

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
July 24, 2025
5:00 p.m.**

- | | | |
|------------------|-----------|---|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:05 p.m. | 2. | Closed Meeting for the Discussion of the Award of a Public Contract Pursuant to Virginia Code Section 2.2-3711(A)(29) and Discussion of the Performance of the City Manager Pursuant to Virginia Code Section 2.2-3711 (A)(1) (Includes Dinner Break Until Regular Meeting at 7:00 p.m.) |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
July 24, 2025
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Park

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes

Work Session and Regular Meeting of June 26, 2025

A.2. Resolution of the Council of the City of Staunton Increasing the Compensation Paid to Board of Equalization Members

A.3. Consideration of Virginia Tourism's Vacation Starts with VA DMO MMLP Co-Op/Grant FY 2026

A.4. Consideration of Revised Memorandum of Agreement for Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW)

A.5. Consideration of Update to May 24, 2012 Resolution that Consolidated the Financial Management and Support Services of the City of Staunton and Staunton City Schools

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. Introduction of Recently Appointed Staunton City Schools Superintendent, Dr. Eric Irizarry

C. Public Hearing and Consideration of a Request by Nathaniel R Bradley, Warren D. Bradley, and Amy E. Shelley to Vacate, Discontinue, and Abandon that Portion of Undeveloped Peach Street Lying Within the Bounds of 445 Peach Street (Lot 3, PID #9629), 444 Peach Street (Lot 4, PID #9633), and 125A Greenwood Road (Lot 5, PID# 9620), of the Hidden Glen Plat*

- D. **Public Hearing and Consideration of a Request to Vacate, Discontinue and Abandon That Portion of Undeveloped Pinehurst Road Lying Within the Bounds of 445 Peach Street (Lot 3, PID #9629) and 125A Greenwood Road (Lot 5, PID# 9620), of the Hidden Glen Plat***
- E. **Update on Staunton's Pathway to Affordable Housing and Housing for Working Families: City of Staunton Housing Strategy**
- F. **Consideration of a Resolution Authorizing the Adoption of the FY 2025 Annual Action Plan for the City of Staunton and the Substantial Amendment to the 2024 – 2028 Consolidated Plan and FY 2024 Annual Action Plan through the U.S. Department of Housing and Urban Development Community Development Block Grant Program Fund**

Matters from the City Manager

Matters from the Public*

Adjournment

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

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

Fire/Rescue: *Virginia Rescue Squads Assistance Fund in the amount of \$8,022.* Fire & Rescue will use these grants funds to support the purchase of three devices to assist providers with airway placement for critically ill patients. The department will be using Aid to Localities (ATL) funding to provide the matching funds, which is 50% of the grant.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	July 24, 2025	City Council
Item #	1	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Work Session and Regular Meeting Agendas	

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

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

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	July 24, 2025	City Council John C. Blair, II City Attorney
Item #	2	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for the Discussion of the Award of a Public Contract Pursuant to Virginia Code Section 2.2-3711(A)(29) and Discussion of the Performance of the City Manager Pursuant to Virginia Code Section 2.2-3711 (A)(1)	

Suggested Motion: I move to enter a closed meeting for the discussion of the award of a public contract involving the expenditure of public funds for a construction services contract where the discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City of Staunton pursuant to Virginia Code Section 2.2-3711(A)(29), and discussion of the performance of the City Manager pursuant to Virginia Code Section 2.2-3711(A)(1).

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:	July 24, 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:	July 24, 2025	City Council
Item #	A.1	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Approval of Minutes	

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

Attachment:

Attachment 1 – Work Session and Regular Meeting Minutes of June 26, 2025

Suggested Motions: I move to approve the work session and regular meeting minutes of June 26, 2025 [as presented] [with the following changes: _____].

City Manager: Leslie Beauregard



City Council
WORK SESSION
June 26, 2025
5:00 p.m.

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

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

1. Consideration of Work Session and Regular Meeting Agendas

Consistent with Procedural Memorandum No. 3, the agendas were presented for Council consideration.

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

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

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

2. Introduction of United Way of Central Shenandoah Valley President & CEO, Amanda Leech

City Manager Leslie Beauregard stated that Amanda Leech has worked for the United Way of Harrisonburg and Rockingham County since 2016 and was appointed President & CEO in 2025. With the recent closing of the United Way of Staunton, Augusta County, and Waynesboro, United Way of Harrisonburg and Rockingham County has expanded into the SAW region.

Most recently, the United Way of Harrisonburg and Rockingham County recently announced a name change to United Way Central Shenandoah Valley to reflect its growing regional footprint and commitment.

Ms. Leech introduced herself to Council and provided some information on the expansion plans.

3. **Discussion of Proposal for New Form of City Council Recognition**

Mayor Edwards presented for discussion an idea for a new form of City Council recognition to be awarded to citizens who have significantly contributed to the betterment of the Staunton community.

A discussion took place regarding the criteria for the award, the nomination and selection process, and eligibility requirements. Councilmembers were in support of the idea and expressed interest in continuing the discussion.

4. **Closed Meeting for: (i) the Discussion of Public Contracts Where Discussion in an Open Session Would Adversely Affect the Bargaining Position of the City of Staunton and (ii) Consultation with Legal Counsel for Legal Advice Related to a Boundary Adjustment**

Vice Mayor Arrowood moved to enter a closed meeting for (i) the discussion or consideration of public contracts involving the expenditure of public funds for consulting services and construction services where such discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City of Staunton; and (ii) for consultation with legal counsel from the City Attorney for legal advice related to a potential boundary line adjustment pursuant to Virginia Code §2.2-3711(A)(8).

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

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

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

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

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

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

Kiley A. Kesecker
Clerk of Council

**REGULAR MEETING OF STAUNTON CITY COUNCIL****Thursday, June 26, 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
Alice L. Woods

ABSENT: Blake N. Shepherd

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

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

The Pledge of Allegiance was recited in unison.

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

MAYOR'S REPORT

Mayor Edwards provided information on how to access the resources available on the city website via QR codes posted in Council Chambers.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Mr. Overholtzer stated that he had attended the Comprehensive Plan community event, the Juneteenth celebration, and Clean the Bay Day.

Vice Mayor Arrowood stated that he had also attended the Comprehensive Plan community event, the Community Foundation grant celebration, and a retirement celebration for Superintendent Garrett Smith.

Ms. Woods stated that she had attended the Juneteenth celebration, Alfonso Hamilton Day, and a community discussion with Senator Mark Warner.

Mr. Campbell stated that he had attended the Juneteenth celebration and provided information about the upcoming fundraiser for the Shea House at Fairview Cemetery.

Ms. Woods stated that the Nominations Committee met on June 16, 2025 and would like to make the following motion:

To appoint Ian Callahan to the Diversity, Equity, and Inclusion Commission for a 3-year term beginning July 1, 2025 and ending June 30, 2028.

To appoint Belinda Polgar to the Diversity, Equity, and Inclusion Commission for a 3-year term beginning July 1, 2025 and ending June 30, 2028.

To reappoint Mark Jeter to the Diversity, Equity, and Inclusion Commission for a 3-year term beginning July 1, 2025 and ending June, 2028.

To reappoint Amanda DiMeo to the Shenandoah Valley Partnership for a 2-year term beginning July 1, 2025 and ending June, 2027.

Needing no second, the motion carried as follows:

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

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 May 22, 2025

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

A.3 Amending, Restating and Reordaining Chapter 3.35, Transient Occupancy Tax, of Title 3, Staunton City Code to Conform with the Code of Virginia

A.4 Consideration of Amendment to Staunton City Code Section 13.02.010

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

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

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

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

(ATTACHMENT A)

Ordinance No. 2025 – 16

**AN ORDINANCE
AMENDING, RESTATING AND REORDAINING
CHAPTER 3.35, TRANSIENT OCCUPANCY TAX,
OF TITLE 3, REVENUE AND FINANCE,
OF THE STAUNTON CITY CODE
TO CONFORM WITH THE CODE OF VIRGINIA**

Recitals

A. It has been ascertained that Chapter 3.35, Transient Occupancy Tax, of Title 3, Revenue and Finance, of the Staunton City Code (SCC) merits amendment to conform with the Code of Virginia;

B. Virginia Code § 58.1-3819 authorizes localities to collect transient occupancy tax on the gross proceeds of room rentals of hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms rented out for continuous occupancy for fewer than 30 consecutive days;

C. Virginia Code § 58.1-3827 was amended by the 2025 Regular Session of the Virginia General Assembly to modify accommodations providers reporting requirements to the Commissioner of Revenue for purposes of administering the transient occupancy tax;

D. The Commissioner of Revenue has requested an amendment to the SCC to conform with the General Assembly's amendment of Virginia Code §58.1-3827;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 3.35, Transient Occupancy Tax, of Title 3, Revenue and Finance, of the Staunton City Code is hereby amended to read as follows:

...

3.35.050 Reports and remittances.

(1) The person collecting any such tax shall make out a report upon such forms and setting forth such information as the commissioner of the revenue may prescribe and require, showing the total room charge paid by the customer for the use or possession of a room or space occupied for lodging by or for a transient and the tax required to be collected. The report shall be submitted to the commissioner of the revenue.

(2) The commissioner of the revenue shall determine whether the report is in proper form and upon such determination shall cause a copy to be delivered to the treasurer.

(3) The person collecting any such tax shall remit the tax to the treasurer.

(4) Subject to applicable laws, an accommodations intermediary shall submit to the Commissioner of the Revenue the property addresses and gross receipts for all accommodations facilitated by the accommodations intermediary in the City. Such information shall be submitted monthly.

(5) Said reports and remittances shall be made on or before the twentieth day of the month following each month and covering the amount of tax collected during the preceding month.

(6) An accommodations provider shall not be required to submit a report to the Commissioner of the Revenue if (i) all retail sales of accommodations owned by the accommodations provider are facilitated by an accommodation intermediary; and (ii) the accommodations provider attests to the Commissioner of the Revenue that all such sales are facilitated by an accommodations intermediary. Such attestation shall be effective for twelve (12) months beginning with the month the attestation is made. Thereafter, such attestation shall be due annually on a date determined by the Commissioner of the Revenue on such forms and in such manner as the Commissioner of the Revenue may prescribe and require. However, such accommodations provider shall make out and

submit a report in accordance with this code section for the retail sale of any accommodations not facilitated by an accommodations intermediary and shall remit such tax as otherwise required by this chapter.

...

In all other respects, the provisions of Chapter 3.35 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: June 26, 2025
Adopted: June 26, 2025
Effective: June 26, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

Ordinance No. 2025 - 17

AN ORDINANCE AMENDING TITLE 13, CHAPTER 13.02 OF THE STAUNTON CITY CODE TO AUTHORIZE THE ENVIRONMENTAL PROGRAMS ADMINISTRATOR TO REVOKE STORMWATER CREDITS

Recitals

A. The City of Staunton's Stormwater Utility Fee chapter provides that third party inspections may be utilized to inspect stormwater management facilities;

B. The City of Staunton's Environmental Programs Administrator and the Staunton City Attorney have determined that the Staunton City Code needs to be amended to allow the Administrator to revoke stormwater utility fee credits in the event that a third party inspection of a stormwater management facility determines that the facility is no longer functioning as designed;

C. This matter has been properly advertised, heard, and considered; and

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia that Title 13, Chapter 13.02 of the Staunton City Code is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows and indicated by the underlined text:

Chapter 13.02
Stormwater Utility Fee

13.02.010 Fees.

(4) To encourage the proper maintenance of private storm drainage and stormwater management facilities that convey stormwater and/or reduce the pollution and other adverse effects of stormwater, the stormwater utility fee tier credit specified in subsection (4)(f) of this section shall apply to qualifying property as follows:

(a) The owner shall apply for and demonstrate to the satisfaction of the administrator or designee that a credit is warranted.

(b) The total fee, after credits, shall not be less than the applicable fee for Tier 1.

(c) The storm drainage and stormwater management facilities must be privately constructed, owned, operated, and maintained.

(d) The storm drainage and stormwater management facilities shall be continuously operated in strict accordance with a documented private third party inspection and maintenance program approved by the administrator or designee.

(e) The storm drainage and stormwater management facilities shall have been designed to meet or exceed the minimum standards set forth per this chapter and established by the administrator or designee, including a requirement to treat all stormwater from all impervious surfaces on the parcel.

(f) The following tier credit reduction, not to exceed one tier credit as a reduction to the stormwater utility fee otherwise applicable, shall apply annually upon approval by the administrator or designee:

Facility	Annual Tier Reduction Credit
Storm drainage and stormwater quantity controls (detention with controlled outfall)	One tier
Storm drainage and stormwater quality controls (low-impact development and bioretention)	One tier

(g) Such credit is subject to annual third party inspection and review by the administrator or designee to ensure that the stormwater management facility is in continuous operation and that it

is being properly operated and maintained consistent with the intent of the stormwater management program and the standards set forth in Chapter 13.01 SCC. Such credit may be revoked if the administrator or designee finds that the third party inspection determines that the stormwater management facility is no longer functioning as designed.

In all other respects, the provisions of Title 13 of the Staunton City Code remain the same and are hereby restated, confirmed, and reordained.

Introduced: June 26, 2025

Adopted: June 26, 2025

Effective: June 26, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

B. Promotional Pinning of Fire & Rescue Lieutenant Phil Sibold

Staunton Fire Chief Jason Ball stated that Lieutenant Phil Sibold has been promoted and will be sworn to his new promoted position. To recognize the continuing highly professional service provided by the Fire and Rescue Department, his oath of office was administered publicly by Mayor Edwards.

C. Public Hearing and Consideration of a Request by Max Nunez to Vacate a Portion of Unaccepted Alley Lying Between 316 Hamrick Street and 1015 Peck Street, 1019 Peck Street, and 1025 Peck Street

Director of Community Development Rodney Rhodes stated that Max Nunez is seeking to vacate an undeveloped alley lying between the rear of three properties facing Peck Street, and one property fronting on Hamrick Street. The area was annexed into the city in 1905, and the alley was platted in 1917 as the part of the J. A. Kennedy addition. In July 2023, Mr. Nunez purchased what was then addressed as 1019A Peck Street, which contained two lots. Since that time, the lots have been readdressed as 1025 Peck Street and 316 Hamrick Street.

Mr. Nunez proposes to construct a single-family dwelling at 316 Hamrick Street, but the property does not front on a developed street, as required by the Staunton City Code. Extending Hamrick Street for the construction of just one dwelling would be cost prohibitive, so Mr. Nunez proposes to access the property from Peck Street via an access easement across 1025 Peck Street. In order for this building configuration to be approved, the alley must be vacated.

The request has been reviewed, and no issues have been identified. Only the eastern portion of the alley, which connects to undeveloped Hamrick Street, would be vacated. The western portion connecting to Thompson Street would continue to exist. The subject section of alley does not

appear to be used by any of the adjacent property owners. Vacation of this alley has no impact on useability of any of the other alleys or undeveloped streets in the area.

At its November 16, 2023 meeting, the Planning Commission conducted a public hearing on the request, during which no one spoke in opposition. On a 5-0 vote, the Planning Commission recommended approval of the request.

Vice Mayor Arrowood asked what “unaccepted” means in this case. City Attorney John Blair stated that it is a platted, undeveloped alley that was never accepted by the city

There were no further questions from Councilmembers.

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.

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

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

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

Ordinance No. 2025- 18

**AN ORDINANCE
CLOSING, VACATING, DISCONTINUING, AND ABANDONING A PORTION OF AN
UNDEVELOPED ALLEY
LOCATED BETWEEN 316 HAMRICK STREET (PID 101924) ON THE NORTH AND
1015 PECK STREET (PID 1365), 1019 PECK STREET (PID 8831),
& 1025 PECK STREET (PID 101923) ON THE SOUTH**

Recitals

A. An application for alley vacation has been filed by Max Nunez, pursuant to § 15.2-2006 of the Code of Virginia, 1950, as amended, to have all of that certain portion of the alley as hereinafter described, vacated, and abandoned by the City of Staunton, Virginia;

B. The subject portion of the alley was initially platted in the City of Staunton, on April 28, 1917, as part of the J.A. Kennedy Addition and was never accepted by the City as part of its public street system, the referenced plat is annexed and incorporated by reference as **Exhibit A**;

C. Max Nunez is the owner of 1025 Peck Street, identified as City of Staunton PID 101923, and seeks to close the portion of the unopened ten foot (10') alley located to the north of his property;

D. Max Nunez is the owner of 316 Hamrick Street, identified as City of Staunton PID 101924, and seeks to close the portion of the unopened ten foot (10') alley located to the south of his property;

E. Chase Short is the owner of 1015 Peck Street, identified as City of Staunton PID 1365, a portion of which unopened ten foot (10') alley is located to the north of his property;

F. James F. Via is the owner of 1019 Peck Street, identified as City of Staunton PID 8831, a portion of which unopened ten foot (10') alley is located to the north of his property;

G. An exhibit showing the aforesaid portion of the undeveloped alley to be vacated and abandoned (the cross-hatched area) is annexed and incorporated by reference as **Exhibit B**;

H. The requirements of § 15.2-2006 of the Code of Virginia have been met along with those of § 15.2-2204 of the Code of Virginia;

I. At its regular meeting on November 16, 2023, the Planning Commission of the City of Staunton, Virginia, after study and review, properly heard the matter and recommended approval of vacating said portion of the alley;

J. This matter has been properly advertised, heard, and considered; and

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the City hereby **CLOSES, VACATES, DISCONTINUES, and ABANDONS** the portion of the alley described as follows:

That portion of a ten foot (10') wide alley adjoining City Tax Map Parcels 101924, 1365, 8831, and 101923, running from the southwest corner of City Tax Map Parcel 101924 in an easterly direction the length of the southern boundary line of City Tax Map Parcel 101924 to the undeveloped Hamrick Street,

with ownership of the area of the vacated alley determined in accordance with applicable law.

Introduced: June 26, 2025

Adopted: June 26, 2025

Effective: June 26, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

D. Consideration of a Final Plat for Bell Creek, Sections Three and Four

Mr. Rhodes stated that Bell Creek is a Planned Residential Development (PRD) located on the west side of Churchville Avenue near the intersection with Route 262. As originally proposed, the subdivision contained 35 acres of land zoned R-2, Low Density Residential, with a total of 128 single-family dwellings. The special use permit for the PRD and the preliminary plat for the entire subdivision were approved in October 2004.

The proposed plat for section three and four creates 74 new lots (43 lots in section three and 31 lots in section four) and includes the extension of Bell Creek Drive, as well as the construction of two new streets to be named Fieldcrest Lane and Meadow Ridge Way. An infrastructure construction plan for these improvements has already been reviewed and approved, but construction of the infrastructure has not yet been completed.

A review of the proposed plat has determined that it is in general conformance with the approved masterplan and preliminary plat. However, the following issues were identified:

1. A deed of easement will need to be recorded for the public water, public sanitary sewer, and public storm easements. A deed of dedication of right-of-way will need to be recorded for the proposed public streets. The draft deed of easement and draft dedication of right-of-way must be reviewed and approved by the city prior to the final plat being placed on a

City Council agenda. The deed of easement and dedication of right-of-way need to be recorded at the same time as the approved final plat.

2. Prior to the plat being placed on a City Council agenda, infrastructure must be built and accepted by the City Engineer, or a bond must be submitted in an amount sufficient to cover the cost of construction.

At its meeting on March 20, 2025, the Planning Commission considered the request. On a 4-0 vote, the Commission unanimously recommended that City Council approve the final plat with two conditions stated above.

The developer has satisfied both conditions and the final plat is ready for City Council consideration. However, the deeds of easement and dedication of right-of-way must be recorded in the Office of the Circuit Court Clerk at the same time as the final plat. The deed of easement and dedication of right-of-way cannot be recorded until the City Council approves the final plat.

Mr. Overholtzer asked if there are any concerns with having only one point of access to the main road. Mr. Rhodes stated that the preliminary master plan was approved in 2004 when there was not a requirement for a second means of ingress and egress into developments of this size. He noted that the fire marshal now requires a second access once a development goes beyond 50 lots.

There were no further questions from Councilmembers.

Mr. Campbell moved that City Council approve the final plat as recommended by the Planning Commission.

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

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

E. Consideration of a Final Plat for South View, Sections Five and Six

Mr. Rhodes stated that Olde South Village and South View is a PRD located off Commerce Road and Green Hills Drive. As originally proposed, the subdivision contained a residential area, zoned R-4, High Density Residential, with 98.6 acres and 317 lots, and a commercial area containing 9.01 acres and three lots. The special use permit for the PRD and the preliminary plat for the entire subdivision were approved in January 2006. In the fall of 2007, approval of a final plat was given for the first section of the development, which included the development of the first 30 lots. An amended preliminary plat and master plan were approved in 2013. Overall density was decreased from 3.9 units per acre to 2.8 units per acre. Open space was increased from 20% to 26% of the total acreage. A final plat for section two was approved in 2014, section three in 2019, and section four in 2023. In 2024, a revised preliminary plat was approved which changed the name of section

four and all future sections to South View. Presently, 117 lots have been approved between the four previously approved sections.

The proposed plat for section five and six creates 66 new lots (36 in section five and 30 in section six) and includes the extensions of Stonewall Jackson Boulevard and Chamberlain Drive, as well as construction of a new street to be named Southview Drive. An infrastructure construction plan for these improvements has already been reviewed and approved, but construction of the infrastructure has not yet been completed.

A review of the proposed plat has determined that it is in general conformance with the approved masterplan and preliminary plat. However, the following issues were identified:

1. A deed of easement will need to be recorded for the public water, public sanitary sewer, and public storm easements. A deed of dedication of right-of-way will need to be recorded for the proposed public streets. The draft deed of easement and draft dedication of right-of-way must be reviewed and approved by the city prior to the final plat being placed on a City Council agenda. The deed of easement and dedication of right-of-way need to be recorded at the same time as the approved final plat.
2. Prior to the plat being placed on a City Council agenda, infrastructure must be built and accepted by the City Engineer, or a bond must be submitted in an amount sufficient to cover the cost of construction.

At its meeting on March 20, 2025, the Planning Commission considered the request. On a 4-0 vote, the Commission unanimously recommended that City Council approve the final plat with two conditions stated above.

The developer has satisfied both conditions and the final plat is ready for City Council consideration. However, the deeds of easement and dedication of right-of-way must be recorded in the Office of the Circuit Court Clerk at the same time as the final plat. The deed of easement and dedication of right-of-way cannot be recorded until the City Council approves the final plat.

Mr. Campbell stated that he does not want to hold up the next two sections of the development, but there are still significant open space drainage issues and other concerns raised by the HOA that will have to be addressed and corrected by the developer and staff as the community continues to build out. Mr. Overholtzer agreed.

Councilmembers had no further questions.

Ms. Woods moved that City Council approve the final plat as recommended by the Planning Commission.

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

538	Ms. Park	aye	Ms. Woods	aye
539	Mr. Overholtzer	aye	Vice Mayor Arrowood	aye
540	Mr. Shepherd	absent	Mayor Edwards	aye
541	Mr. Campbell	aye		

F. Consideration of Application for Staffing for Adequate Fire and Emergency Response Grant

Chief Ball stated that the Staffing for Adequate Fire and Emergency Response (SAFER) Grants are managed by the Federal Emergency Management Agency's Assistance to Firefighters Grants (AFG) Program Office. SAFER Grants provide financial assistance to help fire departments increase their cadre of frontline firefighters. The goal is to assist local fire departments with staffing and deployment capabilities so they may respond to emergencies whenever they occur, assuring their communities have adequate protection from fire and fire-related hazards.

These grants are awarded directly to combination and career fire departments to enable them to reach the NFPA 1710 standard for personnel on scene of incidents. Grants for hiring of firefighters provide fire departments with funding to pay salaries and benefits over a three-year period of performance. Chief Finance Officer Jessie Moyers outlined the information as follows:

FY2026 (Year 1) and FY2027 (Year 2) - The grant funds 75% of the eligible salaries and benefits.

FY2028 (Year 3) - The grant funds 35% of the eligible salaries and benefits during the third year.

FY2029 (Year 4) - Grantees must maintain their staffing at the level that existed at the time of application, as well as the SAFER-funded staffing for the three-year period of performance. Grantees cannot lay off any firefighters during the three-year period of performance.

At present, the department consists of 36 staff members; there are three assigned to administrative positions and the remaining 33 are assigned to three shifts (11 per shift). Each shift is a 24-hour shift with a minimum staffing of ten. It is the ultimate goal of the department to increase the shift staffing to 15 personnel per shift. The SAFER Grant for which the department intends to apply would fund six shift positions. Increasing the staffing levels will provide safer incident operations and assure that the department is closer to national recommendations of both adequate staffing levels on apparatus, and most importantly, on the scene of emergency incidents.

The City of Staunton Fire and Rescue Department respectfully requests authorization to make an application for a SAFER Grant for a total of six firefighter positions. The FY 2026 local funding requirement could be funded with one-time FY 2025 carry over funds resulting from the 2025 real estate assessment increase. Local funding for FY 2027 and future years would need to come from new city revenues or a reduction of current expenditures. There is a potential to reduce the part-time fire department budget, but the exact amount is currently unclear.

Mayor Edwards asked how the funds were earmarked to pay for these new staff positions when the grant was received initially in 2018. City Manager Leslie Beauregard stated that neither she

nor Ms. Moyers were working for the city at that time, so she could not say for certain. She noted that it was fully funded in the FY 2021 budget.

Mr. Overholtzer expressed concerns with how the positions will be funded and potentially using funds intended for capital improvements.

Mr. Campbell asked if adding four new positions instead of six would be helpful. Chief Ball stated that they would need a minimum of three to add one per shift.

Councilmembers were in agreement of their support to authorize staff to apply for the grant.

Mr. Campbell moved that City Council authorize staff to apply for the Staffing for Adequate Fire and Emergency Response Grant.

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

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

G. Update and Discussion of Staunton Crossing Water Tank Painted Design

City Engineer Lyle Hartt stated that the City of Staunton is constructing a new 1-million-gallon elevated water storage tank near Interstate 81 at Staunton Crossing, expected to be completed by summer 2026. The strategically positioned tank sits atop a hill and will be highly visible from the highway, the eastern portion of the city, and even from several miles away into the county.

This infrastructure project is primarily funded through a \$9 million Virginia Business Ready Sites Program grant from the Virginia Economic Development Partnership. The comprehensive water improvement project includes not only the elevated storage tank, but also 2,400 linear feet of tank access road and water supply line, plus approximately 6,100 additional linear feet of water lines and distribution equipment throughout the Staunton Crossing area.

The tank will store finished water as part of the city's distribution system. While integrated into Staunton's overall water infrastructure, the purpose of the tank is primarily to support future business development in Staunton Crossing, as well as provide additional water storage in the eastern portion of the city for improved fire flow and resiliency. Painting will begin in August and is less expensive while the tank is still on the ground.

Ms. Park stated that she had hoped there would be an opportunity for getting community feedback on the design and was surprised by how fast things were moving.

Mr. Campbell agreed with Ms. Park, adding that his only concern is that it will be difficult to see the skyline details in the design from a moving car.

Director of Economic Development Amanda DiMeo stated that because these are state funds, there are certain criteria the design has to meet for approval, and there were many things that had to be taken into consideration for the design to be approved by the state.

Councilmembers had no further questions.

MATTERS FROM THE CITY MANAGER

Ms. Beauregard provided updates and information on the July 4th celebration and changes to city schedules over the holiday, as well as an upcoming community meeting about Staunton's flood resiliency plan.

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 raise your hand, identify yourself, and complete your remarks within five minutes."

Cindy Connors, 106A Skyline Avenue, presented the results of the 2025 Letter Carrier Food Drive.

There was no one else present wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:21 p.m.

Kiley A. Kesecker
Clerk of Council

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

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

Recovered Costs	\$	1,185,630
Operating Grants and Contributions		45,368
Total Revenue	\$	1,230,998

Appropriations

General Government	\$	7,275
Judicial Administration		15,328
Public Safety		13,720
Public Works		7,925
Parks, Recreation, Cultural		12,500
Community Development		1,174,250
Total Appropriations	\$	1,230,998

GRANTS FUND - 215

Anticipated Revenue

Capital Grants and Contributions	\$	3,069
Total Revenue	\$	3,069

Appropriations

Public Safety	\$	3,069
Total Appropriations	\$	3,069

HUD FUND - 225

Anticipated Revenue

Transfer from the General Fund	\$	11,500
Appropriation of Prior Year Fund Balance		50,295
Operating Grants and Contributions		1,033,619
Total Revenue	\$	1,095,414

Appropriations

Operations	\$	1,095,414
Total Appropriations	\$	1,095,414

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue

Transfer from the General Fund	\$	1,144,250
Total Revenue	\$	1,144,250

Appropriations

Capital Projects	\$	1,144,250
Total Appropriations	\$	1,144,250

BLUE RIDGE COURT SERVICES - 210

Anticipated Revenue

Operating Grants and Contributions	\$	54,472
Appropriation of Prior Year Fund Balance		37,490
Total Revenue	\$	91,962

Appropriations

Operations	\$	91,962
Total Appropriations	\$	91,962

SEWER FUND - 540

Anticipated Revenue

Appropriation of Prior Year Fund Balance	\$	346,175
Total Revenue	\$	346,175

Appropriations

Capital	\$	346,175
Total Appropriations	\$	346,175

STORMWATER FUND - 570

Anticipated Revenue

Capital Grants and Contributions	\$	727,800
Appropriation of Prior Year Fund Balance	\$	342,480
Total Revenue	\$	1,070,280

Appropriations

Capital		1,070,280
Total Appropriations	\$	1,070,280

EDUCATION FUND - 900

Anticipated Revenue

Operating Grants and Contributions		91,260
Total Revenue	\$	91,695

Appropriations

Operations	\$	91,695
Total Appropriations	\$	91,695

SCHOOL CIP FUND- 966

Anticipated Revenue

Recovered Costs	\$	73,500
Total Revenue	\$	73,500

Appropriations

Capital Projects	\$	73,500
Total Appropriations	\$	73,500

GRAND TOTAL BUDGET AMENDMENT NO 4	\$	5,147,343
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INTRODUCED: May 22, 2025

PUBLIC HEARING: May 22, 2025

PUBLIC HEARING ADVERTISEMENT DATE: May 14, 2025

Approved this _____ day of _____ 2025

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Kiley Kesecker

Clerk of Council

Michele Edwards

Mayor of Council

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
<u>GENERAL GOVERNMENT</u>			
Noncapital Grant	11013-45551	\$ 3,000	
Software	11011510-55498		\$ 3,000
To appropriate GIS Software grant			
Non-capital grant	11013-41737	\$ 4,275	
Training	11011210-55005		\$ 4,275
To appropriate Risk Management Grant			
JUDICIAL ADMINISTRATION			
<u>CLERK OF THE CIRCUIT COURT</u>			
Circuit Court Library Grant	11023-45562-40311	\$ 13,688	
Library Grants	11022160-55421-40311		\$ 13,688
To appropriate the Library of VA funding			
Insurance Recovery	11021-41928	\$ 1,640	
Maint and Repair of Vehicles	11022170-53105		\$ 1,640
To appropriate insurance recovery			
PUBLIC SAFETY			
<u>POLICE DEPARTMENT</u>			
Noncapital Grant	11033-45551	\$ 3,231	
Training	11033140-55005		\$ 3,231
To appropriate PSAP Education Program Grant			
Insurance recovery	11031-41928	\$ 582	
M&R Vehicles	11033110-53105		\$ 582
To appropriate insurance proceeds			
Insurance recovery	11031-41928	\$ 1,233	
M&R Vehicles	11033110-53105		\$ 1,233
To appropriate insurance proceeds			
Noncapital Grant	11033-45560-40260	\$ 3,692	
Training	11033110-55005-40260		\$ 3,692
To appropriate HEAT Grant			
Noncapital Donations	11033-41732	\$ 4,982	
Materials & Supplies	11033210-55415		\$ 4,982
To appropriate VRSA Safety Funds			
PUBLIC WORKS			
Insurance Recovery	11041-41928	\$ 7,925	
M&R Vehicles	11044220-53105		\$ 7,925
To appropriate insurance proceeds			
PARKS AND RECREATION			
<u>HORTICULTURE</u>			
Non-Capital State Revenue	11073-45560-33400	\$ 12,500	
Tree Care	11077120-53040-33400		\$ 12,500
To appropriate Forest Sustainability Award			

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
COMMUNITY DEVELOPMENT			
<u>ECONOMIC DEVELOPMENT</u>			
Recovered Cost	11001-41925-46006	\$ 1,174,250	
Aracadia Contribution	11077410-55631		\$ 30,000
Transfer to City CIP	11099600-59339		\$ 1,144,250
To appropriate sale of parcels at Staunton Crossing			
TOTAL GENERAL FUND		\$ 1,230,998	\$ 1,230,998

BUDGET AMENDMENT NO. 4 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

General Revenues

Recovered Costs		1,185,630
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General Government	1,174,250
Judicial	1,640
Public Works - Insurance Proceeds	7,925
Public Safety - Insurance Proceeds	1,815

<u>Non-Capital Grants and Contributions</u>		45,368
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Sheriff Department	-
Clerk of the Court	13,688
General Government	7,275
Police Department	6,923
Fire Department	4,982
Parks and Rec	12,500

\$ 1,230,998

GENERAL FUND EXPENDITURE SUMMARY

General Government	\$ 7,275
Judicial Administration	15,328
Public Safety	13,720
Public Works	7,925
Parks, Recreation, Cultural	12,500
Community Development	1,174,250

Total General Fund Expenditures	\$ 1,230,998
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CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
CITY CAPITAL IMPROVEMENTS FUND			
Transfer from the General Fund	39001-49211	\$ 1,144,250	
ED Website Upgrade	39088150-55498		\$ 35,000
City Infrastructure	39044130-58545		\$ 1,109,250
To appropriate sale of Staunton Crossing parcel			
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 1,144,250	\$ 1,144,250
GRANTS FUND			
<u>Police Department</u>			
DCJS Grant	21533-46252-40261	\$ 3,069	
Non-Capital Equipment	21533110-55486-40261		\$ 3,069
To appropriate Local Law Enforcement Grant funds			
TOTAL GRANTS FUND		\$ 3,069	\$ 3,069
HUD FUND			
HUD Grant-CDBG-CV	22583-46242-CVHD1	51,270	
Professional Services	22588535-53010-CVHD1		\$ 5,049
HUD CDBG COVID Grant Program	22588535-55207-CVHD1		\$ 46,221
HUD Grant 2020	22583-46242-HUD20	102,449	
Public Service Grants	22588535-55207-HUD20		\$ 96,313
Sidewalk Curb and Gutter	22588535-58379-HUD20		\$ 6,136
HUD Grant 2021	22583-46242-HUD21	193,836	
Public Service Grants	22588535-55207-HUD21		\$ 153,836
Sidewalk Curb and Gutter	22588535-58379-HUD21		\$ 40,000
HUD Grant 2022	22583-46242-HUD22	151,272	
Public Service Grants	22588535-55207-HUD22		\$ 151,272
HUD Grant 2023	22583-46242-HUD23	206,524	
Public Service Grants	22588535-55207-HUD23		\$ 48,596
Sidewalk Curb and Gutter	22588535-58379-HUD23		\$ 157,928
To Re-appropriate Prior Year Remaining Grant Funds			
Prior Year Reserves	22501-41932	\$ 19,450	
Salaries	22588535-51006		\$ 15,726
FICA Taxes	22588535-53010		\$ 3,724
Prior Year Reserves	22501-41932	\$ 30,845	
Salaries	22588535-51006		\$ 30,845
Appropriate Prior Years Fund Balance Carryover			

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
HUD Grant 2024	22583-46242-HUD24	\$ 328,268	
Special Grants	22588535-55207-HUD24		\$ 189,240
Sidewalks	22588535-58379-HUD24		\$ 28,000
Demolition of Buildings	22588535-53036-HUD24		\$ 45,375
Professional Services	22588535-53010-HUD24		\$ 26,063
Salaries	22588535-51006		\$ 12,256
Group Life Insurance	22588535-52001		\$ 942
Social Security	22588535-52010		\$ 5,378
VRS Retirement	22588535-52020		\$ 12,492
Health Insurance	22588535-52005		\$ 8,508
Unemployment Insurance	22588535-52030		\$ 14
To appropriate 2024 HUD Entitlement Funds			
Transfer from General Fund	22501-49211	\$ 11,500	
Salaries	22588535-51006		\$ 11,500
To appropriate transfer from general fund for salaries			
TOTAL HUD FUND		\$ 1,095,414	\$ 1,095,414
BLUE RIDGE COURT SERVICES FUND			
Augusta Health grant funds	21033-44122-40237	\$ 20,000	
Contractual services-Augusta Health DBT group	21033341-53011-40237		\$ 20,000
To appropriate the Augusta Health funding for Behavior Health			
Noncapital Grant	21033-44127	\$ 86,360	
Other Salaries	21033346-51009		\$ 47,960
Group Life Insurance	21033346-52001		\$ 566
Health Insurance	21033346-52005		\$ 16,732
Social Security	21033346-52010		\$ 3,669
Reitirement VRS	21033346-52020		\$ 7,563
DC Retirement Contribution	21033346-52024		\$ 480
Unemployment Insurance	21033346-52030		\$ 30
M&R Urine Screen	21033346-55404		\$ 9,045
Materials and Supplies	21033346-55415		\$ 315
To appropriate grant funds for Maury recovery court			
Prior Year Fund Balance	21001-41930	\$ 37,490	
Supreme Court OOA	21033-45553	\$ 30,600	
VCSB Therapeutic Docket	21033-44121	\$ (13,086)	
VCSB MR Rural Jail Diversion	21033-44125	\$ (30,000)	
Misc State Aid	21033-45560	\$ (39,402)	
Supplies	21033342-55404		\$ 30,600
Emergency Needs	21033341-52005		\$ (6,818)
Therapeutic Supplies	21033341-55415		\$ 1,732
Part-time salaries	21033345-51510		\$ (19,806)
Social Security	21033345-52010		\$ (1,515)
Worker's Comp	21033345-52025		\$ (569)
Unemployment	21033345-52030		\$ (22)
Special Expenses Housing	21033345-52005		\$ (15,000)
Client Transportation	21033345-55210		\$ (2,500)
Materials and Supplies	21033345-55415		\$ (500)
To adjust BRCS grants			

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
CAPSAW Special Grant	21033-44123-40401	\$ 20,500	
CAPSAW Special Grant	21033-44123	\$ (20,500)	
To correct BRCS revenue			
TOTAL BLUE RIDGE COURT SERVICES FUND		\$ 91,962	\$ 91,962
SEWER FUND			
Appropriation for Prior Year Reserves	54001-41932	\$ 346,175	
Cole Ave Sewer Line	54004420-58537		\$ 346,175
To appropriate funds for Cole Ave Sewer project			
TOTAL SEWER FUND		\$ 346,175	\$ 346,175
STORMWATER FUND			
Prior Year Reserves	57001-41930	\$ 342,480	
SLAF Grant Revenue	57004-45560-74722	\$ 727,800	
Cole Ave Stream Restoration	57004799-58537		\$ 342,480
Cole Ave Stream Restoration	57004799-58537-74722		\$ 727,800
Re-appropriate funds for Cole Ave Project			
TOTAL STORMWATER FUND		\$ 1,070,280	\$ 1,070,280

FY 2025 BUDGET AMENDMENT NO. 4 SUMMARY

CITY GOVERNMENT FUNDS	
GENERAL FUND	\$ 1,230,998
CAPITAL IMPROVEMENTS FUND	\$ 1,144,250
GRANTS FUND	\$ 3,069
BLUE RIDGE COURT SERVICES FUND	\$ 91,962
SEWER FUND	\$ 346,175
STORMWATER FUND	\$ 1,070,280
HUD FUND	\$ 1,095,414
TOTAL CITY GOVERNMENT FUNDS	\$ 4,982,148
EDUCATION FUNDS	
EDUCATION FUND	\$ 91,695
SCHOOL CIP FUND	\$ 73,500
TOTAL EDUCATION FUNDS	\$ 165,195
TOTAL FY2025 BUDGET AMENDMENT NO. 4	\$ 5,147,343

**STAUNTON CITY SCHOOLS
FY 2025 BUDGET AMENDMENT
AMENDMENT NO. 4**

EDUCATION FUND 900		REVENUES	EXPENDITURES
STATE AND FEDERAL GRANT REVENUE/PROGRAMS			
Federal Grant Revenue	900300-43040-SIG00	\$ 41,260	
Teacher Salaries	91312195-51120-SIG00		\$ 19,400
Employee Benefits	91212195-52010-SIG00		\$ 1,484
Other Purchased Services	91312195-53569-SIG00		\$ 750
Other Purchased Services	91312195-53569-SIG00		\$ 15,000
Instructional Supplies	91312195-56013-SIG00		\$ 4,626
To appropriate the School Improvement Grant			
State Grant Revenue	900300-42820-ESY	\$ 50,000	
Contingency	91101100-59100-ESY		\$ 50,000
To appropriate Extended School Year Grant			
TOTAL STATE AND FEDERAL GRANT PROGRAMS		\$ 91,260	\$ 91,260

LOCAL GENERAL REVENUE/PROGRAMS			
To appropriate Equity Fund donations			
Donation Revenues	900300-40580-EQUIT	\$ 435	
Contingency	91101100-59100-EQUIT		\$ 435
TOTAL LOCAL GENERAL REVENUE/PROGRAMS		\$ 435	\$ 435
TOTAL EDUCATION FUND		\$ 91,695	\$ 91,695

SCHOOL CIP FUND 966		REVENUES	EXPENDITURES
Insurance Recovery	966100-40510	\$ 73,500.00	
CIP Undesignated	K9009000-58100		\$ (1,000.00)
HVAC/Chiller	K6609087-58104		\$ 74,500.00
To appropriate insurance recovery			
School CIP Undesignated	K9009000-58100		\$ 1,243.75
Tennis Courts	K6609088-58517		\$ (1,243.75)
School CIP Undesignated	K9009000-58100		\$ 6,949.74
Construction-SVCAL	K6609095-58360		\$ (6,949.74)
School CIP Undesignated	K9009000-58100		\$ 115.79
Building Renovations	K6609095-58197		\$ (115.79)
School Security Equipment	K6609081-58215-SSE24		\$ 6,850.00
School CIP Undesignated	K9009000-58100		\$ (6,850.00)
School Security Equipment	K6609088-56486-SSE25		\$ 309.14
School Security Equipment	K6609083-58215-SSE25		\$ 477.58
School CIP Undesignated	K9009000-58100		\$ (786.72)
To close CIP accounts			
SCS Operations Center	K6609095-58542		\$ 1,837,987.92
Shelburne CTE Renovation	K6609087-58360		\$ (1,837,987.92)
School CIP Undesignated	K9009000-58100		\$ 261,256.24
Cafeteria Equipment	K5109095-58101		\$ 52,635.00
Shelburne Furniture & Fixtures	K6609087-58102		\$ (313,891.24)
To Close Shelburne project accounts			
TOTAL SCHOOL CIP FUND 966		\$ 73,500.00	\$ 73,500.00

GRAND TOTAL BUDGET AMENDMENT NO. 4		\$ 165,195.00	\$ 165,195.00
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CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	July 24, 2025	Douglas C. Flinn, City Manager John C. Blair, II City Attorney
Item #	A.2	
Department:	City Assessor	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Resolution to Increase the Compensation Paid to Board of Equalization Members	

Background: The city previously created a permanent Board of Equalization (BOE), consistent with Virginia Code § 58.1-3373. The BOE consists of three regular members and one alternate member and is tasked with hearing and giving consideration to complaints about, and adjusting and equalizing, real estate assessments.

Pursuant to Virginia Code § 58.1-3375, BOE members are compensated for their time engaged in the duties of the BOE, in an amount fixed by City Council. In 2021, the Council reaffirmed the payment of \$35.00 per meeting to members of the BOE.

In 2021, the minimum wage in Virginia was \$9.50/hour. In 2025, it is \$12.41/hour. The City Assessor estimates that it takes a total of four and a half hours for meeting preparation and meeting deliberations. Therefore, he is recommending that the compensation for the Board of Equalization be established at \$55.00 per meeting.

The BOE met twice in 2023 and once in 2025.

Attachment: Proposed Resolution

City Manager's Recommendation: Recommend that Council adopt the resolution, as presented.

Suggested Motion: I move that Council adopt the proposed resolution establishing that Board of Equalization members are to be compensated \$55.00 per each meeting attended for their time engaged in the duties of the BOE.

City Manager: Leslie Beauregard

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
ESTABLISHING THE COMPENSATION PAID TO MEMBERS OF THE
BOARD OF EQUALIZATION**

Recitals

A. The City of Staunton elected to create a permanent Board of Equalization (Board), consistent with Virginia Code § 58.1-3373;

B. The Board is tasked with hearing and giving consideration to complaints and adjusting and equalizing real estate assessments and is charged with the especial duty of increasing as well as decreasing real estate assessments;

C. The Board consists of three regular members, appointed by the Circuit Court for the City of Staunton who are appointed for three-year terms, and one alternate member who is appointed for one two-year term;

D. Pursuant to Virginia Code § 58.1-3375, Board members shall receive compensation for their time engaged in the duties of the Board, the amount of which is to be fixed by the local governing body and paid out of the local treasury;

E. The City Assessor believes it would be in the best interests of the City and its citizens to have City Council establish that each Board member shall receive as compensation the sum of fifty-five dollars (\$55.00) per meeting attended for their time engaged in the duties of the Board;

F. This matter has been properly heard and considered; and

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

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE
CITY OF STAUNTON, VIRGINIA that:**

1. Each Board of Equalization member shall receive as compensation the sum of fifty-five dollars (\$55.00) per meeting attended for their time engaged in the duties of the Board; and

2. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the City Assessor.

Introduced:

Adopted:

Effective:

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Michele D. Edwards, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	July 24, 2025	Samantha Johnson Director of Tourism
Item #	A.3	
Department:	Tourism	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence; Engagement Strategic Area: Economic Development	
Subject:	Consideration of Virginia Tourism’s Vacation Starts with VA Destination Marketing Organization Microbusiness Marketing Leverage Plan Co-Op/Grant FY 2026	

Background: The Virginia Tourism Corporation (VTC) offers several funding programs to assist the Virginia travel industry. The reimbursable grant program aims to leverage existing marketing funds for Destination Marketing Organizations (DMO). This application requires a targeted and research-based marketing plan designed to drive tourism to Virginia using the *Vacation Starts with VA* Co-op and Toolkit.

Marketing Focus: September to November 2025; must include hub and spoke with three small tourism-oriented businesses. Participation in this program may allow DMOs to activate retargeting in early 2026.

The grant requires localities to contribute 1:1 matching funds. In our application, we will pursue Media Leverage Plan (Tier 2), totaling \$5,000 with a match of \$2,500 which will be designated from our current marketing budget. The application will select a Social Media Plan (Tier 1) as a second option, valued at \$2,500 (\$1,250 match), also allocated from our current marketing budget. This grant will allow Visit Staunton to expand marketing campaigns strategically into the Philadelphia market, which has quickly grown into a top 10 feeder destination for visitor spending in Staunton.

Fiscal Impact: Because this grant requires a cash match, per City Council Procedure Memorandum No. 5, submitting an application for this grant requires approval by City Council. The city's share of the grant will be funded with existing asset forfeiture funds.

City Manager's Recommendation: Recommend that Council authorize staff to apply for the Virginia Tourism's Vacation Starts with VA DMO MMLP Co-Op/Grant.

Suggested Motion: I move that City Council authorize staff to apply for Virginia Tourism's Vacation Starts with VA DMO MMLP Co-Op/Grant.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	July 24, 2025	Leslie Beauregard City Manager John C. Blair, II City Attorney
Item #	A.4	
Department:	City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Revised Memorandum of Agreement for Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW)	

Background: In 2009, the Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW) was designated by the Governor of Virginia as the community action agency to serve the residents of Staunton, Augusta County, and Waynesboro. CAPSAW was likewise designated by the governing bodies of those localities through a memorandum of agreement (MOA).

CAPSAW administers funds made available through the Federal Community Services Block Grant, the State Community Services Block Grant, federal Temporary Assistance to Needy Families (TANF) program, and required matching funds provided by the localities within the service area, including Staunton, Augusta, and Waynesboro. CAPSAW periodically assesses community needs, annually receives applications for funding from community human services agencies, and provides funding to agencies delivering services and programs aimed at identified human services needs.

CAPSAW is governed by a board comprised of local elected officials or their representatives, elected representatives of the indigent population of the region, and representatives of business, civic, and religious organizations.

The original 2016 MOA remains in effect and reflects organizational and operational elements that are no longer applicable or preferable to maintain. Accordingly, a revised MOA has been

developed and is attached for your consideration. The revised MOA is being considered by the governing bodies of Waynesboro and Augusta County as well.

The revisions to the MOA are summarized as follows:

- Clarify roll of CAPSAW Board in supervision of staff and contract positions.
- Clarifies City of Waynesboro Finance Department fiscal agent functions.
- Updated board terms to match current state code and removes the old code sections.
- Update signatories to reflect current locality staffing.

In FY 2026, CAPSAW anticipates receipt of \$453,000 in various state, federal, and grant funds. The member localities will contribute \$149,825 in the aggregate. Staunton's share is \$36,643.

Attachment: Proposed Memorandum of Agreement

City Manager's Recommendation: Approve the revised memorandum of agreement and authorize the City Manager upon final review and approval by the City Attorney.

Suggested Motion: I move that the proposed amended and restated memorandum of agreement be approved, and the City Manager be authorized to execute the document with such modifications and in final form as approved by the City Attorney.

City Manager: Leslie Beauregard

COMMUNITY ACTION MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT (“Agreement”), dated July 1, 2025 for identification, is made by and among the City of Staunton, a municipal corporation of the Commonwealth of Virginia, the City of Waynesboro, a municipal corporation of the Commonwealth of Virginia and the County of Augusta, a political subdivision of the Commonwealth of Virginia (the “Localities”), to establish the following Community Action Agency as defined by Virginia law:

WITNESSETH:

WHEREAS, under the provisions of Sections 2.2-5400 et seq., of the Code of Virginia, the Localities desire to establish the Community Action Partnership of Staunton, Augusta, and Waynesboro (“CAPSAW”);

WHEREAS, pursuant to Section 2.2-5407(C), of the Code of Virginia, the Governor may designate a new community action agency to serve the area encompassed by the Localities;

WHEREAS, the Localities have been advised that the establishment and operation of CAPSAW will produce substantial benefits for the Localities; and

WHEREAS, the governing bodies of the Localities have considered this matter and find that the establishment and operation of CAPSAW will benefit their respective localities and citizens; and

WHEREAS, the Governor of Virginia designated CAPSAW as a community action agency in 2009 to serve the area encompassed by the Localities.

NOW, THEREFORE, in consideration of the premises and of the provisions of this Agreement and contingent upon and subject to the designation by the Governor or other designation as may be required by law, the Localities agree as follows:

1. The name of the Community Action Agency shall be Community Action Partnership of Staunton, Augusta, and Waynesboro.
2. The City of Waynesboro agrees to act as CAPSAW’s fiscal agent. The City of Waynesboro’s duties as fiscal agent shall include the following:
 - a. Developing and maintaining a discrete fund, department division, set of accounts for purposes of maintaining an annual budget and necessary cash management purposes, administering financial activity and providing financial reporting.
 - b. Receiving and posting payments from the Localities, State government, and Federal government agencies and other funding sources.

- c. Providing accounts payable, accounts receivable, general ledger, financial reporting and other fiscal administration services, cash management as necessary, and support required for the operation of the agency.
 - d. be signed electronically with the signatures that appear on City checks.
 - e. Administering payroll and benefits as necessary for the CAPSAW Director as defined by Section 3 of this Agreement
 - f. Maintaining information and documentation necessary for the fulfillment of the functions described above.
3. The CAPSAW Director shall be employed by the CAPSAW Board of Directors to manage the day-to-day administration and coordinate the work of the Board. Once hired, the Director will be trained, supervised, evaluated and if needed, disciplined by the Board of Directors of CAPSAW. At the direction of the board, the City of Waynesboro will complete the necessary paperwork to add, remove or update employee information in the payroll system.
 4. However, from time to time, it may be necessary for CAPSAW to enter into contractual relationships with individuals for services. Any such contract positions will be created by contract between CAPSAW and such employee, and shall not be entitled to any benefits provided to City employees. The CAPSAW Director will prepare job descriptions, advertise, interview and make employment decisions subject to approval by the Board.
 5. Contractor positions transitioned to full time have the option of participating in the City benefit plan at CAPSAW's expense and upon approval by the Board of Directors of CAPSAW and the City.
 6. CAPSAW shall be overseen by a governing board, (hereinafter referred to as, the "Board") comprised of fifteen (15) members in the categories of "Local Government," "Local Business" and "Representatives of the Poor", as defined in Section 5 of this Agreement, established, proportioned and otherwise designated as follows:

	Augusta County	Staunton	Waynesboro
Local Government	2	2	1
Local Business	2	1	2
Representatives of the Poor	2	2	1

7. All Board members shall reside in the jurisdiction represented. Board members who are Representatives of the Poor may be selected from groups that serve a wider geographic area than one of the three localities. Board members who are Representatives of the Poor shall be democratically selected by organizations that are primarily made up (at least 51%) of members with incomes at or below 125%

- of the Federal Poverty Line. (Examples of organization whose members are eligible to serve as representatives of the poor are Head Start policy council, low-income housing tenant associations, senior centers, Home Weatherization Clients, minority group representatives, and any other organization primarily made up of low-income members. Organizations that merely work with or serve the low-income individuals, such as local departments of social services, do not qualify to select low-income representatives).
8. Board appointments in the categories of Local Government and Local Business will be made by the respective Board of Supervisors or City Councils.
 9. The Board, or its representative, hereby designated as the CAPSAW Executive Director, shall work with eligible low-income groups to secure democratically elected Representatives of the Poor.
 10. Board members serving as Representatives of the Poor or Local Business shall serve three (3) year terms with no more than two consecutive terms. Local Government appointees serve at the pleasure of the appointing body.
 11. The Board shall elect for two-year terms from its own members the following officers: Chair, Vice-Chair, Secretary, and Treasurer.
 12. The Board shall accept names of prospective new members in categories of Representatives of the Poor and Local Business to the CAPSAW Board for their approval; in addition, the Board shall make recommendations, upon request, to each locality's governing bodies for new prospective members to serve as Local Government or Local Business representatives.
 13. No Board member may serve more than two (2) consecutive terms in any capacity or position.
 14. Board members who are an employee, board member, act as an agent of or receive financial benefit from any entities seeking funding from CAPSAW shall abstain from discussions about or voting on any application in order to avoid conflicts of interest.

Administration of CAPSAW:

15. The Board shall solicit and evaluate funding requests each year from community organizations that meet eligibility criteria as established by funding sources and the CAPSAW Board.
16. The governing bodies for the Localities shall each determine how much funding their respective locality will contribute to CAPSAW to be distributed to selected programs through the annual funding process.

17. In order to qualify for funding eligible entities shall be required to demonstrate fiscal responsibility.
18. All programs and/or entities selected as sub-grantees shall be required to comply with the terms and criteria of the funding source(s) including annual reporting requirements and shall be subject to audit of these funds by appropriate federal and state authorities. The specific requirements and due dates established by the board, as interpreted by the Executive Director, shall be included in contract materials
19. CAPSAW's fiscal year shall be July 1 – June 30. All grants awarded by CAPSAW shall be in accordance with this fiscal year.
20. The CAPSAW Board of Directors retains authority over the following: approval of annual budget, administration of grants in accordance with funding source regulations, creation, cancellation, or modification to programs, authorization of expenditures, development and modifications of policies and procedures governing the programmatic operations of CAPSAW. The City retains exclusive authority over the following: financial and personnel policies and procedures.

Procedures:

21. Funding priorities will be established by the Board in accordance with the community needs assessment, strategic plan, and funding source regulations.
22. The furnishing of financial and other assistance by the Localities is contingent on the availability of funds appropriated by their respective governing bodies from which payment may be made and shall not obligate the Localities absent such appropriation.
23. This Agreement may be temporarily suspended by the Localities upon a determination that corrective action by CAPSAW is needed to meet the provisions of this Agreement.
24. As a further condition of this Agreement, the CAPSAW shall assure and certify that it shall comply in the course of the Agreement with all applicable laws, regulations, Executive Orders and other controlling legal requirements.
25. This Agreement is effective the date it is fully executed by all of the Localities.
26. This Agreement can be terminated for cause or by mutual agreement of the Localities. Furthermore, if one of the Localities wishes to opt out of this agreement, without mutual consent from the other participating localities, it may do so at the end of any fiscal year, by giving written notice to the CAPSAW not less than 60 days prior to the end of any fiscal year without return or receipt of any funds or property of CAP-SAW.

27. Upon mutual agreement of the Localities to terminate this Agreement, the funds and the funds from disposition of any property of CAPSAW shall be distributed to each of the Localities on the basis of the pro rata share of each locality's then current fiscal year appropriation to CAPSAW.

28. Notices pursuant to this Agreement may be given by postage-prepaid first-class mail, facsimile, or hand-delivered to the following contacts:

To City: The City of Staunton
 Attention: City Manager
 116 W. Beverley St. (24401)
 P. O. Box 58
 Staunton, VA 24402-0058
 FAX: 540-851-4001

With a copy to: City Attorney
 116 W. Beverley St. (24401)
 P. O. Box 58
 Staunton, VA 24402-0058
 FAX: 540-332-3996

To City: The City of Waynesboro
 Attn: City Manager
 503 West Main Street
 Waynesboro, VA 22980
 FAX: 540-942-6671

With a copy to: The City of Waynesboro
 City Attorney's Office
 503 West Main Street
 Waynesboro, VA 22980
 FAX: 540-942-6671

To County: County of Augusta
 Augusta County Government Center
 Attn: County Administrator
 18 Government Center Lane
 P.O. Box 590
 Verona, VA 24482
 FAX: 540-245-5621

With a copy to: County Attorney
 Augusta County Government Center
 County Attorney's Office
 18 Government Center Lane
 P.O. Box 590
 Verona, VA 24482
 FAX: 540-245-5096

To CAPSAW: Board President
CAPSAW
900 Nelson Street
Staunton, VA 24401

With a copy to: Executive Director
CAPSAW
900 Nelson Street
Staunton, VA 24401

29. This Agreement shall be governed by and construed under the laws of the Commonwealth of Virginia, without reference to its conflicts of laws principles.
30. This Agreement shall be binding upon and inure to the benefit of successors in interest and permitted assigns of the Localities. This agreement may not be assigned, nor any performance of any duty hereunder be delegated by the Localities, without the prior written consent of the others.
31. If any provision, clause or part of this Agreement or the application thereof under certain circumstances is held invalid or unenforceable for any reason, the remainder of this Agreement, or the application of such provision, clause or part under other circumstances, shall not be affected thereby.
32. This agreement will be applied, construed and interpreted without any regard to any rule or principle of construction concerning the drafting or authorship of the Agreement. The headings or captions in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of the provisions.
33. The Localities acknowledge that no representation, promise, inducement or agreement not herein expressed has been made in connection with this Agreement. No oral understanding, statements, promises or inducements contrary to the terms of this Agreement exist. They acknowledge that this Agreement and any documents which are to be executed in connection herewith pursuant to the terms of the Agreement contain the entire agreement between them regarding the subject matter thereof and supersede and replace any and all prior oral and written agreements, arrangements or understandings between them hereto relating to the subject matter hereof. This agreement may be amended only by a written instrument signed on behalf of all Localities, as duly authorized.
34. Nothing in this Agreement shall be construed or interpreted to be a waiver of any sovereign or other immunity of the Localities, its governing body members, officials, employees, agents or responsible parties, as to any liability or other claim.

35. This Agreement is not intended to and shall not be construed to create any third-party beneficiary.

City of Staunton

Leslie Beauregard
City Manager

Date: _____

City of Waynesboro

Michael G. Hamp, II
City Manager

Date: _____

County of Augusta

Timothy Fitzgerald
County Administrator

Date: _____

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	July 24, 2025	Leslie Beauregard City Manager John C. Blair, II City Attorney
Item #	A.5	
Department:	City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Update to May 24, 2012 Resolution that Consolidated the Financial Management and Support Services of the City of Staunton and Staunton City Schools	

Background: On May 24, 2012, the Staunton City Council adopted a resolution that consolidated the financial management and support services of the City of Staunton and the Staunton City Schools.

While the arrangement continues to work, the School Division and the City agree that the Staunton City Schools should have its own Finance Director that is separate from the City's Chief Finance Officer. Going forward, the City Schools Director of Finance would report solely to the School Superintendent, and the City's Chief Finance Officer to the City Manager.

The proposed ordinance allows the current service provision consolidation to continue in the other areas but acknowledges the need for a separate Director of Finance for the School Division.

Attachments:

Attachment 1—May 24, 2012 resolution

Attachment 2—Proposed ordinance updating the May 24, 2012 resolution

Attachment 3—Proposed memorandum of understanding between the Staunton City School Board and the City of Staunton for shared financial services

City Manager's Recommendation: Adopt the proposed ordinance updating the May 24, 2012 resolution that consolidated the finance functions of the City of Staunton and the Staunton City Schools, as presented.

Suggested Motion: I move to adopt the proposed ordinance updating the May 24, 2012 resolution that consolidated the finance functions of the City of Staunton and the Staunton City Schools, as presented.

City Manager: Leslie Beauregard

Attachment 1

**RESOLUTION TO CONSOLIDATE ALL FINANCIAL SERVICES,
INCLUDING THOSE FOR THE STAUNTON SCHOOL BOARD,
IN THE CITY FINANCE DEPARTMENT AND UNDER THE MANAGEMENT OF
THE CITY DIRECTOR OF FINANCE**

WHEREAS, the Staunton School Board, through its Chairman, had requested to the City Manager that the City Director of Finance also provide financial support for the school division on an interim basis, given the resignation of the school division's Director of Finance and Division Superintendent in December 2012;

WHEREAS, the interim arrangement has worked well, and the City Manager supports and the City Council and the Staunton School Board, as reflected in their Fiscal Year 2013 budgets, have planned and anticipated an ongoing, formal arrangement for the City Finance Department, under the management of the City Director of Finance, to assume responsibility for all school division finance-related functions and staff; and

WHEREAS, it now is appropriate to formalize the understanding and the arrangement, with City Council adopting this resolution to authorize the ongoing provision of such services.

NOW, THEREFORE, pursuant to Section 11 of the City Charter and Virginia Code Section 15.2-1305, BE IT RESOLVED that consistent with the budget planning and adoption and appropriations process completed for Fiscal Year 2013, the Council of the City of Staunton, Virginia, HEREBY AUTHORIZES AND DIRECTS the City Manager to empower the City Director of Finance to take all such reasonable and necessary action to provide comprehensive financial management and support services to the Staunton School Board and the school division, including overall financial management, accounting, budgeting, payroll, insurance, audit, procurement, claim and bill review and payment and reporting compliance, finding that the City's provision of these and related financial functions will promote ongoing collaboration and coordination and efficiency and will help avoid duplication of services, in the best interests of the City of Staunton.

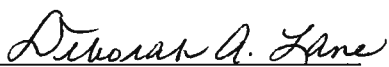
AND, IT IS FURTHER RESOLVED by the Council of the City of Staunton, Virginia, to the extent necessary, that the interim provision of such services previously is RATIFIED and AFFIRMED.

The Clerk of Council is directed to transmit a copy of this Resolution to the Clerk of the Staunton School Board so as to notify the Staunton School Board of this action and to transmit a copy of this Resolution to the Treasurer for the City of Staunton.

ADOPTED this 24th day of May, 2012



Lacy B. King, Jr.
Mayor

ATTEST: 

Clerk of Council

1 **AN ORDINANCE TO ADOPT AND APPROVE A JOINT EXERCISE OF**
2 **POWERS AGREEMENT BETWEEN THE CITY OF STAUNTON, VIRGINIA**
3 **AND THE STAUNTON CITY SCHOOL BOARD FOR SHARED FINANCIAL**
4 **SERVICES**

5
6 **WHEREAS**, Virginia Code § 15.2-1300 et seq. authorizes the joint exercise of powers
7 by political subdivisions of the Commonwealth of Virginia; and
8

9 **WHEREAS**, the City of Staunton, Virginia and the Staunton City School Board desire to
10 enter into a joint exercise of powers agreement;
11

12 **NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Staunton,
13 Virginia (the "Council"), that:
14

15 1. Pursuant to the authority contained in Virginia Code § 15.2-1300 et seq., the
16 Memorandum of Understanding attached to this Ordinance as Exhibit A is hereby
17 approved, in substantially the form presented to the Council, with such changes as may
18 later be approved by the City Manager and City Attorney
19

20 2. The City Manager is authorized to execute, on behalf of the City, and to deliver the
21 Memorandum of Understanding, in substantially the form presented to the Council, with
22 such changes as may later be approved by the City Manager and the City Attorney.
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25 Introduced: _____
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27 Adopted: _____
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29 Effective Date: _____
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35 _____
36 Michele D. Edwards, Mayor
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40 ATTEST: _____
41 Kiley A. Kesecker,
42 Clerk of Council
43

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STAUNTON CITY SCHOOL BOARD
AND
THE CITY OF STAUNTON, VIRGINIA
FOR SHARED FINANCIAL SERVICES

This Memorandum of Understanding (“Agreement”), dated _____, and effective as of the date signed below and adopted by formal resolution of each party, made by and between the Staunton City School Board (the “School Board”) and the City of Staunton, Virginia (the “City”, collectively, “the Parties”), is intended to outline the roles and responsibilities of the City’s Chief Financial Officer (CFO), the School Board’s Director of Finance, and the financial services that will be shared between the School Board, the City, and managed by the City’s CFO. In accordance with such goals, the Parties agree as follows:

Recitals

A. In 2012, the City passed a Resolution To Consolidate All Financial Services, Including Those For The Staunton School Board, In The City Finance Department And Under The Management Of The City Director Of Finance (the “2012 City Resolution”) authorizing and directing the City Manager to empower the City Director of Finance to undertake financial management and support services to the School Board and the school division. The 2012 City Resolution is marked as Exhibit A to this Agreement and incorporated herein by reference.

B. The School Board also adopted in 2012 a corresponding Resolution of the School Board of Staunton, Virginia Regarding Examination and Approval For Payment Of Claims And Appointment Of New Agent And Deputy Agent For Such Purposes (the “2012 School Board Resolution”), authorizing the City’s Director of Finance to perform financial services for the School Board. The 2012 School Board Resolution is marked as Exhibit B to this Agreement and incorporated herein by reference.

C. The School Board, which currently employs a Budget Director, desires to expand the duties and obligations of the Budget Director and modify such position into a more comprehensive Finance Director position.

D. Following the adoption of the 2012 Resolutions, the title of the City’s Director of Finance was amended to Chief Financial Officer. The Chief Financial Officer performs all of the duties that the former Director of Finance role performed on behalf of the City and School Board.

E. Likewise, the City desires to reduce some of the School Board related duties currently performed by the City’s CFO, which duties are more specifically defined below, with the expectation that the School Board’s Finance Director will accept responsibilities for such

duties. However, it is the School Board and City's mutual intention that the City's CFO still perform and report to the School Board for other School Board related duties, which are also specifically identified below.

F. Accordingly, the purpose of this Agreement is to provide for the continuation of certain shared financial services as originally agreed upon in the 2012 City Resolution and the 2012 School Board Resolution, but shift other duties and obligations away from the City's CFO to the School Board's Finance Director. This Agreement, upon formal adoption by resolution of the School Board and the City, shall supersede the 2012 City Resolution and the 2012 School Board Resolution.

G. These recitals are an integral part of this Agreement and are incorporated herein as if fully set out below.

Agreement

1. School Board Finance Director Duties. The Parties agree that the School Board's Finance Director will perform the duties set forth below, and such other duties as assigned by the School Board or the Superintendent:

A. Direct the overall school system budget and planning operations, to include the coordinated development of the annual budgets for the Education, Capital Investment, Cafeteria, Textbook Funds, and State operated programs; manages fiscal reporting, monitoring, and compliance.

B. Performs cost-benefit and policy analysis with a focus on continuous improvement.

C. Implements budgetary controls as needed, including with respect to School Activity Funds and Kindness Funds.

D. Ensures the School Board's strategic plan informs the School Division's budgetary process, to include presenting complex budgetary information to the School Board.

E. Makes recommendations to the Superintendent and School Board on budgeting, capital investment, and financial strategy.

F. Establishes and maintains an accountability system for tracking implementation for work process and quality improvements, performance measures, and customer service initiatives.

G. Maintains effective lines of communications with all school principals and department heads to understand needs of programs and services, ensures that their budgets are sufficient and that actual expenditures are within budgeted allocations.

H. Provides support to department directors for the management of various state and federal grants and reimbursement programs (i.e. SISNA, Title I, Title VI, etc).

I. Tracks progress and analyzes trends in achieving various performance and outcome measures in consultation with principals and department heads.

J. Prepares and completes the school division portions of the Annual Comprehensive Financial Report, Annual School Report Financial, Maintenance of Effort, and Excess Cost Reports.

K. Completes monthly financial reports for presentation to the School Board.

L. Evaluates the School Division's fiscal condition and prepares financial forecasts.

M. Maintains communications with City staff providing shared services to the School Division, including the City CFO, Human Resources, Payroll & Benefits and Procurement.

N. Coordinates with the City's CFO as necessary, including without limitation for matters related to the Operational Funding Formula, Capital Investment Plan and annual financial audit.

O. Develops and distributes effective and informative budget materials for the employees, community and media.

P. Seeks new and innovative methods to constantly improve and upgrade budgeting and reporting operations.

2. City Chief Financial Officer Duties. The Parties agree that the City's CFO, or the City's finance department under the CFO's supervision, will perform the following duties on behalf of the School Board:

A. Serve as Agent for the purpose of examining, approving, and authorizing payment of claims against the School Board, consistent with the provisions of Virginia Code Section 22.1-122(B).

B. Examine and approve proper claims and authorized payment in accordance with law, including the proper issuance of warrants countersigned by the Clerk of the School Board.

C. To the extent necessary and as required by Virginia law, furnish a corporate surety bond in the amount of \$500,000 conditioned upon the faithful performance and discharge of the duties assigned to and incumbent upon the CFO operating as the Agent of the School Board authorized to examine and approve payment of warrants of claims.

D. Oversee journal entries and maintain the School Board's general ledger, including general ledger account creation and account security.

E. Oversee the issuance of the Annual Comprehensive Financial report of the School Board's finances and the Student Activity Funds annual report.

F. Oversee the completion of the annual audit for the School Board and the School Activity Funds.

G. Oversee and monitor the School Board's grant expenditures and reimbursements and provide necessary approvals in the Virginia Department of Education's Online Management of Education Grant Awards system.

H. Oversee and delegate duties related to School Board's purchasing program including the procurement and acquisition of materials, supplies, inventory, services, and equipment and ensure compliance with the Virginia Public Procurement Act.

I. Oversee the general liability and property insurance program for the School Board.

J. Oversee the cash management and investment portfolio, including selection and oversight of public depositories, financial institutions, financial firms, and adviser(s) as it relates to School Board funds.

3. CFO Reports and Coordination with Superintendent and School Board. The City's CFO will provide reports to the Superintendent of the school division or to the School Board as needed to ensure that the Superintendent and School Board are sufficiently apprised of performance of the City's CFO, in his or her capacity as the School Board's Agent, and apprised of the status of the School Board's financial obligations and status which bear to the duties performed by the City's CFO. The City's CFO and the School Board's Finance Director may collaborate to provide timely updates to the School Board and the Superintendent about the distinct components related to each individual's duties pursuant to this Agreement. For all duties that the CFO and the City's finance department perform on behalf of the School Board, the CFO will report to and be subject to the Superintendent's oversight.

4. Effective Date. This Agreement shall be effective as of the date signed below and upon the formal adoption by resolution of the City and School Board. The Agreement shall remain in full force and effect until revoked, modified, or terminated by further action of the City or the School Board. Any revocation or termination of this Agreement shall occur with notice to the other party at least six months in advance of the revocation or termination. No amendment to this Agreement shall become effective unless signed and adopted by both Parties.

5. Control of School Board Funds. Notwithstanding that all School Board expenditures are subject to appropriation by the City, this MOU shall not be construed to grant authority and control over funds appropriated to the School Board by the City to the City's CFO.

SIGNATURES ON FOLLOWING PAGE

CITY OF STAUNTON, VIRGINIA

By: _____
Leslie M. Beauregard
City Manager

Date: _____

SCHOOL BOARD OF STAUNTON, VIRGINIA

By: _____
Dr. Kristin Siegel
Chair

Date: _____

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	July 24, 2025	Leslie Beauregard City Manager
Item #	B	
Department:	Staunton City Schools	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Introduction of Recently Appointed Staunton City Schools Superintendent, Dr. Eric Irizarry	

Background: Dr. Eric Irizarry was recently appointed by the Staunton City School Board to serve as the new Superintendent for Staunton City Schools, replacing the recently retired Dr. Garrett Smith. Dr. Irizarry will attend the City Council Regular Meeting to introduce himself to and be welcomed by City Council.

Attachment: Not applicable

City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

CITY COUNCIL



Staunton, Virginia

AGENDA BRIEFING

Meeting Date:	July 24, 2025	Tim Hartless Planning Manager
Item #	C & D	
Department:	Community Development—Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Infrastructure; Responsive, Efficient Government	
Subject:	Public Hearing and Consideration of a Request by Nathaniel R Bradley, Warren D. Bradley, and Amy E. Shelley to Vacate, Discontinue, and Abandon that Portion of Undeveloped Peach Street Lying Within the Bounds of 445 Peach Street (Lot 3, PID #9629), 444 Peach Street (Lot 4, PID #9633), and 125A Greenwood Road (Lot 5, PID# 9620), of the Hidden Glen Plat And Public Hearing and Consideration of a Request to Vacate, Discontinue and Abandon That Portion of Undeveloped Pinehurst Road Lying Within the Bounds of 445 Peach Street (Lot 3, PID #9629) and 125A Greenwood Road (Lot 5, PID# 9620), of the Hidden Glen Plat	

Background: Nathaniel R Bradley, Warren D. Bradley, and Amy E. Shelley are seeking to vacate two undeveloped streets in the 400 block of Peach Street. The area was initially platted in Augusta County as part of the Gardner Addition and was annexed into the City of Staunton in 1986. The area was re-platted in 2003 as part of the Hidden Glen Plat. The re-platted area included the two subject streets: an undeveloped portion of Peach Street and an undeveloped portion of Pinehurst Road. It appears that the Hidden Glen plat was intended to

vacate the undeveloped streets; however, there is no evidence that ordinances of vacation were ever adopted or recorded. The applicants own property located at 445 Peach Street and wish to sell the property. Before the sale can occur, this situation with the undeveloped streets needs to be resolved through a formal vacation process.

Analysis: Staff has reviewed the request and has identified no issues. The area has already been re-platted and developed. The portions of undeveloped streets proposed for vacation will never be developed for public use. Vacation of these undeveloped streets has no impact on useability of any of the other alleys or undeveloped streets in the area.

The 50-foot public utility easement reserved in undeveloped Peach Street, shown on the plat (attachment 5), was never dedicated to the city with a deed of easement. Staff has asked the applicant to draft the necessary deed of dedication and record it at the same time as the ordinance of vacation.

Planning Commission Recommendation:

At its June 18, 2025 meeting, the Planning Commission conducted two public hearings on the requests. During the public hearings no one spoke in opposition to the requests and on a 3-0 vote, the Planning Commission unanimously recommended approval of the requests with the following condition:

1. The request shall not be placed on a City Council agenda until after a deed of dedication for the public utility easement has been drafted by the applicant and reviewed by City Staff.

The applicant has supplied the requested deed of dedication, staff has reviewed and revised the deed, and this item is ready for Council consideration consistent with the Planning Commission's proposed condition.

Items B and C are being handled under one briefing but there will need to be two separate public hearings, one for each street to be vacated.

Attachments:

Attachment 1—Application to Vacate a Portion of Peach Street

Attachment 2—Application to Vacate a Portion of Pinehurst Road

Attachment 3—Hidden Glen Plat (showing Vacated Street with Hatched lines)

Attachment 4—Exhibit showing proposed Vacations (Peach St. in yellow, Pinehurst Rd. in blue)

Attachment 5—Hidden Glen Plat Showing Public Utility Easement to be Reserved

Attachment 6—Photograph Showing How the Area has been Developed

Attachment 7—Draft Ordinance of Vacation for Undeveloped Peach Street

Attachment 8—Draft Ordinance of Vacation for Undeveloped Pinehurst Road

Suggested Motions:

After the public hearing for Undeveloped Peach Street:

I move that Council adopt the ordinance and approve the vacation as recommended by the Planning Commission.

After the public hearing for Undeveloped Pinehurst Road:

I move that Council adopt the ordinance and approve the vacation as recommended by the Planning Commission.

City Manager: Leslie M. Beauregard



DEPARTMENT OF PLANNING &
INSPECTIONS

ALLEY & STREET VACATION
APPLICATION

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

DATE OF APPLICATION: 5/20/25

APPLICANTS NAME: Nathaniel R Bradley, Warren D. Bradley, & Amy E. Shelley

ADDRESS: 587 Hilltop Drive, Staunton, VA 24401

TELEPHONE NUMBER: 540-241-4687 ALTERNATE: _____

EMAIL ADDRESS: nathanielrbradley@gmail.com

LOCATION OF PROPERTY: 445 Peach Street, Staunton, VA 24401 (portion of Peach Street to be vacated)

PLAT PROVIDED ☒ YES ☐ NO (REQUIRED)

LEGAL DESCRIPTION OF PORTION OF ALLEY OR STREET IN THIS REQUEST:

portions of Peach Street within boundaries of Lots 3, 4, and 5 which are marked as to be vacated in attached plat

IS THE PORTION OF THE ALLEY OR STREET IN THIS REQUEST IMPROVED? ☒ YES ☐ NO

IF YES, IS IT BEING USED BY PERSONS OTHER THAN YOURSELF? ☒ YES ☐ NO

IF YES, EXPLAIN: a portion of the area is improved by a driveway that is used by both 445 and 444 Peach Street

TO YOUR KNOWLEDGE, ARE THERE ANY UTILITIES IN THE PORTION OF THE ALLEY OR STREET
AFFECTED BY THIS REQUEST? ☒ YES ☐ NO IF YES, EXPLAIN?

There are overhead power lines and poles within the portion of Peach Street, and potentially Pinehurst Road, to be
vacated. There is a private utility easement within the portion of Peach Street and Pinehurst Road to be vacated

PURPOSE OF THE REQUEST? confirm vacation approved 12-11-03, facilitate sale of 445 Peach Street

ORDINANCE PROVIDED? ☒ YES ☐ NO

**An electronic copy, in word document format, must be emailed to Planning Office. Application is considered
incomplete until this is provided.*

FEE PAID? ☒ YES ☐ NO **check or cash only*

SIGNATURE OF APPLICANT Nathaniel R Bradley



DEPARTMENT OF PLANNING &
INSPECTIONS

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

ALLEY & STREET VACATION
APPLICATION

DATE OF APPLICATION: 5/20/25

APPLICANTS NAME: Nathaniel R Bradley, Warren D. Bradiev, & Amy E. S.

ADDRESS: 587 Hilltop Drive, Staunton, VA 24401

TELEPHONE NUMBER: 540-241-4687 ALTERNATE: _____

EMAIL ADDRESS: nathanielrbradley@gmail.com

LOCATION OF PROPERTY: 445 Peach Street, Staunton, VA 24401 (portion of Pinehurst Road to be vacated)

PLAT PROVIDED ☒ YES ☐ NO (REQUIRED)

LEGAL DESCRIPTION OF PORTION OF ALLEY OR STREET IN THIS REQUEST:

portions of Peach Street within boundaries of Lots 3, 4, and 5 which are marked as to be vacated in attached plat

IS THE PORTION OF THE ALLEY OR STREET IN THIS REQUEST IMPROVED? ☒ YES ☐ NO

IF YES, IS IT BEING USED BY PERSONS OTHER THAN YOURSELF? ☐ YES ☒ NO

IF YES, EXPLAIN: a portion of the area is improved by the home at 445 Peach Street

TO YOUR KNOWLEDGE, ARE THERE ANY UTILITIES IN THE PORTION OF THE ALLEY OR STREET
AFFECTED BY THIS REQUEST? ☒ YES ☐ NO IF YES, EXPLAIN?

There are overhead power lines and poles within the portion of Peach Street, and potentially Pinehurst Road, to be
vacated. There is a private utility easement within the portion of Peach Street and Pinehurst Road to be vacated

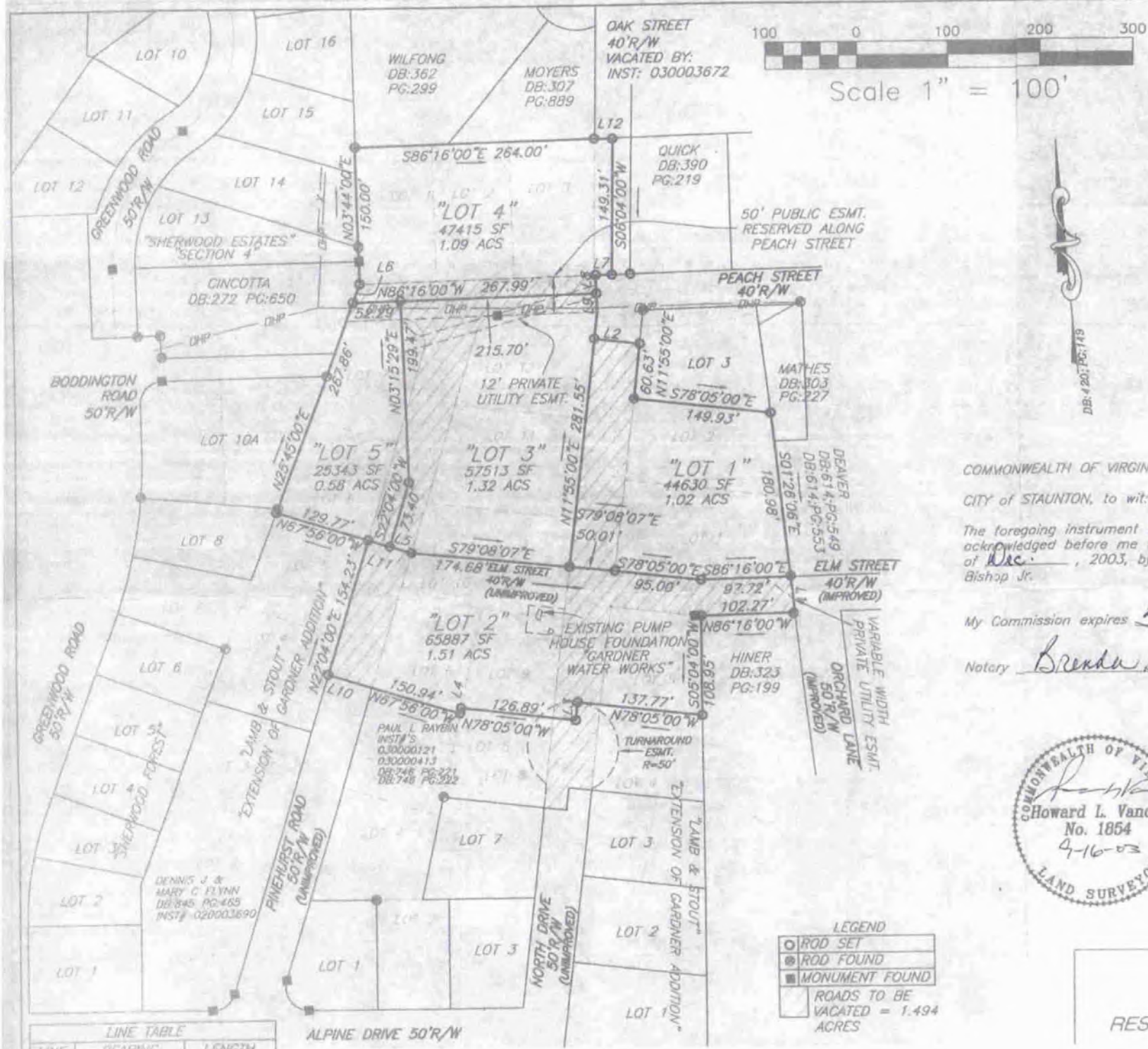
PURPOSE OF THE REQUEST? confirm vacation approved 12-11-03, facilitate sale of 445 Peach Street

ORDINANCE PROVIDED? ☒ YES ☐ NO

*An electronic copy, in word document format, must be emailed to Planning Office. Application is considered
incomplete until this is provided.

FEE PAID? ☒ YES ☐ NO *check or cash only

SIGNATURE OF APPLICANT



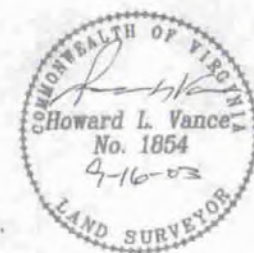
COMMONWEALTH OF VIRGINIA

CITY of STAUNTON, to wit:

The foregoing instrument was acknowledged before me this 12th day of Dec., 2003, by Charles N. Bishop Jr.

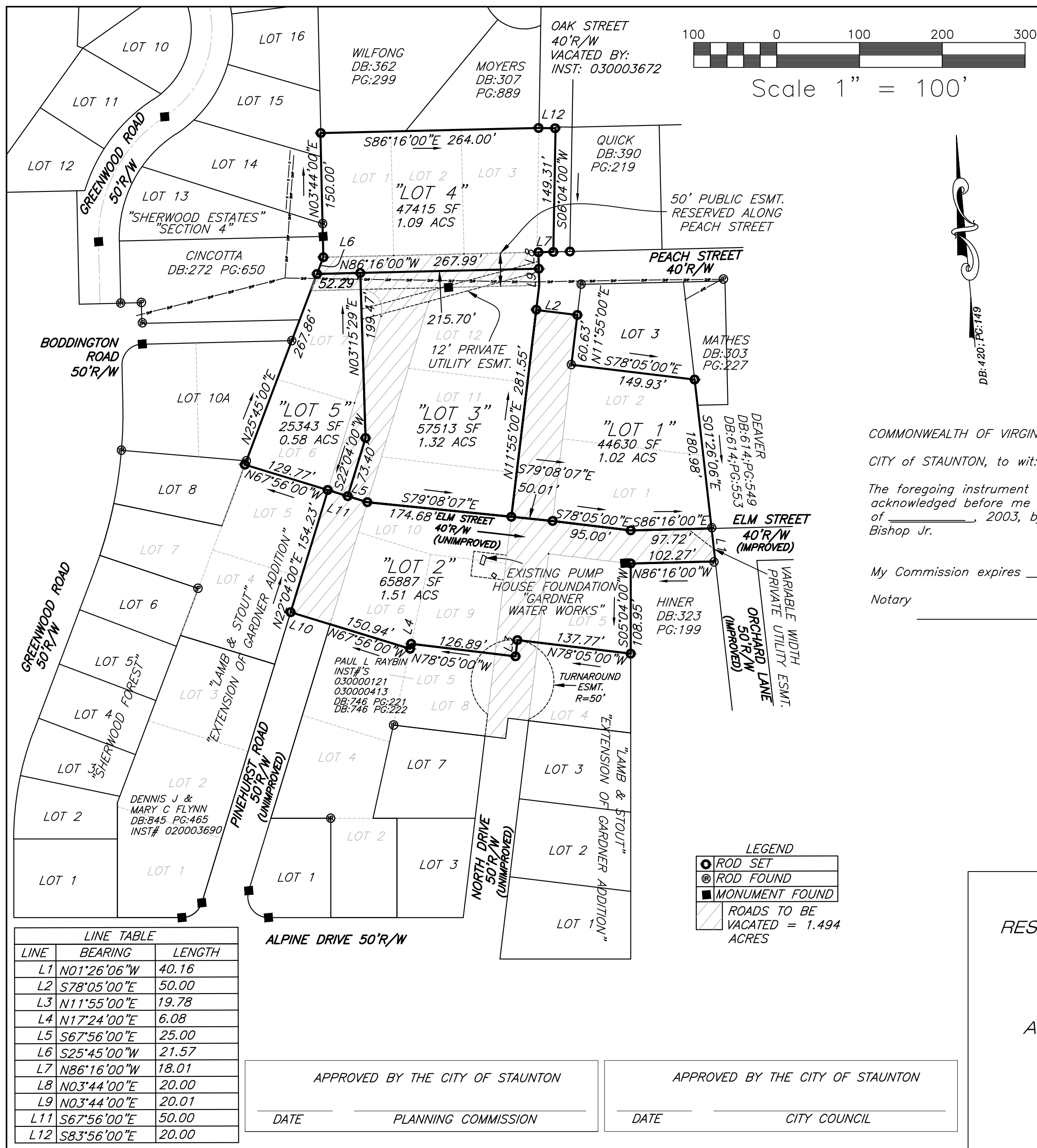
My Commission expires 5/31/07

Notary Brenda S. Hult



CEB
I, Howard L. Vance, is a Licensed Professional Engineer in the State of Virginia.

RESUBDIVISION



OWNER'S CONSENT AND DEDICATION

Know all men by these presents, that the subdivision of land as shown on this plat, containing 5.528 acres ±, and designated as "Hidden Glen", situated in the City of Staunton, Virginia, is with the free consent and desires of the undersigned owners thereof, and that the roads shown therein are dedicated to public use. The said 5.528 acres having been conveyed to Charles N. Bishop Jr. & C. Gary Kincaid by Deed dated September, 03, 2002 YEAR and recorded in the Clerk's Office of the City of Staunton, Virginia, as Instrument # 020003689.

Given under our hands this _____ day of _____ 2003.

Charles N. Bishop Jr.

C. Gary Kincaid

BY: _____ NAME _____ TITLE _____

COMMONWEALTH OF VIRGINIA

CITY of STAUNTON, to wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 2003, by Charles N. Bishop Jr.

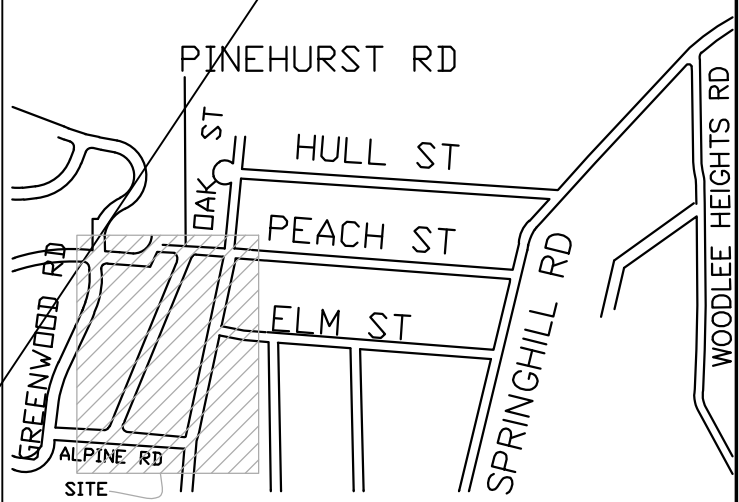
My Commission expires _____

Notary _____

CERTIFICATE of DEDICATION

I, Howard L. Vance, a Land Surveyor duly licensed by the Commonwealth of Virginia, do hereby certify that this subdivision known as "Hidden Glen" is a portion of that certain tract of land last conveyed to Charles N. Bishop Jr. & C. Gary Kincaid in Instrument # 020003689, of record in the Clerk's Office of the City of Staunton, Virginia.

Howard L. Vance L.S.



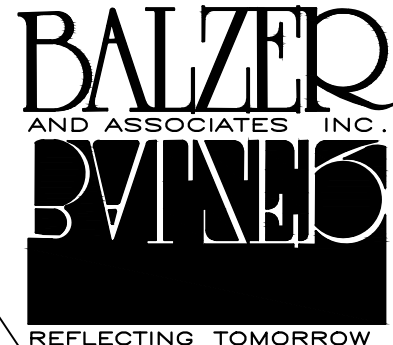
VICINITY MAP - NTS

NOTES:

Owner: Charles N. Bishop Jr. & C. Gary Kincaid
Address: P.O. Box 1001
Staunton, VA 24401
INST. NO: 0200036890

Use: Residential
Zoned: R1, single family, residential
Water: City of Staunton
Sewer: City of Staunton
Number of lots: 5
Area in lots: 5.528± Acres
Total area: 5.528± Acres

1. There is a 10' Utility ESMT. reserved along all sides and rear lot lines.



- PLANNERS • ARCHITECTS
- ENGINEERS • SURVEYORS

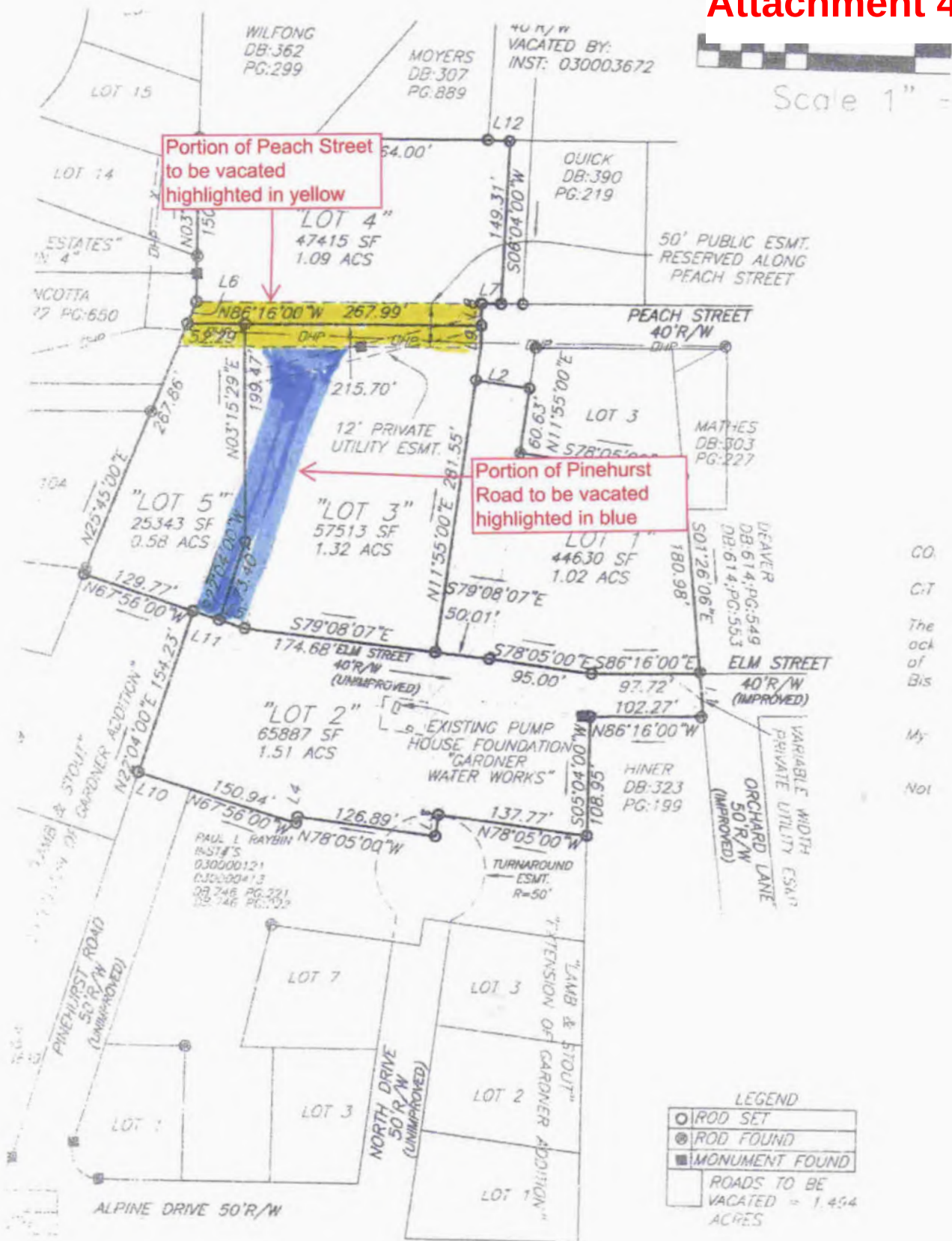
1557 COMMERCE RD. SUITE 201
VERONA, VA 24482
1-540-248-3220:PHONE
1-540-248-3221:FAX

HIDDEN GLEN

RESUBDIVISION FOR LOTS 6&7 BLOCK 3, LOTS 6,9,10,11,12 BLOCK 4; LOT 5 BLOCK 5; LOTS 1&2 BLOCK 7; LOTS 1,2,3 BLOCK 6 OF "LAMB AND STOUT EXTENSION OF GARDNER ADDITION" ALONG WITH PORTIONS OF PEACH STREET, NORTH DRIVE, OAK STREET, AND PINEHURST ROAD TO BE VACATED.

CITY OF STAUNTON, VIRGINIA

DATE: 09-16-2003
SCALE: 1" = 100'
JOB NUM: S0300005.00



APPROVED BY THE CITY OF STAUNTON

12-11-03
DATE

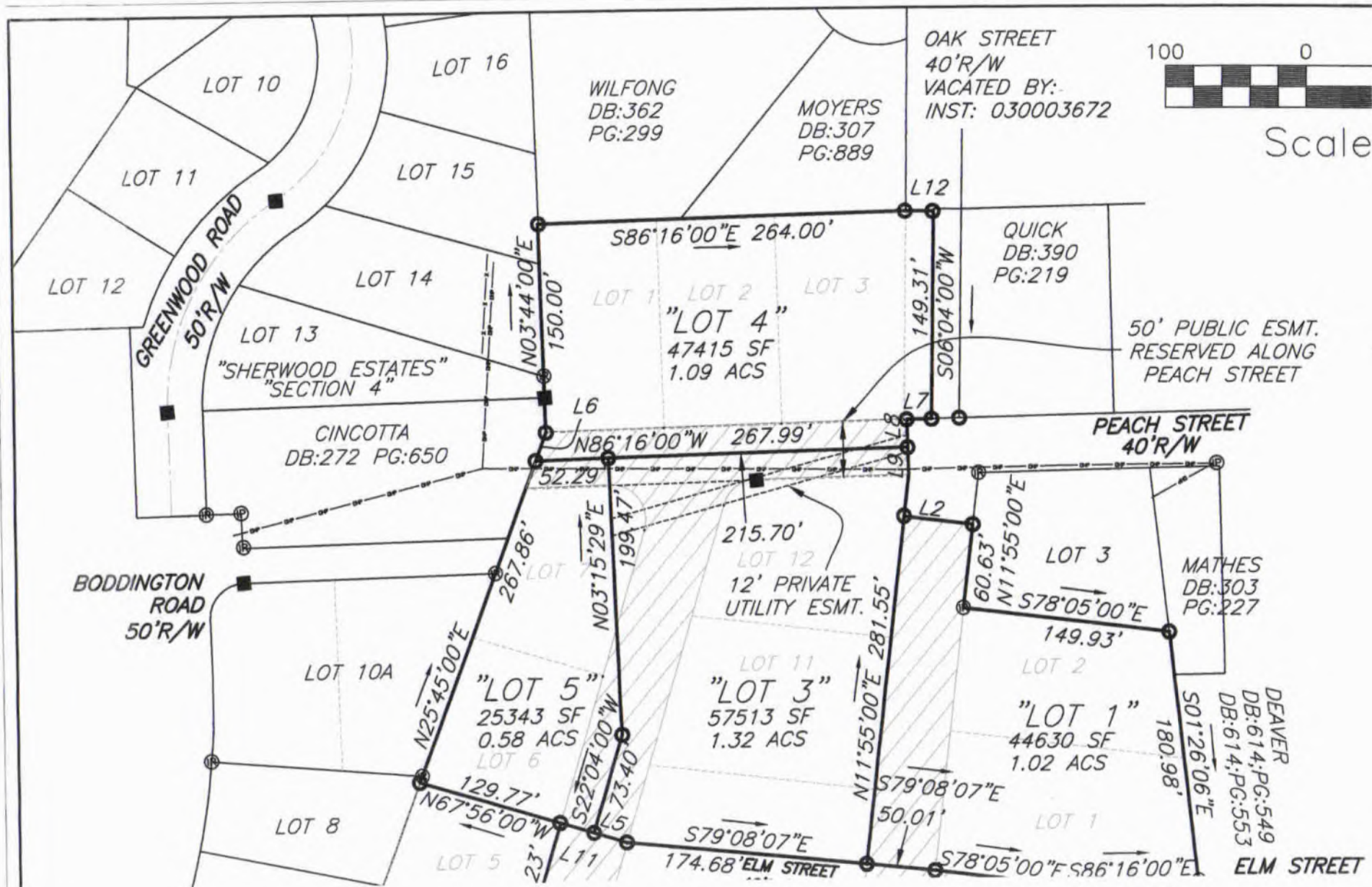
Lynne Sisson
PLANNING COMMISSION

APPROVED BY THE CITY OF STAUNTON

12-11-03
DATE

John Davis
CITY COUNCIL

Attachment 5





Ordinance No. 2025-__

AN ORDINANCE
CLOSING, VACATING, DISCONTINUING AND ABANDONING A PORTION OF
UNDEVELOPED PEACH STREET
LOCATED BETWEEN 445 PEACH STREET (PID 9629) AND 125A GREENWOOD
ROAD (PID 9620) ON THE SOUTH AND 444 PEACH STREET (PID 9633)
ON THE NORTH

Recitals

A. An application for street vacation has been filed by Nathaniel R. Bradley, Warren D. Bradley, & Amy E. Shelley, pursuant to § 15.2-2006 of the Code of Virginia, 1950, as amended, to have all of that certain portion of the street as hereinafter described, vacated and abandoned by the City of Staunton, Virginia;

B. The subject portion of the street was initially platted in Augusta County and was annexed into the City in 1986 and was never accepted by the Virginia Department of Transportation or the City as part of the public street system;

C. Nathaniel R. Bradley, Warren D. Bradley, & Amy E. Shelley are the owners of 445 Peach Street, identified as City of Staunton PID 9629, and seek to close the portion of the unopened Peach Street located along the northern boundary of their property where it adjoins 444 Peach Street, identified by City of Staunton PID 9633, which lie within the boundaries of their property as shown the plat referenced below;

D. Brigitte A. Powell is the owner of 444 Peach Street, identified by City of Staunton PID 9633, and Brandon G. Childress is the owner of 125A Greenwood Road, identified by City of Staunton PID 9620, and do not object to the request to close the portions of the unopened Peach Street which lie within the boundaries of their properties as shown the plat referenced below;

E. A plat showing the aforesaid portion of the undeveloped street to be vacated and abandoned (the cross-hatched area) is annexed and incorporated by reference as **Exhibit A**;

F. The Planning Commission of the City of Staunton previously recommended and the City Council of the City of Staunton previously approved the vacation and abandonment of the aforesaid portion of the undeveloped street, as indicated by the signatures on the said plat, the plat was recorded in the land records of the City of Staunton, but the vacation and abandonment of the aforesaid portion of the undeveloped street was not confirmed by ordinance;

G. The requirements of § 15.2-2006 of the Code of Virginia have been met along with those of § 15.2-2204 of the Code of Virginia;

45 H. At its regular meeting on June 18, 2025, the Planning Commission of the City of
46 Staunton, Virginia, after study and review, properly heard the matter and recommended approval
47 of vacating said portion of the street;
48

49 I. This matter has been properly advertised, heard, and considered; and,
50

51 J. These recitals are an integral part of this ordinance.
52

53 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton,
54 Virginia, that the City hereby **CLOSES, VACATES, DISCONTINUES** and **ABANDONS** the
55 portion of the street described as follows:
56

57 The portion of Peach Street which lies within the boundaries of “Lot
58 3” (Parcel Identification Number 9629), “Lot 4” (Parcel
59 Identification Number 9633), and “Lot 5” (Parcel Identification
60 Number 9620), as shown on a plat entitled “Hidden Glen,
61 Resubdivision for Lots 6&7 Block 3, Lots 6, 9, 10, 11, 12 Block 4;
62 Lot 5 Block 5; Lots 1&2 Block 7; Lots 1, 2, 3 Block 6 of ‘Lamb and
63 Stout Extension of Garner Addition’ Along with Portions of Peach
64 Street, North Drive, Oak Street, and Pinehurst Road to be Vacated,
65 City of Staunton, Virginia”, dated September 16, 2003, and prepared
66 by Howard L. Vance, Land Surveyor,
67

68 with reservation to the City of Staunton of any existing utility lines located in the street, with
69 ownership of the area of the vacated street determined in accordance with applicable law.
70

71 Introduced:

72 Adopted:

73 Effective Date:
74
75

76 _____
77 Michele D. Edwards, Mayor
78

79 ATTEST: _____

80 Kiley A. Kesecker,
81 Clerk of Council

Ordinance No. 2025-__

AN ORDINANCE
CLOSING, VACATING, DISCONTINUING AND ABANDONING A PORTION OF
UNDEVELOPED PINEHURST
LOCATED BETWEEN 445 PEACH STREET (PID 9629) ON THE EAST
AND 125A GREENWOOD ROAD (PID 9620) ON THE WEST

Recitals

A. An application for street vacation has been filed by Nathaniel R. Bradley, Warren D. Bradley, & Amy E. Shelley, pursuant to § 15.2-2006 of the Code of Virginia, 1950, as amended, to have all of that certain portion of the street as hereinafter described, vacated and abandoned by the City of Staunton, Virginia;

B. The subject portion of the street was initially platted in Augusta County and was annexed into the City of Staunton in 1986 and was never accepted by the Virginia Department of Transportation or the City as part of the public street system;

C. by Nathaniel R. Bradley, Warren D. Bradley, & Amy E. Shelley are the owners of 445 Peach Street, identified as City of Staunton PID 9629, and seek to close the portion of the unopened Pinehurst Road located along the western boundary of their property where it adjoins 125A Greenwood Road, identified as City of Staunton PID 9620, which lies within the boundaries of their property as shown the plat referenced below;

D. Brandon G. Childress is the owner of 125A Greenwood Road, identified by City of Staunton PID 9620, and does not object to the request to close the portion of the unopened Pinehurst Road which lies within the boundary of his property as shown the plat referenced below;

E. A plat showing the aforesaid portion of the undeveloped street to be vacated and abandoned (the cross-hatched area) is annexed and incorporated by reference as **Exhibit A**;

F. The Planning Commission of the City of Staunton previously recommended and the City Council of the City of Staunton previously approved the vacation and abandonment of the aforesaid portion of the undeveloped street, as indicated by the signatures on the said plat, the plat was recorded in the land records of the City of Staunton, but the vacation and abandonment of the aforesaid portion of the undeveloped street was not confirmed by ordinance;

G. The requirements of § 15.2-2006 of the Code of Virginia have been met along with those of § 15.2-2204 of the Code of Virginia;

H. At its regular meeting on June 18, 2025, the Planning Commission of the City of Staunton, Virginia, after study and review, properly heard the matter and recommended approval of vacating said portion of the street;

46
47 I. This matter has been properly advertised, heard, and considered; and,
48

49 J. These recitals are an integral part of this ordinance.
50

51 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton,
52 Virginia, that the City hereby **CLOSES, VACATES, DISCONTINUES** and **ABANDONS** the
53 portion of the street described as follows:
54

55 The portion of Pinehurst Road which lies within the boundaries of
56 “Lot 3” (Parcel Identification Number 9629) and “Lot 5” (Parcel
57 Identification Number 9620), as shown on a plat entitled “Hidden
58 Glen, Resubdivision for Lots 6&7 Block 3, Lots 6, 9, 10, 11, 12
59 Block 4; Lot 5 Block 5; Lots 1&2 Block 7; Lots 1, 2, 3 Block 6 of
60 ‘Lamb and Stout Extension of Gardner Addition’ Along with
61 Portions of Peach Street, North Drive, Oak Street, and Pinehurst
62 Road to be Vacated, City of Staunton, Virginia”, dated September
63 16, 2003, and prepared by Howard L. Vance, Land Surveyor,
64

65 with reservation to the City of Staunton of any existing utility lines located in the street, with
66 ownership of the area of the vacated street determined in accordance with applicable law.

67 Introduced:

68 Adopted:

69 Effective Date:
70
71
72

73 _____
Michele D. Edwards, Mayor
74
75

76 ATTEST: _____

77 Kiley A. Kesecker,
78 Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	July 24, 2025	Staff Member: Rebecca Joyce
Item #	E	
Department:	Community Development	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Economic Development Values: Inclusion & Equity; Engagement	
Subject:	Update on Staunton’s Pathway to Affordable Housing and Housing for Working Families: The City of Staunton Housing Strategy	

Background: Starting in September 2024, the planning process began to create the city's first Housing Strategy. A local housing strategy comprehensively describes the activities a community plans to take to meet its housing objectives. A housing strategy coordinates individual strategies through an action plan that includes responsible city staff, potential funding sources and other needed resources, partnering organizations, and a timetable for completion of activities. Throughout the planning process, extensive stakeholder and public engagement opportunities, as well as research regarding housing best management practices also occurred. The City of Staunton's Housing Strategy will be released later this summer, and the implementation phase will begin.

During the July 24th Council Meeting, Ms. Joyce will provide an overview of the City of Staunton Housing Strategy by highlighting individual strategies, the action plan, and the next steps in the upcoming implementation phase.

Previous updates on Community Development's Housing Division and the Housing Strategy can be viewed [here](#).

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	July 24, 2025	Rebecca Joyce Housing Planner & Grants Coordinator
Item #	F	
Department:	Community Development	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Economic Development Values: Excellence; Environmentally Conscious	
Subject:	Consideration of a Resolution Authorizing the Adoption of the FY 2025 Annual Action Plan for the City of Staunton and the Substantial Amendment to the 2024 – 2028 Consolidated Plan and FY 2024 Annual Action Plan through the U.S. Department of Housing and Urban Development Community Development Block Grant Program Fund	

Background: On February 26, 2019, the City received official confirmation from the U.S. Department of Housing and Urban Development (HUD) of its designation as an entitlement community. Under this program designation, the City receives annual allocations from HUD. This is the City's seventh year of such designation. In accordance with the federal regulations, an Annual Action Plan (AAP) must be prepared and adopted by City Council annually. The AAP is a prerequisite to receiving the annual allocation through HUD's Community Development Block Grant (CDBG) program.

Proposed FY2025 Annual Action Plan: The plan covers the period of October 1, 2025 through September 30, 2026. The City anticipates receiving \$317,797 in CDBG funds for the AAP program year. In preparation of the draft AAP, the City utilized an approach that resulted in the prioritization of the needs for low- and moderate-income persons, and continued partnerships with the private and not-for-profit sectors. In doing so, City staff sought input from local agencies concerning their potential utilization of HUD funds while achieving CDBG goals. Based on the findings, the following strategies are recommended for funding:

- Valley Mission, Inc Initial Housing Support program provides financial support to formerly homeless individuals who move into housing within the city after exiting Valley Mission. They will be assisted with approximately \$500 to \$1,000 each in initial housing support or other funds necessary to facilitate moving into safe, affordable, permanent, and appropriate housing for 4 persons with a total budget of \$7,940.
- Valley Program for Aging Service (VPAS) Transportation Assistance program provides transportation services to residents 60 years of age or older, and those under 60 years of age with a disability needing transportation to medical and other life-necessary destinations when there is no other reliable or affordable transportation option available to them. Approximately 30 low-income residents will be assisted through this program with a budget of \$7,940.
- Valley Program for Aging Service (VPAS) Meals on Wheels program provides nutritious meals five days a week to older Staunton residents who are at nutritional risk. Approximately 35 seniors will be assisted through this program with a budget of \$7,940.
- Blue Ridge Legal Services will provide free legal assistance to 10 low-income residents and their family members for a total of 30 persons facing legal issues regarding housing including eviction with a total budget of \$7,940.
- Blue Ridge CASA provides advocacy for abused and neglected children. The proposed activities will directly benefit at least 25 low-income children living in unstable and inadequate housing conditions who have been victims of abuse or neglect and have special needs with a total budget of \$7,940.
- Valley Supportive Housing (VSH) provides housing and supportive services to homeless individuals with mental health challenges. This funding will help to support the position of Tenant Sustainability Counselor. This position serves as the interface between the 68 tenants of VSH and their Valley Community Services Board (VCSB) case manager and the community, as well as providing emotional support when needed. The Tenant Sustainability Counselor's role is to assist tenants in developing skills to care for themselves and their homes and integrate into the community. (Homeless persons are a presumed group by HUD to have low incomes.) CDBG funding will pay for a partial amount of the Tenant Sustainability Counselor's position with a total budget of \$7,940.
- City of Staunton Blight Removal – Spot Basis Project provides spot removal of blighted properties to remove any public health hazards caused by homes that are in violation of City building ordinances and potentially dangerous to inhabitants. It will also provide space for any future housing development or otherwise productive use. Two demolitions will occur with a total budget of \$75,598.
- Staunton Redevelopment Housing Authority (SRHA) Buildings and Facility Improvements Project will provide funding will be used to improve facility and infrastructure improvements to existing apartments for people with low-to-moderate incomes including seniors and persons with disabilities at SRHA's Farrier Court (FC) and Elizabeth Miller Garden (EMG) apartment complexes. The housing provided by SRHA is the only permanent affordable housing for persons with low incomes in the City. Approximately 75 households will benefit from the proposed activity with a total budget of \$65,000.

- *Renewing Homes of Greater Augusta Critical Housing Rehabilitation Project* starts with a staff assessments to establish critical home repairs and rehabilitation needs for low-income homeowners. Local contractors provide pro bono consultation services on homes with complex issues. HUD funds are used for repairs that are too complex for volunteers and require the expertise, licensure, and insurance of a professional contractor. Four low-income families will be served with a budget of \$65,000.
- *CDBG Program Administration* funding will be used to support the general administration and planning activities for the Community Development Block Grant Program. The maximum budget for administration is \$63,559.

Substantial Amendment: The City of Staunton also wishes to amend the 2024 – 2028 Consolidated Plan and FY 2024 Annual Action Plan to change the project of the Staunton-Augusta-Waynesboro Habitat from infrastructure at the A Street Project to providing staff labor to assist Renewing Homes of Greater Augusta in their rehabilitation work of homes belonging to persons with low incomes who are elderly and/or have disabilities;

As required by HUD, public hearings were held on May 27, 2025 and June 24, 2025 to solicit feedback on the draft FY2025 AAP and the Substantial Amendment to the 2024-2028 Consolidated Plan and FY2024 AAP. Both public hearings were properly advertised in the News Leader and on the City's website and copies of the plan were made available to anyone who desired to review it.

Attachments:

Attachment 1 - FY2025 Annual Action Plan

Attachment 2 - Resolution Authorizing Adoption of FY2025 Annual Action Plan

City Manager's Recommendation: Recommend City Council approve of the attached resolution authorizing the adoption of the FY2025 Annual Action Plan, and the Substantial Amendment to the 2024 – 2028 Consolidated Plan and FY 2024 Annual Action Plan and provide authorization for the City Manager to sign sub-recipient agreements and other associated documents with agencies recommended to receive HUD CDBG funds.

Suggested Motion: I move that City Council approve the attached resolution authorizing the adoption of the FY2025 Annual Action Plan, and the Substantial Amendment to the 2024 – 2028 Consolidated Plan and FY 2024 Annual Action Plan and authorizing the City Manager to execute the sub-recipient agreements and associated documents with agencies recommended to receive HUD CDBG funds.

City Manager: Leslie M. Beauregard

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Staunton is a federal entitlement community under the U.S. Department of Housing and Urban Development (HUD). As a HUD entitlement community, the City is required to prepare an Annual Action Plan related to the most recent Five-Year Consolidated Plan (CP) in order to implement any federal programs that fund housing, community development, and economic development within the community. The Staunton Annual Action Plan covers the period from FY 2025 (October 1, 2025 through September 30, 2026) and has a CDBG allocation of \$317,797.

This Annual Action Plan (AP) outlines the planning and project requirements for CDBG funds. The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low- and moderate-income levels.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Objectives. The Consolidated Plan three overarching objectives guiding proposed activities:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

Goals. All future activities funding in the next four years of the Consolidated Plan will support at least one objective and one outcome. The City's framework for realizing the objectives and outcomes include the following goals:

- Provide Decent, Affordable Housing
- Provide a Suitable Living Environment
- Increase Homeownership

Anticipated Outcomes. Outcomes or accomplishments show how programs and activities benefit low- and moderate- income areas of a community or the people served. The three outcomes anticipated are:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The following evaluation of past performance is from the Program Year 2023 (October 1, 2023 – September 30, 2024) Consolidated Annual Performance and Evaluation (CAPER) report.

During FY 2023, the City of Staunton completed the following activities that were considered high priority:

Persons benefiting from Public Services: 191 persons served, of those were: 9 low-income Staunton residents facing critical civil legal issues benefited from free legal service. 6 clients exiting Valley Mission received initial housing support. 36 Staunton residents age 62 or older who did not have access to other forms of transportation received/benefited from transportation services to medical and other life necessary destinations. 89 seniors or persons with disabilities benefited from the Meals on Wheels program. Approximately 51 youth were assisted with advocacy services.

Housing Units identified for rehabilitation/completed rehabilitation: 8 homes identified/8 homes completed and passed inspection.

Facility improvements on Montgomery Hall were completed, including installation of new playground equipment.

In 2023, the City of Staunton continued to utilize CARES Act funding for the prevention of, and response to Coronavirus. The City is currently reviewing its remaining unmet needs related to its response to COVID-19 and will reallocate CDBG-CV resources as necessary.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The first public hearing was conducted on May 27th, 2025 at 11:00 a.m. in the city council chambers. The public hearing was advertised on the City's website and in the local newspaper. No one attended the hearing from the public. Two City staff members were present.

The second hearing was held on June 24th at 11:00 a.m. in the city council chambers. The public hearing was advertised on the City's website and in the local newspaper. No one attended the hearing from the public. One City staff members was present.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments have been received to date. This section will be updated after 07.24.2025 comments acceptance deadline.

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	City of STAUNTON	Department of Community Development

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

The City, designated a HUD entitlement grantee in 2019, is required by HUD to prepare an Annual Action Plan that meets the Consolidated Plan regulations in order to receive grant program funds. The lead agency responsible for overseeing the development of these plans and reports is the City's Community Development Department.

Consolidated Plan Public Contact Information

Rodney S. Rhodes
Director, Community Development Department
116 W Beverley St
540-332-3862
rhodesrs@ci.staunton.va.us

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(l))

As an Entitlement grantee, the City encouraged a high level of public communication and agency consultation when developing the 2024-2028 Consolidated Plan to demonstrate its commitment to identifying priority needs and engaging the participation of citizens, public agencies, and nonprofit organizations in a positive and collaborative manner. A list of stakeholders was developed for the purpose of developing the Plan, and included affordable housing providers, public agencies and private nonprofit organizations whose missions include the provision of affordable housing and human services to LMI households and persons. In line with the process during the Consolidated Plan, stakeholders were invited to participate in scheduled public meetings held to develop the 2025 Annual Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City participates in the Virginia Balance of State Continuum of Care (BoS CoC) and is a member of one of twelve local planning groups. This local planning group is known as the Valley Homeless Connection (VHC) and encompasses the Cities of Buena Vista, Lexington, Staunton, and Waynesboro, and the Counties of Augusta, Highland, and Rockbridge. Members of the CoC were consulted during the development of the Con Plan to understand how to best address the needs of homeless persons and persons at risk of homelessness. Through its cooperation with the CoC, the City will seek to identify ways to enhance coordination among the assisted housing providers and governmental health, mental health, and service agencies. The City anticipates continuing its coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community. The City continues to fund non-profit organizations that provide services to persons experiencing homelessness and assist with housing stability.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City does not receive ESG funds.

City staff will continue to work with the local planning group of the BoS CoC to undertake the establishment of performance measurements for homeless programs. Members of the CoC provided valuable input during public outreach, plan drafting, and project selection process of the Con Plan. The CoC administers the local HMIS. The VHC recently completed a strategic planning process. The City’s CDBG program administrator participated in the strategic planning retreats.

The City's Citizen Participation Plan allows for citizens, community agencies, and the local CoC to provide input on the use of all funding. Notifications of the public hearings are published in Staunton's newspaper of largest distribution, the News Leader. Information is also made available at the City's office of Community Development and is displayed on the City's website.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	Staunton Redevelopment & Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through stakeholders conversations and a public meeting process.
2	Agency/Group/Organization	City of Staunton Public Works Engineering Office
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This municipal department was consulted through a one-on one meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
3	Agency/Group/Organization	City of Staunton Community and Economic Development
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This municipal department was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
4	Agency/Group/Organization	Valley Program for Aging Services
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through stakeholders conversations and a public meeting process.
5	Agency/Group/Organization	Community Foundation of Central Blue Ridge
	Agency/Group/Organization Type	Regional organization Foundation
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through stakeholders conversations and a public meeting process.
6	Agency/Group/Organization	Valley Supportive Housing
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through stakeholders conversations and a public meeting process.

7	Agency/Group/Organization	Blue Ridge CASA
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through stakeholders conversations and a public meeting process.
8	Agency/Group/Organization	Blue Ridge Legal Services, Inc.
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through stakeholders conversations and a public meeting process.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

All entities were considered for consultation. Broadband providers and Hazard Mitigation entities were consulted during the five year consolidated plan process and did not participate in consultation for this annual plan.

**Other local/regional/state/federal planning efforts considered when preparing the Plan
Narrative (optional)**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	BoS CoC	The CoC Strategic Plans were reviewed.
Capital Improvement Plan	City of Staunton	The City's Capital Improvement Plan, updated in 2025, informed the Strategic Plan sections aimed at public infrastructure improvements.
ALICE Report United Way	United Way Greater Augusta	The goals of the Strategic Plan are aligned with the goals of ALICE, to improve access to opportunity for Staunton residents.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

In April 2020, the City updated the Citizen Participation Plan to include information on how the City will conduct citizen participation in the event of an emergency. For this Annual Action Plan, meetings were held in-person.

Public Hearings—A public hearing was held on May 27h, 2025 at 11:00 a.m.to solicit community needs feedback on the Annual Action Plan development. This hearing was to solicit input from the public on the needs and priorities for the City. Several city staff but no members of the public were in attendance.

A second public hearing was held on June 24th at 11:00 a.m. This hearing presented the draft Annual Action Plan for public comment. City staff but no members of the public were in attendance. Both hearings were advertised in the *News Leader* and on the City’s website in accordance with the City’s Citizen Participation Plan.

The City underwent extensive citizen participation in the development of its 2024-2028 Consolidated Plan, which included stakeholder meetings, public hearings and an online survey. Results from this process outlined the five-year strategic goals for the City of Staunton. The creation of the 2025 Annual Action Plan included a smaller engagement process including discussions with CDBG applicants, City department directors, attendance at CoC meetings, and two public hearings.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	No one from the public attended.			
2	Public Meeting	Non-targeted/broad community	No one from the public attended.			

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Housing Public Improvements Public Services	317,797.00	0.00	0.00	317,797.00	953,391.00	The estimated expected amount available for the remainder of the Con Plan is three times the 2025 annual allocation.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Over the next four years, Staunton will attempt to leverage its CDBG allocations with federal and other public resources, as well as private sector funding sources, to address the City's housing and community development needs. The City will continue to partner with other public agencies and non-profit organizations, when feasible, to leverage resources and maximize outcomes in providing the housing and supportive services needs of the community.

The City annually provides general fund dollars to organizations that provide housing and/or supportive services to area residents, including LMI

households. The City will continue this practice to maximize its CDBG investments.

The non-profit organizations funded through the CDBG program have additional financial capacity through foundations, fundraising campaigns, and other grants. The City's allocation of federal funds provides these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

During FY2025 the City will be assessing potential blighted properties that might that may also include derelict structures that could be rehabbed and potentially used for housing.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Access to and Quality of Housing	2024	2028	Affordable Housing Public Housing	City-Wide	Increase Access to Affordable Housing	CDBG: \$130,000.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 75 Households Assisted Homeowner Housing Rehabilitated: 4 Household Housing Unit
2	Provide Public Services	2024	2028	Homeless Non-Homeless Special Needs	City-Wide	Housing and Services to Decrease Homelessness Provide Public Services	CDBG: \$47,640.00	Public service activities other than Low/Moderate Income Housing Benefit: 105 Persons Assisted
3	Slum and Blight Removal	2024	2028	Non-Housing Community Development	City-Wide	Slum and Blight Removal	CDBG: \$76,598.00	Buildings Demolished: 2 Buildings
4	Planning and Administration	2024	2028	Non-Housing Community Development	City-Wide	Planning and administration	CDBG: \$63,559.00	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Access to and Quality of Housing
	Goal Description	
2	Goal Name	Provide Public Services
	Goal Description	
3	Goal Name	Slum and Blight Removal
	Goal Description	
4	Goal Name	Planning and Administration
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

The following project information for FY 2024 provides a comprehensive overview of CDBG activities.

Projects

#	Project Name
1	Blue Ridge Legal Services
2	VPAS - Meals on Wheels
3	VPAS - Senior Transportation Program
4	Blue Ridge CASA
5	Valley Mission
6	Valley Supportive Housing
7	Renewing Homes of Greater Augusta (RHGA)
8	Staunton Redevelopment Housing Authority
9	Blight Removal - Spot Basis
10	Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Staunton has directed its FY 2024 CDBG activities to low/moderate income neighborhoods where concentrations of poverty, deteriorated infrastructures and community facilities, and poor housing conditions are most prevalent.

The following are obstacles to meeting underserved needs in the City:

- The portion of funding allowed to be allocated to public services is not sufficient to meet the needs of those who utilize those public services.

As the population of Staunton continues to grow, continuing limitations on affordable housing will become a major barrier.

AP-38 Project Summary

Project Summary Information

1	Project Name	Blue Ridge Legal Services
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$7,940.00
	Description	Provide free legal assistance to low-income residents of Staunton in various types of civil legal matters. The project will focus on providing assistance to low-income residents facing eviction, foreclosure, and other critical housing matters. BRLS will also provide assistance on legal issues such as domestic violence and other family disputes, access to affordable health care, eligibility for various governmental assistance programs for the poor, and other issues impacting the elderly poor and those with special needs.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	We estimate that these funds will cover the costs of providing free civil legal assistance to approximately 10 additional residents (and members of their households, up to 30 or more) of Staunton facing critical legal issues. The individuals that will benefit from these services are residents of Staunton in the greatest socioeconomic need who cannot afford the services of a private attorney.
	Location Description	Citywide
	Planned Activities	BRLS will provide free legal assistance to the low-income residents of Staunton dealing with critical legal matters, such as eviction, foreclosure, and other housing-related matters. The project will improve access to housing for low-income residents of the City and help to alleviate the threat of homelessness in Staunton. Additionally, our staff attorneys will also provide free legal assistance to low-income residents in cases such as unemployment claims, debt and consumer-related issues, domestic violence, and more. The services provided over the project year will range from legal advice and performing a brief service, to direct representation and extensive services. Our legal assistance will result in improved housing and living conditions, and/or direct financial benefit, for the majority of the clients we represent with the funding.

2	Project Name	VPAS - Meals on Wheels
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$7,940.00
	Description	This program provides a nutritious hot meal delivery to frail, older Staunton residents who are at nutritional risk. Individualized plans of care are developed following comprehensive in-home assessments. Additionally, clients receive disease prevention, health promotion, and public information education and support.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in this program year = 35 low-income seniors.
	Location Description	Citywide
	Planned Activities	This program provides a nutritious hot meal delivery to frail, older Staunton residents who are at nutritional risk. Individualized plans of care are developed following comprehensive in-home assessments. Additionally, clients receive disease prevention, health promotion, and public information education and support.
3	Project Name	VPAS - Senior Transportation Program
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$7,940.00

	Description	VPAS Senior Transportation Program (STP) provides transportation services to Staunton residents 60 years and older and those under 60 with a disability to medical and other life necessary destinations when there is no other reliable or affordable transportation option available to them. Almost all VPAS riders are unable to use public transportation for a variety of reasons including needing general mobility assistance or having cognitive impairments that prevent them from successfully navigating public transportation on their own.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in this program year = 30 low-income seniors.
	Location Description	City-wide
	Planned Activities	Transportation vouchers or services will be provided to seniors with disabilities to help them get to medical appointments and other destinations.
4	Project Name	Blue Ridge CASA
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$7,940.00

	Description	Abused and neglected children served by a CASA volunteer are 50% more likely than other abused children to stay at the home where they are placed at the end of the Court process. The stability and quality of their housing conditions increases significantly because of their CASA Advocates work. Blue Ridge CASA is the only private independent organization that has eyes on abused and neglected children and their housing conditions. Legally, we are the only non-profit able to access the child's records, talk to the people in their lives, and develop a relationship with the child, then report crucial information to the Judge, the sole institutional decision-maker regarding an abused or neglected child's final destination. One core goal of CASA's advocacy is to obtain a stable home. Our Children are not in control of where they live. They depend on their parents, caretakers, and public institutions to make those choices. They are removed by DSS and the Court from inadequate (unsafe, unhealthy) housing into temporary housing (foster care). CASA's work on their cases is focused on the goal of a permanent placement which is the technical phrase we use for stable housing. CASA Advocates investigate the circumstances and quality of their original home and any potential new home for these children. With a CASA, children are significantly more likely to end up in a safe, stable home and 50% less likely to re-enter the child welfare system.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	The proposed activities will directly benefit at least 25 low-income children living in unstable and inadequate housing conditions who have been victims of abuse or neglect. The proposed activities will also directly benefit up to 12 trained volunteer Advocates assigned to these cases.
	Location Description	Multiple locations throughout the city of Staunton, including the CASA office at 119 W. Frederick St.
	Planned Activities	To assist children experiencing abuse and neglect through increased child advocacy services that will maintain the Staunton Advocate Manager position who trains and supervises the volunteer advocates. (Abused children are a presumed group by HUD to have low incomes.)
5	Project Name	Valley Mission
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Increase Access to Affordable Housing Housing and Services to Decrease Homelessness Provide Public Services

	Funding	CDBG: \$7,940.00
	Description	Formally homeless individuals who move into housing within Staunton City limits after exiting Valley Mission will be assisted with approximately \$1,000 each initial housing support or other funds necessary to facilitate moving into safe, affordable, permanent, and appropriate housing.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Depending on the needs of each person and the cost of the housing at the time, anywhere from 4 individual families/clients can be assisted with these funds. All clients would be immediately formerly homeless and meet low-income requirements as set forth by the Federal Poverty Level guidelines.
	Location Description	Citywide
	Planned Activities	To assist Valley Mission clients transition to permanent housing with rental support, utilities support, deposit, housing applications, and document fees. (Homeless persons are a presumed group by HUD to have low incomes.)
6	Project Name	Valley Supportive Housing
	Target Area	City-Wide
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Increase Access to Affordable Housing Housing and Services to Decrease Homelessness
	Funding	CDBG: \$7,940.00
	Description	Valley Supportive Housing provides permanent supportive housing to homeless individuals or those at risk of homelessness.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	68 tenants are to be served through the Tenant Sustainability Coordinator
	Location Description	Citywide

	Planned Activities	To help support the position of Tenant Sustainability Counselor. This position serves as the interface between the 68 tenants of VSH and their VCSB case manager and the community, as well as providing emotional support when needed. The Tenant Sustainability Counselor's role is to assist tenants in developing skills to care for themselves and their homes and integrate into the community. (Homeless persons are a presumed group by HUD to have low incomes.) CDBG funding will pay for a partial amount of the Tenant Sustainability Counselor's position.
7	Project Name	Renewing Homes of Greater Augusta (RHGA)
	Target Area	City-Wide
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$65,000.00
	Description	The scope of this project would include roof replacement and other critical home repair for low-income homeowners (primarily seniors and/or persons with disabilities).
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	4 households will benefit from the proposed activity.
	Location Description	City-wide
	Planned Activities	RHGA has received allocations in past years and done much needed home repairs, roof replacements, and accessibility modifications to homes owned by the elderly and people with disabilities with low-to-moderate incomes who are unable to afford to make these repairs themselves. The benefits of these projects are that they help preserve the City's housing stock and keep people in their homes. RHGA has asked for additional funding because of the tremendous need for their services. The work they do is vital to the City. They have administered previous projects properly and been good stewards of the funding.
8	Project Name	Staunton Redevelopment Housing Authority (SRHA) Buildings and Facility Improvements Project
	Target Area	Apartment Buildings owned by SRHA
	Goals Supported	Improve Public Facilities and Infrastructure

	Needs Addressed	Improve Apartment Units Facilities and Infrastructure
	Funding	CDBG: \$\$65,000.00
	Description	Funding will be used to improve existing apartments for people with low-to-moderate incomes including seniors and persons with disabilities.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 75 households will benefit from the proposed activity.
	Location Description	Elizabeth Miller Gardens and Farrier Court Apartment Complexes owned by the SRHA
	Planned Activities	Funding will be used to upgrade and/or replace exciting infrastructure, facilities, and utilities within individual apartments to make them more energy efficient and cost-effective for the residents.
9	Project Name	Blight Removal - Spot Basis
	Target Area	City-Wide
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Slum and Blight Removal
	Funding	CDBG: \$75,598.00
	Description	This spot removal of blighted properties will remove any public health hazards caused by homes that are in violation of City building ordinances and potentially dangerous to inhabitants. It will also provide space for any future housing development or otherwise productive use.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	The funding will allow for 2 demolitions
	Location Description	Citywide (case-by-case evaluation)
	Planned Activities	This funding will provide for the demolition of 2 blighted properties.

10	Project Name	Administration
	Target Area	City-Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and administration
	Funding	CDBG: \$63,559.00
	Description	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City-wide
	Planned Activities	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons.

Geographic Distribution

Target Area	Percentage of Funds
City-Wide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Staunton does not allocate funds by target areas. Rather, the City allocates funds based upon the priorities that have been identified by citizens participating in the public input process and through the regular planning contacts made with elected officials and staff. The City will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City will use its federal funds to provide affordable housing by providing funds to rehabilitation existing units.

The special needs population will be served through grants to local service providers. The homeless population will be served through assistance grants to local service providers

One Year Goals for the Number of Households to be Supported	
Homeless	4
Non-Homeless	184
Special-Needs	0
Total	188

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	4
The Production of New Units	0
Rehab of Existing Units	79
Acquisition of Existing Units	0
Total	83

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

As of 2016, Staunton Redevelopment and Housing Authority (SRHA) converted all of its public housing units into project-based Section 8 units under the Rental Assistance Demonstration Program. SRHA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five-bedroom townhouses. Rent is based on income and utilities are included.

A substantial amendment was made to reassign a previous year's funds to an HVAC replacement project for Elizabeth Miller Gardens, which was built during the 1980s. This project will greatly benefit residents of the 88 units in this building, keeping them safe during summer heatwaves which are only becoming more frequent.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

SRHA converted all of its public housing units into Section 8 units under the Rental Assistance Demonstration Program. As of 2025, SRHA is part of the HUD "Moving To Work" Demonstration Program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

SRHA is not designated as troubled.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

As a participant in the Virginia Balance of State Continuum of Care (BoS CoC), the City is a partner in addressing homelessness and the priority needs of homeless individuals and families, including homeless subpopulations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The BoS CoC has an established Coordinated Entry System, which offers a central point of entry for households experiencing homelessness or at-risk of homelessness. During an initial phone call, a housing counselor asks questions that will help determine eligibility for services with local agencies. The BoS CoC uses two assessment tools for prioritization of services. Prevention assessment: The BoS created a prevention prioritization tool that includes both homeless vulnerability and housing barriers. Once a household's housing crisis is triaged and it is determined that the household is at imminent risk of homeless (14 days or less), then the coordinated entry staff will conduct the prevention prioritization assessment. Based on eligibility and assessment score prevention providers are guided on service needs of households. The BoS CoC uses the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) as the common standardized assessment tool for those who are literally homeless. This assessment is conducted no more than 3 to 5 days after the household has been referred to shelter or once an outreach worker is able to establish rapport with an unsheltered or un-engaged household.

Each January, the CoC conducts a Point-in-Time (PIT) count of the City's sheltered and unsheltered homeless to ascertain the number and characteristics of the homeless population and to assess their needs. Staunton's continued participation in the PIT study will give the City the ability to collect information to be used in setting priorities, written standards, and performance measures for the area.

Addressing the emergency shelter and transitional housing needs of homeless persons

In the 2024-2028 program years, the City will continue to support Valley Mission, which offers emergency shelter and services for homeless individuals and families. In 2025, Valley Mission will receive \$7,940.00 to provide subsistence payments to assist 4 homeless individuals more into safe housing.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will maintain coordination and collaboration with local non-profit agencies serving the

homeless population. The City will continue to use its entitlement grant funds to assist non-profit organizations that serve homeless individuals and families in Staunton.

Valley Mission uses CDBG funds to assist formally homeless households' transition into safe, permanent housing. Blue Ridge Legal Services will also receive funding to assist households with free legal services to reduce the threat of homelessness in the City by using the courts to prevent evictions or foreclosures and keep City residents in their homes.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue to use its entitlement grant funds to assist non-profit organizations that serve homeless individuals and families in Staunton.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Staunton has prepared an Analysis of Impediments to Fair Housing Choice to satisfy requirements of the Housing and Community Development Act of 1974, as amended, in 2020. This act requires that any community receiving Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds affirmatively further fair housing.

A summary of the impediments to fair housing choice that emerged from the data analysis, public engagement initiatives, and policy review were identified. They are the results of primary and secondary research that define the underlying conditions, trends, and context for fair housing planning in Staunton. The impediments were assigned three priority levels based on the amount and strength of the supporting evidence that initially identified the factor:

- High – factors that limit or deny fair housing choice or access to opportunity, as well as other factors that are urgent or establish a foundation for future actions
- Medium – moderately urgent or building on prior actions
- Low – limited impact on fair housing issue

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Impediment: Location and type of affordable housing

The City and other local organizations should address the diverse housing needs for the City's various subpopulations, including low-and moderate-income households, persons with disabilities, and large families. They will do so by Continuing to invest in housing in a wide geographic area throughout the City. This will be measured by the number of affordable units created/rehabilitated by location and unit type. The City should expand affordable housing in areas of higher opportunities.

The City is in the process of creating a Housing Strategy to guide its role in housing services in the Community.

Impediment: Lack of policies and procedures related to fair housing.

During FY2020, the City created an Anti-Displacement and Relocation Plan in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325.

The City plans to update its Analysis of Impediments to Fair Housing during the 2024-2028 Consolidated Plan period.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The following information illustrates other actions that Staunton will take to address its priority needs.

Actions planned to address obstacles to meeting underserved needs

The primary impediment to the City's ability to meet underserved needs is the limited amount of funding to address identified priorities. The City will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

Programs funded through the CDBG program will assist the elderly and children living in unstable and inadequate housing conditions, who have been victims of abuse or neglect.

Actions planned to foster and maintain affordable housing

The City will continue to support its goals of maintaining and expanding affordable housing. In FY 2025, the City has 5 low income housing apartment complexes within its boundaries. These apartments are funded from a variety of sources including HUD, Section 8, VA Housing Authority, local public housing, non-profit senior and family low-income apartments, as well as apartments funded through Low Income Housing Tax Credit programs.

The City will utilize CDBG funds to Renewing Homes of Greater Augusta, which provides assistance to low-income and vulnerable homeowners to complete expensive critical repairs that would ensure the safety of their homes.

Actions planned to reduce lead-based paint hazards

The City will work with other parties to achieve cost effective methods for controlling these hazards through the following:

- As part of its code enforcement efforts, Staunton's building code department will continue to educate City residents about lead paint hazards.
- Properties will be made lead safe during renovation of older residential units.
- The City will continue to monitor Virginia Department of Health reports regarding Staunton children with elevated blood lead levels.

Actions planned to reduce the number of poverty-level families

The City will collaborate with human service, social service, and economic development agencies and organizations to facilitate their efforts and maximize their resources to provide quality services to low-income residents to help them improve their incomes.

The Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW) is the community action agency designated in July 2009 by Virginia's governor to serve the citizens of Augusta County, the

City of Staunton, and the City of Waynesboro. CAPSAW administers funds made available annually to designated community action agencies through the Federal Community Services Block Grant, the State Community Services Block Grant, and Federal Temporary Assistance to Needy Families (TANF) funds, along with required match funds provided by each of three localities.

Actions planned to develop institutional structure

Although the City feels that the existing institutional structure is sufficient for carrying out activities to address identified community development needs, the City's Housing Planner and Grants Coordinator who administers the CDBG program plans to continue to strengthen its working relationships with local social service agencies. public and non-profit agencies that are critical to the institutional structure must work cooperatively, and agency staff have the ability and expertise to deliver services efficiently and effectively, often with years of expertise in their respective fields.

Actions planned to enhance coordination between public and private housing and social service agencies

The City plans to improve coordination among its partners to promote a broadly shared understanding of community needs, collaborative, and complementary approaches to addressing needs, and responsiveness to changes in conditions.

The City anticipates coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community. The City will also continue to coordinate its housing efforts with SRHA.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
AUTHORIZING THE ADOPTION OF THE FY2025 ANNUAL ACTION PLAN
FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND THE
SUBSTANTIAL AMENDMENT OF THE 2024-2028 CONSOLIDATED PLAN
AND 2024 ANNUAL ACTION PLAN OF THE U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT FOR THE CITY OF STAUNTON AS
A HUD ENTITLEMENT COMMUNITY**

Recitals

A. Under Title I of the Housing and Community Development Act of 1974, as Amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to communities in the elimination or prevention of slums or urban blight, or activities which will benefit low- and moderate-income persons, or other urgent community development needs;

B. On February 26, 2019, the City of Staunton (City) received official confirmation from the U.S. Department of Housing and Urban Development (HUD) that it had been designated as a new entitlement community, and under this designation the City receives annual allocations from HUD, starting with the federal fiscal year 2019;

C. HUD has advised the City that the FY 2025 Entitlement amount for CDBG funds will be \$317,797; and

D. This is the City's seventh year of such designation and in accordance with the federal regulations at 24 CFR Part 91, an Annual Action Plan must be prepared and adopted by City Council;

E. The City of Staunton has prepared an Annual Action Plan for the FY 2025 funding year, which assesses the housing and community development needs in Staunton;

F. The City of Staunton also wishes to to amend the 2024 – 2028 Consolidated Plan and FY 2024 Annual Action Plan to change the project of the Staunton-Augusta-Waynesboro Habitat from infrastructure at the A Street Project to providing staff labor to assist Renewing Homes of Greater Augusta in their rehabilitation work of homes belonging to persons with low incomes who are elderly and/or have disabilities;

G. The draft FY2025 Annual Action Plan and the Substantial Amendment to the 2024-2028 Consolidated Plan and 2024 Annual Action Plan was on public display and the City held two public hearings on CDBG eligible activities and the draft plan. Various agencies, groups, and citizens were provided the opportunity to comment and provide input in the preparation of the draft documents. This matter has been properly advertised, heard, and considered.

47 H. These recitals are an integral part of this resolution.
48

49 **NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of
50 Staunton, Virginia that:
51

52 1. The FY2025 Annual Action Plan for the Community Development Block
53 Grant Program and the Substantial Amendment to the 2024-2028 Consolidated Plan and
54 2024 Annual Action Plan of the U.S. Department of Housing and Urban Development for
55 the City of Staunton as a HUD Entitlement Community is hereby **APPROVED** and
56 **ADOPTED**.
57

58 2. City Council **AUTHORIZES** and **DIRECTS** the City Manager to
59 execute any sub-recipient agreements and associated documents with agencies
60 recommended to receive HUD Community Development Block Grant Program funds.
61

62 Adopted this 24th day of July, 2025.
63
64
65

66 _____
67 Michele D. Edwards, Mayor
68

69 Attest: _____
70 Kiley A. Kesecker, Clerk of Council