

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
September 25, 2025
5:00 p.m.**

- | | | |
|------------------|-----------|---|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:05 p.m. | 2. | Update of Benefits Provided by Shenandoah Valley Department of Social Services |
| 5:20 p.m. | 3. | Introduction and Discussion of Commercial Property Assessed Clean Energy Program |
| 5:45 p.m. | 4. | Update on Tunnel and Street Repairs at the Wharf (Johnson St., Byers St., New St.) and Longer Term Flood Mitigation Considerations |
| 6:35 p.m. | 5. | Closed Meeting for Consultation with Legal Counsel (Includes Dinner Break Until Regular Meeting at 7:00 p.m.) |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
September 25, 2025
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Campbell

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes

Work Session and Regular Meeting of September 11, 2025

A.2. Annual Report on Disposition of Surplus Property

A.3 Consideration of Proclamation to be Presented in Council Chambers at the October 9, 2025 City Council Meeting—Mary Baldwin University's Virginia Women's Institute for Leadership 30th Anniversary

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

B. Public Hearing on Amendments to City of Staunton Enterprise Zone Boundary and Incentives*

C. Public Hearing for Ordinance to Amend the FY2026 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One*

D. Discussion of Preliminary FY2025 Financial Results and Year End Carryover

E. Review and Approval of FY 2027 Budget Calendar

F. Consideration of Resolution Establishing the Percentage of Relief at 33% for Purposes of the Personal Property Tax Relief Act (PPTRA)

Matters from the City Manager

Matters from the Public*

Adjournment

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

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 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:	September 25, 2025	Amber Bokelman Assistant Director of Benefit Programs, Shenandoah Valley Department of Social Services Amanda Kaufman Assistant City Manager
Item #	2	
Department:	Shenandoah Valley Department of Social Services	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Update of Benefits Provided by Shenandoah Valley Department of Social Services	

Background: Amber Bokelman, Assistant Director of Benefit Programs for the Shenandoah Valley Department of Social Services, will provide an update on the status of the SNAP and Medicaid programs, including the local utilization of these programs.

Attachment: Not applicable.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	Amanda DiMeo Economic Development Director
Item #	3	
Department:	Economic Development	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Economic Development	
Subject:	Introduction and Discussion of Commercial Property Assessed Clean Energy Program	

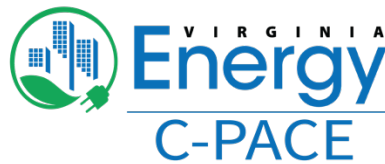
Background: Commercial Property Assessed Clean Energy (C-PACE) is an alternative source of financing available for commercial properties (i.e., all properties excluding 1- to 4-unit residential dwellings). Property owners can use C-PACE financing to cover 100% of the costs of projects for energy efficiency, water conservation, renewable energy generation, and resiliency upgrades. C-PACE financing includes all equipment, materials and labor costs, as well as indirect services and fees. No public dollars or taxpayer funds are used in C-PACE financing. Property owners repay the financing through a special assessment that is added to their property tax bill. If the property owner sells the property, the balance of the assessment remains with the property and seamlessly transfers to the new owner. C-PACE financing makes it easy for property owners to make improvements by eliminating upfront capital costs, providing competitive long-term financing for long-term capital improvements, and allowing property owners to transfer repayment obligations to a new owner upon sale.

Attachment: C-PACE Fact Sheet

City Manager Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard



The Virginia C-PACE Program: A New Tool for Economic Development

The Virginia Commercial Property Assessed Clean Energy (C-PACE) Program is a powerful new financing tool designed to spur economic development across the Commonwealth. Sponsored by the Virginia Department of Energy and administered by the Virginia PACE Authority (VPA), a 501(c)(3) nonprofit, this program offers a unique and highly attractive way to fund commercial building improvements and new construction.

Key Advantages for Building Owners and Developers

C-PACE provides 100% financing from private capital providers for a wide range of building efficiency, resilience, and renewable energy projects. This includes everything from HVAC and insulation to solar panels, stormwater management, flood mitigation, and even fixed manufacturing equipment and asbestos remediation.

Unlike conventional commercial loans, C-PACE financing offers several key benefits:

- **Long-Term, Non-Recourse Funding:** Loans are fixed for terms of 25-30 years and are completely non-recourse to the borrower.
 - **A Solution for the Capital Stack:** C-PACE can fill a critical gap in a project's capital stack, replacing more expensive and complex funding sources like mezzanine debt and equity.
 - **Flexibility and Lower Costs:** For new developments, C-PACE covers both hard and soft costs and offers significant flexibility with loan payments, often deferring interest for multiple years during construction and stabilization. This lowers the overall cost of capital, which can boost a project's internal rate of return (IRR) and return on equity (ROE).
 - **Compatibility with Other Incentives:** The program can be combined with other public or private incentives, such as historic or renewable tax credits, utility rebates, and grants, without complicating the project's financial structure.
 - **Retroactive Funding:** Even projects completed within the last two or three years can qualify for C-PACE financing as long as the measures are still eligible. This assists property owners whose projects may be taking longer to stabilize, need to fund interest reserves and/or need to pull out cash to fund operations.
-

A Risk-Free Opportunity for Jurisdictions

For localities, adopting C-PACE is a straightforward way to add a valuable tool to their economic development toolbox without using any public funds or impacting the jurisdiction's bond rating.

The program is designed to be low-risk and low-effort for local governments:

- **Zero Liability:** Jurisdictions are indemnified from any liability or risk related to the project or the borrower. The risk is borne by the borrower, the capital provider, and, to a limited extent, the VPA.
- **Minimal Staff Time:** The VPA handles all project-related tasks, including the approval of legal, technical, and administrative documents. A locality's staff is only needed to assist with the initial opt-in process and review a few legal documents at each loan closing.
- **Proven Success:** So far, four projects totaling over \$16 million have already been closed in four different localities, and the VPA has a pipeline of approximately \$150 million in projects. Over 21 jurisdictions, representing more than 50% of the state's population, have already joined the program, including large metro areas and more rural counties.

Localities are comfortable enabling C-PACE because of the limited role required of their staff in program adoption and management.

Contact Us

Abigail Johnson, Executive Director, VPA abby@virginiapace.com

757-603-3555

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	Leslie Beauregard City Manager Lyle Hartt City Engineer Susan Wilson Transportation Planner Willow Hughes Environmental Programs Manager
Item #	4	
Department:	City Manager’s Office Public Works/Engineering Environmental Division/Community Development	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Infrastructure; Responsive, Efficient Government	
Subject:	Update on Tunnel and Street Repairs at the Wharf (Johnson St., Byers St., New St.) and Longer Term Flood Mitigation Considerations	

Background: In August 2020, two devastating floods, two weeks apart, impacted the City of Staunton, principally areas in downtown and at the Wharf. The follow up flood mitigation actions taken by the City as a result of the floods, including a summary of updates from events earlier this year, can be found in **Attachment 1**.

Tunnel and Street Repairs

As reported at the April 10, 2025 City Council meeting, the engineering firm of Wiley|Wilson, pursuant to a contract with the City, has concentrated their design on three areas of immediate, high-impact repairs (**Attachment 2**), as reported at the April 10 City Council meeting:

- Tunnel beneath **Byers Street**

- Tunnel beneath **West Johnson Street**
- Tunnel beneath **New Street**

The repair goals, as stated then, are manifold and include:

- public safety first
- minimizing disruption to the Wharf area as much as possible
- being cost-effective
- offering long-term solutions
- getting downtown streets fully functional again

Given the challenging and complex conditions, utility coordination, and required environmental permitting, it's taken a bit over six months to have a design ready for the City to issue an Invitation for Bids for repair work. Wiley|Wilson had to design for a literal top-down approach (come down through the road surface), the relocation of gas, water, sewer, and electric lines, and the replacement of tunnel walls and roof with reinforced concrete. The overall project is very complicated and has needed the time in order to create a design that will correct the issues and get the impacted streets back to full functionality.

Timeline

The timeline is still being finalized, but preliminarily and broadly, below is when each of the phases of construction and repair is anticipated to occur:

- Tunnel beneath **Byers Street** – January 2026 – May 2026
- Tunnel beneath **West Johnson Street** – May 2026 – April 2027
- Tunnel beneath **New Street** – Spring 2027 (following the completion of West Johnson Street repairs)

The City plans to advertise for bids for all three phases in early/mid October 2025, with the intent of being under contract by December 2025.

Integral Considerations Before and During Construction

For each of the considerations below, staff has begun and continues to work on and solidify plans that will be in place before and during all construction phases.

1. **Parking Plan** – Each phase will have challenges of reducing on-street and surface lot parking in the Wharf (for Byers Street and Johnson Street repairs) and the RMA lot (for New Street repairs). It will be very important to make sure that parking is accessible, available, and easy to find during construction.
2. **Detours** – The Invitation for Bids will include a draft detour plan that accommodates important considerations for the City, including ensuring all directions of travel have a way around the closures and can access parking near the closure areas, and truck traffic is routed to streets that can accommodate their larger size and turning movements. This will also include close coordination with our partners, including the BRITE system, our first responders and rescue squad, and making sure that Google Maps, WAZE and other map applications are current and up to date.
3. **Wayfinding and Signage** – It will be critical to have in place effective wayfinding and

signage not only to direct detours, but to direct those visiting downtown. Signage must be clear about parking, where foot traffic can access, and that businesses in and around the Wharf are open to the public.

4. **Pedestrian Access** – The Wharf placemaking that is already starting to take shape will stay in place during construction phases, and the area will continue to be an inviting place for pedestrians to travel through to get to Wharf businesses and to gather. The goal will be to limit confusion as much as possible for accessing Wharf businesses by foot.
5. **Feedback From and Support of Businesses** – We recognize that this will impact businesses that sit specifically within and around the Wharf footprint. In April, the City first brought together Wharf stakeholders to start to discuss and share information on the ongoing changes in the Wharf District and the challenges this will present to all businesses in the area. Rather than facing these challenges alone, we believe a proactive and unified approach is more effective and that a working group will help the City focus on practical solutions to the challenges leading up to and during construction. At that initial meeting, it was communicated to the group that we hope these meetings will accomplish the following:
 - Discuss the current challenges and provide relevant updates
 - Establish a direct line of communication for Wharf business owners and community
 - Collect insights on the current situation and needs
 - Establish a framework for ongoing collaboration

The stakeholder group met again in July and September, and will continue to meet before and during construction phases.

6. **Plan of Communication** – The City will maintain transparent, ongoing communication throughout the Wharf Tunnel Repairs project through multiple channels. A dedicated [project page](#) on the City website will serve as the central hub for information, featuring project timelines, progress updates, construction photos, and answers to frequently asked questions. Leading up to each construction phase, the City will issue news releases detailing upcoming work, expected duration, and any impacts to traffic flow, parking availability, and pedestrian access. These updates will be distributed to local media and shared on the City's social media channels for broader reach.

Phase I – Byers Street Repairs

The first phase will be to repair the tunnel section under Byers Street. so that the street can be reopened to all modes of transportation and act as a detour when the work occurs on Johnson Street. **Attachment 3** is the Byers Street traffic plan as presented by Wiley|Wilson. The entirety of the eastern portion of the Wharf parking lot will be closed, which means no vehicles will be able to enter onto Byers St. from Johnson St. And while much of the on-street parking on Byers St. will remain, some spaces may need to be closed off. There is a private residence with a driveway accessing their property on Byers St., and those property owners will maintain access during construction.

Daylighting the Wharf – Longer Term Considerations and Feasibility Study

As reported at the April 10, 2025 City Council meeting, the current activities and repairs mentioned above are independent of any possible daylighting of the creeks at the Wharf. The FY 2026 Capital Improvement Plan includes \$30,000 to study feasibility of daylighting the creeks. However, staff has revisited this because this is not enough funding to fully study options for daylighting sections of the Wharf. Staff received a revised estimate of \$166,000 and will provide information on six different daylighting feasibility study scenarios (**Attachment 4**).

These scenarios will include reviews of repairing the damaged tunnel, daylighting the streams in a natural channel, and daylighting the streams in a concrete channel. Stormwater modeling scenarios for the 2-, 10-, 25-, and 100-year storms with and without downstream restrictions, as well as an estimate for probable construction costs, will be provided for each scenario. Currently, the consulting engineers do not believe daylighting will yield a large flood relief benefit. However, the issues in the tunnels need to be addressed, and this study would help staff and Council determine which path forward is most suitable for the City's priorities for the Wharf and for downtown in general.

Attachments:

Attachment 1—Background: Recent History of Flooding in The Wharf, Remediation Efforts and Response to Tunnel Structural Issues

Attachment 2—Map of Areas of Immediate Repair

Attachment 3—Traffic Plan for Byers Street

Attachment 4—Daylighting Study Proposal

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Background

Recent History of Flooding in The Wharf, Remediation Efforts, and Response to Tunnel Structural Issues

In August 2020, two devastating floods, two weeks apart, impacted the City of Staunton, principally areas in downtown and at the Wharf.

At the **September 10, 2020** City Council meeting, staff briefed City Council. A main takeaway from that meeting was that City staff, wanted to commence urgent exploration of measures to improve the City's flood resilience. And at that meeting, staff was directed to engage a consultant to perform a hydrologic and hydraulic study of the city and present possible mitigation projects that could alleviate future flooding.

Staff returned to City Council on **May 27, 2021** with the findings of the hydrologic and hydraulic study conducted by Wiley|Wilson. Most of the potential solutions presented were determined to not be feasible to pursue. Examples of impractical solutions included removing historic buildings that sit over the creeks, entirely replacing sections of the tunnel, adding additional tunnels, building a stormwater pump station, and creating flood control ponds. The projects that would provide the most benefit were estimated to cost the City as much as \$62M.

- **Wiley|Wilson Flood Study**
<https://www.ci.staunton.va.us/home/showpublisheddocument/10330/637649730592370000>
- **Flood Study Appendix**
<https://www.ci.staunton.va.us/home/showpublisheddocument/10334/637649734860730000>
- **May 27, 2021 Presentation**
<https://www.ci.staunton.va.us/home/showpublisheddocument/10177/637577897268930000>.

Many of the engineered solutions presented in the study, while effective, were not achievable, given the city's limited fiscal resources. A team was assembled from various city departments and outside agencies to undertake a holistic approach to the problem. The team considered the study recommendations and other non-engineering solutions, and evaluated each based on the costs, effectiveness, and speed of implementation.

The team determined that it is impractical to entirely eliminate the impacts of events such as those that occurred in August 2020, but those impacts can be reduced and flood resiliency can be increased. At the **August 26, 2021** City Council meeting, staff returned with more feasible recommendations, specifically related to tunnel maintenance and improvements.

- **August 26, 2021 Briefing Memo—Possible Flood Mitigation Strategies**
<https://www.ci.staunton.va.us/Home/Components/MeetingsManager/MeetingAgenda/ShowPrimaryDocument/?agendaID=704&isPub=True&includeTrash=False>

Following this update and discussion, City Council made the decision to allocate a portion of American Rescue Plan Act funds towards flood mitigation efforts, which included **the study/design of addressing tunnel maintenance.**

The City of Staunton contracted with Wiley|Wilson in September 2024 for the tunnel maintenance study. The scope of work included a survey of the tunnel, hydraulic modeling updates, structural analysis of the tunnel, and design and preparation of contract documents for debris removal. One of the primary purposes of the updated modeling is to evaluate the conditions where Gum Spring Branch (often referred to as Peyton Creek) and Lewis Creek run underground. As structural engineers began to explore the tunnels, they identified some areas of concern with the structural integrity of the tunnel in several specific locations, primarily around the Wharf. At their strong recommendation, and out of an abundance of caution, on Friday, March 7, 2025, the city decided to limit traffic above those sections of the tunnel, which included limiting parking in the Wharf, closing a large section of Byers Street and blocking off the Police Department entrance to the Johnson Street Parking Garage.

City staff updated City Council on the situation and immediate response at the **March 13, 2025** City Council meeting, and returned on **April 10, 2025** with additional information on the structural issues, including photos of the impacted areas, the repair assessment and challenges, and news that no other areas of concerns had been identified in completion of the tunnel survey. Though, it was at this meeting that New Street was revealed to be an additional area that needed to be addressed and several parking spaces were blocked off as a result.

March 13, 2025

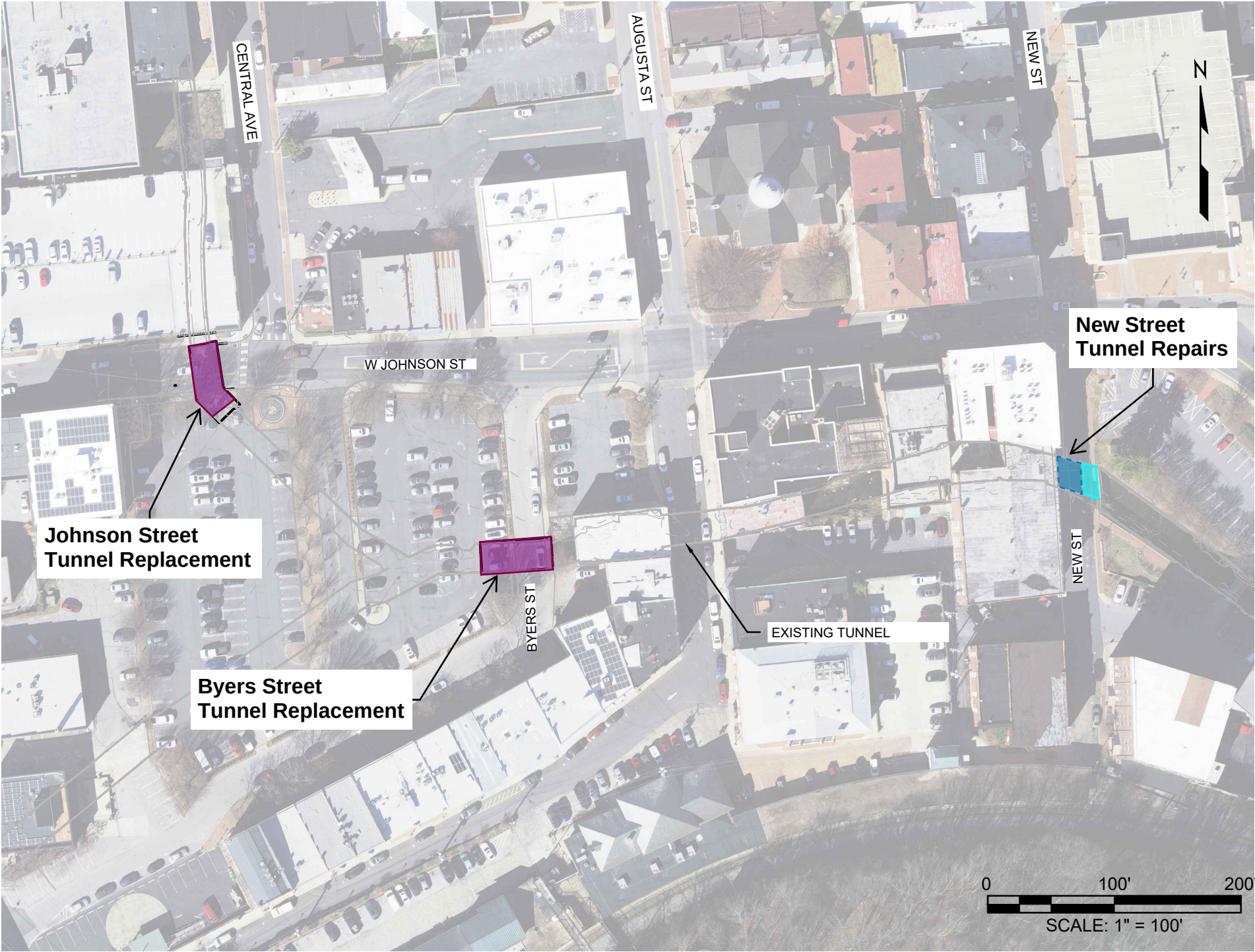
- Staff Presentation
<https://www.ci.staunton.va.us/home/showpublisheddocument/12929/638774855050700000>
- Briefing Memo
<https://www.ci.staunton.va.us/Home/Components/MeetingsManager/MeetingAgenda/ShowPrimaryDocument/?agendaID=1591&isPub=True&includeTrash=False>

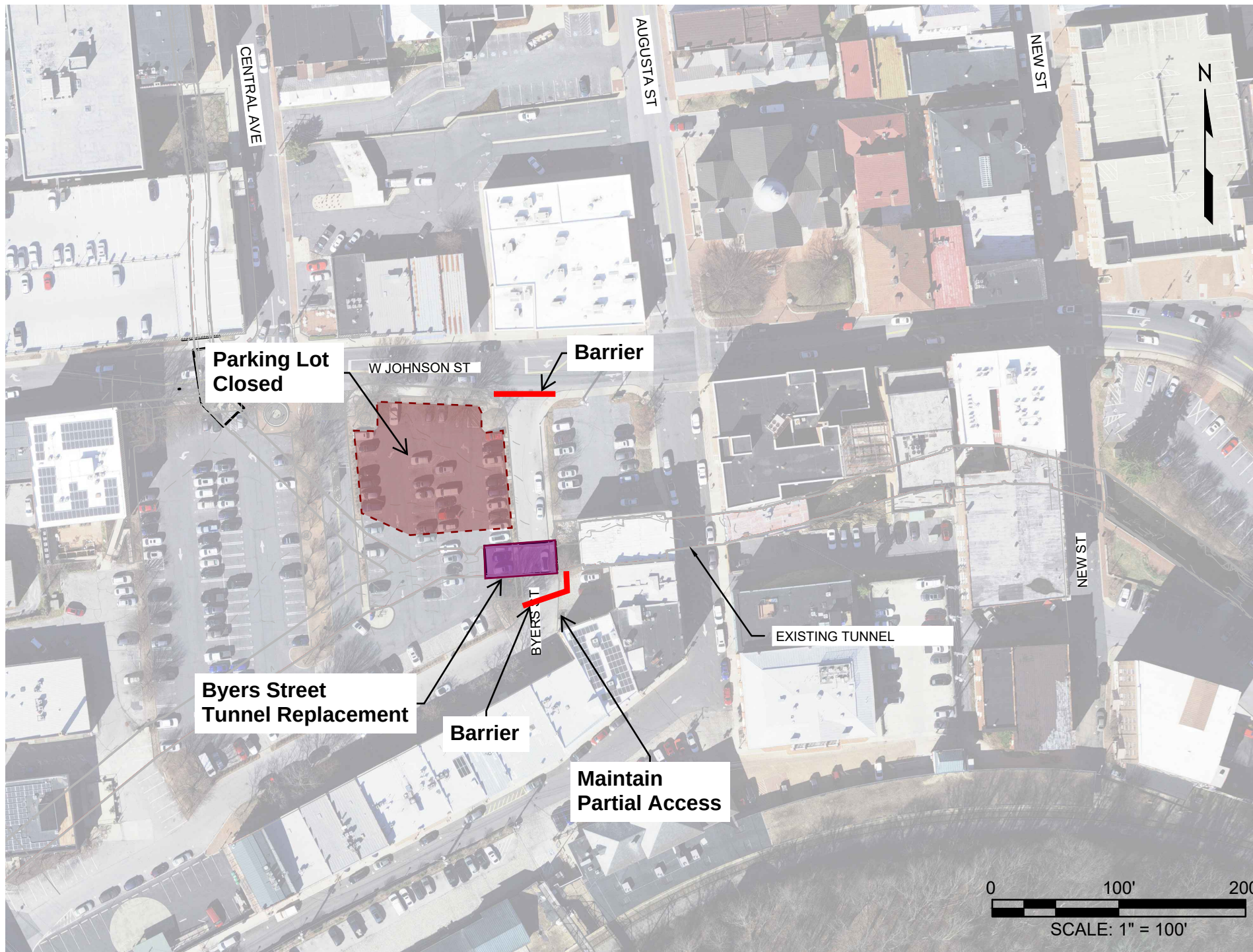
April 10, 2025

- Staff Presentation
<https://www.ci.staunton.va.us/home/showpublisheddocument/12973/638799108709970000>

- Briefing Memo

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September 12, 2025

Willow Hughes
 Environmental Programs Administrator
 City of Staunton VA

RE: Wharf Parking Lot Daylighting Study

Dear Ms. Hughes,

The City of Staunton requested that we prepare this task order to provide professional engineering services for the preliminary design and study of the Wharf Parking Lot Daylighting. Thank you for the opportunity to work with you and your team on this project.

A. Background and Project Description

In March 2025, Wiley|Wilson completed a visual assessment of the Lewis and Peyton Creek Tunnel that identified several significant structural issues within the Wharf parking lot. Based on our understanding of the project, we recommend the following scope of services to help further define potential daylighting options and to develop cost estimates comparing repair and replacement with daylighting. The image below defines the project limits included in this scope of services.

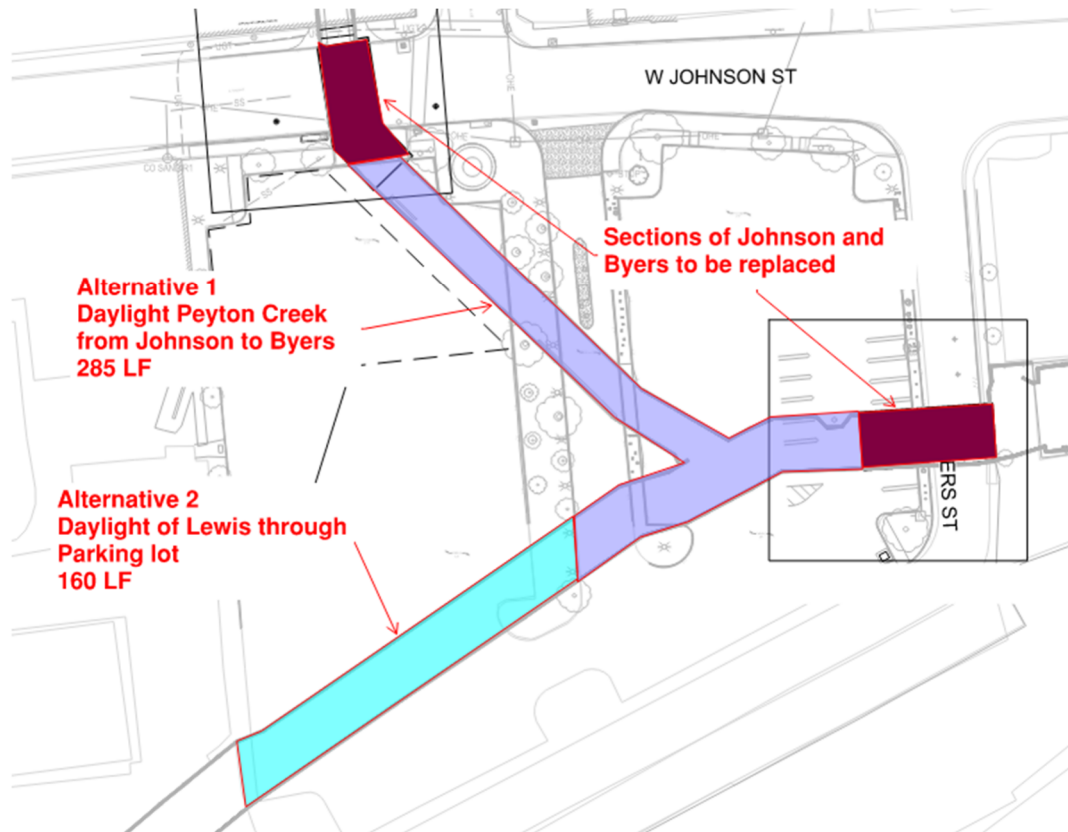


Image 1 – Limits of Daylighting Study



B. Scope of Services

Below are the scope items.

- Conceptual plan form and cross section development for Lewis and Peyton Creek.
- Develop preliminary grading and site plan for the following Alternatives
 - Daylighting Johnson to Byers as a natural channel.
 - Daylighting Johnson to Byers as a concrete channel.
 - Daylighting Johnson to Byers and remaining Lewis creek section under parking lot as a natural channel.
 - Daylighting Johnson to Byers and remaining Lewis creek section under parking lot as a concrete channel.
- Develop preliminary grading plans for one preferred alternative, which may incorporate elements from the options described above.
- Provide stormwater modeling calculations of the following six scenarios. The scenarios will be calculated with and without existing downstream restrictions.

Scenario	Stormwater Modeling Scenarios (2-, 10-, 25-, and 100-year) with and without downstream restrictions					
	Replace Peyton Creek Tunnel (Johnson to Byers)	Daylight Peyton Creek (Johnson to Byers) Concrete Channel	Daylight Peyton Creek (Johnson to Byers) Natural Channel	Repair Lewis Creek Tunnel	Replace Lewis Creek Tunnel (under Parking Lot) Concrete Channel	Replace Lewis Creek Tunnel (under Parking Lot) Natural Channel
1a & 1b	x			x		
2a & 2b		x		x		
3a & 3b			x	x		
4a & 4b		x			x	
5a & 5b			x			x
6a & 6b	preferred option					

- Provide Opinion of Probable Construction cost for the six alternatives identified above.
- Structural coordination for tunnel demolition and repair.
- Conceptual rendering of the preferred option. Rendering will include one plan view and three ground level photo-realistic perspectives.

Basis of Proposal

We made the following assumptions for the preparation of this Task Order:

- The scope has been developed based on discussion and correspondence with City of Staunton Staff.
- The scope excludes any item not expressly documented above.
- No confined space entry is included.



- Grading plans will define useable space, to the extent possible, outside of the required stream daylighting limits. Programming of these spaces and coordination with user groups is not included in this scope.
- Scope includes one public meeting presentation and one closed session council meeting presentation.

C. Obligations of the City

1. The City will provide any available data on property ownership, utility information, stormwater management systems.
2. Review all submitted reports, sketches, drawings, specifications, contracts and other documents.

D. Compensation

The services identified above will be performed on a lump sum basis for a total fee of **\$166,000**. Invoices will be submitted monthly. Engineering services will be provided in accordance with the current Agreement for On-Call Engineering Services between Wiley|Wilson and the City.

E. Additional Services

Changes in Wiley|Wilson's scope of services as defined in this letter must be authorized in writing by the City.

This proposal is valid for 60 days from the date of this letter.

Thank you for the opportunity to assist with this project. If we can provide any further details, please contact me at 434.426.4779 or via e-mail to dsutton@wileywilson.com.

Sincerely,

Wiley|Wilson

A handwritten signature in blue ink, appearing to read 'D. Sutton', with a stylized flourish at the end.

Dan T. Sutton P.E.
Project Manager



City of Staunton

By:

Title:

Date Signed: _____

Address for giving notices:

116 W. Beverley Street
Staunton, VA 24401

Wiley/Wilson does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, veteran, or any other status or condition protected by applicable federal, state or local law, with respect to recruitment, hiring, training, compensation, promotion, and other terms and conditions of employment.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	City Council John C. Blair, II City Attorney
Item #	5	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for Consultation with Legal Counsel	

Suggested Motion: I move to enter a closed meeting for consultation with legal counsel for a specific legal matter involving a personnel policy and the First Amendment to the United States Constitution pursuant to Virginia Code Section 2.2-3711(A)(8).

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

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

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

City Manager: Leslie M. Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 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:	September 25, 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 September 11, 2025

Suggested Motions: I move to approve the work session and regular meeting minutes of September 11, 2025 [as presented] [with the following changes: _____.]

City Manager: Leslie Beauregard



City Council
WORK SESSION
September 11, 2025
5:45 p.m.

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

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

Councilor Woods moved to approve John Blair as Acting City Clerk.

The motion was seconded by Councilor Overholtzer and carried as follows:

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

1. Consideration of Work Session and Regular Meeting Agendas

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

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

The motion was seconded by Councilor Woods and carried as follows:

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

2. Update from General Registrar Christi Linhoss Regarding Early Voting and the November Election

City of Staunton General Registrar Christ Linhoss provided an update to City Council regarding early voting and the November Election. Ms. Linhoss stated the gubernatorial elections historically result in approximately seventy percent voter turnout in the City of Staunton. She also

informed Council that early voting will take place this year between September 19th and November 1st, and that there will be Saturday early voting on October 25th and November 1st.

Vice-Mayor Arrowood inquired about whether curbside voting will be available this year, and Ms. Linhoss confirmed that it will be available and in the same area as years past.

3. Presentation by Waynesboro Area Refuge Ministry (WARM) for the Establishment of Day Center for Unsheltered Persons

Alec Gunn, Executive Director of WARM, provided information about the day center and presented a budget proposal to City Council.

Mr. Gunn presented a proposed annual budget for a day center located at the First Presbyterian Church in Staunton totaling approximately \$48,500. He stated that the day center would be open two to three days a week from 7:00 a.m. to 5:00 p.m.

Councilor Woods asked if the center planned to open for additional days. Mr. Gunn said that it is WARM's long term goal to open for five days a week.

Mayor Edwards inquired about WARM's partnerships with other organizations in operating the day center. Mr. Gunn stated that WARM is working with other community organizations on the effort including the Augusta Health Mobile Clinic, Habitat for Humanity, Mary Baldwin, and the Community Assistance Network.

Vice-Mayor Arrowood asked for the proposed monthly costs for the shelter. Mr. Gunn said he would supply those.

Councilor Park asked for a written budget proposal. Mr. Gunn stated he would supply that.

Councilor Overholtzer asked what other sources of funding are being pursued by WARM for the day center. Mr. Gunn stated that WARM is actively seeking donors, talking to community foundations, and fundraising.

4. Closed Meeting for the Consideration of the Potential Acquisition of Real Property

Councilor Campbell moved to enter a closed meeting for to enter a closed meeting for discussion or consideration of the acquisition of real property located on Johnson Street within the City of Staunton for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia Code Section 2.2-3711(A)(3).

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

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

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

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

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

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

John Blair
Acting Clerk of Council



REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, September 11, 2025
7:00 p.m.
Rita S. Wilson Council Chambers

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

ABSENT: None

ALSO PRESENT: Leslie Beauregard, City Manager
Amanda Kaufman, Assistant City Manager
John Blair, City Attorney

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 Vice-Mayor Arrowood.

Proclamation:

Mayor Edwards presented the following Proclamation to Debbie Armstrong of the Ovarian Cancer Awareness Network.

Ovarian Cancer Awareness Month
September, 2025

WHEREAS, ovarian cancer is one of the most common forms of cancer among women and is responsible for more deaths than any other type of female reproductive cancer; and

WHEREAS, it is estimated that more than 20,000 women in the United States will be diagnosed with ovarian cancer in 2025, and nearly 13,000 women will die from this disease in

2025; and

WHEREAS, in the Commonwealth of Virginia, it is estimated that 490 women will be diagnosed with ovarian cancer in 2025 and approximately 340 women in the Commonwealth will die of this disease in 2025; and

WHEREAS, increasing public understanding of ovarian cancer, including risk factors, signs and symptoms is essential to improving early detection, enhancing outcomes, and supporting women throughout their journey with this disease.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that September, 2025 is hereby designated as:

Ovarian Cancer Awareness Month

in the City of Staunton, and we encourage the citizens of our community to honor the strength of the survivors, support those currently undergoing treatment, and remember the lives lost fighting this disease.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed, adopted this 11th day of September, 2025.

MICHELE D. EDWARDS, MAYOR

MAYOR'S REPORT

Mayor Edwards stated that she attended a Stamp Out Hunger celebration as a guest of Cindy Connors. She also highlighted ongoing library efforts related to establishing a camping gear library. She also noted the work of Valley Program for Aging Services in caring for the local elderly.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Councilor Overholtzer attended the Police Ball recognizing the work of the Staunton Police Department. He also remarked upon the recent success of the City's Adopt-A-Spot program.

Councilor Park highlighted the recent improvements by the Staunton City Schools teachers and students on the Standards of Learning tests.

Councilor Campbell mentioned that the Staunton West End Business Association would be holding a meeting on September 23rd to discuss transportation improvements in the city's West End as the Central Shenandoah EMS Council at 5:30 p.m.

Councilor Shepherd noted that there will be a bench dedication in honor of Chris Fountain at Woodrow Park on September 13th at 5:30 p.m.

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 Minutes**Work Session and Regular Meeting of August 28, 2025****A.2. Consideration of Resolution of Support for Revenue Sharing Grant Application to Construct New Sidewalk and Pedestrian Improvements Along Edgewood Road, from North Augusta Street to North Coalter Street****A.3. Consideration of Resolution of Support for Revenue Sharing Grant Application to Construct New Sidewalk and Pedestrian Improvements Along North Augusta Street, from Lambert Street to Terry Court Shopping Center****A.4. Consideration of Resolution for Temporary Easement at 222 Crossing Way**

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.

Councilor Overholtzer moved to approve the Consent Agenda as presented.

The motion was seconded by Councilor Park and carried as follows:

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

B. Public Hearing and Consideration of a Request by John and Juliette Swenson for a Special use Permit at 950 W Beverley Street Under the Provisions of Staunton City Code Section 18.55.060(3)

Planning Manager Tim Hartless stated that John and Juliette Swenson are requesting a Special Use Permit at 950 W Beverley Street for living and sleeping quarters on the ground floor. The property is located on the south side of W Beverley Street in the block between Stafford St and Montgomery

Ave. The property was developed in 2008 and the building was formerly used for various business uses including a small hotel and a tea room.

The applicant proposes to use the entire structure as one single-family residence. The property is zoned B-1, Local Business District, and residential use on the ground floor of the building is permitted only through the special use permit process. The B-1 zoning will not change, and in the future, the property could revert back to business use with no special use permit needed.

City staff has reviewed the request and has identified no issues. Surrounding zoning to the north and south is R-4, High Density Residential, to the east is B-1, Local Business, and to the west is R-2, Low Density Residential. Surrounding uses include single-family, multi-family, and the former Newtown Bakery.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Future Land Use Map, designates this area as Neighborhood Residential. This designation consists of areas where existing conditions dictate the need for careful consideration of the types and densities of future residential development. The area is characterized as large housing units on small lots. The proposed use as a single-family dwelling is consistent with this designation.

At its July 17, 2025 meeting, the Planning Commission conducted a public hearing on the request. During the public hearing no one spoke in opposition and on a 4-0 vote, the Planning Commission unanimously recommended approval of the request with the following conditions:

1. Residential use of the property shall be limited to one single-family dwelling.
2. A building permit will be required for a change to building code use group. All work must comply with the provisions of the Virginia Uniform Statewide Building Code.

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 else wishing to speak, the public hearing was closed.

Mayor Edwards then asked if the applicant would like to speak.

John Swenson stated that he and his wife, Juliette developed the cottage on the property and that approval of the special use permit would help them broaden the potential uses of the property.

Councilor Park moved that Council adopt the resolution and approve the special use permit with conditions as recommended by the Planning Commission.

The motion was seconded by Councilor Overholtzer and carried as follows:

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

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
APPLYING FOR \$656,406 IN VIRGINIA DEPARTMENT OF
TRANSPORTATION REVENUE SHARING FUNDS**

At a regularly scheduled meeting of the Staunton City Council held on September 11, 2025, the following resolution was adopted:

WHEREAS, the Staunton City Council desires to submit an application for an allocation of funds of up to \$656,406 through the Virginia Department of Transportation (VDOT) Fiscal Year 2027, Revenue Sharing Program, with funding anticipated in the City's FY2029-2030; and,

WHEREAS, \$656,406 of these funds are requested to fund a sidewalk and pedestrian improvements along Edgewood Road, from North Augusta Street to North Coalter Street; and,

WHEREAS: The Staunton City Council hereby supports this application for an allocation of \$656,406 through the Virginia Department of Transportation Fiscal Year 2027 Revenue Sharing Program; and,

WHEREAS: If awarded the VDOT Revenue Sharing funds, the City of Staunton will use this funding to supplement the VDOT SMARTSCALE funding already awarded for the Edgewood Road Sidewalk Project.

NOW THEREFORE BE IT RESOLVED, that the Council of the City of Staunton hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s).

BE IT FURTHER RESOLVED, that the City Manager is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation after review by the City Attorney.

ADOPTED this 11 day of September 2025.

Introduced: September 11, 2025

Adopted: September 11, 2025

Effective: September 11, 2025

Michele Edwards, Mayor

Attest: _____
John Blair, Acting Clerk of Council

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
APPLYING FOR \$2,905,838 IN VIRGINIA DEPARTMENT OF
TRANSPORTATION REVENUE SHARING FUNDS**

At a regularly scheduled meeting of the Staunton City Council held on September 11, 2025, the following resolution was adopted:

WHEREAS, the Staunton City Council desires to submit an application for an allocation of funds of up to \$2,905,838 through the Virginia Department of Transportation Fiscal Year 2027, Revenue Sharing Program, with funding anticipated in the City's FY2029-2030; and,

WHEREAS, \$2,905,838 of these funds are requested to fund sidewalk and pedestrian improvements along North Augusta Street, from Lambert Street to Terry Court Shopping Center; and,

WHEREAS: The Staunton City Council hereby supports this application for an allocation of \$2,905,838 through the Virginia Department of Transportation Fiscal Year 2027 Revenue Sharing Program.

NOW THEREFORE BE IT RESOLVED, that the Council of the City of Staunton hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s).

BE IT FURTHER RESOLVED, that the City Manager is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation after review by the City Attorney.

ADOPTED this 11 day of September 2025.

Introduced: September 11, 2025

Adopted: September 11, 2025

Effective: September 11, 2025

Michele Edwards, Mayor

Attest: _____

John Blair, Acting Clerk of Council

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
CONSENTING TO PROPOSED TEMPORARY CONVEYANCE BY ECONOMIC
DEVELOPMENT AUTHORITY OF A PORTION OF STAUNTON CROSSING
PROPERTY**

**TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION, CONSISTING OF .0002
ACRES AND IDENTIFIED AS PARCEL IDENTIFICATION NUMBER 12412**

RECITALS

A. The City of Staunton, Virginia (City), a municipal corporation of the Commonwealth of Virginia, and its Economic Development Authority (EDA), a separate entity and political subdivision of the Commonwealth of Virginia, entered into an agreement dated November 11, 2010 (Contribution Agreement) under which the City essentially would make available the funding contemplated for the EDA to acquire for economic development purposes what was then known as the "WSH" property from the Commonwealth of Virginia, totaling approximately 278 acres, now known as Staunton Crossing (Crossing Property), located in the City of Staunton, Virginia near U.S. Route 250, Interstate 81 and Interstate 64;

B. Under Section 3.3 of the Contribution Agreement, the City and the EDA stated and agreed, in part, as follows: "The Authority shall not license, lease, sell, encumber, alienate, grant or convey or relinquish all or any portion or interest or use, including but not limited to an easement of any type, or authorize any letter or memorandum of intent for such, of the WSH property without the express consent of City Council;"

C. The EDA has approved a temporary easement over .0002 acres of 222 Crossing Way, Staunton, Virginia, identified as Parcel Identification Number 12412, to the Virginia Department of Transportation for improvements to a shared use path;

D. The Council of the City of Staunton, Virginia, after briefing and review and further consideration and reliance upon the information provided to it, has concluded that on its behalf and on behalf of the City, by this resolution, gives its consent to the proposed conveyance to the Virginia Department of Transportation; and

WHEREAS, these recitals are an integral part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, that consistent with the provisions of section 3.3 of the Contribution Agreement, the City gives its consent, to the EDA's temporary conveyance of a portion of 222 Crossing Way, Staunton, and identified as Parcel Identification Number 12412, to the Virginia Department of Transportation.

Adopted this 11th day of September, 2025.

Michele D. Edwards, Mayor

ATTEST:
John C. Blair, Acting Clerk of Council

B. Public Hearing and Consideration of Amendment to Title 18, Zoning, of the Staunton City Code, to Add Chapter 18.156, Residential Apiaries

Long Range/Comprehensive Planner Meggie Taylor stated that at the June 19, 2024, Planning Commission meeting, staff introduced a new Residential Apiary chapter to Title 18 of the Staunton City Code. The proposal allowed beekeeping as an accessory use for single or two-family dwellings in residential and professional zoning districts. Since that meeting, staff has incorporated additional input from local beekeepers, resulting in minor revisions to the proposed ordinance, primarily to the fly zone barrier requirements. These changes are redlined in the attached document for Council's review.

Planning commissioners raised the following questions and, City staff offers the following explanations:

Is the definition of "Bee" sufficient? The definition provided in the draft – "Bee" means the honeybee, *Apis mellifera* and genetic variations thereof; and may include other hymenopterous insects that depend on pollen and nectar for food – is directly from the Virginia State Code.

Staff is hesitant to deviate from the state code's definition. Maintaining consistency with state law provides a clear, established legal framework and avoids potential conflicts or ambiguities that could arise from a different definition. The state code's definition is intended to encompass the specific insects related to beekeeping for regulatory purposes.

Will allowing a temporary increase be difficult to enforce? At the last meeting, a concern was raised regarding the enforceability and necessity of Section 18.156.030(2)(e), which allows for a temporary increase in the number of bee colonies for queen mating or swarm control.

While acknowledging the enforcement challenges, it's worth providing clarification on why this provision is considered a vital component of responsible beekeeping practices, based on input from local beekeeping experts. Honeybee colonies naturally experience significant population growth, or "booms," particularly during the spring months, typically around March and April, which is a natural trigger for a colony to swarm. A "swarm" occurs when a portion of the bee colony, including the old queen, leaves the original hive to establish a new one elsewhere; while a natural process, swarms can be perceived as a nuisance or cause concern for neighbors if they land in undesirable locations.

To proactively manage this natural swarming instinct and prevent unwanted swarms, responsible beekeepers employ a technique called "splitting" hives, which involves dividing an existing, strong colony into two or more smaller, new colonies, thereby creating additional hives for a temporary period. The purpose of splitting is to mimic the natural swarming process in a controlled manner, significantly reducing the likelihood of the original colony swarming naturally and unpredictably.

While a responsible beekeeper intends to rehome or relocate these newly created splits, the process of finding suitable new locations and safely moving the bees takes time, and the sixty-day period proposed in the draft amendment provides a reasonable window for beekeepers to manage these temporary increases, allowing them to prevent uncontrolled swarms, support colony health, and allow for rehoming. While enforceability remains a consideration, the inclusion of this "temporary increase" provision is crucial for promoting responsible and effective beekeeping within an urban residential environment, ultimately helping to mitigate potential issues related to uncontrolled swarming.

At its August 21, 2025 meeting, the Planning Commission conducted a public hearing on residential apiaries. During the public hearing no one spoke in opposition; however, one speaker did urge the commission to consider a less dense vegetative requirement during the winter months and to shorten the height of the fly zone barrier. On a 5-0 vote, the Planning Commission unanimously recommended approval of the amendment as proposed.

Councilor Overholtzer asked if residents were currently allowed to maintain bees.

Ms. Taylor stated they were not.

Councilor Woods noted that the ordinance would require a permit and asked if the permit could be revoked.

Ms. Taylor stated that the permit could be revoked under certain conditions.

Councilor Campbell inquired about other localities examined beyond Harrisonburg.

Ms. Taylor states that Fairfax, Newport News, Prince William County and some out-of-state localities were examined to look at the text of their ordinances.

Mayor Edwards asked about swarm management.

Ms. Taylor confirmed that splitting hives was part of the ordinance.

Councilor Overholtzer asked why the ordinance would be beneficial for the City of Staunton.

Ms. Taylor stated that it would advance a couple of the City Comprehensive Plan goals.

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.

Brenda Mead spoke in favor of the ordinance and cited the ordinance’s pollination and economic benefits.

Constance Birch spoke in opposition to the ordinance stating that she did not perceive a pollination problem in the City of Staunton and she cited potential health issues related to bee stings.

James Hazelett spoke in favor of the ordinance.

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

Councilor Campbell clarified that the proposed ordinance contained lot size minimums and setback requirements for bee hives.

Councilor Campbell moved that Council adopt the ordinance and approve the amendment as recommended by the Planning Commission.

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

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

Ordinance No. 2025-23

AN ORDINANCE AMENDING TITLE 18, ZONING, OF THE STAUNTON CITY CODE, TO ADD CHAPTER 18.56, RESIDENTIAL APIARIES

Recitals

- A.** Title 18, Zoning, of the Staunton City Code regulates the use of land within the City of Staunton;
- B.** Currently, Title 18, Zoning, does not permit residential apiaries, also known as hobbyist beekeeping, in any zoning district as a principal use nor as an accessory use;
- C.** The City of Staunton recognizes that the health and safety of the honeybee is a vital part of the agribusiness economy of the Shenandoah Valley of Virginia;
- D.** The City of Staunton also recognizes that the promotion of the agribusiness economy of Virginia's Shenandoah Valley is a public purpose that fosters economic development and environmental stewardship.
- E.** Staff believes that residential apiaries can be operated in residential and professional districts without creating conflict or unnecessary impacts with other uses;
- F.** It is necessary to amend Title 18, Zoning, by adding Chapter 18.56, Residential Apiaries;
- G.** At its September 19, 2024 meeting, the Planning Commission took action to authorize staff to proceed with drafting the necessary zoning text amendment;

- 503 **H.** The Staunton Planning Commission conducted a public hearing on the request, after
504 notice and advertisement as required by law on August 21, 2025;
505 **I.** The Planning Commission considered the matter and after study, review, and
506 consideration of comments received during the public hearing has unanimously
507 recommended approval of the amendment;
508 **J.** This matter has been properly advertised, heard, and considered; and
509 **K.** These recitals are an integral part of this ordinance.
510

511 NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that
512 Title 18, Zoning, of the Staunton City Code, is HEREBY AMENDED, RESTATED, AND
513 REORDAINED as follows:

514
515 Chapter 18.156
516 RESIDENTIAL APIARIES

517 Sections:

- 518 18.156.010 Purpose.
519 18.156.020 Definitions.
520 18.156.030 General standards.
521 18.156.040 Administration.
522 18.156.050 Existing use at the time of enactment.
523 18.156.060 Fee.
524 18.156.010 Purpose.

525 This chapter authorizes the use in the city of Staunton of what is commonly referred to as hobbyist
526 beekeeping and prescribes the conditions for the keeping of such honeybee colonies (hives) within
527 an urban residential environment. It also seeks to protect the residential integrity of the surrounding
528 neighborhood and health and safety of the honeybee which is a vital part of the agribusiness
529 economy of the Shenandoah Valley of Virginia. The promotion of the agribusiness economy of
530 Virginia's Shenandoah Valley is a public purpose that fosters economic development and
531 environmental stewardship.

532
533 18.156.020 Definitions.

534 The following words and phrases, as used in this chapter, shall have the following meanings:

535 "Adequate Water Source" means a supply of water provided by the apiary operator for bees, which
536 meets the following criteria:

- 537 (a) It is located within 15 (fifteen) feet of any beehive.
538 (b) It is maintained in a way that provides a consistent and reliable supply of water that is useable
539 and accessible for bees, sufficient to meet the colony's needs and to discourage bees from seeking
540 water from unintended or nuisance locations. The beekeeper shall ensure the source does not run
541 dry, especially during periods of peak demand such as during periods of time in which the
542 temperature exceeds seventy-five degrees Fahrenheit.
543 (c) It is managed so as not to become a breeding ground for mosquitoes.
544 "Apiary" means any place where one or more colonies of bees are kept.
545 "Bee" means the honeybee, *Apis mellifera* and genetic variations thereof, at any living stage; and
546 may include other hymenopterous insects that depend on pollen and nectar for food.
547 "Colony" means a queenright assemblage of social bees capable of reproducing.

“Dense vegetation” means a continuous, hedge-like barrier comprised of evergreen shrubs or other plants that are planted and maintained so as to form a solid, uninterrupted screen year round.

"Hive" means a box, skep, barrel, log gum, or other container used as a domicile for bees.

"Person" means the term as defined in Virginia State Code § 1-230. The term also means any society or collective of persons dedicated to beekeeping.

18.156.030 General standards.

Beekeeping shall be permitted as an accessory use to a single-family or two-family dwelling on property zoned residential or professional, provided any person keeping bees thereon adheres to the following conditions:

(1) Location of Hives:

(a) All hives shall be located in the rear yard only.

(b) All hives shall be located not less than 15 feet from the rear and side line.

(c) All hives that are less than 40 feet from a property line must have no entrances below six feet, or must be placed behind a fly zone barrier. The fly zone barrier shall be at least 6 feet in height and located within 10 feet of the hive entrance, extending at least 5 feet on either side of the hive. Barriers shall consist of solid wall, fence, or dense vegetation.

(2) Area Requirements & Number of Colonies

The number of colonies permitted on a property shall be limited based on the size of the lot or parcel as follows:

(a) For lots 7,500 square feet or smaller, no colonies shall be permitted.

(b) For lots larger than 7,500 square feet but smaller than 10,000 square feet, no more than two (2) colonies shall be permitted.

(c) For lots 10,000 square feet or larger but smaller than 15,000 square feet no more than four (4) colonies shall be permitted.

(d) For lots 15,000 square feet or larger, one (1) additional colony shall be permitted for each additional 5,000 square feet.

(e) Temporary Increase: For the purpose of queen mating or swarm control, the number of colonies permitted in subsections (a) through (d) may be temporarily increased for a period not to exceed sixty (60) consecutive days.

(3) An adequate water source must be provided within 15 feet of any beehive. An adequate water source shall consist of an accessible and useable supply of water for the bees maintained so as not to harbor mosquitoes.

(4) The property owner shall conspicuously post a sign warning individuals of the presence of bees. This sign shall be located near the apiary and positioned so it is clearly visible to any person approaching the area where the hives are located.

(5) Bees must be acquired and beehives constructed and maintained in accordance with Title 3.2, Chapter 44 of the Code of Virginia, as amended, as determined by the state apiarist.

18.156.040 Administration.

The following pertains to the permit process for keeping bees and, when necessary, the revocation of such permit:

(1) It shall be unlawful for any persons to keep one or more bee hives on property unless the person has been issued a permit for such by the zoning administrator. The application, which the zoning administrator is authorized to promulgate, must, at a minimum, identify the property by address and parcel ID; include a sketch showing the apiary location; and show all property dimensions,

setbacks and fly zone barrier, if required. Once a one-time zoning permit fee has been paid as provided in SCC 18.156.060 and the site and enclosures have been inspected and approved by the city's zoning administrator, and the application approved, a permit may be issued. No permit shall be issued to any person or as to any property as to which taxes, fees or other charges owed to the city have not been paid and are in arrears.

(2) The permit applicant must be the owner of the property or must have and submit written consent of the owner of the property as part of the permit application to keep bees on the property. Upon written notice of the property owner's withdrawal or cancellation or termination of such approval, the permit shall be revoked by the zoning administrator.

(3) If the permit holder is convicted of any city or state code violation associated with the keeping of bees, the permit shall be revoked.

(4) In the event of the zoning administrator receiving and verifying three substantial and credible complaints of violation of any provision of this chapter and after notice given of such to the permit holder, the permit shall be revoked unless the permit holder, by a preponderance of the evidence, demonstrates good cause for a violation. The zoning administrator shall be permitted to collect evidence from any individual to make a determination of whether good cause has been demonstrated.

(5) Upon revocation of the permit, bees must be removed within 30 days of notification or be subject to removal. Any person(s) so having a permit revoked shall not be allowed, at any time, to make application for another residential apiary permit for five years.

18.156.050 Existing use at the time of enactment.

Notwithstanding the foregoing provisions of this chapter, a person whose use of property involves bees being kept at the time of enactment of the provisions of this chapter shall have a period of 60 days from such date of enactment to comply with the requirements of this chapter.

18.156.060 Fee.

The one-time fee for application for a permit to beekeeping shall be as provided under SCC 18.220.020 (zoning permit fee). If the use is discontinued by the applicant for a period of more than two years, a new permit process, as provided in SCC 18.156.040, and a new permit fee will be required.

In all other respects, the provisions of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective Date:

Michele D. Edwards, Mayor

ATTEST:

John C. Blair II,
Acting Clerk of Council

C. Public Hearing and Consideration of Comprehensive Mass Rezoning of Existing, Legally Non-Conforming, Residential Properties in the City's Historic Districts and South Side

Planning Manager of Current Planning Tim Hartless stated that historically, many properties in Staunton have been used for residential purposes despite being zoned for business or industrial uses. This has created regulatory challenges for owners wishing to renovate, add on, or even buy and sell properties. The city has previously addressed these inconsistencies between zoning and actual use through targeted rezoning initiatives:

- 2012-2017: Areas including West Beverley Street, Churchville Avenue, Springhill Road, N Augusta Street, N Coalter Street, and Winchester Avenue saw rezonings to various residential and professional districts.
- 2024: Sixty-three properties in Uniontown were rezoned from Industrial to the new Traditional Residential Development (TRD-1) district.

At the Planning Commission's request, staff has been focusing on historic districts and other areas not included in previous mass rezonings. The Commission conducted field trips to these properties, and staff has revised the property list based on their feedback.

A Public Information Meeting was held on June 11, 2025, and was attended by approximately 25 residents. Property owners were provided the option to opt out of the rezoning. City staff's initial list comprised 88 properties; three property owners have since opted out, bringing our current total to 85 properties.

At its August 21, 2025 meeting, the Planning Commission conducted a public hearing on the mass rezoning. During the public hearing no one spoke in opposition and on a 5-0 vote, the Planning Commission unanimously recommended approval of the mass rezoning.

Vice-Mayor Arrowood asked Mr. Hartless if property owners had the right to opt-out of the proposed mass rezoning. Mr. Hartless confirmed that property owners did have the ability to opt-out of the proposed rezoning.

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.

Andrew Hannah stated that he owned one of the properties proposed to be rezoned and that he was in favor the mass rezoning.

Rebecca Bennett stated that she owned the property at 920 West Beverley Street and that she opposed the mass rezoning if it resulted in the block in front of her property becoming completely residential.

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

Vice-Mayor Arrowood pointed out that the City found itself conducting numerous mass rezonings in the past few years because the 1969 rezoning resulted in a number of properties receiving aspirational zoning classifications rather than zoning classifications based on conditions existing at the time.

Vice-Mayor Arrowood moved that Council adopt the ordinance and approve the rezoning of 85 properties as recommended by the Planning Commission.

The motion was seconded by Councilor Overholtzer and carried as follows:

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

Ordinance No. 2025-24

**AN ORDINANCE TO REZONE
FROM B-1, LOCAL BUSINESS, B-1C, LOCAL BUSINESS CONDITIONAL, B-2,
GENERAL BUSINESS, I-1, LIGHT INDUSTRIAL, I-2, HEAVY INDUSTRIAL, AND
HE-1, HIGHER EDUCATION,
TO R-2, LOW DENSITY RESIDENTIAL, R-3, MEDIUM DENSITY RESIDENTIAL, R-
3, MEDIUM DENSITY RESIDENTIAL CONDITIONAL, AND R-4, HIGH DENSITY
RESIDENTIAL,
THOSE PARCELS DESIGNATED IN THE TABLE BELOW**

Recitals

- A. Upon review, the staff of the City’s Community Development Department ascertained that as part of the 1969 comprehensive rezoning of the City, the zoning of certain

designated Parcels (hereinafter “the Parcels”) were changed from residential to either business or industrial;

- B. Upon further review, staff also ascertained that the Parcels actually are currently developed and used for residential purposes, constituting a non-conforming use under the parcels’ current business and industrial zoning designations;
- C. The current non-conforming designation of the Parcels has caused or may cause property owners and/or their prospective purchasers complications in obtaining mortgage financing or building permits for modification of the buildings;
- D. The current zoning and the proposed rezoning as to each designated parcel are as follows:

PID #	Street #	Street Name	Current Zoning	Proposed Zoning
5912	7	Academy St	B2	R4
8899	10	Academy St	B2	R4
5894	12	Academy St	B2	R4
5895	12A	Academy St	B2	R4
2661	941	Anderson St	B1	R4
7930	945	Anderson St	B1	R4
2716	949	Anderson St	B1	R4
7928	951	Anderson St	B1	R4
1928	953	Anderson St	B1	R4
10987	955	Anderson St	B1	R4
1591	5	Bessie Weller Dr	B2	R2
1332	421	Bridge St	I2	R3
5573	427	Bridge St	I2	R3
1293	523	Calvert St	B2	R2
4245	543	Calvert St	B2	R2
4105	553	Calvert St	B2	R2
6293	554	Calvert St	B2	R2
5021	560	Calvert St	B2	R2
8481	10	Church St	B1	R4
4867	1118	Churchville Ave	B1C	R3
11554	1848	Churchville Ave	B1C	R2
3916	26	E Gay St	B2	R2
7523	30	E Gay St	B2	R2
7293	34	E Gay St	B2	R2
1261	40	E Gay St	B2	R2
1835	44	E Gay St	B2	R2
554	46	E Gay St	B2	R2
555	48	E Gay St	B2	R2
9222	1736	Englewood Dr	B1	R4
101881	6	Fayette St	B1	R4
1211	9	Fayette St	B1	R4
3783	10	Fayette St	B1	R4

1810	804	Maple St	I2	R3
145	708	Middlebrook Ave	I1	R3
1684	712	Middlebrook Ave	I1	R3
1683	716	Middlebrook Ave	I1	R3
2607	138	N Coalter St	HE-1	R4
3597	146	N Coalter St	HE-1	R4
101908	204	N Coalter St	HE-1	R4
627	379	N Coalter St	B1	R3
4817	10	N Jefferson St	B1	R4
3774	210	N New St	B2	R4
3720	218	N New St	B2	R4
4390	220	N New St	B2	R4
7880	302	N New St	B2	R4
4392	306	N New St	B2	R4
4361	316	N New St	B2	R4
7098	320	N New St	B2	R4
2112	322	N New St	B2	R4
4275	412	N New St	B2	R4
8686	416	N New St	B2	R4
7960	510	N New St	B2	R4
4542	514	N New St	B2	R4
1744	6	N Washington St	B1	R4
6649	10	N Washington St	B1	R4
3303	614	Randolph St	B1	R2
178	318	Sterling St	B2	R3C
8573	233	Sycamore St	HE-1	R4
4695	237	Sycamore St	HE-1	R4
1913	245	Sycamore St	HE-1	R4
3117	301	W Beverley St	B1	R4
622	305	W Beverley St	B1	R4
3618	501	W Beverley St	B1	R4
1120	605	W Beverley St	B1	R4
1121	607	W Beverley St	B1	R4
771	609	W Beverley St	B1	R4
1900	806	W Beverley St	B1	R4
4919	808	W Beverley St	B1	R4
9002	815	W Beverley St	B1	R4
8907	928	W Beverley St	B1	R4
2535	932	W Beverley St	B1	R4
8767	934	W Beverley St	B1	R4

4269	936	W Beverley St	B1	R4
4918	938	W Beverley St	B1	R4
4274	940	W Beverley St	B1	R4
1717	942	W Beverley St	B1	R4
433	944	W Beverley St	B1	R4
2625	1056	W Beverley St	B1	R2
4172	107	W Hampton St	B1	R3
4696	109	W Hampton St	B1	R3
4088	111	W Hampton St	B1	R3
8289	315	West Liberty St	I1	R3
2006	602	Winthrop St	B1	R3
8083	606	Winthrop St	B1	R3
7700	608	Winthrop St	B1	R3

- E. The City of Staunton, Virginia, Comprehensive Plan, 2018-2040, recommends re-zoning of the Parcels to Residential;
- F. The Staunton Planning Commission conducted a public hearing on the requested rezonings, after notice and advertisement as required by law on August 21, 2025;
- G. The Planning Commission considered the matter and after study, review, and consideration of comments received during the public hearing has unanimously recommended approval of the rezonings;
- H. This matter has been properly advertised, heard, and considered; and
- I. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that each of the DESIGNATED Parcels shall be and are **HEREBY REZONED** according to the table included above.

BE IT FURTHER ORDAINED that the R-3, Medium Density Conditional, zoning of parcel identification number 178 with street number of 318 Sterling Street, shall be the same R-3, Medium Density Conditional, zoning enacted by Staunton City Council and adopted by ordinance number 2002-26 approved on August 22, 2002 a copy of which is annexed and incorporated herein by reference.

Introduced:

Adopted:

Effective Date:

Michele D. Edwards, Mayor

ATTEST: _____

John C. Blair II,
Acting Clerk of Council

D. Public Hearing and Consideration of Ordinance for Lease Renewal with New Cingular Wireless

John Blair stated The City currently leases space to New Cingular Wireless PCS, LLC for wireless communications equipment on the Shutterlee Mill water tank at Public Works (located behind the water treatment plant), pursuant to a five-year written lease, last extended for an additional five-year term on January 28, 2021, and expiring December 13, 2025. Staff proposes to extend the term of the lease for a third five-year extension term.

In 2025, New Cingular Wireless PCS, LLC made a lump sum lease payment of \$46,595.86 and, if the lease extension is approved, the lump sum payment will escalate in accordance with the terms of the lease in an amount equal to 1.5% annually consistent with the 2021 Lease Amendment.

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.

No one wished to speak.

Councilor Campbell moved that City Council adopt an ordinance authorizing the execution of the Fourth Amendment to Lease Agreement, extending the term of the existing lease with New Cingular Wireless PCS, LLC, for an additional five years.

The motion was seconded by Councilor Woods and carried as follows:

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

Ordinance No. 2025 - 25**AN ORDINANCE AUTHORIZING FOURTH EXTENSION OF 5-YEAR LEASE AGREEMENT WITH NEW CINGULAR WIRELESS PCS, LLC, AS LESSEE FOR WIRELESS COMMUNICATIONS FACILITIES**

- A. Lessor and Lessee (or its respective predecessor-in-interest) entered into a Lease Agreement dated December 14, 2005, as amended by First Amendment to Lease Agreement dated April 29, 2011, and as further amended by Second Amendment to Lease Agreement dated January 29, 2016, and as further amended by Third Amendment to Lease on January 28, 2021 (hereinafter, collectively, the “**Agreement**”, whereby the City of Staunton as Lessor leased to New Cingular Wireless, LLC as Lessee certain leased premises (“Leased Premises”), therein described, that are a portion of the Owned Premises, as defined in the Agreement, located at 1911 Craigmont Drive, Staunton, Virginia 24401 (Parcel # 10121); and
- B. The term of the Agreement expires on December 13, 2025, and the parties mutually desire to renew the Agreement and memorialize such renewal period and modify the Agreement in certain other respects, all on the terms and conditions reflected in a proposed Third Amendment to Lease Agreement (“Fourth Amendment”); and
- C. Staunton City Council held a public hearing regarding this proposed Lease on September 11, 2025;
- D. This matter involving the proposed Fourth Amendment has been properly advertised, heard and considered; and
- E. These recitals are deemed an integral part of this ordinance.

Now, therefore, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the City Manager is authorized on behalf of the City of Staunton, Virginia, to execute a Fourth Amendment to Lease Agreement, as proposed, with New Cingular Wireless PCS, LLC, and to make minor modifications to such instrument prior to execution, upon advice of the City Attorney, and to take such further reasonable actions related to execution and implementation.

Introduced: September 11, 2025
Adopted: September 11, 2025
Effective Date: December 14, 2025

Michele D. Edwards, Mayor

ATTEST: _____
Clerk of Council

865
866 **MATTERS FROM THE CITY MANAGER**
867

868 Ms. Beauregard presented updates and information on the following items:

- 869 • The new regional radio system is undergoing testing.
870 • The next Community Survey will be distributed in October.
871 • The Comprehensive Plan process is trying to incorporate the perspective of area youth
872 including working with government classes at Staunton High School.
873

874
875 **MATTERS FROM THE PUBLIC**
876

877 Mayor Edwards read the following statement:
878

879 “This part of City Council’s agenda is entitled matters from the public. It is a time that Council
880 sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton
881 City Council’s ‘Matters from the Public’ rules is available in paper form at the Clerk’s desk and
882 online at the City of Staunton webpage. You are asked to familiarize yourself with those rules
883 before commenting. Please come to the podium or raise your hand, identify yourself, and complete
884 your remarks within five minutes.”
885

886 Constance Birch requested that the city focus on communication efforts beyond social media.
887

888 Cindy Connors asked the city to consider using different color barriers in the Wharf District as
889 well as a sign stating that the Wharf District businesses were open. She also thanked the city for
890 fall pick-up.
891

892 Eric Milnes commented on the operation of city elevators and inquired about local law
893 enforcement’s interaction with federal law enforcement.
894

895 Deborah Kushner spoke about current challenges to civil liberties as well as the city’s use of Flock
896 cameras.
897

898 Brenda Mead stated that she supported Mr. Kushner’s comments. She placed a Freedom of
899 Information Act request for information related to the Flock camera system. She also urged the
900 Council to ask the DEI Commission to address Mr. Birch’s concerns about the city’s
901 communication efforts.
902

903 Shannon Harrington urged the Council to make a culturally appropriate statement concerning the
904 professionalism and transparency it would ask of federal law enforcement personnel entering the
905 City of Staunton.
906

907 Aaron Barmer spoke about how political violence is defined and requested that the Council issue
908 a statement before someone else is kidnapped from Staunton.
909
910

911 There was no one else present wishing to speak.

912

913 **ADJOURNMENT**

914

915 There being no further business to come before Council, the meeting adjourned at 8:23 p.m.

916

917

918

919

920

921

John C. Blair, II
Acting Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	Jessie Moyers Chief Finance Officer Chad Horvat Finance Business Manager
Item #:	A.2	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Annual Report on Disposition of Surplus Property	

Background: In April 2015, City Council adopted an ordinance changing the City's procedures for the disposition of surplus property. Consistent with the ordinance, on the basis of a determination made by the Director of Finance or their designee and endorsed in writing by the City Manager or their deputy or assistant, staff may dispose of personal property of the City without further action of Council. The ordinance further requires that the Director of Finance or their designee, report annually to Council about categories of property for which there has been disposition pursuant to the ordinance.

The city utilizes Gov Deals, a web-based marketplace that allows government agencies to sell surplus items via the internet, to dispose of surplus and outdated items. The following items were sold and/or transferred in FY2025.

Fiscal Year	# of Items Sold as Surplus	Revenue Generated	# of Items Transferred Between Departments
FY 2025	21	\$ 49,260	4

Attached are several reports detailing these transactions, along with a sample of the surplus approval forms being used to fulfill the requirements set forth in the ordinance.

Attachments:

Attachment 1—Sales Detail Listing by Fund and Category – FY2025

Attachment 2—Transfer Detail Listing – FY2025

Attachment 3—Sales by Fund – FY2025

Attachment 4—Surplus Item Information Sheet (Surplus Approval Form)

City Manager's Recommendation: Not Applicable

Suggested Motion: Not Applicable

City Manager: Leslie Beauregard

**GovDeals
Fiscal Year Sales
By Budget Code & Category**

ATTACHMENT #1

2025 FY Sales by Budget Code and Category

Budget Code & Category	Sum of Net Results
11001-41712 General Government	\$ 35,310.00
Audio Visual Equipment	\$ 10.00
City Sports Equipment	\$ 361.00
Fire Dept Equipment	\$ 11,187.00
Office Supplies/Equipment/Furniture	\$ 1,447.00
Streets & Traffic Equipment	\$ 8,355.00
Vehicle	\$ 1,795.00
Vehicles - Heavy Equipment	\$ 12,155.00
58001-41712 Refuse & Recycling Fund	\$ 13,950.00
Vehicle	\$ 3,550.00
Vehicles - Heavy Equipment	\$ 10,400.00
Grand Total	\$ 49,260.00

Fiscal Year 2025 Count of Categories	Totals
11001-41712 General Government	18
Audio Visual Equipment	1
Fire Dept Equipment	1
Office Supplies/Equipment/Furniture	2
Streets & Traffic Equipment	7
Vehicle	2
Vehicles - Heavy Equipment	3
City Sports Equipment	2
58001-41712 Refuse & Recycling Fund	3
Vehicle	2
Vehicles - Heavy Equipment	1
Grand Total	21

GovDeals
Cumulative Transfer Totals

ATTACHMENT #2

FISCAL YEAR 2025	
FROM / TO / Item	Count of Item
4120 - PW Admin.	1
4321 - Water Department	1
2014 Jeep Patriot	1
4130 - Streets	1
4210 - Building Maint.	1
2016 Ford Explorer	1
4321 - Water Department	1
4120 - PW Admin.	1
2014 Jeep Compass	1
4220 - Equipment Maint.	1
4820 - Refuse	1
2011 Chevy Suburban	1
Grand Total	4

GovDeals
Cumulative Sales Totals

Attachment #3

FISCAL YEAR 2025		
Row Labels	Sum of Sold Amount	Sum of Net Results
11001-41712 General Government	\$ 46,735.00	\$ 46,735.00
58001-41712 Refuse & Recycling Fund	\$ 2,525.00	\$ 2,525.00
Grand Total	\$ 49,260.00	\$ 49,260.00

**GovDeals
Surplus Information Sheet
(Example)**

Attachment #4

**SURPLUS ITEM INFORMATION SHEET
VEHICLE**

Item General Description:

Department #:					Asset #:						
Year:					S/N or VIN:						
Make:					Model:						
Fuel Type:	Gas		Diesel		Odometer:						
Hours Meter:					Out of Service Date:						
Did It Run When Parked?	Yes		No		Does It Run Now?	Yes		No		UnK	

Reason Taken Out of Service:
Overall General Condition:
List Drive Train Issues:
List Engine Issues:
List Interior Issues:
List Exterior Damage:
List Electrical Issues:
Other Information:

Xfer Offered:	YES		NO		Date Emailed:		Deadline:	
Transferred?:	YES		NO		To Department:			
Pictures Taken:	YES		NO					

Department Director Approval for Sale or Transfer	Date
Finance Director Approval for Sale or Transfer	Date
City Manager Approval for Sale or Transfer	Date

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	City Council
Item #	A.3	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Engagement Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Proclamation to be Presented in Council Chambers in honor of the 30 th Anniversary of Mary Baldwin University's Virginia Women's Institute for Leadership	

Background: Per [City Council Procedure Memorandum No. 19](#), all proclamations presented in Council Chambers must be approved by City Council at the preceding regular meeting.

The item before City Council is the approval of a proclamation to be presented in Council Chambers at the October 9, 2025 Council meeting. The proclamation is in recognition of **the 30th Anniversary of Mary Baldwin University's Virginia Women's Institute for Leadership**. Should Council approve this proclamation, it will be prepared for presentation at the beginning of the Regular Meeting on October 9.

Attachment: Not applicable

City Manager's Recommendation: Not applicable

Suggested Motion: I move to approve the requested proclamation in recognition of Ovarian Cancer Awareness Month for presentation at the October 9, 2025 City Council meeting.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	Amanda DiMeo Director, Economic Development Jessica Blythe Assistant Director, Economic Development
Item #	B	
Department:	Economic Development	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Economic Development Value: Excellence	
Subject:	Public Hearing on Amendments to City of Staunton Enterprise Zone Boundaries and Incentives	

Background: During City Council's September 25, 2025 meeting, a report will be given on the Enterprise Zone amendment process and the proposed amendments to the incentives and zone boundaries. Staff will share how the Business Survey and Stakeholder meetings helped inform the amendments, as well as next steps.

A public hearing was properly advertised and will be conducted at the conclusion of the update. City Council will consider the proposed changes to the Enterprise Zone, including a boundary amendment and incentive amendments, at the October 9, 2025 City Council meeting.

Attachments:

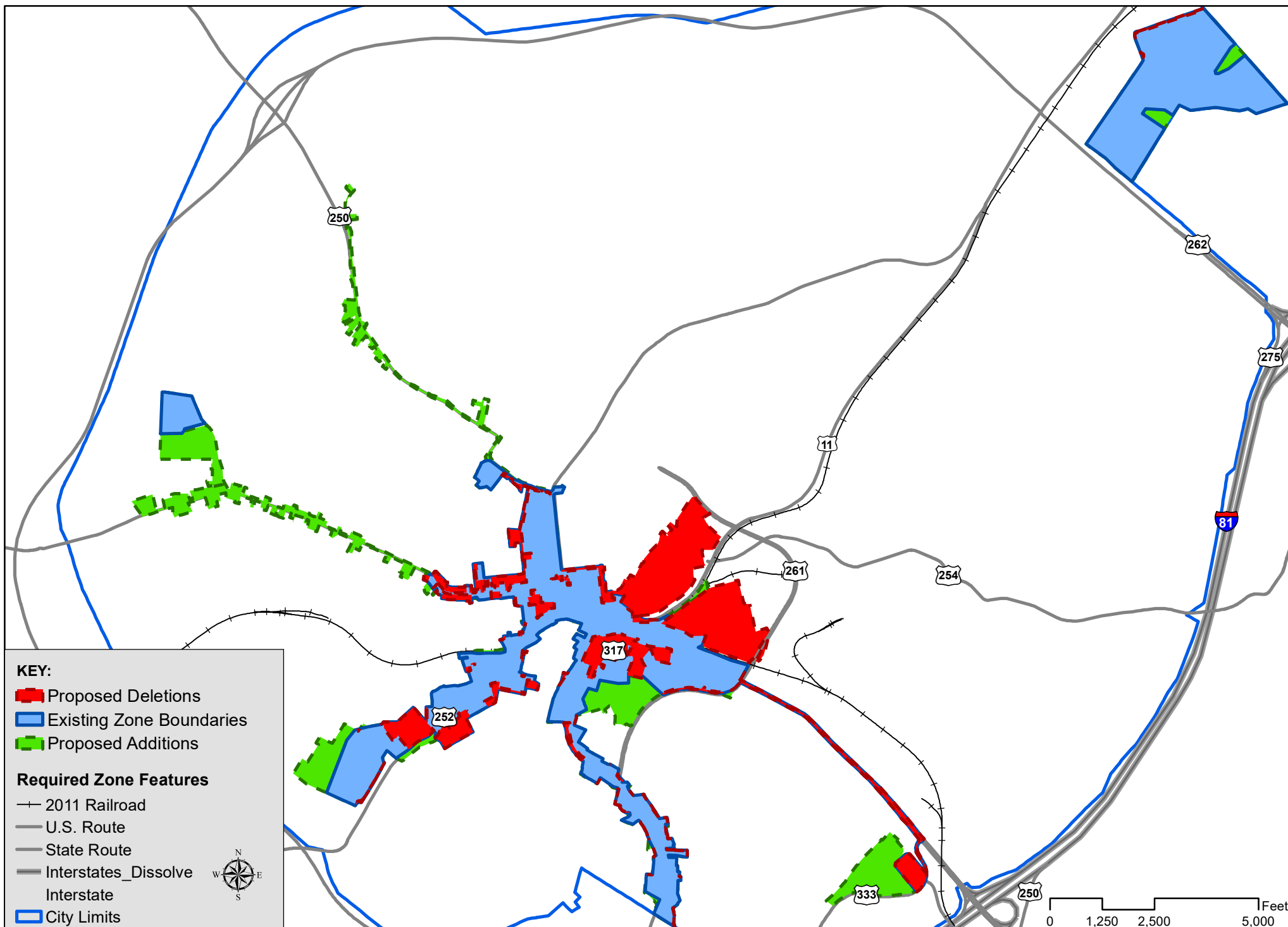
Attachment 1—Enterprise Zone Boundary Map
Attachment 2—Proposed Enterprise Zone Incentives

City Manager's Recommendation: Conduct the public hearing.

Suggested Motion: Not Applicable.

City Manager: Leslie M. Beauregard

Attachment 1



2025 Proposed Enterprise Zone Incentives: City of Staunton

Incentive Name: Large Business Investment Incentive
☒ New Incentive ☐ Amended Incentive ☐ Existing Incentive
Description: Provides personal property and machinery and tools tax reductions as rebates for businesses making substantial capital investments in machinery, equipment, and property. Rebate is a percentage of the increased tax amount above baseline tax amount. • Year 1: 50% rebate on increased tax • Year 2: 40% rebate on increased tax • Year 3: 30% rebate on increased tax • 2 additional years (20% each) for \$5M+ investments Requires minimum \$750K investment in machinery/tools or \$400K in business property, plus creation of 10+ new full-time jobs.
Qualification Requirements for Incentive: • Business must be located within the Staunton Enterprise Zone • New or expanding business only • Minimum investment of \$750,000 in machinery/tools OR \$400,000 in business personal property • Create at least 10 new full-time jobs paying at least 300% of federal minimum wage • Provide health benefits to new employees • Must be current on all city taxes and fees Timeframe for Qualification: • No retroactive applications accepted, applications should be submitted March 1st for improvements completed the previous calendar year. Five Year Program
Action to Implement: ☒ Local Ordinance ☒ Approval by City Council ☐ Other:

Incentive Name: Facade & Renovation Grant

- ☒ New Incentive
☐ Amended Incentive
☐ Existing Incentive

Description: Offers up to \$10,000 (33% of project costs) for exterior improvements and limited interior renovations to commercial properties. Includes a fast-track option for smaller projects and supports both property owners and business tenants. Designed to enhance building appearance, improve customer experience, and revitalize downtown areas.

Qualification Requirements for Incentive:

- Property must be located within the Staunton Enterprise Zone
- Commercial, industrial, or mixed-use building
- Minimum investment of \$5,000 (\$2,500 for fast-track projects)
- Property owner or business tenant (with owner permission) eligible
- Pre-approval required before any work begins
- Project must be completed within 12 months of approval (6 months for fast-track)
- All necessary building permits must be obtained
- Must comply with building codes, zoning ordinances, and design guidelines
- All property taxes must be current

Timeframe for Qualification:

- Must apply and receive approval BEFORE beginning any work.
- One-time reimbursement upon project completion

Action to Implement:

- ☐ Local Ordinance
☒ Approval by City Council
☐ Other:

Incentive Name: Small Business Technology & Training Grant
☒ New Incentive ☐ Amended Incentive ☐ Existing Incentive Description: Provides up to \$5,000 for technology improvements and employee training to help small businesses modernize operations. Includes industry-specific technology packages and covers hardware, software, and training costs. Available to businesses with fewer than 50 employees making minimum \$2,500 technology investments.
Qualification Requirements for Incentive: • Business must be located within the Staunton Enterprise Zone • Business must have fewer than 50 employees • Minimum technology investment of \$2,500 required • 25% match required for businesses with 10+ employees (no match for under 10 employees) • Current business license required • Must be current on all city taxes • Commit to remain in operation at current location for minimum of 2 years • Application must be approved BEFORE purchases are made • Project must be completed within 6 months of approval Timeframe for Qualification: • Must apply and receive approval BEFORE making any technology purchases • No retroactive applications accepted • One-time reimbursement grant upon project completion
Action to Implement: ☐ Local Ordinance ☒ Approval by City Council ☐ Other:

Incentive Name: Job Creation Performance Grant
☒ New Incentive ☐ Amended Incentive ☐ Existing Incentive Description: Rewards businesses with \$500 per new full-time job created, plus bonus payments for skills training (\$250) and employee retention (\$250). Features more accessible wage requirements (300% of minimum wage) and broader industry eligibility than previous programs. Includes workforce development partnerships with local schools and training providers. Maximum of \$20,000 per employer.
Qualification Requirements for Incentive: • Business must be located within the Staunton Enterprise Zone. Commit to operation in zone for 24 months post payout. • Must create net new full-time positions (above base employment level) • Each position must be at least 32 hours per week • Positions must pay at least 300% of federal minimum wage • Must offer health benefits to employees • Positions must be maintained for at least 11 consecutive months for initial payment • Positions cannot be filled by immediate family members of business owner • Cannot be positions transferred from another location • Cannot be a retail, personal service, or food and beverage service employee Timeframe for Qualification: • Must apply within 12 months after creating eligible positions • Positions must be maintained for 11 consecutive months before initial payment Retention bonus: After 18 months of employment
Action to Implement: ☐ Local Ordinance ☒ Approval by City Council ☐ Other:

Incentive Name: Marketing Support Grant
☒ New Incentive ☐ Amended Incentive ☐ Existing Incentive Description: Provides up to \$2,500 for marketing and promotional activities to help businesses establish their presence and reach new customers. Offers 50% reimbursement for standard marketing expenses and 100% reimbursement when using Staunton-based marketing service providers. Available to new businesses and existing businesses undertaking expansions or launching new products/services.
Qualification Requirements for Incentive: • Business must be located within the Staunton Enterprise Zone • Must be either a new business (within first 2 years of operation) OR existing business undertaking expansion/launching new products or services • Minimum marketing investment of \$1,000 required • Application must be approved BEFORE marketing expenses are incurred • Marketing activities must be completed within 12 months of approval • Commit to remain in operation at project location for minimum of 24 months after grant disbursement • Must be current on all city taxes • Cannot be used for regular operational advertising, political advertising, or illegal activities • Must provide copies of all marketing materials created with grant funds Timeframe for Qualification: • Must apply and receive approval BEFORE incurring marketing expenses No retroactive applications accepted
Action to Implement: ☐ Local Ordinance ☒ Approval by City Council ☐ Other:

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	Jessie L. Moyers Chief Finance Officer
Item #	C	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Public Hearing for Ordinance to Amend the FY2026 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One	

Background: The first budget amendment for fiscal year 2026 has been prepared for review and discussion. The total budget amendment equals \$1,684,950. This budget amendment does require a public hearing, which was properly advertised on September 18, 2025 in the *News Leader*. Discussion and the public hearing are scheduled for September 25, 2025 and consideration of the ordinance is scheduled for the October 9, 2025 council meeting.

City Budget Amendment—\$690,035

1. General Fund amendment of \$136,380
 - \$66,333 – Appropriate ICMA grant
 - \$16,981 – Appropriate Additional State Funds
 - \$48,975 – Appropriate Additional Comp Board revenue
 - \$4,091– Appropriate Insurance Recovery
2. Bond Fund amendment of \$339,953
 - \$339,953.08 – Appropriate Additional Interest Earned on Bond Funds
3. Grants Fund amendment of \$22,724
 - \$4,275 – Appropriate Office of Emergency Medical Services grant
 - \$9,950 – Appropriate HEAT Equipment grant

- \$8,499 – Appropriate First Responders Wellness grant
- 4. Water Fund amendment of \$190,070
 - \$190,070 – Appropriate Proceeds from Bond Issuance
- 5. Sewer Fund amendment of \$908
 - \$908 – Appropriate Insurance Recovery

School Budget Amendment—\$994,915

1. Education Fund amendment of \$940,239
 - \$395,796 – Appropriate Additional Basic Aid Entitlement
 - \$25,054 – Appropriate Additional Compensation Supplement
 - \$93,129 – Appropriate Additional At-Risk Program funding
 - \$101,260 – Appropriate Special Education Add-On funding
 - \$325,000 – Appropriate Medicaid Reimbursement revenue
2. School CIP Fund amendment of \$54,676
 - \$5,480 – Appropriate School Security Equipment Grant
 - \$49,195.77 – Appropriate Interest Earned

Attachments:

Attachment 1 – Budget Amendment Number One

Attachment 2 – Notice of Public Hearing

City Manager's Recommendation: Discuss the proposed budget ordinance and conduct the public hearing.

Suggested Motion: Not Applicable.

City Manager: Leslie Beauregard

**Ordinance No. 2025-26
AN ORDINANCE TO AMEND
THE FY2026 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON
BY ADDING BUDGET AMENDMENT NUMBER ONE**

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2026 Budget is amended as follows:

GENERAL FUND - 110

Anticipated Revenue

Recovered Costs	\$	4,091
Operating Grants and Contributions		132,289
Total Revenue	\$	136,380

Appropriations

General Government	\$	66,333
Judicial Administration		66,031
Public Safety		61
Public Works		3,955
Total Appropriations	\$	136,380

GRANTS FUND - 215

Anticipated Revenue

Capital Grants and Contributions	\$	22,724
Total Revenue	\$	22,724

Appropriations

Public Safety	\$	22,724
Total Appropriations	\$	22,724

BOND FUND - 395

Anticipated Revenue

Miscellaneous Revenue	\$	339,953
Total Revenue	\$	339,953

Appropriations

Capital Projects	\$	339,953
Total Appropriations	\$	339,953

WATER FUND - 530

Anticipated Revenue

Prior Year Fund Balance (Bond funds)	\$	190,070
Total Revenue	\$	190,070

Appropriations

Capital	\$	190,070
Total Appropriations	\$	190,070

SEWER FUND - 540

Anticipated Revenue

Miscellaneous Revenue	\$	908
Total Revenue	\$	908

Appropriations

Operations	\$	908
Total Appropriations	\$	908

EDUCATION FUND - 900

Anticipated Revenue

Operating Grants and Contributions		940,239
Total Revenue	\$	940,239

Appropriations

Operations	\$	940,239
Total Appropriations	\$	940,239

SCHOOL CIP FUND- 966

Anticipated Revenue

Miscellaneous Revenue		49,196
Recovered Costs	\$	5,480
Total Revenue	\$	54,676

Appropriations

Capital Projects	\$	54,676
Total Appropriations	\$	54,676

GRAND TOTAL BUDGET AMENDMENT NO 1	\$	1,684,950
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INTRODUCED: September 25, 2025

PUBLIC HEARING: September 25, 2025

PUBLIC HEARING ADVERTISEMENT DATE: September 18, 2025

Approved this _____ day of _____ 2025

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

John Blair, II
Acting Clerk of Council

Michele Edwards
Mayor of Council

CITY OF STAUNTON			
FY 2026 BUDGET AMENDMENT NO. 1			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
<u>GENERAL GOVERNMENT</u>			
Noncapital Grant	11013-45551	\$ 66,333	
Salary	11011210-51006-xxxxx		\$ 33,333
Moving Expenses	11011210-52840-xxxxx		\$ 5,000
Misc Expenses	11011210-55205-xxxxx		\$ 25,000
Travel and Training	11011210-55005-xxxxx		\$ 3,000
To appropriate ICMA grant			
JUDICIAL ADMINISTRATION			
<u>CLERK OF THE CIRCUIT COURT</u>			
Circuit Court Technology trust funds	11023-45318-40310	\$ 16,981	
Technology Trust Funds for records management/indexing	11022160-55429-40310		\$ 16,981
To adjust appropriate additional Comm of VA funds from the Supreme Court of Virginia			
VA Comp Board Revenue	11023-45317	\$ 48,975	
Comp Board Salaries	11022160-51007		\$ 48,272
FICA Tax	11022160-52010		\$ 703
Appropriate additional comp board funds for new position			
Insurance Recovery	11021-41928	\$ 75	
Maint and Repair of Vehicles	11022170-53105		\$ 75
To appropriate insurance recovery			
PUBLIC SAFETY			
<u>POLICE DEPARTMENT</u>			
Insurance recovery	11031-41928	\$ 61	
M&R Vehicles	11033110-53105		\$ 61
To appropriate insurance proceeds			
PUBLIC WORKS			
<u>ADMINISTRATION</u>			
Insurance Recovery	11041-41928	\$ 1,674	
M&R Vehicles	11044130-53105		\$ 1,674
To appropriate insurance proceeds			
Insurance Recovery	11041-41928	\$ 2,281	
M&R Vehicles	11044130-53105		\$ 2,281
To appropriate insurance proceeds			
TOTAL GENERAL FUND		\$ 136,380	\$ 136,380

BUDGET AMENDMENT NO. 1 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

General Revenues		
Recovered Costs		4,091
Judicial	75	
Public Works - Insurance Proceeds	3,955	
Public Safety - Insurance Proceeds	61	

Non-Capital Grants and Contributions 132,289

CITY OF STAUNTON			
FY 2026 BUDGET AMENDMENT NO. 1			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
General Government	66,333		
Judicial	65,956		
		\$ 136,380	-
GENERAL FUND EXPENDITURE SUMMARY			
General Government		\$ 66,333	
Judicial Administration		66,031	
Public Safety		61	
Public Works		3,955	
Total General Fund Expenditures		\$ 136,380	-
CIP BOND FUND			
Bond Interest Income	39501-41510-74614	\$ 339,953.08	
JDR Courthouse (Bond Funds)	39544210-58529-74614		\$ 339,953.08
To appropriate additional interest earned on bond funds			
TOTAL CIP BOND FUND		\$ 339,953.08	\$ 339,953.08
GRANTS FUND			
<u>Fire Department</u>			
OEMS Grant Funds	21533-45558-40232	\$ 4,275	
Non-capital equipment	21533210-55486-40232		\$ 4,275
To appropriate grant from Office of Emergency Medical Services			
<u>POLICE DEPARTMENT</u>			
Misc State Grant	21534-45560-40260	\$ 9,950	
Special Equipment	21533110-58341-40260		\$ 9,950
Appropriate HEAT Equipment Fund			
DCJS Grant	21533-45559-40263	\$ 8,499	
Special Equipment	21533110-58341-40263		\$ 8,499
Appropriate First Responders Wellness Grant			
TOTAL GRANTS FUND		\$ 22,724	\$ 22,724
WATER FUND			
Proceeds from bond issuance	53001-41930	\$ 190,070	
Water Storage Tank	53004399-58390-75114		\$ 162,570
Water Lines	53004399-58365-75014		\$ 27,500
To appropriate bond funds			
TOTAL WATER FUND		\$ 190,070	\$ 190,070
SEWER FUND			
Insurance Recovery	54001-41928	\$ 908	
Maint & Repair Vehicles	54004420-53105		\$ 908
To appropriate insurance proceeds			
TOTAL SEWER FUND		\$ 908	\$ 908

CITY OF STAUNTON			
FY 2026 BUDGET AMENDMENT NO. 1			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE

FY 2026 BUDGET AMENDMENT NO. 1 SUMMARY			
CITY GOVERNMENT FUNDS			
GENERAL FUND		\$	136,380
BOND FUND		\$	339,953
GRANTS FUND		\$	22,724
WATER FUND		\$	190,070
SEWER FUND		\$	908
TOTAL CITY GOVERNMENT FUNDS		\$	690,035
EDUCATION FUNDS			
EDUCATION FUND		\$	940,239
SCHOOL CIP FUND		\$	54,676
TOTAL EDUCATION FUNDS		\$	994,915
TOTAL FY2026 BUDGET AMENDMENT NO. 1		\$	1,684,950

**STAUNTON CITY SCHOOLS
FY 2026 BUDGET AMENDMENT
AMENDMENT NO. 1**

EDUCATION FUND 900		REVENUES	EXPENDITURES
STATE AND FEDERAL GRANT REVENUE/PROGRAMS			
Basic Aid Entitlement	900300-42202	395,796.00	
Compensation Supplement	900300-42258	25,054.00	
At-Risk Regular Program	900300-42265	93,129.00	
Salary	97309095-51110		8,052.00
Group Life	97309095-52001		95.01
FICA	97309095-52010		615.98
VRS	97309095-52020		1,144.19
Health Ins Credit	97309095-52023		82.94
VRS	97309095-52024		80.52
Workers Comp	97309095-52025		26.97
Disability	97309095-52035		26.97
Salary	91103188-51120		(66,704.25)
Salary	91103188-51120-RT-00		(3,510.75)
Group Life	91103188-52001		(828.54)
FICA	91103188-52010		(5,371.45)
VRS	91103188-52020		(9,977.55)
Health Ins Credit	91103188-52023		(723.21)
VRS	91103188-52024		(702.15)
Workers Comp	91103188-52025		(235.22)
VEC	91103188-52030		(11.00)
Disability	91103188-52035		(224.69)
Salary	91413188-51127		77,237.00
Group Life	91413188-52001		911.40
FICA	91413188-52010		5,908.63
VRS	91413188-52020		10,975.38
Health Ins Credit	91413188-52023		795.54
VRS	91413188-52024		772.37
Workers Comp	91413188-52025		258.74
VEC	91413188-52030		11.00
Disability	91413188-52035		247.16
Supplemental Salaries	91102587-51620		6,000.00
FICA	91102587-52010		459.00
Workers Comp	91102587-52025		20.10
Supplemental Salaries	91103588-51620		21,000.00
FICA	91103588-52010		1,680.00
Other Purchased Services	91103588-53569		(6,000.00)
Salary	91311295-51110		6,056.98
Group Life	91311295-52001		71.47
FICA	91311295-52010		463.36
VRS	91311295-52020		860.70
Health Ins Credit	91311295-52023		62.39
VRS	91311295-52024		60.57
Workers Comp	91311295-52025		20.29
Disability	91311295-52035		19.38
Salary	91412187-51127		1,642.00
Group Life	91412187-52001		19.38
FICA	91412187-52010		125.61
VRS	91412187-52020		233.33
Health Ins Credit	91412187-52023		16.91
VRS	91412187-52024		16.42
Workers Comp	91412187-52025		5.50

**STAUNTON CITY SCHOOLS
FY 2026 BUDGET AMENDMENT
AMENDMENT NO. 1**

Disability	91412187-52035		5.25
Supplemental Salaries	91103189-51620		12,914.00
FICA	91103189-52010		987.92
Workers Comp	91103189-52025		43.26
Supplemental Salaries	91411182-51620		5,000.00
IA Salary	91101281-51151		26,978.00
Group Life	91101281-52001		318.34
FICA	91101281-52010		2,063.82
VRS	91101281-52020		3,833.57
Health Ins Credit	91101281-52023		277.87
VRS	91101281-52024		269.78
Workers Comp	91101281-52025		90.38
VEC	91101281-52030		11.00
Disability	91101281-52035		86.33
Supplemental Salaries	91102287-51151		3,926.18
Group Life	91102287-52001		46.33
FICA	91102287-52010		300.35
VRS	91102287-52020		557.91
Health Ins Credit	91102287-52023		40.44
VRS	91102287-52024		39.26
Workers Comp	91102287-52025		13.15
Disability	91102287-52035		12.56
Supplemental Salaries	91102187-51120		1,596.66
Group Life	91102187-52001		18.84
FICA	91102187-52010		122.14
VRS	91102187-52020		226.89
Health Ins Credit	91102187-52023		16.45
VRS	91102187-52024		15.97
Workers Comp	91102187-52025		5.35
Disability	91102187-52035		5.11
Other Purchased Services	91311295-53569-SVRP		(126.00)
Therapy	92229095-53522-SVRP		(411.00)
Joint SVRP	91103295-57810-SVRP		53,934.00
Admin Salaries	91104184-51110		5,495.00
Group Life	91104184-52001		64.84
FICA	91104184-52010		420.37
VRS	91104184-52020		780.84
Health Ins Credit	91104184-52023		56.60
VRS	91104184-52024		54.95
Workers Comp	91104184-52025		18.41
Disability	91104184-52035		17.58
Professional Salaries	92169095-51130		9,327.00
Group Life	92169095-52001		133.66
FICA	92169095-52010		866.52
VRS	92169095-52020		1,609.57
Health Ins Credit	92169095-52023		116.67
VRS	92169095-52024		113.27
Workers Comp	92169095-52025		37.95
VEC	92169095-52030		1.00
Disability	92169095-52035		36.25
Contingency	91101100-59100		329,822.04
To appropriate additional state revenues			

**STAUNTON CITY SCHOOLS
FY 2026 BUDGET AMENDMENT
AMENDMENT NO. 1**

Special Ed Add-On Contingency To appropriate SPED Add-on	900300-42212 91101295-59100	101,260.00	101,260.00
Medicaid Revenue Contingency To appropriate Medicaid reimbursements	900300-42950-DMAS 91101100-59100	\$ 325,000	\$ 325,000
TOTAL STATE AND FEDERAL GRANT PROGRAMS		\$ 940,239.00	\$ 940,239.00

TOTAL EDUCATION FUND		\$ 940,239.00	\$ 940,239.00
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SCHOOL CIP FUND 966		REVENUES	EXPENDITURES
Other State Grant Revenue CIP Undesignated To appropriate additional grant funds	966400-42999-SSE24 K9009000-58100	\$ 5,480.00	\$ 5,480.00
School Building Security Equipment	K6609081-58215-SSE25		\$ 15,566.78
School Non-Capital Equipment	K6609088-56486-SSE25		\$ 11,635.34
School Building Security Equipment	K6609083-58215-SSE25		\$ (27,201.87)
CIP Undesignated To close SSE25 grant	K9009000-58100		\$ (0.25)
School Building Security Equipment	K6609095-58215-SSS25		\$ (577.46)
CIP Undesignated To close SSS25 grant	K9009000-58100		\$ 577.46
CIP Undesignated	K9009000-58100		\$ 40.00
Replace HVAC/Chiller To close CIP project	K6609087-58104		\$ (40.00)
Interest Income Earned CIP Undesignated To appropriate interest earned through FY2025	966100-40102 K9009000-58100	\$ 49,195.77	\$ 49,195.77
TOTAL SCHOOL CIP FUND 966		\$ 54,675.77	\$ 54,675.77

GRAND TOTAL BUDGET AMENDMENT NO. 1		\$ 994,914.77	\$ 994,914.77
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\$ 0.00

NOTICE OF PUBLIC HEARING

TO THE CITIZENS OF THE CITY OF STAUNTON, VIRGINIA

TAKE NOTICE that on Thursday, September 25, 2025, at the regular meeting of City Council at 7:00 p.m., to be held in the Rita S. Wilson Council Chambers, First Floor, City Hall, 116 West Beverley Street, Staunton, Virginia, the City Council intends to amend the Fiscal Year 2026 budget and will consider the adoption of the following:

An Ordinance to amend the FY 2026 Budget Ordinance for the City of Staunton, by adding Budget Amendment Number 1

A brief synopsis of the proposed budget amendment is stated below:

General Fund \$136,380
Bond Fund \$339,953
Grants Fund \$22,724
Water Fund \$190,070
Sewer Fund \$908
Education Fund \$940,239
School Capital Fund \$54,676
Total FY 2026 Budget Amendment No. 1 is \$1,684,950

All persons wishing to be heard at the public hearings are invited to attend. The public may also participate in the public hearings by Zoom, or by phone. Specific instructions to participate by Zoom or by phone can be found at: www.staunton.va.us/council.

Those interested in listening to the meeting may do so via live stream from the City's website or by listening to the public access television Channel (Comcast Channel 7). The public may also provide comments to City Council by (i) emailing the Executive Assistant to the City Manager at: smithmc@ci.staunton.va.us, or (ii) calling 540.332.3812. Voice mail messages are acceptable. Hearing impaired persons desiring to participate in the public hearings should contact the Executive Assistant to the City Manager by email at smithmc@ci.staunton.va.us, to request an interpreter. A copy of the proposed amendment shall be available for public inspection in the office of the Staunton City Manager located at 116 West Beverley Street, Staunton, Virginia.

Morgan C. Smith
Clerk of Council

Please run this advertisement on Thursday, September 18, 2025.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	Jessie Moyers Chief Finance Officer
Item #	D	
Department:	Finance Department	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Discussion of Preliminary FY2025 Financial Results and Year End Carryover	

Background: Finance will present preliminary unaudited FY2025 year end results for the General Fund. Finance will also provide a high-level overview of the potential FY2025 carry over.

Attachment:

Attachment 1 - Sales, Meals, and Lodging Tax Reports
Attachment 2 - Financial Report

City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

City of Staunton

Unaudited Preliminary Results for FY2025

Attachment 1

LOCAL SALES TAX HISTORY - 1% Tax Rate

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	% Change
July	359,853	399,841	408,778	457,551	523,345	505,526	500,653	-1.0%
August	353,758	390,365	383,139	418,081	475,016	503,910	506,256	0.5%
September	364,511	408,013	416,225	459,262	500,792	490,234	493,334	0.6%
October	368,779	406,308	417,973	431,562	487,941	487,742	528,210	8.3%
November	367,724	386,214	367,040	430,213	478,059	511,628	510,490	-0.2%
December	416,329	459,871	489,867	568,394	576,043	562,768	578,906	2.9%
January	301,088	378,159	381,915	389,797	422,884	434,039	434,875	0.2%
February	333,110	354,448	360,082	382,280	457,991	472,145	444,829	-5.8%
March	393,767	424,727	462,591	512,099	530,346	518,109	539,253	4.1%
April	382,963	384,624	497,565	485,816	488,377	503,061	532,640	5.9%
May	409,439	408,068	451,087	472,797	501,712	518,827	513,795	-1.0%
June	383,654	454,692	381,951	476,868	520,099	515,566	545,224	5.8%
Totals	4,434,974	4,855,331	5,018,212	5,484,719	5,962,604	6,023,556	6,128,466	
Budget	4,015,000	4,300,000	3,393,750	4,662,500	5,275,000	5,624,522	5,974,522	
Budget Variance	419,974	555,331	1,624,462	822,219	687,604	399,034	153,944	
% OF BUDGET	110.5%	112.9%	147.9%	117.6%	113.0%	107.1%	102.6%	
% CHANGE- YEAR	7.5%	9.5%	3.4%	9.3%	8.7%	1.0%	1.7%	

SALES TAX HISTORY

\$6,500,000
\$6,000,000
\$5,500,000
\$5,000,000
\$4,500,000
\$4,000,000
\$3,500,000
\$3,000,000
\$2,500,000

FY2011 FY2012 FY2013 FY2014 FY2015 FY2016 FY2017 FY2018 FY2019 FY2020 FY2021 FY2022 FY2023 FY2024 FY2025

FY2010	\$	3,495,905	
FY2011	\$	3,381,018	-3.3%
FY2012	\$	3,588,737	6.1%
FY2013	\$	3,729,201	3.9%
FY2014	\$	3,760,505	0.8%
FY2015	\$	3,988,839	6.1%
FY2016	\$	4,079,919	2.3%
FY2017	\$	4,039,658	-1.0%
FY2018	\$	4,123,862	2.1%
FY2019	\$	4,434,974	7.5%
FY2020	\$	4,855,331	9.5%
FY2021	\$	5,018,212	3.4%
FY2022	\$	5,484,719	9.3%
FY2023	\$	5,962,604	8.7%
FY2024	\$	6,023,556	1.0%
FY2025	\$	6,128,466	1.7%

SALES TAX MONTHLY HISTORY

\$600,000
\$550,000
\$500,000
\$450,000
\$400,000
\$350,000
\$300,000
\$250,000

1 2 3 4 5 6 7 8 9 10 11 12

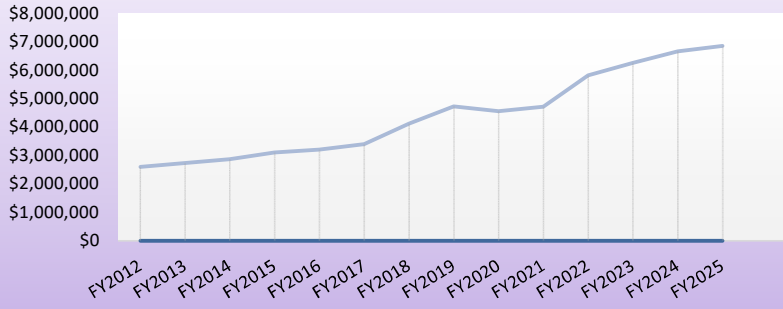
FY2019 FY2020 FY2021 FY2022 FY2023 FY2024 FY2025

City of Staunton

MEALS TAX HISTORY- 7% Tax Rate

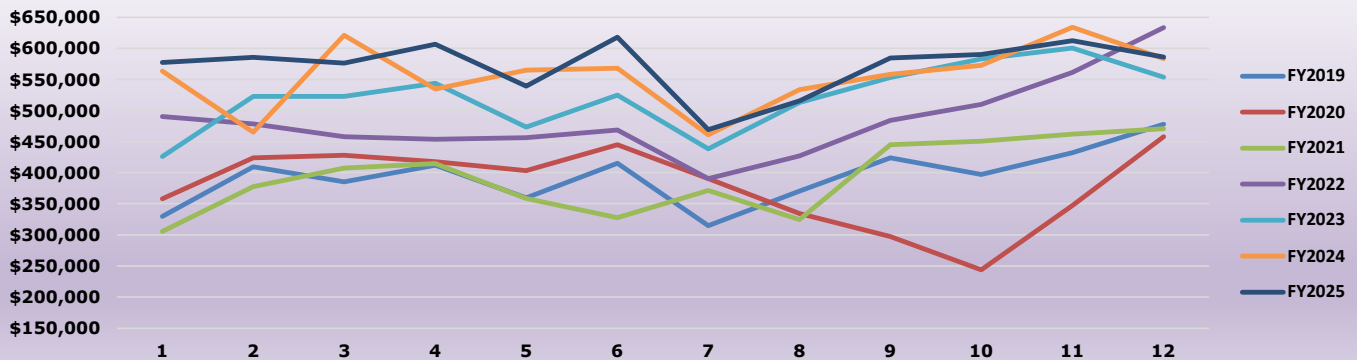
Tax Rate	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	% Change
July	329,573	358,212	305,920	490,076	426,045	563,368	577,436	2.5%
August	409,425	424,090	377,519	478,421	522,710	465,046	585,486	25.9%
September	385,385	427,995	407,128	457,575	522,740	621,042	576,077	-7.2%
October	411,876	417,690	414,546	453,768	543,587	534,524	606,402	13.4%
November	359,316	403,285	358,586	456,293	473,158	564,659	539,170	-4.5%
December	415,030	444,990	327,793	468,456	524,706	568,130	618,321	8.8%
January	315,163	390,333	371,174	390,422	438,260	460,988	469,525	1.9%
February	370,265	334,123	324,288	426,769	512,829	533,665	515,512	-3.4%
March	423,831	297,411	445,061	483,854	552,774	558,236	584,633	4.7%
April	397,110	244,201	450,532	509,567	582,702	572,388	589,947	3.1%
May	432,043	347,244	462,115	561,110	600,814	634,055	612,226	-3.4%
June	478,306	458,278	471,063	633,671	553,460	583,321	586,183	0.5%
Actuals	4,727,323	4,547,853	4,715,726	5,809,981	6,253,785	6,659,422	6,860,918	
Budget	4,112,500	4,600,000	3,562,500	4,300,000	5,358,050	5,985,000	6,660,000	
Budget Variance	614,823	(52,147)	1,153,226	1,509,981	895,735	674,422	200,918	
% of BUDGET	115.0%	98.9%	132.4%	135.1%	116.7%	111.3%	103.0%	
% CHANGE-YEAR	14.8%	-3.8%	3.7%	23.2%	7.6%	6.5%	3.0%	

MEALS TAX HISTORY



FY2010	\$	2,344,698	
FY2011	\$	2,406,577	2.6%
FY2012	\$	2,599,776	8.0%
FY2013	\$	2,732,598	5.1%
FY2014	\$	2,868,910	5.0%
FY2015	\$	3,099,130	8.0%
FY2016	\$	3,203,638	3.4%
FY2017	\$	3,391,337	5.9%
FY2018	\$	4,118,267	21.4%
FY2019	\$	4,727,323	14.8%
FY2020	\$	4,547,853	-3.8%
FY2021	\$	4,715,726	3.7%
FY2022	\$	5,809,981	23.2%
FY2023	\$	6,253,785	7.6%
FY2024	\$	6,659,422	6.5%
FY2025	\$	6,860,918	3.0%

Meals Tax Monthly History



MEALS TAX HISTORY- RATE INCREASES

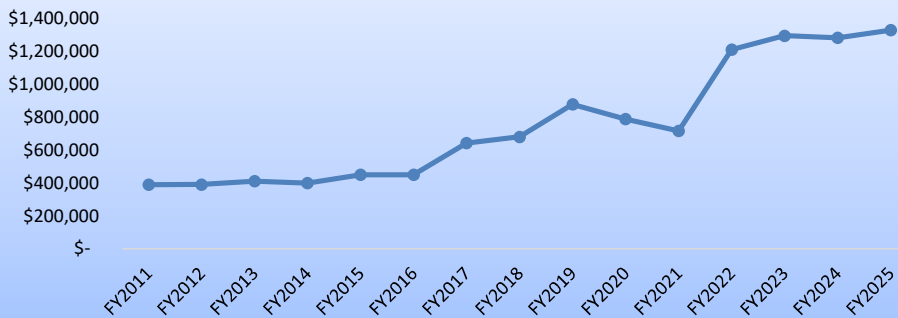
JULY 1, 1986	
JULY 1, 1994	
SEPTEMBER 1, 1998	NEW STREET PARKING GARAGE FUNDING
JULY 1, 2007	CIP/ SCHOOL PROJECTS
JULY 1, 2017	SCHOOL PROJECT - STAUNTON HIGH RENOVATION

City of Staunton

LODGING TAX HISTORY- 6.7% Tax Rate

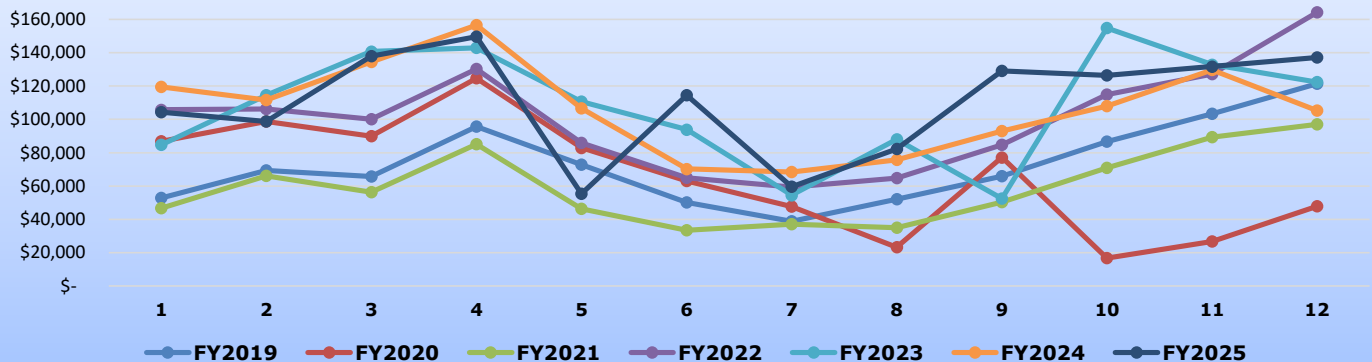
TAX RATE	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	% CHANGE
July	\$ 52,798	\$ 86,792	\$ 46,648	\$ 105,750	\$ 84,716	\$ 119,557	\$ 104,322	-12.7%
August	\$ 69,287	\$ 98,765	\$ 66,056	\$ 106,184	\$ 114,547	\$ 111,597	\$ 98,804	-11.5%
September	\$ 65,785	\$ 89,978	\$ 56,235	\$ 100,094	\$ 140,720	\$ 134,448	\$ 137,970	2.6%
October	\$ 95,600	\$ 124,738	\$ 85,131	\$ 130,186	\$ 142,991	\$ 156,633	\$ 149,730	-4.4%
November	\$ 72,869	\$ 82,915	\$ 46,252	\$ 85,840	\$ 110,688	\$ 106,610	\$ 55,431	-48.0%
December	\$ 50,208	\$ 63,057	\$ 33,471	\$ 65,008	\$ 93,847	\$ 70,232	\$ 114,470	63.0%
January	\$ 38,856	\$ 47,730	\$ 37,127	\$ 59,405	\$ 54,478	\$ 68,508	\$ 59,656	-12.9%
February	\$ 52,085	\$ 23,204	\$ 34,928	\$ 64,791	\$ 88,071	\$ 75,737	\$ 82,250	8.6%
March	\$ 65,973	\$ 77,152	\$ 50,273	\$ 84,717	\$ 52,430	\$ 92,945	\$ 129,170	39.0%
April	\$ 86,719	\$ 16,730	\$ 70,866	\$ 114,860	\$ 154,822	\$ 107,974	\$ 126,393	17.1%
May	\$ 103,399	\$ 26,667	\$ 89,381	\$ 127,191	\$ 132,827	\$ 129,687	\$ 131,676	1.5%
June	\$ 121,369	\$ 47,878	\$ 97,078	\$ 164,234	\$ 122,320	\$ 105,350	\$ 137,079	30.1%
Actuals	\$ 874,948	\$ 785,605	\$ 713,445	\$ 1,208,260	\$ 1,292,457	\$ 1,279,278	\$ 1,326,951	
Budget Totals	\$ 890,000	\$ 890,000	\$ 836,000	\$ 760,000	\$ 968,000	\$ 1,350,000	\$ 1,350,000	
Budget Variance	\$ (15,052)	\$ (104,395)	\$ (122,555)	\$ 448,260	\$ 324,457	\$ (70,722)	\$ (23,049)	
% of BUDGET	98%	88%	85%	159%	134%	95%	98%	
% CHANGE-YEAR	29.1%	-10.2%	-9.2%	69.4%	7.0%	-1.0%	3.7%	

LODGING TAX HISTORY



	TOTAL REVENUE	% CHANGE
FY2011	\$ 388,022	
FY2012	\$ 388,721	0.2%
FY2013	\$ 408,906	5.2%
FY2014	\$ 397,786	-2.7%
FY2015	\$ 447,792	12.6%
FY2016	\$ 448,175	0.1%
FY2017	\$ 640,843	43.0%
FY2018	\$ 677,917	5.8%
FY2019	\$ 874,948	29.1%
FY2020	\$ 785,605	-10.2%
FY2021	\$ 713,444	-9.2%
FY2022	\$ 1,208,260	69.4%
FY2023	\$ 1,292,457	7.0%
FY2024	\$ 1,279,278	-1.0%
FY2025	\$ 1,326,951	3.7%

LODGING TAX MONTHLY HISTORY



FY2025 FINANCIAL REPORT - UNAUDITED

THROUGH JUNE 30, 2025

Attachment 2

GENERAL FUND REVENUES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU JUNE 2025	% RECEIVED	Comment
PROPERTY TAXES					
Real Estate Taxes 2024 (25%) & 2025 (75%)	\$ 25,500,561	\$ 25,500,561	\$ 28,524,080	112%	25% due Dec 5, 2024; 75% due June 20, 2025
Real Estate - Public Service	1,140,000	1,140,000	1,118,080	98%	100% of 2025 Taxes due Dec 5, 2024
Real Estate - Interest	135,000	135,000	115,935	86%	
Real Estate- Penalty	135,000	135,000	148,417	110%	
Real Estate Tax -Downtown Serv District	162,213	162,213	162,511	100%	25% due Dec 5, 2024; 75% due June 20, 2025
Personal Property Taxes	6,607,000	6,607,000	7,528,806	114%	100% of 2025 PP Tax due December 5, 2024
Personal Property Taxes -Prior Written Off	-	-	123	0%	
Personal Property Taxes- Public Service	3,000	3,000	4,779	159%	
Personal Property -Interest	130,000	130,000	164,596	127%	
Personal Property - Penalty	170,000	170,000	163,719	96%	
Machinery & Tools Tax	425,000	425,000	421,590	99%	100% Tax Due December 5, 2024
TOTAL PROPERTY TAXES	\$ 34,407,774	\$ 34,407,774	\$ 38,352,637	111%	
OTHER LOCAL TAXES					
Business & Occupational Licenses	\$ 2,650,000	\$ 2,650,000	\$ 3,189,920	120%	BPOL License due March 1, 2025
Water Utility Tax	300,000	300,000	309,583	103%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	298,000	298,000	293,327	98%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	590,000	590,000	614,039	104%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,974,522	5,974,522	6,128,465	103%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	700,000	700,000	730,192	104%	Paid in June
Recordation	350,000	350,000	349,784	100%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	335,000	335,000	307,726	92%	Paid at sale date, no delay in collection
Lodging Tax	1,350,000	1,350,000	1,326,951	98%	Paid Monthly w/ 1 month delay in collection
Meals Tax	6,660,000	6,660,000	6,860,918	103%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	10,000	10,000	9,371	94%	
Short Term Rental Tax	32,000	32,000	45,895	143%	
Local Communications Tax	970,000	970,000	907,248	94%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	\$ 20,219,522	\$ 20,219,522	\$ 21,073,418	104%	
PERMITS					
Judicial Charges for Services	1,000	1,000	863	86%	
Public Safety Charges for Services	251,200	251,200	218,417	87%	
Planning and Development Charges for Services	17,000	17,000	10,400	61%	
TOTAL PERMITS	\$ 269,200	\$ 269,200	\$ 229,680	85%	
FINES & FORFEITURES					
Circuit Court Fines	\$ 130,000	\$ 130,000	\$ 98,168	76%	
Court Recorder Fees	52,000	52,000	67,675	130%	
Courthouse Maintenance Fee	9,500	9,500	9,933	105%	
Animal Control Fines	6,000	6,000	4,445	74%	
TOTAL FINES & FORFEITURES	\$ 197,500	\$ 197,500	\$ 180,221	91%	

THROUGH JUNE 30, 2025

GENERAL FUND REVENUES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU JUNE 2025	% RECEIVED	
REVENUE FROM USE OF PROPERTY					
Interest Revenue	\$ 550,000	\$ 550,000	\$ 717,347	130%	
Rental of Real Property	58,000	58,000	67,635	117%	
Rental of Real Property-Recreation	7,000	7,000	7,708	110%	
TOTAL REVENUE FROM USE OF PROPERTY	\$ 615,000	\$ 615,000	\$ 792,690	129%	
CHARGES FOR SERVICES					
Property Clean Up Fees	\$ 5,000	\$ 5,000	\$ 6,904	138%	
Payment in Lieu of Tax from Proprietary Funds	1,077,887	1,077,887	1,227,269	114%	Allocation transfers from Enterprise Funds
DMV Stop Fees	10,000	10,000	36,818	368%	
Administrative Fees	35,000	35,000	25,363	72%	
Judicial Operations Charges for Services	79,967	79,967	86,454	108%	
Public Safety Tax Exempt Service Charge	7,000	7,000	4,338	62%	
Sale of Publications & Maps	-	-	920	0%	
Recreation Charges for Services	\$ 660,500	\$ 660,500	860,149	130%	
TOTAL CHARGES FOR SERVICES	\$ 1,875,354	\$ 1,875,354	\$ 2,248,214	120%	
MISCELLANEOUS					
Sale of Salvage & Surplus	\$ 35,000	\$ 35,000	\$ 59,487	170%	
Payment in Lieu of Taxes SRHA	14,000	14,000	16,812	120%	
Donations	-	10,982	17,616	160%	
Miscellaneous	-	76,086	110,722	146%	
TOTAL MISCELLANEOUS	\$ 49,000	\$ 136,068	\$ 204,637	150%	
RECOVERED COSTS					
Wellness Program Reimbursement	\$ 12,000	\$ 12,000	\$ 8,910	74%	
Recovered Costs - General Govt	83,191	1,257,441	1,174,250	93%	
Recovered Costs - Courts	25,000	25,000	29,743	119%	
Recovered Costs- Public Safety	665,000	680,524	717,858	105%	Buy-In from Harrisonburg/Rockingham for Regional Jail.
Recovered Costs- Police Security	30,000	30,000	87,350	291%	
Recovered Costs- Sheriff Security	20,000	20,000	-	0%	
Recovered Costs- Insurance Recovery	-	23,761	41,370	174%	
Recovered Costs- Public Works	20,000	20,000	12,804	64%	
Recovered Costs- Education	359,000	359,000	414,204	115%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	68,453	68,453	81,337	119%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	\$ 1,282,644	\$ 2,496,179	\$ 2,567,825	103%	

THROUGH JUNE 30, 2025

GENERAL FUND REVENUES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU JUNE 2025	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE					
Public Facilities Tax	\$ 87,500	\$ 87,500	\$ 92,147	105%	State sales tax revenue from Hotel 24 South
Rolling Stock Taxes	10,000	10,000	7,817	78%	
Motor Vehicle Rental Tax	130,000	130,000	153,140	118%	
HB599 Law Enforcement	1,045,000	1,143,758	1,143,758	100%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	1,652,200	100%	
Recordation - Grantor's Tax	110,000	110,000	98,545	90%	
Juror/Witness Fees	5,000	5,000	14,850	297%	
DCJS- Victim Witness Grant	26,000	26,000	34,085	131%	
DMV Four for Life Funds	23,500	23,500	24,179	103%	
DMV Animal License Plates	1,000	1,000	969	97%	
State Crime Forfeited Assets- Police	-	-	13,955	0%	Revenue based on criminal drug activity
State Crime Forfeited Assets- Courts	-	-	600	0%	
Fire Programs Fund	88,000	131,967	131,967	100%	
PSAP Education Grant	-	6,231	7,518	121%	
E911 Wireless Funds	105,000	105,000	121,742	116%	Grants from the Wireless Board of Virginia
DCJS-Grants	-	-	45,124	0%	
Street & Highway Maintenance	4,380,000	5,661,279	5,662,369	100%	Quarterly Payments from State
Miscellaneous State Aid	-	16,192	28,336	175%	
Other Grants	-	-	616	#DIV/0!	FM Global Foundation Fire Grant
Public Assistance	1,298,510	1,298,510	1,257,566	97%	
CSA Administrative Fees	13,405	13,405	13,405	100%	
Comprehensive Services Act (CSA)	2,135,400	2,135,400	2,296,867	108%	
VA Comm for the Arts	4,500	4,500	4,500	100%	
Library	220,318	220,318	242,370	110%	Quarterly Payments from State
Commissioner of Revenue	173,768	173,768	203,870	117%	
Treasurer	150,793	150,793	170,622	113%	
Electoral Board & Registrar	81,847	81,847	82,305	101%	
Commonwealth Attorney	754,891	801,844	763,665	95%	
Sheriff	484,202	484,202	548,574	113%	
Circuit Court Clerk	409,365	409,365	331,379	81%	
Circuit Court Technology Grant	17,634	17,634	17,643	100%	
Circuit Court Library Grant	-	39,199	25,511	65%	
TOTAL COMMONWEALTH OF VIRGINIA	\$ 13,407,833	\$ 14,940,412	\$ 15,192,191	102%	
FEDERAL REVENUES					
Victim Witness Federal Grant	\$ 62,000	\$ 62,000	\$ 68,921	111%	
Federal DMV Grant	-	12,000	7,047	59%	
U S Marshall Forfeited Asset	-	23,500	20,942	89%	
ARPA Social Services	-	-	1,013	0%	
Miscellaneous Federal Aid	-	20,236	20,236	100%	
Welfare Public Assistance	1,117,557	1,117,557	969,265	87%	
TOTAL FEDERAL REVENUE	\$ 1,179,557	\$ 1,235,293	\$ 1,087,425	88%	
PRIOR YEAR APPROPRIATIONS					
Appropriation for Prior Year Encumbrances	\$ -	\$ 762,186	\$ -	0%	Outstanding Encumbrances at June 30, 2024
Appropriation of Prior Year Fund Balance	-	8,431,757	-	0%	
TOTAL PRIOR YEAR APPROPRIATIONS	\$ -	\$ 9,193,943	\$ -	0%	
TOTAL GENERAL FUND REVENUES	\$ 73,503,384	\$ 85,586,245	\$ 81,928,938	95.7%	

FY 2025 FINANCIAL REPORT - UNAUDITED

THROUGH JUNE 30, 2025

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU JUNE 2025	AVAILABLE BUDGET	% EXPENDED
GENERAL GOVERNMENT ADMINISTRATION					
CITY COUNCIL	\$ 178,511	\$ 178,511	\$ 114,338	\$ 64,173	64%
CLERK OF COUNCIL	123,756	123,756	118,358	5,398	96%
CITY MANAGER	647,661	664,936	658,805	6,131	99%
HUMAN RESOURCES	790,355	823,380	820,524	2,856	100%
CITY ATTORNEY	420,226	438,438	330,324	108,114	75%
COMMUNICATIONS MANAGER	192,319	192,319	170,651	21,668	89%
PROFESSIONAL CONSULTANTS	80,000	81,400	77,700	3,700	95%
CITY MEMBERSHIPS	31,550	31,550	29,029	2,521	92%
FINANCE	1,468,669	1,517,656	1,350,137	167,519	89%
ASSESSOR	402,547	402,547	393,174	9,373	98%
COMMISSIONER OF REVENUE	506,184	506,184	466,752	39,432	92%
TREASURER	443,863	443,863	392,878	50,985	89%
REGISTRAR	281,317	288,257	264,483	23,774	92%
INFORMATION TECHNOLOGY	1,602,845	1,744,248	1,406,648	337,601	81%
RISK MANAGEMENT	771,500	771,500	598,521	172,979	78%
TOTAL GENERAL GOV'T ADMINISTRATION	\$ 7,941,303	\$ 8,208,545	\$ 7,192,321	\$ 1,016,224	88%
JUDICIAL ADMINISTRATION					
CIRCUIT COURT	\$ 168,732	\$ 176,832	\$ 177,149	\$ (317)	100%
GENERAL DISTRICT COURT	18,512	18,512	12,984	5,528	70%
MAGISTRATES	2,225	2,225	140	2,085	6%
JUVENILE DOMESTIC RELATIONS COURT	76,292	76,292	3,275	73,017	4%
CLERK OF THE CIRCUIT COURT	743,218	758,465	727,155	31,310	96%
SHERIFF	1,256,720	1,277,116	1,273,421	3,695	100%
VICTIM/WITNESS GRANT	101,267	117,267	116,687	580	100%
COMMONWEALTH ATTORNEY	1,178,324	1,250,600	1,195,058	55,542	96%
TOTAL JUDICIAL ADMINISTRATION	\$ 3,545,290	\$ 3,677,310	\$ 3,505,870	\$ 171,440	95%
PUBLIC SAFETY					
POLICE	\$ 6,498,520	\$ 6,665,573	\$ 6,535,162	\$ 130,411	98%
E911 CENTER	1,160,536	1,163,767	1,088,843	74,924	94%
FIRE	4,187,445	4,227,427	4,198,967	28,460	99%
COMMUNITY PUBLIC SAFETY	110,500	278,417	123,102	155,315	44%
JUVENILE DETENTION HOME	337,038	337,040	337,040	-	100% Quarterly Payments
JAIL	3,418,169	3,418,169	3,418,169	-	100% Quarterly Payments
OFFICE ON YOUTH	186,700	186,700	186,700	-	100%
INSPECTIONS	452,688	452,688	443,316	9,372	98%
ANIMAL CONTROL	176,254	176,546	176,546	-	100%
MEDICAL EXAMINER	500	500	440	60	88%
TOTAL PUBLIC SAFETY	\$ 16,528,350	\$ 16,906,826	\$ 16,508,283	\$ 398,543	98%

THROUGH JUNE 30, 2025

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU JUNE 2025	AVAILABLE BUDGET	% EXPENDED
PUBLIC WORKS					
ENGINEERING	\$ 532,663	\$ 508,220	\$ 391,226	\$ 116,994	77%
PUBLIC WORKS ADMINISTRATION	324,538	461,538	402,335	59,203	87%
STREETS	3,318,805	7,000,700	3,948,451	3,052,249	56%
TRAFFIC ENGINEERING	297,217	329,102	230,156	98,946	70%
TRAFFIC SIGNALS	328,388	330,077	284,096	45,981	86%
BUILDING MAINTENANCE	1,547,781	1,714,875	1,694,556	20,319	99%
EQUIPMENT MAINTENANCE	556,518	594,499	593,638	861	100%
TOTAL PUBLIC WORKS	\$ 6,905,910	\$ 10,939,012	\$ 7,544,457	\$ 3,394,554	69%
HEALTH AND WELFARE					
PUBLIC HEALTH	\$ 323,359	\$ 259,020	\$ 259,020	\$ -	100%
VALLEY COMM SERVICES BOARD	271,842	271,842	271,842	-	100% Quarterly Payments
COMMUNITY POLICY MGMT TEAM (CSA)	3,100,000	3,100,000	3,571,766	(471,766)	115%
DEPT OF SOCIAL SERVICES	3,372,142	3,372,142	3,116,120	256,022	92%
TAX RELIEF FOR THE ELDERLY	284,000	284,000	421,194	(137,194)	148% Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	118,701	118,701	117,986	715	99% Outside Agency Contributions
TOTAL HEALTH AND WELFARE	\$ 7,470,044	\$ 7,405,705	\$ 7,757,929	\$ (352,224)	105%
EDUCATION -OTHER					
EDUCATIONAL CONTRIBUTIONS-BRCC	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	100% Contribution to Blue Ridge Community College
TOTAL EDUCATION-OTHER	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	100%
PARKS, RECREATION, LIBRARY, CULTURAL					
PARKS AND RECREATION ADMIN	\$ 1,311,262	\$ 1,349,130	\$ 1,336,301	\$ 12,829	99%
HORTICULTURE	226,481	225,681	219,760	5,921	97%
GOLF COURSE	157,166	157,166	154,042	3,124	98%
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	20,000	-	100% Boys and Girls Club
PARK MAINTENANCE	1,313,326	1,366,255	1,252,556	113,698	92%
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	45,500	45,500	-	100% Outside Agency Contributions
LIBRARY	1,481,791	1,496,791	1,478,195	18,596	99%
TOTAL PARKS, RECREATION, LIBRARY, CULTURAL	\$ 4,525,526	\$ 4,660,523	\$ 4,506,354	\$ 154,169	97%
PLANNING AND COMMUNITY DEVELOPMENT					
PLANNING	\$ 603,342	\$ 576,650	\$ 560,940	\$ 15,710	97%
COMMUNITY DEVELOPMENT ASSISTANCE	391,407	428,643	428,469	174	100% Outside Agency Contributions
ECONOMIC DEVELOPMENT	1,264,096	1,286,809	996,336	290,473	77%
TOURISM	665,454	751,488	722,560	28,928	96%
STAUNTON WELCOME CENTER	62,254	47,254	45,571	1,683	96%
TRANSPORTATION-CSPDC	64,312	55,312	54,996	316	99%
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	\$ 3,050,865	\$ 3,146,156	\$ 2,808,873	\$ 337,283	89%

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU JUNE 2025	AVAILABLE BUDGET	% EXPENDED
TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL					
TRANSFER TO DEBT SERVICE FUND	\$ 5,676,903	\$ 5,676,903	5,676,903	\$ -	100% Annual Debt Payments
TRANSFER TO CIP FUND	861,783	7,487,551	7,487,551	-	100%
TRANSFER TO EDUCATION FUND	17,256,610	17,256,610	17,256,610	-	100%
TRANSFER TO HUD	-	11,500	11,500	-	100%
NON-DEPARTMENTAL EXPENDITURES	(268,200)	200,605	3,994	196,611	2%
TOTAL TRANSFERS AND NON-DEPARTMENTAL	\$ 23,527,096	\$ 30,633,169	\$ 30,436,558	\$ 196,611	99%
TOTAL GENERAL FUND EXPENDITURES	\$ 73,503,384	\$ 85,586,245	\$ 80,269,646	\$ 5,316,599	94%

FY2025 GENERAL FUND BUDGET

ADOPTED BUDGET	\$ 73,503,384	JULY 1, 2024
ENCUMBRANCE CARRY FORWARDS	782,543	JULY 1, 2024
FY2025 BUDGET AMENDMENT NO. 1	46,953	AUGUST 8, 2024
FY2025 BUDGET AMENDMENT NO. 2	(121)	JANUARY 9, 2025
FY2025 BUDGET AMENDMENT NO. 3	10,022,488	FEBRUARY 13, 2025
FY2025 BUDGET AMENDMENT NO. 4	<u>1,230,998</u>	JUNE 26, 2025
FY2025 REVISED BUDGET	\$ 85,586,245	
FY2025 REVENUES	\$ 81,928,938	
FY2025 EXPENDITURES	<u>\$ (80,269,646)</u>	
FY2025 NET YTD	\$ 1,659,292	

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	September 25, 2025	Jessie Moyers Chief Finance Officer Leslie Beauregard City Manager
Item #	E	
Department:	Finance Department City Manager	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Review and Approval of FY 2027 Budget Calendar	

Background: The FY 2027 draft budget calendar is attached for your review. Council is asked to review the calendar and suggest changes that may better accommodate the schedules of Council members. Please consult your personal calendars for possible schedule conflicts.

Attachment: FY 2027 Budget Calendar

City Manager's Recommendation: Recommend City Council review and approve the proposed budget calendar as is, if no changes are needed.

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

CITY OF STAUNTON, VIRGINIA
FY 2027 BUDGET SCHEDULE
(July 1, 2026 - June 30, 2027)

CITY OF STAUNTON		
	City Budget Schedule	
<i>Budget Calendar and Budget Discussion with City Council</i>	September 25, 2025	
<i>Budget Call/ Notice</i>	October 20, 2025	
<i>Budget Submission due from Departments</i>	December 15, 2025	
<i>Budget Notice to Outside Agencies</i>	December 15, 2025	
<i>Budget Discussions with Departments</i>	December 2025 - February 2026	
<i>City Council and School Board Joint Meeting</i>	January 22, 2026	5:00 PM
<i>Budget Submission Requests from Outside Agencies</i>	January 23, 2026	
<i>Presentation of Draft Capital Improvement Plan</i>	February 26, 2026	
<i>Advertisement for Proposed Tax & Fee Increases - Public Hearing</i>	March 25, 2026	
<i>Budget Presentation to City Council-Work Session</i>	March 26, 2026	7:00 PM
<i>Introduction of Total Budget Ordinance for City and Schools</i>	March 26, 2026	7:00 PM
<i>Advertisement for Proposed Tax & Fee Increases and Budget Ordinance - Public Hearing</i>	April 1, 2026	
<i>City Council Budget and CIP Work Session</i>	April 2, 2026	5:00 PM
<i>Budget Work Session- School Board/ City Council</i>	April 9, 2026	5:00 PM
<i>Budget Public Hearing (all budget ordinances)</i>	April 9, 2026	7:00 PM
<i>City Council Budget Work Session</i>	April 16, 2026	7:00 PM
<i>City Council Budget Work Session</i>	April 23, 2026	5:00 PM
<i>Adoption of City Budget and Capital Improvement Plan</i>	April 23, 2026	7:00 PM

CITY COUNCIL



Staunton, Virginia

AGENDA BRIEFING

Meeting Date:	September 25, 2025	Maggie Ragon Commissioner of Revenue
Item #	F	
Department:	Commissioner of Revenue	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Resolution Establishing the Percentage of Relief at 33% for Purposes of the Personal Property Tax Relief Act (PPTRA)	

Background: The Personal Property Tax Relief Act of 1998 (PPTRA) was modified by legislative action taken during the 2004 and 2005 General Assembly sessions. The legislative enactments required the City to take affirmative steps to implement changes and to provide for computation and allocation of relief. The legislative enactments also provided for an appropriation to the City, commencing in 2006, for a fixed sum to be used exclusively for the provision of tax relief to owners of vehicles subject to the City's personal property tax, and to provide the opportunity for the City to fashion a program of tax relief that best serves the citizens.

On April 13, 2006, Council adopted an ordinance that defined procedures and responsibilities for implementing the changes to the PPTRA, including the method of computing the tax relief and allocation of tax relief, plus transitional provisions. The ordinance requires that Council shall set the percentage of tax relief at such a level that is anticipated to fully exhaust PPTRA relief funds provided to the City by the Commonwealth. The Commissioner of Revenue recommends the rate of 33 percent for calendar year 2025. The Commissioner of Revenue, the City Treasurer, and the Chief Financial Officer have worked as a team to bring this matter to Council so as to implement Council's April 13, 2006 ordinance.

Attached is a copy of the April 13, 2006 ordinance, codified as Section 3.10.015 of the Staunton City Code, and a proposed resolution setting the PPTRA rate at 33 percent, as recommended by the Commissioner of Revenue.

Attachments:

Attachment 1—Personal Property Tax Relief Code

Attachment 2—Proposed Resolution

City Manager's Recommendation: I concur with the Commissioner of Revenue's recommendation and also recommend that the percentage be established at 33 percent.

Suggested Motion: I move that a resolution, as proposed, be adopted, establishing the Personal Property Tax Relief Act (PPTRA) percentage at 33 percent.

City Manager: Leslie Beauregard

3.10.015 Personal property tax relief.

(1) Purpose – Definitions – Relation to Other Ordinances.

(a) The purpose of this section is to provide for the implementation of the changes to the Personal Property Tax Relief Act of 1998 (PPTRA) effected by legislation adopted during the 2004 Special Session I and the 2005 Regular Session of the General Assembly of Virginia.

(b) Terms used in this section that have defined meanings set forth in PPTRA shall have the same meanings as set forth in the Code of Virginia Section 58.1-3523, as amended.

(c) To the extent that the provisions of this section conflict with any prior ordinance or provision of the city code, this section shall control.

(2) Method of Computing and Reflecting Tax Relief.

(a) For tax years commencing in 2006, the City adopts the provisions of Item 503.E of the 2005 Appropriations Act, providing for the computation of tax relief as a specific dollar amount to be offset against the total taxes that would otherwise be due but for PPTRA and the reporting of such specific dollar relief on the tax bill.

(b) The city council shall, by resolution, set the percentage of tax relief at such level that is anticipated to fully exhaust PPTRA relief funds provided to the city by the Commonwealth of Virginia.

(c) Personal property tax bills shall set forth on their face the specific dollar amount of relief credited with respect to each qualifying vehicle, together with an explanation of the general manner in which relief is allocated.

(3) Allocation of Relief Among Taxpayers.

(a) Allocation of PPTRA relief shall be provided in accordance with the general provisions of this section, as implemented by the specific provisions of a resolution adopted annually, after the personal property tax book is certified by the commissioner of revenue and delivered to the treasurer.

(b) Relief shall be allocated in such a manner as to eliminate personal property taxation of each qualifying vehicle with an assessed value of \$1,000 or less.

(c) Relief with respect to qualifying vehicles with assessed values of more than \$1,000 shall be provided at a percentage, annually fixed and applied to the first \$20,000 in value of each such qualifying vehicle, that is estimated fully to use all available state PPTRA relief.

(4) Transitional Provisions.

(a) Pursuant to authority conferred in Item 503.D of the 2005 Appropriations Act, the city treasurer is authorized to issue a supplemental personal property tax bill, in the amount of 100 percent of tax due without regard to any former entitlement to state PPTRA relief, plus applicable penalties and interest, to any taxpayer whose taxes with respect to a qualifying vehicle for tax year 2005 or any prior tax year remain unpaid on September 1, 2006, or such date as state funds for reimbursement of the state share of such bill have become unavailable, whichever earlier occurs.

(b) Penalty and interest with respect to bills issued pursuant to subsection (4)(a) of this section shall be computed on the entire amount of tax owed. Interest shall be computed at the rate provided in SCC [3.10.040](#). (Ord. 2006-05).

**TO FURTHER IMPLEMENT THE 2004-2005 CHANGES
TO THE PERSONAL PROPERTY TAX RELIEF ACT OF 1998**

WHEREAS, the City's program of tax relief contemplates the allocation of PPTRA relief provided by the Commonwealth of Virginia pursuant to the provisions of Ordinance 2006-05, codified as Section 3.10.015 of the Staunton City Code, as further implemented by resolution adopted annually after the personal property tax book is certified by the Commissioner of Revenue and delivered to the Treasurer;

WHEREAS, the Commissioner of Revenue has recommended to the Council of the City of Staunton, Virginia, that with respect to qualifying vehicles with assessed values of more than \$1,000 the percentage of relief to be applied to the first \$20,000 in value of each such qualifying vehicle should be 33%, which the Commissioner of Revenue estimates will fully use all available state PPTRA relief.

Adopted this 25th day of September, 2025.

Attest: _____
John Blair
Acting Clerk of Council