposed by staff, designed to make the development compatible with the surrounding land uses including the adjacent Fox Hill low density single-family neighborhood.

Mr. Hartless concluded by stating that at its January 16, 2025 meeting, the Planning Commission conducted a new public hearing on the request, during which 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.

Mr. Overholtzer asked if there any requirements regarding landscaping. Mr. Hartless stated that there are no requirements for preservation of any trees or for the planting of any screening since it is for a residential use.

Steve Driver, representing the applicant, was present to answer questions from Council.

Councilmembers had 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.

Vice Mayor Arrowood moved that Council adopt the resolution as presented and approve the special use permit and conditions, as recommended by the Planning Commission.

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

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

**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: February 13, 2025

Adopted: February 13, 2025

Effective: February 13, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: MORGAN A. SMITH
Acting Clerk of Council

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

Mr. Hartless stated that 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.

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. 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.

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 every 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.

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.

B-2 zoning regulations include 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.

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

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.

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 direct staff to work with the applicant on some additional conditions that would address concerns related to traffic on Frontier Drive.

The applicant has 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 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 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. This is a suitable compromise to address the traffic concerns that were raised at the December meeting.

Mr. Hartless closed by stating that at its January 16, 2025, meeting, the Planning 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 from 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.

- 413 6. At least five parking spaces shall be provided near the Betsy Bell Wilderness Park trail access
414 point. These parking spaces shall be made available for use by the general public. They may
415 be counted as part of the required parking for the development.
416
- 417 7. Lighting shall be wholly contained within the site. Light poles shall not exceed 24 feet in
418 height. Lighting shall be limited to that which is necessary for safety; lighting shall not up light
419 or downlight building elevations. Lighting at the property lines shall not exceed one-half foot
420 candle.
421
- 422 8. All dumpster pad locations must be screened with architectural elements, such as walls, or built
423 into the site design. This will be reviewed as part of the site plan for the development.
424
- 425 9. Separate site plans will be required for each phase of the development. Phase I will be limited
426 to no more than 154 units. As a result of the concerns related to potential traffic increases on
427 Frontier Drive, the city may require a new traffic impact analysis as part of the site plan review
428 for any future phases. Phase II of the development will not be approved unless the results of
429 the traffic impact analysis are deemed acceptable by city staff, or the developer makes
430 necessary transportation improvements to adequately address the deficiencies.
431
- 432 10. The entire development shall not exceed 308 units at final buildout.
433

434 Trey Stegman of Management Services Corporation was present to answer questions from
435 Council.
436

437 Vice Mayor Arrowood asked if the development of Phase II is contingent on the occupancy of
438 Phase I. Mr. Stegman confirmed that Phase II will only move forward if the occupancy of Phase I
439 is at a satisfactory level. Mr. Hartless added that Phase II could not happen until either the applicant
440 pays for improvements to Frontier Drive or the city, Augusta County, and VDOT had some kind
441 of regional improvement plan that was completed on Frontier Drive.
442

443 Mr. Overholzer clarified that Phase II would require a separate site plan. Mr. Hartless stated that
444 it will require a new site plan and a new traffic impact analysis as part of the site plan review.
445

446 Mr. Campbell asked if there is potential to work with the city in the future to establish a greenway
447 around the boundary of the property. Mr. Stegman stated that they absolutely want to establish
448 some type of a trail connection to engage with Betsy Bell Park and the Greenway from downtown.
449

450 Councilmembers had no further questions.
451

452 Mayor Edwards stated the following:
453

454 "I will now open the Public Hearing, so if you wish to speak, please approach the podium. We will
455 alternate between individuals physically present and those that have their hands raised via the
456 Zoom platform."
457

458 The public hearing was opened.

Lynn Debord, 116 Red Oak Drive, encouraged Council to start putting funds aside to upgrade Frontier Drive with all the new development in the future.

Megan Hiett, 11 Oak View Drive, reiterated that Frontier Drive needs to be expanded.

Sara Hollberg, 24 Church Street, stated that public transit needs to be available, and that lighting needs to be managed.

Barbara Whipple, 111 Madison Place, encouraged Council to be mindful of lighting requirements.

Randolph Bertin, 211 Hendren Avenue, spoke on the importance of keeping lighting down and the use of smart, energy efficient lighting.

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

Members of Council instructed Mr. Hartless to work on the lighting portions of the zoning code.

Vice Mayor Arrowood moved that Council adopt the resolution as presented and approve the special use permit and conditions, as recommended by the Planning Commission.

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
GRANTING A SPECIAL USE PERMIT FOR
MULTI-FAMILY DEVELOPMENT IN A B-2, GENERAL BUSINESS DISTRICT,
AT 206 FRONTIER DRIVE (PIN 10272)**

Recitals

A. Management Services Corporation (Applicant), is under contract to purchase certain land identified as parcel identification number (PIN) 10272, currently addressed as 206 Frontier Dr, in the City of Staunton, Virginia (the Property) and is requesting a Special Use Permit to construct multi-family dwellings consisting of 11 multi-family buildings containing 308 multi-family dwelling units (the Project);

B. The Applicant seeks a Special Use Permit under Staunton City Code (SCC) Section 18.60.070(3)(b) which allows for multi-family dwellings as a use permitted on review;

505 C. The Property is located within a B-2, General Business District, which, according
506 to SCC Section 18.60.070(3)(b) multi-family dwellings may be permitted on review;
507

508 D. The Staunton Planning Commission conducted a public hearing on the
509 Applicant's request, after notice and advertisement as required by law on July 18, 2024 and after
510 extensive consideration, recommended approval of the Special Use Permit at its January 16, 2025
511 meeting;
512

513 E. Upon consideration of comments received at the public hearing, as well as the
514 factors set forth within Section 18.60.070 and Chapter 18.210 of the SCC, Staunton City Council
515 finds and determines that granting the proposed Special Use Permit would serve the public
516 necessity, convenience, general welfare, and good zoning practice; and
517

518 F. These recitals are an integral part of this resolution.
519

520 **NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Staunton,
521 Virginia that a Special Use Permit is hereby granted to allow the Project to be established on the
522 Property, subject to the following conditions:
523

- 524 1. As part of the site plan submittal for this project, a water and sewer engineering report will be
525 required to be provided to the City of Staunton's Department of Community Development to
526 confirm anticipated demands and ensure adequate capacity is available and help determine
527 tie-in points to the existing system.
528
- 529 2. There shall be a minimum setback for all structures to be 25 feet from any property line, and
530 to be five feet from any parking area.
531
- 532 3. There shall be a minimum 25-foot undeveloped buffer between the Project and any boundary
533 line of the Red Oaks development or the Betsy Bell Wilderness Park. The minimum setbacks
534 from condition 2 can be included as part of this buffer.
535
- 536 4. Screening shall be required between this development and the adjacent Red Oaks development
537 and Betsy Bell Wilderness Park. Screening shall consist of a planting strip which shall not be
538 less than five feet wide containing two staggered rows of evergreen trees planted 15 feet on
539 center, or a double staggered row of evergreen shrubs planted 10 feet on center. The screening
540 can be part of the 25-foot buffer requirement. The City Horticulturist shall approve the
541 screening plan as part of the site plan submittal.
542
- 543 5. A public access point shall be provided to the Betsy Bell Wilderness Park trail system. This
544 access point shall be marked with a sign subject to review and approval by the City of Staunton
545 Community Development Department.
546
- 547 6. At least 5 parking spaces shall be provided near the Betsy Bell Wilderness Park trail access
548 point. These parking spaces shall be made available for use by the general public. They may
549 be counted as part of the required parking for the development.
550

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.

Introduced: February 13, 2025

Adopted: February 13, 2025

Effective: February 13, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: MORGAN A. SMITH

MATTERS FROM THE CITY MANAGER

Ms. Beauregard presented updates on the following items:

- Upcoming Presidents' Day holiday schedules

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."

Brenda Mead, 342 Sherwood Avenue, encouraged Council to step back and see what the people want in regard to spending funds allocated by VDOT.

Randolph Bertin, 211 Hendren Avenue, spoke in support of the sidewalks on Edgewood Road and stated that putting off construction is a bad idea due to rising costs.

There was no one else present wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:18 p.m.

Morgan A. Smith
Acting Clerk of Council

Ordinance No. 2025-04
AN ORDINANCE TO AMEND
THE FY2025 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON
BY ADDING BUDGET AMENDMENT NUMBER THREE

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

GENERAL FUND - 110

Anticipated Revenue

General Revenue	\$	8,431,757
Recovered Costs		27,905
Miscellaneous Revenue		71,811
Operating Grants and Contributions		1,491,015
Total Revenue	\$	10,022,488

Appropriations

General Government	\$	370,047
Judicial Administration		61,574
Public Safety		401,971
Public Works		3,761,085
Parks, Recreation, Cultural		4,632
Community Development		6,000
Transfers to Other Funds		5,417,179
Total Appropriations	\$	10,022,488

GRANTS FUND - 215

Anticipated Revenue

Capital Grants and Contributions	\$	7,500
Total Revenue	\$	7,500

Appropriations

Public Safety	\$	7,500
Total Appropriations	\$	7,500

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue

Transfer from the General Fund	\$	5,481,518
Miscellaneous Revenue	\$	650,000
Total Revenue	\$	6,131,518

Appropriations

Capital Projects	\$	6,131,518
Total Appropriations	\$	6,131,518

BLUE RIDGE COURT SERVICES - 210

Anticipated Revenue

Operating Grants and Contributions	\$	107,755
Total Revenue	\$	107,755

Appropriations

Operations	\$	107,755
Total Appropriations	\$	107,755

WATER FUND - 530

Anticipated Revenue

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

Appropriations

Capital	\$	9,359,935
Total Appropriations	\$	9,359,935

SEWER FUND - 540

Anticipated Revenue

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

Appropriations

Capital	\$	6,431,560
Operations		1,534
Total Appropriations	\$	6,433,094

ENVIRONMENTAL FUND - 580

Anticipated Revenue

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

Appropriations

Operations	\$	(2,582)
Total Appropriations	\$	(2,582)

EDUCATION FUND - 900

Anticipated Revenue

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

Appropriations

Operations	\$	2,123,729
Total Appropriations	\$	2,123,729

EDUCATION SOP FUND - 920

Anticipated Revenue

Operating Grants and Contributions	\$	28,021
Total Revenue	\$	28,021

Appropriations

Operations	\$	28,021
Total Appropriations	\$	28,021

CAFETERIA FUND - 930

Anticipated Revenue

Transfer from Cafeteria Fund Balance	\$	57,075
Total Revenue	\$	57,075

Appropriations

Operations	\$	57,075
Total Appropriations	\$	57,075

TEXTBOOK FUND - 910**Anticipated Revenue**

Appropriation from Textbook Fund Balance	\$	1,144,011
Total Revenue	\$	1,144,011

Appropriations

Operations	\$	1,144,011
Total Appropriations	\$	1,144,011

SCHOOL CIP FUND- 966**Anticipated Revenue**

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

Appropriations

Capital Projects	\$	714,127
Total Appropriations	\$	714,127

GRAND TOTAL BUDGET AMENDMENT NO 3	\$	36,126,671
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INTRODUCED: January 23, 2025

PUBLIC HEARING: January 23, 2025

Public Hearing Advertisement Date: January 16, 2025

Approved this 13th day of February, 2025.

Effective Date: February 13, 2025

CERTIFIED: _____

ATTEST: _____

Morgan Smith

Acting 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			
<u>GENERAL GOVERNMENT</u>			
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			
<u>COMMONWEALTH ATTORNEY</u>			
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			
<u>POLICE DEPARTMENT</u>			
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
<u>POLICE DEPARTMENT</u>			
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			
<u>FIRE DEPARTMENT</u>			
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			
<u>ADMINISTRATION</u>			
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			
<u>PARKS AND RECREATION</u>			
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.			
<u>HORTICULTURE</u>			
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			
<u>COMMUNITY DEVELOPMENT</u>			
Donations Planning	11083-41730	\$ 6,000	
Non-Capital Equipment	11088110-55486		\$ 6,000
To appropriate donation for bicycle stations			
TRANSFERS TO OTHER FUNDS			
<u>CAPITAL IMPROVEMENTS</u>			
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

<u>Appropriation of Prior Year Fund Balance</u>		\$	8,431,757	
Operational Contingency	\$	27,393		
Opioid 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		
<u>Recovered Costs</u>			27,905	
Judicial		10,756		
Public Safety - Insurance Proceeds		1,625		
Public Safety - Other Recovered Cost		15,524		
<u>Miscellaneous Revenue</u>			71,811	
General government - Opioid Settlement		71,811		
<u>Non-Capital Grants and Contributions</u>			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		<u>\$ 5,417,179</u>		
Total General Fund Expenditures		\$ 10,022,488		-

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 3			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
CITY CAPITAL IMPROVEMENTS FUND			
Transfer from the General Fund	39001-49211	\$ 2,891,050.00	
Fire Truck Reserve	39033210-58463		\$ 350,000.00
Self Contained Breathing Appar.	39033210-58518		\$ 30,000.00
Cardiac Monitors	39033210-58519		\$ 10,000.00
CAD/RMS System	39033110-58539		\$ 375,000.00
E911 upgrade	39033140-58503		\$ 170,000.00
City Ineligible Streets Paving	39044130-58403		\$ 100,000.00
Adaptive Traffic Control	39044130-58514-12500		\$ 140,000.00
Retaining Wall	39044130-58530		\$ 350,000.00
Public Works Equipment Fund	39044130-58505		\$ 100,000.00
Public Works Building Fund	39044210-58506		\$ 100,000.00
Greenways	39077210-58508		\$ 100,000.00
New Sidewalks Reserve	39044130-58484		\$ 100,000.00
Bike & Ped Plan Reserve	39088110-58513		\$ 125,000.00
Public Use Facilities	39077210-58524		\$ 600,000.00
IT Equipment	39011510-58423		\$ 100,000.00
Blue Ridge Comm College	39066800-58430		\$ 41,050.00
Transfer to Schools CIP	39099600-59396		\$ 100,000.00
To appropriate funds transferred from the General Fund per CIP			
Transfer from the General Fund	39001-49211	\$ 2,431,129.00	
City CIP Undesignated	39099800-58400		\$ 2,431,129.00
To appropriate remaining FY24 carry over funds			
CIP Fund Interest Income	39001-41510	\$ 650,000.00	
Public Use Facilities	39077210-58524		\$ 650,000.00
To appropriate interest earned in the CIP Fund			
Transfer from General Fund	39001-49211	\$ 95,000.00	
Wharf Tree Replacement	39077120-xxxxx		\$ 50,000.00
Comprehensive Plan	39088110-58536		\$ 45,000.00
To appropriate carry over from General Fund			
Transfer from General Fund	39001-49211	\$ 64,339.00	
Health Department Building	39055110-58413		\$ 64,339.00
To set aside remaining Health Dept funds for roof			
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 6,131,518	\$ 6,131,518

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 3			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GRANTS FUND			
LEMPG grant funds	21534-46250-40104	\$ 7,500	
Special equipment	21533210-58341-40104		\$ 7,500
To appropriate federal grant funds awarded from the Virginia Department of Emergency Management			
TOTAL GRANTS FUND		\$ 7,500	\$ 7,500
BLUE RIDGE COURT SERVICES FUND			
Community Corrections grant	21033-45556	\$ 42,488	
Other salaries	21033340-51009		\$ 42,488
To appropriate additional Community Corrections grant funds			
Supreme Court Recovery Court Grant	21033-45570	\$ (11,995)	
Materials and Supplies - Urine Screen	21033343-55404		\$ (11,995)
To adjust recovery grant			
Supreme Court Therapeutic Docket	21033-45571	\$ 77,262	
Other Salaries	21033342-51009		\$ 53,355
Group Life Insurance	21033342-52001		\$ 630
Social Security	21033342-52010		\$ 4,082
Reitirement 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 Perk	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, Virginia

Meeting Date:	February 27, 2025	Amanda Kaufman Assistant City Manager
Item #	B	
Department:	City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Inclusion & Equity; Excellence; Engagement Strategic Areas: Infrastructure; Economic Development; Responsive, Efficient Government	
Subject:	Update on Better Utilizing Investments to Leverage Development (BUILD) Grant Application	

Background: In December 2023, City Council adopted the [Uniontown Neighborhood Action Plan](#). This plan identifies recommendations in four primary areas: reinvestment, sense of community, preservation, and reestablishment of connections. With the goal of making significant progress on the recommendations identified in this plan, the city submitted an application for the 2025 Better Utilizing Investments to Leverage Development (BUILD) grant program through the US Department of Transportation for Uniontown Neighborhood Reconnection and Revitalization.

City staff contracted with the Timmons Group engineering firm to develop cost estimates, prepare application conceptual exhibits, complete a cost-benefit analysis and to conduct pavement core sampling to inform this application. The city engaged the assistance of the Central Shenandoah Planning District Commission to write the grant narrative. This was a multi department effort and included many hours of work from city staff in Community Development, Public Works, Finance, and the City Manager's Office.

The application was submitted on January 30, 2025. The city requested \$8.9M in grant funding. The city's cost share amount is \$5.5M.

The scope of the application includes complete reconstruction of National Avenue south of the railroad, a new pedestrian/bicycle bridge at National Avenue, a shared use path on Richmond Avenue/US 250, street repaving for streets (Anthony, Young, Jones, Patton, and National - north of railroad), and the comprehensive reconnection and replacement of underground water and the addition of new sanitary sewer utility mains.

During the work session, staff will provide an overview of the scope of the grant application.

City Manager's Recommendation: Allocate the necessary funds to cover the city's cost share of the grant.

Suggested Motion: I move that City Council allocate fund from the Uniontown Reserve Fund, the Water Fund Balance, and the Sewer Fund Balance to serve as the city's cost share amount for the city's January 30, 2025 application for a Better Utilizing Investments to Leverage Development grant.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 27, 2025	Lyle Hartt City Engineer Leslie Beauregard City Manager
Item #	C	
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 the February 13, 2025 work session, city staff provided an update on these projects and asked for guidance from City Council regarding next steps. The attached presentation was discussed at the work session and there were several decision points that City Council needed to address:

Richmond Ave. Roundabout/Road Diet Project

- Identify local funds to complete a portion of road diet up Richmond Ave.= \$1.36M

Edgewood Sidewalk Project

- Instruct VDOT to cancel two Augusta St. sidewalk projects to help fund the Edgewood sidewalk project
- Identify local funds ranging from \$400K - \$1.1M to complete project
- Direct staff to engage with property owners to gage support

City Council directed staff to engage with owners of affected properties along Edgewood Road regarding the sidewalk project and to report back to Council at the February 27, 2025 work session. City Council also decided to continue the conversation about the Richmond Ave. road diet.

If Council chooses to move forward with these projects, possible local funding sources include approximately \$1.5 million from the following capital improvement reserves: New Sidewalks, Bike & Pedestrian, & Greenways. In addition, there is \$2.4 million available in the city's undesignated capital improvements fund.

Attachment: Presentation from February 13, 2025 work session; A revised presentation will be prepared and provided prior to the work session.

City Manager's Recommendation: Receive feedback from City Council as far as next steps to communicate to VDOT. If City Council wishes to proceed with these projects, recommend the following motion be made to allocate the necessary funds.

Suggested Motion: I move that City Council allocate the necessary funds to complete the Richmond Ave. Road Diet and Edgewood Rd. Sidewalk projects from the following sources: Reserve funds from New Sidewalks, Bike and Pedestrian, and Greenways, and the city's Undesignated Capital Improvement Funds.

City Manager: Leslie Beauregard



**Update on VDOT Projects:
Richmond Avenue Road Diet & Roundabout
and
Edgewood Sidewalk**

February 13, 2025

VDOT Projects Review



February 22, 2024

- Update to City Council on all upcoming VDOT Projects

Late Summer/Fall 2024

- Staff learned that the Richmond Ave. road diet and roundabout project was overbudget
- VDOT provided an update to City Council on November 14, 2024 to present options

VDOT Projects Review



Fall 2024 / January-February 2025

- Staff working with VDOT on various options
- Received more information on the Edgewood sidewalk project, which is also overbudget
- City Council update on February 13, 2025 to provide guidance to staff and VDOT on how to move forward

Richmond Ave. Roundabout/Road Diet Project –Original Budget/Concept



- Current Funding = \$2.25M based on original VDOT SMART SCALE funding
- Revised Estimate (2024) for Original Scope=\$15.8M
 - Two lane roundabout and road diet with raised medians and shared use path

Funding gap of \$13.5M

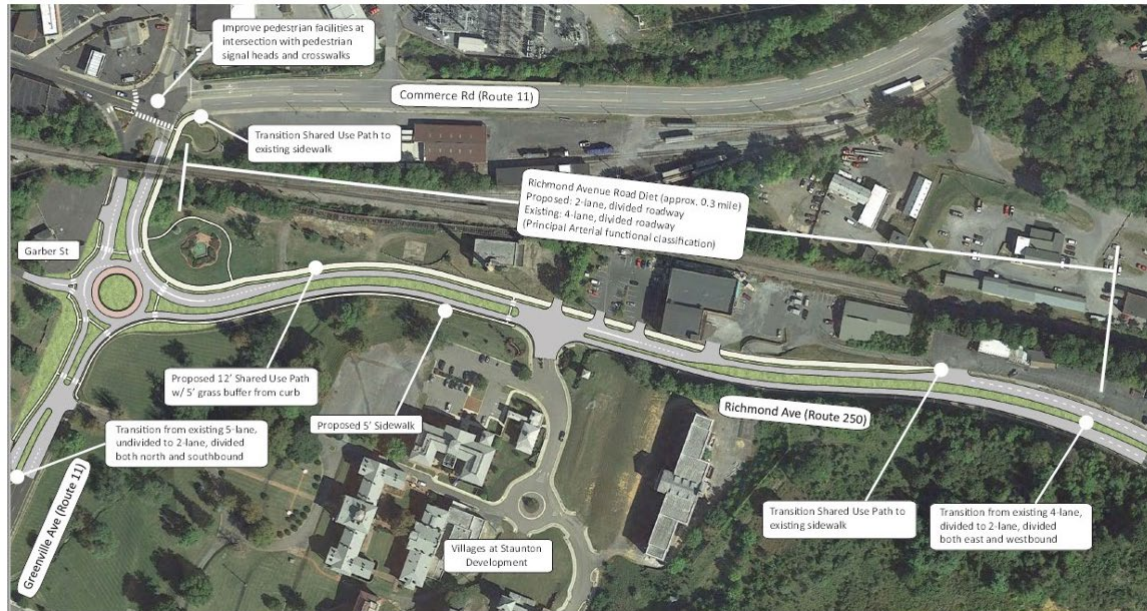
Roundabout/Road Diet Original Budget/Concept

Roundabout/Road Diet = \$2.25M (VDOT SMARTSCALE funds)

Revised Estimate=\$15.8M



Original SMART SCALE Sketch



Richmond Ave. Roundabout/Road Diet Project – Revised Budget/Concept



Single Land Roundabout

- Budget of \$7.5M to be fully funded with VDOT SMART SCALE
- Includes necessary transition to roundabout from Richmond Ave.

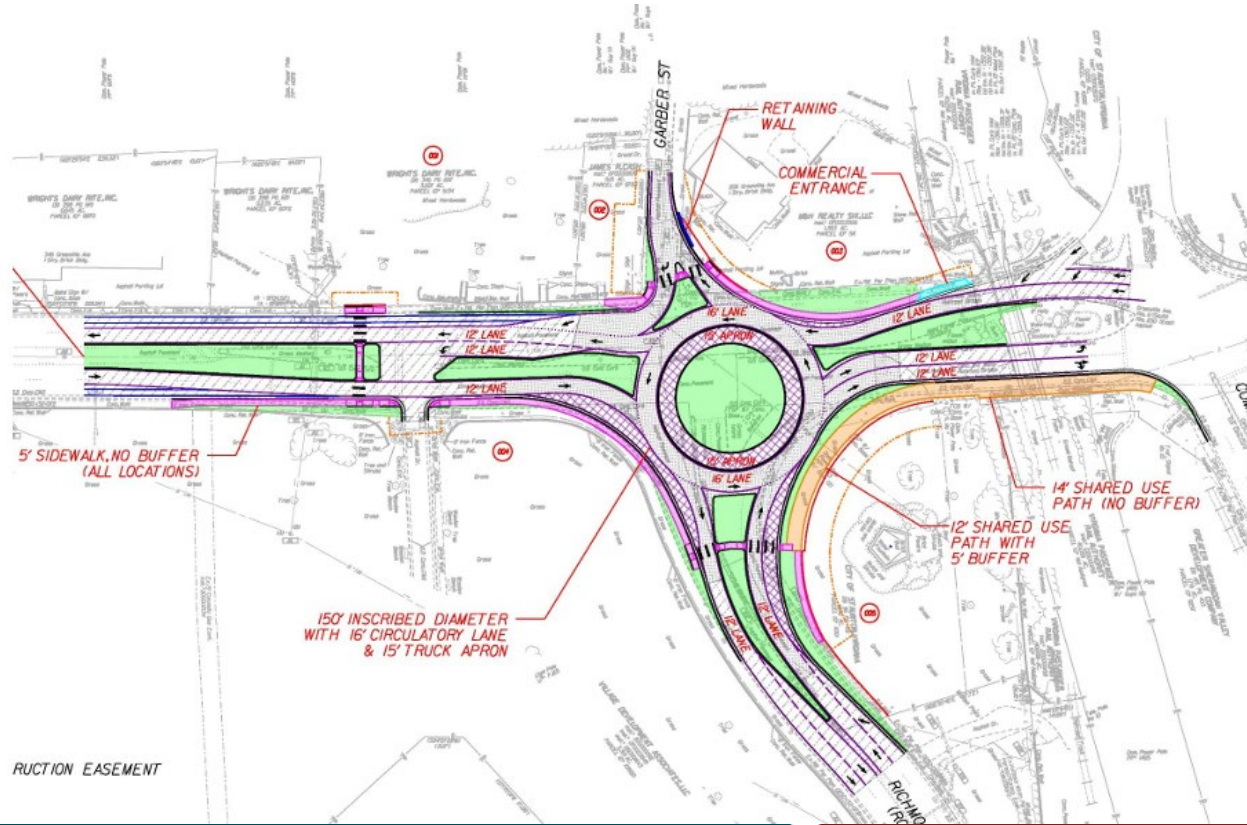
(Greenville Ave. Road Diet funded with VDOT SMART SCALE)

Richmond Ave. Road Diet

- No VDOT funding available
- Any road diet requires local funds

Roundabout/Road Diet Revised Budget/Concept

Roundabout Only = \$7.5M (SMARTSCALE funds)



Roundabout/Road Diet Revised Budget/Concept

Roundabout = \$7.5M (SMARTSCALE funds)

Road Diet = \$1.36M (Local funds yet to be identified)

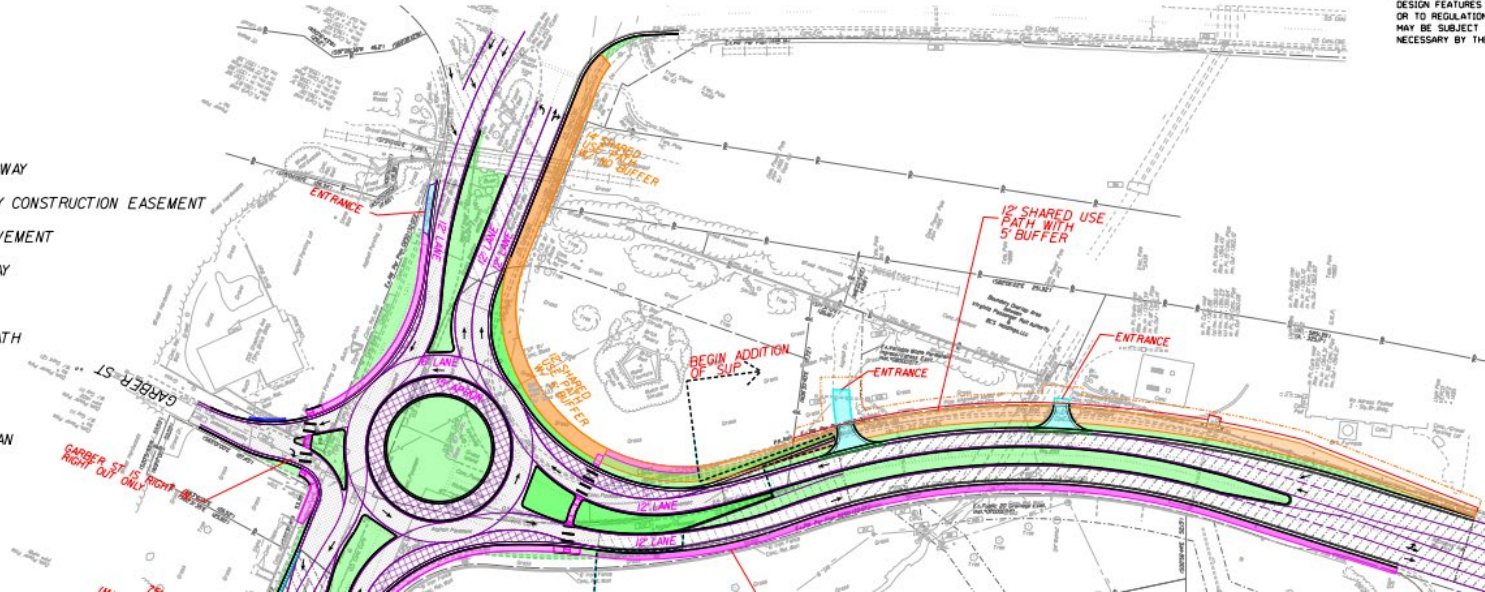


PROJECT MANAGER _____
SURVEYED BY, DATE _____
DESIGN BY _____
SUBSURFACE UTILITY BY, DATE _____

SINGLE LANE ROUNDABOUT LAYOUT (UPC IIII051)

LEGEND:

- LANE LINES
- BIKE LANE
- PROP. RIGHT OF WAY
- PROP. TEMPORARY CONSTRUCTION EASEMENT
- FULL DEPTH PAVEMENT
- MILL AND OVERLAY
- SIDEWALK
- SHARED USE PATH
- TRUCK APRON
- GRASS MEDIAN
- CONCRETE MEDIAN
- ENTRANCE

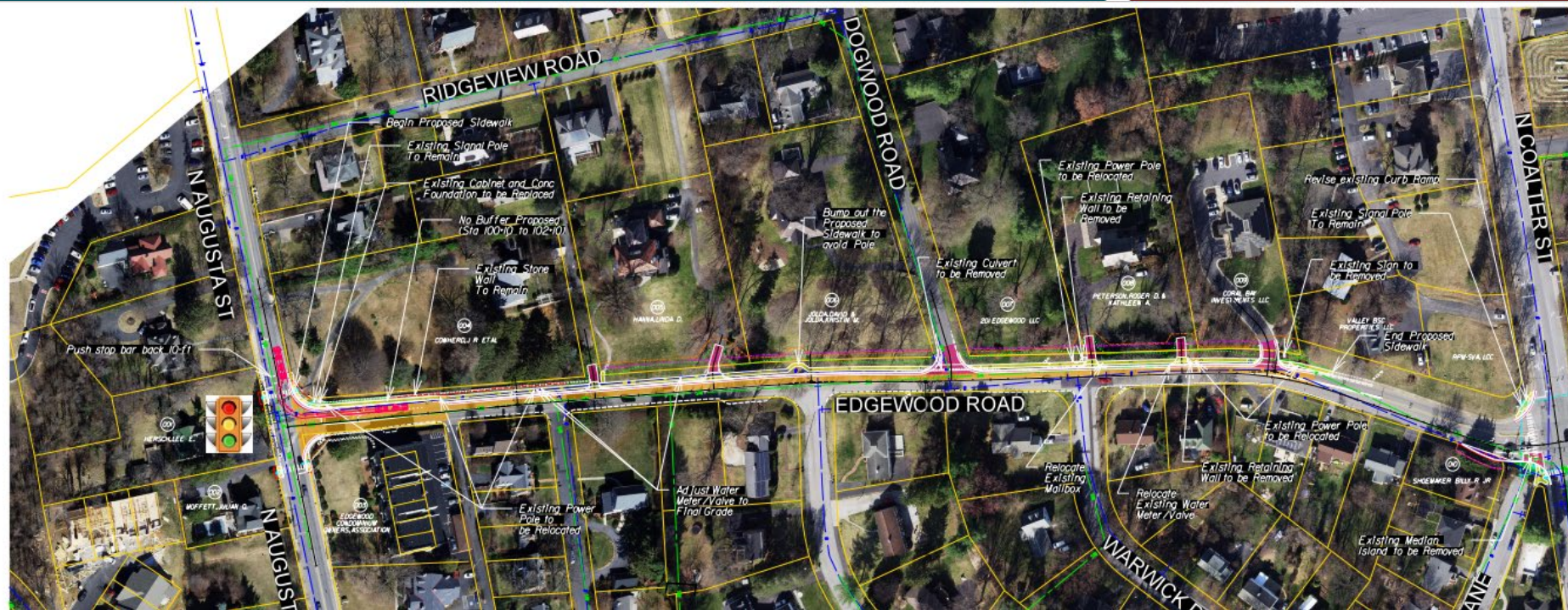


REVISED	DATE

DESIGN FEATURES
OR TO REGULATION
MAY BE SUBJECT
NECESSARY BY THE

Edgewood Sidewalk Original Budget=\$1.1M

VDOT SMART SCALE



Edgewood Sidewalk–Revised Budget



- Revised Estimate (2024)=\$4.0M - 4.7M
- VDOT Funding Proposal
 - Original SMART SCALE budget=\$1.10M
 - Cancel N. Augusta St. South Sidewalk=\$1.48M
– transfer funds to Edgewood
 - Cancel N. Augusta St. North Sidewalk=\$1.06M
– transfer funds to Edgewood, \$3.6M total
 - Local Funds=\$400K - \$1.1M depending on final design/estimate (yet to be identified)

Edgewood Sidewalk–Outreach to Property Owners

- VDOT requires assurances by end of the month that project is still feasible based on feedback from property owners
- If Council agrees, staff proposes the following outreach process:
 - Letter hand delivered tomorrow to property owners along north side of Edgewood
 - One-on-one meetings with property owners, Engineering and Community Development staff



Decision Points.....

Richmond Ave. Roundabout/Road Diet Project

- Proceed with single lane roundabout – under design and fully funded
- Identify local funds to complete a portion of road diet up Richmond Ave.= \$1.36M

Edgewood Sidewalk Project

- Instruct VDOT to cancel two Augusta St. sidewalk projects to help fund Edgewood
- Identify local funds ranging from \$400K - \$1.1M to complete project
- Direct staff to engage with property owners to gage support
- Return to City Council Feb. 27th with an update

Regardless of decision on Edgewood, VDOT has indicated that they will cancel both Augusta St. sidewalk projects – either to fund Edgewood, or to redistribute all three sidewalk project funds to other District needs (a total of \$3.6M)

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 27, 2025	Jon Venn Chief Human Resources Officer
Item #	D	
Department:	Human Resources	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Revisions to City of Staunton Personnel Policy Manual	

Background: In 2017, 2018 and 2022, City Council approved revisions to the city's Personnel Policy Manual and adopted the revised manual, in its entirety, as presented. As noted, when the manual was last revised, as staff applies the policies set forth in the revised manual, management anticipates the need to occasionally propose further revisions for Council's consideration.

In addition to the revisions enclosed in the personnel policy manual, the following **new** policies are proposed:

- Policy 1.4: Benefits Are Not Contractual-new policy stating that the city's benefits policies are not in any manner a contract, nor do they create a contractual right for employees to receive any benefits.
- Policy 2.9: Employment of Non-Citizens, VRS Retirees and Juveniles-new policy.
- Policy 2.20: Personnel Files-new policy about employee's personnel file.
- Policy 2.22: Pregnant Workers Policy-new policy as required by the federal Pregnancy Workers Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) Act.

- Policy 3.11: Facility Access and Security- new policy on door security and employee access.
- Policy 3.12: Workplace Violence: new policy on workplace violence including guidelines on the city, department director, manager and employee's responsibility, prohibited behavior, carrying, displaying and use of weapons and reporting and investigating procedures.
- Policy 3.14: Smoke and Vape-Free Workplace-new policy on smoking and vaping in the workplace.
- Policy 4.14: Direct Deposit-new policy stating that employees are required to participate in direct deposit.
- Policy 5.17: Organ Donation Leave-new policy adding the use of Organ Donation Leave per the Code of Virginia.
- Policy 5.18: Parental Leave-new policy adding the use of paid parental leave.

Attachments: Use the following links to access the attachments:

Attachment 1 - [City Personnel Policy Manual Clean Version](#)

Attachment 2 - [City Personnel Policy Manual Marked Up Version](#)

Attachment 3 - [City Personnel Policy Summary of Changes](#)

City Manager's Recommendation: Recommend adoption of the proposed revisions to the City of Staunton Personnel Policy Manual.

Suggested Motion: I move that the City Council approve the proposed revisions to the City of Staunton Personnel Policy manual and adopt the revised manual, in its entirety, as presented and that Council further authorizes the City Manager, in consultation with the City Attorney, to make technical updates to the Personnel Policy manual to reflect changes in state or federal law.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	February 27, 2025	City Council John C. Blair, II City Attorney
Item #	E	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Amendments to Council Procedural Memoranda Numbers 2, 3, and 19 and an Amendment to Staunton City Code Section 2.10.105, Memoranda Regarding Council Administrative Procedures	

Background: On February 7, 2025, the City Council, City Manager, and City Attorney discussed potential amendments to the Council's Procedural Memoranda as well as the Staunton City Code. The following is a brief description of the proposed amendments:

Council Procedural Memorandum 2: The proposed amendment would authorize the Council rather than the Council's Nominations Committee to appoint Council liaisons to City boards and commissions.

Council Procedural Memorandum 3: A proposed amendment would permit a Councilmember to remotely participate in a meeting if the Councilmember is a caregiver to an individual with a disability and the caregiving responsibilities do not permit the Councilmember to be physically present for the meeting.

An additional proposed amendment would conform the Procedural Memorandum with the Code of Virginia which allows remote participants for non-personal reasons to be counted as part of the physically present quorum.

Council Procedural Memorandum 19: The proposed amendment would permit of Certificate of Recognition to be presented in the Rita S. Wilson Council Chambers upon a poll by the Clerk of Council indicating a majority of Councilmembers support the recognition in Council Chambers.

Staunton City Code Section 2.10.105: The current ordinance requires the Council to adopt its Memoranda of Procedure at the Council's Organization Meeting. The amendment removes the requirement to approve the Memoranda at the Organizational Meeting, and, instead, requires an annual Council review of the Memoranda.

The intent of this amendment is to allow newly elected Councilmembers to gain an understanding of how the Memoranda work in practice before they are required to vote on them.

Attachments:

Attachment 1—Council Procedural Memoranda 2, 3, and 19 with amendments

Attachment 2—Staunton City Code Section 2.10.105 with amendments

City Manager's Recommendation: Recommend adoption of the proposed Procedural Memoranda amendments and City Code amendment.

Suggested Motions: This will require two motions due to the need to have a separate vote on an amendment to the Staunton City Code.

Motion One: I move to adopt the amendments to Council's Procedural Memoranda as presented.

Motion Two: I move to adopt the amendment to Staunton City Code Section 2.10.105 as presented.

City Manager: Leslie Beauregard

COUNCIL PROCEDURE MEMORANDUM NO. 2

SUBJECT: Boards and Commissions — Applications and Appointments

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

AMENDED: FEBRUARY 27, 2025

COUNCIL PROCEDURE MEMORANDUM NO. 3

SUBJECT: Agendas for City Council Meetings; Council Member Remote Participation for City Council Meetings

Agendas:

Anyone wishing to appear before City Council at a regularly scheduled meeting for a work session will be advised by the City Manager to appear at the City Council's Matters from the Public at the Council's Regular Meeting. The individual will be advised to make a brief presentation at their Matters from the Public presentation within the five minute time period provided to all speakers. The individual may then request the City Council to allow them to make a presentation at a future Work Session.

At each work session, the first agenda item will be "Approval of Agendas" for both the work session and the regular session meetings of Council. The Mayor or other presiding officer will entertain a motion for Council to approve the proposed work session and regular session agendas, with or without modification as identified in the motion. The Clerk of Council will poll each Council member on such vote and, if necessary, successive votes will be taken until there is Council approval of both agendas. With a vote for approval of modification, Council may amend its regular session agenda at the beginning of the regular session, again with the Clerk of Council conducting an individual poll on the vote of each member of Council.

There will be an agenda for each and every Council meeting, including work sessions, and no matters which are not on the approved agendas will be discussed unless deemed an emergency. Notwithstanding any prior action of Council to the contrary, Council members may contact the City Manager with any items desired to be on the agenda, if necessary. The proposed agenda items cut-off time will be at noon on the Friday two weeks preceding the Thursday City Council meeting. Agenda items proposed by Council members shall be placed on the following meeting's work session agenda. The proposed agendas and back-up materials will be transmitted to Council members by Friday afternoon prior to the meeting, absent special circumstances.

Agenda materials shall be compiled and delivered to the Clerk of Council by 12 noon on the Friday preceding the scheduled Council meeting for duplication and distribution, by whatever means as determined by Council (i.e., paper copies, electronically, etc.).

Member Remote Participation for City Council Meetings:

1. **Purpose and Applicability.** It is the policy of the City Council under this memorandum that individual members of the Council may participate remotely in Council meetings by electronic means as permitted by Virginia Code Section 2.2-3708.2, even in the absence of the Governor having declared a state of emergency, when there is a quorum physically assembled at one primary or central meeting location. For circumstances when the Governor

has declared a state of emergency, such as has existed with COVID-19, the requirements of Virginia Code Section 2.2-3708.2(A)(3) must be satisfied. The purpose of this policy is to comply with the requirements of Section 2.2-3708.2 of the Code of Virginia to allow for and govern remote participation by one or more Council members in Council meetings by electronic communication means in general, outside of an extraordinary situation involving a Governor- declared state of emergency. All City Council proceedings pursuant to this policy shall be conducted in accordance with Virginia Code Section 2.2-3708.2 as that statute, a part of the Virginia Freedom of Information Act, may hereafter be amended. This policy shall apply to the entire City Council membership without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

2. **Quorum and Setting Required.** The City Council may consider a member's individual request for remote participation by electronic communication means only if a quorum of the Council is physically assembled at one primary or central meeting location, and there is an arrangement for the voice of the remotely participating Council member to be heard by all persons at such primary or central meeting location. If a Council member remotely participates due to the Council member's temporary or permanent disability or other medical condition that prevents the member's physical attendance, or due to a family member's medical condition that requires the Council member to provide care for the family member which prevents the Council member's physical attendance at the meeting, or the member is a caregiver who must provide care to person with a disability preventing the member's physical attendance at the meeting, the member's participation shall count towards the quorum as if the member is physically present.

3. **Notice and Permissible Reasons for Electronic Participation.** Council member participation remotely under this policy shall only be allowed if: on or before the day of the meeting, the Council member notifies the Mayor or other presiding officer that the member's inability to attend is due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, or due to a family member's medical condition that requires the Council member to provide care for the family member which prevents the Council member's physical attendance at the meeting, or the member is a caregiver who must provide care to person with a disability preventing the member's physical attendance at the meeting, or due to a personal matter and the Council member identifies with specificity the nature of the personal matter. A Council member may remotely participate in up to five meetings each calendar year due to personal matters. A Council member's remote participation due to a temporary or permanent disability or other medical condition shall not be subject to a meeting limitation per calendar year. A Council member's remote participation due to a family member's medical condition that requires the Council member to provide care for the family member thereby preventing the Council member's physical attendance shall not be subject to a meeting limitation per calendar year. A Council member's remote participation due to the member's caregiving responsibilities to a person

with a disability thereby preventing the Council member's physical attendance shall not be subject to a meeting limitation per calendar year. The Council member requesting to remotely participate in the meeting must state the remote location from which they will participate.

4. **Approval.** Individual participation from a remote location shall be approved unless such participation would violate this policy or applicable law. City Council shall vote whether to allow such participation and, if approved, the Council's meeting minutes shall reflect the following: the remote location from which the member participated, even though the remote location need not be open to the public; if the basis for the remote participation is disability or a Council member's or a family member's medical condition, the fact of such; and, if the basis for the remote participation is a personal matter, the specific nature of the personal matter. Upon adoption of a motion to approve the Council member's participation by electronic communication means, the Council member shall be allowed to fully participate in the meeting by electronic communication means. Before proceeding with the remainder of the Council meeting, the Mayor shall ask the Council member to state their name. The Mayor shall then ask the other Council members and members of the public in attendance if they can hear the remotely participating Council member. The meeting shall not proceed until the remotely participating Council member's voice can be heard by all Council members and members of the public physically assembled at the meeting location.
5. **Disapproval.** If the City Council votes to disapprove the Council member's remote participation because such participation would violate this policy or applicable law, such disapproval shall be recorded in the Council's minutes with specific reasons cited under this policy and/or under applicable law for the disapproval.

UPDATED: February 27, 2025

COUNCIL PROCEDURE MEMORANDUM NO. 19

SUBJECT: Proclamations & Other Forms of Recognition

The Staunton City Council wishes to provide recognition to its residents and entities.

Additionally, the Council desires to provide recognition to particular days, weeks, and months. The following forms of recognition may be requested by Staunton residents and entities:

1. **Commemorative Letter** prepared on Mayor's letterhead, affixed with the City seal and mailed in a flat envelope for birthdays, retirements, congratulations, etc.
2. **Letter & Certificate of Recognition** for significant individual or organizational achievements/milestones. Mailed to individual or organization in a flat envelope. An individual or organization may request to be recognized in Council Chambers. If such a request is received, the Clerk of Council shall individually poll the members of Council to determine if a majority wishes to host the recognition in Council Chambers. If a majority of Council wishes to host the recognition in Council Chambers, the Council shall vote upon the presentation of the recognition at its regular meeting immediately preceding the recognition.
3. **Commemorative Proclamation** presented by the Mayor, or designee, to an organization at an event or function in recognition of local, state or national achievement or to commemorate an event, such as Small Business Saturday.
4. **Proclamation in Council Chambers** presented by the Mayor, in observance of a certain day, week or month, such as: Juneteenth, Arbor Day, Veterans Day, etc. Also presented to non-profit organizations in connection with national, statewide or local observances or in connection with a significant milestone, such as: Pride Month/Shenandoah LGBTQ Center, September Childhood Cancer Awareness Month, etc. The Clerk of Council shall notify the Council of all requests for proclamations. The Council shall vote upon the presentation of the proclamation at its regular meeting.
5. **Key to the City** presented in Council Chambers as a symbol of civic recognition and gratitude, reserved for individuals whose service to the public and the common good rises to the highest level of achievement. The award of a Key to the City must be unanimously approved by City Council.

Recognition requests will be submitted to the Clerk via a request form on the City's website. Each type of recognition will have a unique form requiring specific information about the request. The Mayor shall receive and administer all requests for commemorative letters as well as letters and certificates of recognition. All proclamation requests will be sent to Councilmembers for approval. Requests for a Key to the City must come from a member of City Council and cannot be submitted via the website.

UPDATED: February 27, 2025

DRAFT 02.13.2025

Ordinance No. 2025 - __

**AN ORDINANCE AMENDING SECTION 2.10.105, MEMORANDA
REGARDING COUNCIL ADMINISTRATIVE PROCEDURES, OF CHAPTER
2.10, CITY COUNCIL,
OF TITLE 2, ADMINISTRATION, OF THE STAUNTON CITY CODE
TO AMEND THE COUNCIL REVIEW TIMELINE**

Recitals

A. The Council of the City of Staunton, Virginia is empowered to establish its own administrative policies and procedures pursuant to Section 11 of the Staunton City Charter.

B. The Council of the City of Staunton, Virginia desires to provide new members of Council with the opportunity to conduct a fulsome review of the Council's Memoranda of Procedure from an operational perspective.

C. The Council of the City of Staunton, Virginia also wishes to review the Council's Memoranda of Procedure on a more regular basis.

D. This matter has been properly heard and considered.

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 2.10.105, Memoranda Regarding Council Administrative Procedures, of Chapter 2.10, City Council, of Title 2, Administration, of the Staunton City Code is hereby amended as follows:

**Chapter 2.10
CITY COUNCIL**

...

2.10.105 Memoranda regarding council administrative procedures.

~~At each meeting at which newly elected members are inducted, as prescribed in Section 5 of the Charter of the city, and more often as seen fit, Each calendar year, the council shall review previously approved memoranda of council administrative procedures and shall reapprove such memoranda, with any amendments, deletions or additions agreed to by a majority of the council.~~

In all other respects, the provisions of Title 2, Administration, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

48 Introduced:
49 Adopted:
50 Effective Date:

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Michele D. Edwards, Mayor

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56 ATTEST:_____

57 Kiley A. Kesecker,
58 Clerk of Council

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DRAFT