Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
October 23, 2025
5:45 p.m.

5:45 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
5:50 p.m.	**2.**	**Discussion of Resolution Establishing the City of Staunton 2026 Legislative Program**
6:10 p.m.	**3.**	**Presentation on Comprehensive Plan Update Progress**
6:30 p.m.	**4.**	**Implementation Update on Community Development Department Permitting Software**
6:50 p.m.		**Break Until Regular Meeting at 7:00 p.m.**

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

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Overholtzer

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes
Work Session and Regular Meeting of October 9, 2025

A.2. FY 2026 1st Quarter Financial Report

A.3. Considerations of Appointments of City of Staunton Fire Marshals

A.4. Consideration of Resolution to Establish City of Staunton Housing Commission

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. Oaths of Office—Deputy Chief Adam Dolan, Captain Justin Siron, Lieutenant Jordan Taylor, and Lieutenant Bradley Goodbar

C. Update on Wharf Daylighting Feasibility Study

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:	**October 23, 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:	**October 23, 2025**	**John C. Blair, II City Attorney**
Item #	**2**	
Department:	**City Attorney**	
Alignment with Staunton Plan (Value/Strategic Goal):	**Values: Engagement; Integrity**	
Subject:	**Discussion of Resolution Establishing the City of Staunton 2026 Legislative Program**	

Background: The proposed 2026 Legislative Program consists of four items. The first item is the Virginia Municipal League's 2026 Legislative Program.

The second item is a proposed amendment to the Virginia Freedom of Information Act that would permit localities to not release the locality's utility account number. The City Attorney has worked with the Virginia Coalition for Open Government to provide a narrow exception to the Act's public records disclosure requirement. The Act already authorizes localities to withhold banking account numbers. The purpose of the proposed amendment is to prevent possible fraud.

The third item is a proposed amendment to a scrivener's error in Virginia Code Section 58.1-3221. The City Assessor is requesting this change.

The fourth item is the 2026 Legislative Program document to be presented to Staunton's representatives in the 2026 General Assembly. In addition to the proposed code amendments, it contains Council's support for a sales tax referendum to support school division capital projects as well as a request for a study to examine expanding the authority of all cities and towns in Virginia to require dedication of land for sidewalk, curb, and gutter improvements as a component of the subdivision approval process. Currently, the authority is limited to towns in the Northern Virginia Transportation District. Councilor Overholtzer has proposed adding a position statement to the 2026 Legislative Program concerning the use of recyclable packaging

materials due to potential landfill fiscal considerations.

City Manager's Recommendation: Discuss the City's 2026 Legislative Program.

Suggested Motion: Not Applicable.

Attachments:

Attachment 1—VML Legislative Program ***(Attached is VML's Proposed Legislative Program. The final program was approved at the VML Conference on October 13, 2025 but has not been published yet. Staff will update this agenda item once that is published)***
Attachment 2—Proposed Amendment to Virginia Code Section 2.2-3705.1
Attachment 3—Proposed Amendment to Virginia Code Section 58.1-3221
Attachment 4—2026 Legislative Program

City Manager: Leslie Beauregard

VML Legislative Committee
Proposed 2026 Legislative Program and Priorities
As Amended and Approved by VML Legislative Committee
October 12, 2025

Priorities

Local Land Use

Localities must maintain control of local land use decisions. Neither the state nor the federal government should usurp or pre-empt a locality's authority to make such decisions; nor should they impose requirements that weaken planning and land use functions. This includes all types of housing, including but not limited to short-term rentals.

VML also supports local government authority to promote affordable and mixed-income housing as well as the required infrastructure to facility.

Local Revenue Sources

Local tax revenues are primarily derived from real estate, personal property (i.e., car tax), local sales and uses, Business, Professional, Occupational Licensing (BPOL), meals and transient occupancy taxes. These revenues are used to fund each locality's priorities that tend to focus on K-12 education and public safety. VML cannot support initiatives that phase out or eliminate sources of revenue to cities, counties, and towns without a firm commitment of ongoing general fund resources to offset local revenue losses.

Support for Public Education

A General Assembly joint subcommittee continues examining recommendations from the 2023 Joint Legislative Audit and Review Commission (JLARC) report on the Standards of Quality (SOQ), including recommendations on updating the SOQ in the short- and long-run. VML encourages the General Assembly to expeditiously implement and fund the JLARC recommendations to more equitably share the costs of K-12 public education with local governments and to ensure the overall success of students across the Commonwealth.

VML supports solutions to address school construction and renovation needs (estimated at $25.0 billion), including statewide local authority for a local one percent sales tax for school construction by referendum.

VML supports innovation in public schools but opposes efforts to limit local authority or to divert state funds from the public education system.

Legislative Program Items

Accessory Dwelling Units (ADUs)

Localities should retain local land use control when regulating accessory dwelling units.

Assistance to Local Police Departments (HB 599 Program)

Almost 70 percent of Virginians live in communities served by police departments. The State created a program of financial assistance to local police departments (HB 599) when it imposed an annexation moratorium on cities more than 30 years ago. It has increasingly de-emphasized this funding obligation as a priority but has never compromised on the annexation moratorium.

VML calls for the state to honor its commitment to local governments and public safety by funding the program as stipulated in the Code of Virginia or lift the moratorium on annexation.

Authority for Retired Law Enforcement to Handle Temporary Detention Orders

Allow retired law enforcement officers to handle Temporary Detention Orders (TDO's).

Cannabis Retail Sales – Local Referenda, Land Use, and Revenue Authority

VML urges the Virginia General Assembly to authorize local governments – cities, towns, and counties – to regulate land use and zoning, hold a referendum on retail sales, and tax recreational cannabis retailers.

Clarification of Franchise Fees: Non-monetary Benefits

Clarify that the Code of Virginia's prohibition of franchise fees refers only to monetary fees and does not prevent local governments from negotiating for non-monetary benefits.

Compensation for Wrongful Incarceration for Certain Intentional Acts

VML urges the General Assembly to reconsider recent legislation (H.B. 1914, 2025 General Assembly) related to compensation for wrongful incarceration. Specifically, we urge the General Assembly to provide localities with the same discretion given to the Commonwealth regarding compensation in wrongful incarceration cases in which the person has been declared innocent or received an absolute pardon for a crime the person did not commit. We also request removal of language regarding withholding of state funding to a locality in such cases.

CSA State and Local Funding Partnership

Local governments administer the Children's Services Act (CSA) program on behalf of the state, and local governments share in the funding responsibilities with the state. Local governments have consistently supported efforts to contain costs for the program, particularly the private day special education program. VML adamantly opposes the capping of state funding responsibility for this and any other component of the CSA program, which simply shifts the funding burden for mandated services onto local governments.

Deed Fraud

VML supports legislation that will assist in reducing the number of fraudulent deed transactions in the Commonwealth.

Local and Regional Juvenile Detention Facilities

Local and regional juvenile detention facilities play an integral role in the continuum of Virginia's juvenile justice system. A major consideration in maintaining the system of local and regional detention facilities is to serve youth closer to their families, their community support systems, the courts with which they are involved, and their legal counsel.

Any state-level discussion of the future of this system, including efforts involving closures or consolidations, must involve the major stakeholders involved in the system, such as members of the juvenile and domestic relations courts system, detention facility managers, and youth/family advocates.

Discussions should also consider regions looking to open facilities to serve their communities and avoid sending youth long distances for placement; include examination of ways the state can improve investments in facilities to update key infrastructure; address behavioral health needs of youth and their families to improve outcomes; and find ways to effectively address state requirements for educational services.

Local Excise Taxes

VML supports the statewide authority for local governments to establish an excise tax on the sale of vaping products. VML also supports the statewide authority for local governments to establish an excise tax on the sale of cannabis products.

Referendum Authority for Towns

VML supports inclusion of towns in any legislation authorizing referenda by local governments, including but not limited to skill games legislation.

Sovereign Immunity

Expanding liability and eroding immunities at the state level across the nation have had a chilling effect on the actions of local government officials contributing to local government insurance problems, creating immense financial risks (particularly for legal costs), and posing a substantial obstacle to the provision of needed public services. The Virginia General Assembly should strengthen and must maintain the principles of sovereign immunity for local governments and their officials.

State-mandated Tax Policy Changes and Local Revenues

Locally elected officials understand the needs of their community as well as the burden of taxation on their constituents. The Commonwealth should refrain from encroaching upon the responsibility of local officials by imposing additional exemptions from locally generated revenues or imposing additional red tape that make it more difficult to raise revenue in their communities.

Further, VML opposes any state-mandated exemptions to the local option sales tax or to the real estate tax unless the General Assembly can establish a viable revenue replacement to local governments.

Stormwater Local Assistance Funding (SLAF) and Water Quality Improvement Fund (WQIF)

VML Supports the addition of $50 million to the Stormwater Local Assistance Fund (SLAF) in Fiscal Year 2026 to meet documented needs. VML Supports continued full state funding for the Water Quality Improvement Fund (WQIF).

Study of Mandatory Property Tax Exemptions

Real property tax revenues are the mainstay of local government budgets, and state mandates that reduce these revenues place pressure on other local government budget priorities, such as property tax relief for the elderly and disabled, funding for K-12 education, and the appropriate level of taxation for each locality. VML supports the Commonwealth convening a work group (i.e., JLARC or TAX) to analyze the rising cost of mandatory property tax exemptions for disabled veterans and their families, which has increased from $8 million in 2011 to an estimated $284 million in 2025, and make recommendations to address the loss of local revenue.

The Changing Federal Funding Situation

As the federal government fundamentally changes its funding relationship with states, localities, and organizations that serve communities, VML asks that the state prioritize its resources for vital services to help protect and serve children, families, and the most vulnerable in our communities.

Attachment 2

PROPOSED AMENDMENT TO
VIRGINIA CODE SECTION 2.2-3705.1

§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

…

13. Account numbers or routing information for any credit card, debit card, or other account with a public utility or financial institution of any person or public body. However, access shall not be denied to the person who is the subject of the information. For the purposes of this subdivision, "financial institution" means any organization authorized to do business under state or federal laws relating to financial institutions, including, without limitation, banks and trust companies, savings banks, savings and loan companies or associations, and credit unions and "public utility" shall have the same meaning as found in Virginia Code Section 56-265.1 but "other account" shall not include those accounts furnishing telephone services. As used in this subdivision, "account numbers or routing information" shall not include any telephone number of a public body.

Attachment 3

PROPOSED AMENDMENT TO
VIRGINIA CODE SECTION 58.1-3221

§ 58.1-3221. Partial exemption for certain rehabilitated, renovated or replacement commercial or industrial structures.

…

E. Where rehabilitation is achieved through demolition and replacement of an existing structure, the exemption provided in subsection A shall not apply when any structure demolished is a registered Virginia landmark or is determined by the Department of Historic Resources to contribute to the significance of a registered historic district ~~landmark~~.

EXHIBIT A

STAUNTON CITY COUNCIL
2026 LEGISLATIVE PROGRAM

1. The Staunton City Council endorses the 2026 Virginia Municipal League Legislative Program.

2. The Staunton City Council respectfully requests that the 2026 Session of the Virginia General Assembly enacts legislation that authorizes localities to conduct binding referenda to support an up to one percent increase in the sales and use tax to be used only for capital projects for the construction or renovation of school facilities.

3. The Staunton City Council respectfully requests that the 2026 Session of the Virginia General Assembly enacts an amendment to Virginia Code Section 58.1-3221 to correct what appears to be a scrivener's error. A copy of a proposed amendment is attached to this Legislative Program.

4. The Staunton City Council respectfully requests that the 2026 Session of the Virginia General Assembly enacts an amendment to Virginia Code Section 2.2-3705.1 to exempt municipal utility account numbers from disclosure pursuant to the Virginia Freedom of Information Act. A copy of a proposed amendment, drafted in consultation with the Virginia Coalition for Open Government, is attached to this Legislative Program.

5. The Staunton City Council respectfully requests that the 2026 Session of the Virginia General Assembly authorize a study to determine if all cities and towns within the Commonwealth of Virginia should be provided the authority to require dedication of land for sidewalk, curb, and gutter improvements as provided to towns in the Northern Virginia Transportation District pursuant to Virginia Code Section 15.2-2242(12).

6. The Staunton City Council respectfully requests that its representatives in the 2026 Session of the Virginia General Assembly support any legislation introduced which requires or encourages manufacturers to use packaging materials that can be easily recyclable.

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**October 23, 2025**	**Rodney Rhodes** **Community Development Director** **Meggie Taylor** **Long Range & Comprehensive Planner**
Item #	**3**	
Department:	**Community Development – Planning Division**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Inclusion & Equity; Excellence; Engagement; Environmental Consciousness** **Strategic Areas: Comprehensive Economic Development; Advanced Environmental Sustainability & Infrastructure; Effective Communication with Citizens; Improved Quality of Life through Recreation**	
Subject:	**Presentation to Council on Comprehensive Plan Update Progress**	

Background: Summary: Following the initial phase of public engagement and data collection presented in May 2025, the Comprehensive Plan 2045 update has progressed into its next phase, focusing on goal setting and recommended actions. A successful Community Workshop was held in June, and subsequent rounds of stakeholder meetings have helped refine goals and actions. This work has led to the development of initial recommendations, including a key proposal to simplify the Future Land Use Map to create a more user-friendly and effective guide for future development.

Progress Since May 2025:

- **Community Workshop:** On June 25, 2025, the City hosted a well-attended Community Workshop at Staunton High School. The event used an interactive, open-house format with stations centered on key themes, allowing for direct public input on visioning, goal setting, and brainstorming "big ideas" for Staunton's future.
- **Stakeholder Meetings (Rounds 2 & 3):** The project team conducted a second and third round of engagement with the 10 stakeholder groups. The second round consisted of an online survey to gather feedback on the overarching goals for each focus area. The third round involved in-person meetings to discuss and refine specific, actionable recommendations for the plan.
- **Draft Recommendations:** Feedback from the initial engagement, the June Community

Workshop, and the recent stakeholder meetings has been analyzed to develop a community vision and begin drafting recommendations. A significant proposal is the consolidation of the Future Land Use Map (FLUM), reducing the land use categories from 17 to 10 to better align with the community's desired development patterns.

Next Steps:

- **Evaluate and Prioritize Recommendations (Fall 2025):** Through the remainder of Fall 2025, the Citizen Steering Committee and project team will continue to evaluate and prioritize the draft recommendations.
- **Community Review and Feedback (Winter 2025-2026):** The next phase of public engagement will include a third Open House on **November 10th at Bessie Weller Elementary School from 5:30 – 7:00 pm** for the community to review elements of the draft plan.
- **Online survey:** A survey will be launched in early 2026 to collect comments from the general public on the draft materials and recommendations.
- **Draft Plan and Adoption (Spring 2026):** The project team will draft the final plan, which will then be brought before the Planning Commission and City Council for public hearings and consideration for adoption.

Staff will provide a more detailed update during the work session, including a PowerPoint presentation.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**October 23, 2025**	**Linda Nesselrodt Zoning Administrator Zach Henry IT Systems Engineer**
Item #	**4**	
Department:	**Community Development & Information Technology**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Engagement; Responsive, Efficient Government Strategic Areas: Comprehensive Economic Development; Effective Communication with Citizens**	
Subject:	**Implementation Update on Community Development Department Permitting Software**	

Background: In April 2024, the City of Staunton procured the Enterprise Permitting and Licensing (EPL) software from Tyler Technologies to modernize and streamline operations within the Community Development Department.

Project Goals: The EPL system is being implemented to:

- Provide citizens, developers, and contractors with an easy-to-use online platform for submitting documents, requesting inspections, and participating in electronic plan reviews.
- Offer City staff a user-friendly interface to efficiently process permit applications and reduce paper usage.
- Expedite the overall permitting process from submittal to issuance.

Next Steps:

City staff will provide Council with an update on:

- The current status of the EPL implementation
- Progress toward system launch
- Key milestones and anticipated go-live timeline
- Training and outreach efforts for both internal users and the public

This initiative marks a meaningful advancement in how the City of Staunton serves its residents and development community. By improving transparency, streamlining workflows, and expanding digital access to permitting services, the EPL system supports a more efficient and responsive government.

Attachment: Not Applicable.

City Manager Recommendation: Not Applicable.

Suggested Motion: Not Applicable.

City Manager: Leslie Beauregard

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**October 23, 2025**	**City Council**
Item #:	**A**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Strategic Area: Responsive, Efficient Government**	
Subject:	**Consent Agenda**	

Background: As provided in Council Procedure Memorandum No. 14, it is the policy of City Council to have the City Manager place routine, noncontroversial items on a Consent Agenda. Briefings for each item included on the Consent Agenda have been prepared in the manner and format of regular business items on the agenda, with each item described in sufficient detail to provide the public with an appropriate understanding of such item. All matters listed on the Consent Agenda will be enacted by one motion and as a single item. There will be no separate discussion of an item. If discussion is desired, the item may be removed from the Consent Agenda at the request of a member of City Council and considered separately at the end of the regular meeting agenda.

The Mayor will inquire whether any member of City Council desires to remove any item from the Consent Agenda and to place such item on the regular meeting agenda for separate consideration.

Suggested Motion (if no items removed): I move to approve the Consent Agenda, as presented.

Suggestion Motion (if one or more items removed): I move to approve the Consent Agenda with the exception of item(s) _____, and that item(s)____ be moved to the end of the regular agenda for discussion and a separate vote.

City Manager: Leslie Beauregard

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**October 23, 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 October 9, 2025

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

City Manager: Leslie Beauregard

City Council
WORK SESSION
October 9, 2025
5:00 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 Park 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. Presentation by Virginia Main Street Program

Courtney Mailey and Kelvin Whitehurst of Virginia Main Street, presented an overview of the Main Street program.

Since 1985, the Virginia Main Street (VMS) program has been helping to pave the way for successful and enduring community revitalization driven by the National Main Street Center's Main Street Approach. Currently housed under the Virginia Department of Housing and Community Development's Economic Development and Community Vitality Division, VMS supports and promotes healthy, vibrant and sustaining downtowns and business districts across the Commonwealth, including Staunton's, which is a partnership between the City and Staunton Downtown Development Association.

Ms. Mailey described the Main Street philosophy as "DOPE" with the acronym representing Design, Organization, Promotion, and Economic Vitality. She also stated that there had been $200 million in investment in downtown Staunton since the city joined the Main Street program.

Mr. Whitehurst stated that he became a program administrator for the Department of Housing and Community Development for nine months and previously worked for the Downtown Lynchburg Association.

Mayor Edwards asked about the training provided by the Main Street program. Ms. Mailey mentioned that elected officials were welcomed at some of the trainings, but that there were also specialized trainings for board members and executive directors.

Councilor Overholtzer asked for an example of technical assistance provided by the Main Street program. Ms. Mailey stated that the program recently provided retail analysis for the Staunton downtown area.

Vice-Mayor Arrowood asked Mr. Mailey how long she had been with the Main Street program. She stated she was with the program from 2002-2006 and came back to serve in 2020.

3. Presentation of Central Shenandoah Planning District Commission FY 2025 Annual Report

Ann Cundy, Executive Director of the Central Shenandoah Planning District Commission (CSPDC), presented the FY 2025 Annual Report. She stated that the organization was chartered in 1969. She highlighted the completion of the Regional Housing Study, $1,660,000 invested in affordable units throughout the CSPDC's footprint, the Lewis Street transportation hub renovation, and the increased Afton Express ridership. She concluded her presentation by stating that the CSPDC was here to serve Staunton.

Councilor Overholtzer asked her about opportunities and challenges in the coming fiscal year. Ms. Cundy stated that CSPDC is monitoring the federal funding situation, but to this point, the agency had not experienced any cuts in federal funding. She stated that CSPDC is exploring new potential revenue streams such as how to provide services for the localities it serves.

She stated that the biggest opportunity for the upcoming year is to partner with CSPDC localities and outside entities such as community foundations to implement strategies in the Housing Study.

4. Update on Regional P25 Radio Project

Chief Technology Officer Kurt Plowman stated that the City of Staunton, in conjunction with Augusta County and the City of Waynesboro, have been making significant progress on the Regional P25 Radio System. He shared an update on the project and a status of the timeline for the project.

Councilor Overholtzer asked about the advantages of the new system. Mr. Plowman stated that the biggest advantage is interoperability between Staunton, Augusta County and Waynesboro.

Mayor Edwards asked about the life cycle of the new system. Mr. Plowman stated that the life cycle is approximately fifteen years.

Vice-Mayor Arrowood asked about weather challenges. Mr. Plowman stated that the biggest challenge was the leaves falling in September during system testing.

Ms. Beauregard praised Mr. Plowman and his team for the work they have done implementing the new system.

5. Briefing and Update of License Plate Reader (FLOCK) Technology

Police Chief Jim Williams stated that last year, the Police Department installed six fixed license plate readers (LPRs) across various locations in the city through a cooperative contract with Flock Safety. These readers offer numerous public safety benefits, such as assisting in locating missing persons (including AMBER and senior alerts), identifying stolen vehicles and license plates, tracking wanted individuals, and generating investigative leads for reported crimes.

Chief Williams highlighted the General Assembly's passage of a state law in 2025 that regulated the use of LPRs which prohibits the selling of data collected by LPRs and the submission of an annual report to the Department of Criminal Justice Services.

Chief Williams also highlighted a number of cases in which LPRs assisted Staunton Police Department investigations including the apprehension and prosecution of an individual suspected of stealing from donation jars in gas stations, a Secret Service investigation of counterfeit bills, and the recovery of an individual reported missing from Delaware with cognitive difficulties.

Councilor Overholtzer asked if the Flock Safety technology was lined to another database such as NCIC. Chief Williams stated that it was not.

Councilor Woods asked if the LPRs take pictures of license plates. Chief Williams stated that the cameras do take pictures of license plates.

Vice-Mayor Arrowood asked if other localities can search Staunton's Flock cameras. Chief Williams said that other localities can search Staunton's Flock cameras.

Councilor Woods asked if the Staunton Police Department audited which officers use the Flock system. Chief Williams said there are periodic audits of use of the system. He also pointed out that improper use of the Flock system can result in an officer's termination and decertification.

Councilor Park asked if ICE can contact the Staunton Police Department for Flock data. Chief Williams stated that if it is a criminal offense and that ICE has a criminal warrant, they could receive the data.

Councilor Campbell highlighted the Staunton Police Department's Flock Transparency Portal.

Mayor Edwards asked Chief Williams about the difference between surveillance and using stationary cameras in limited locations. Chief Williams stated that the Staunton Police Department is not surveilling individuals. The Flock database is only searched if it is pursuant to one of the state code provisions which permits the search.

6. <u>Closed Meeting for the Consideration of the Potential Acquisition of Real Property</u>

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

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

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

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

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

_____

John Blair
Acting Clerk of Council

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

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

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

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 Mayor Edwards.

Proclamation—Virginia Women's Institute for Leadership 30th Anniversary

Mayor Edwards presented the following Proclamation:

Virginia Women's Institute for Leadership
30th Anniversary

WHEREAS, the Virginia Women's Institute for Leadership (VWIL) at Mary Baldwin University was established in 1995 as the nation's only all-female cadet corps, offering a rigorous program that integrates military training, academic excellence, physical fitness, and leadership development within a liberal arts environment; and

WHEREAS, VWIL was created in partnership with the Commonwealth of Virginia and the Virginia Military Institute, affirming a commitment to expand leadership opportunities for women in the military and beyond; and

WHEREAS, VWIL has graduated nearly 600 cadets who have gone on to serve with distinction in the U.S. Armed Forces, public services, business, education, and civic life, carrying forward the program's mission of developing citizen-leaders of character; and

WHEREAS, VWIL cadets uphold the corps' values of honor, integrity, discipline, and service, and have consistently distinguished themselves through Reserve Officer Training Corps (ROTC) commissions, community engagement, academic achievement, and global leadership opportunities; and

WHEREAS, VWIL's commitment to holistic development has fostered a residential campus culture where cadets thrive academically, physically, and personally, contributing to Mary Baldwin University's mission to prepare inclusive leaders for a diverse and changing world; and

WHEREAS, VWIL celebrates three decades of excellence in 2025, marking 30 years of empowering women to lead with confidence, courage, and compassion, and honoring the legacy of its cadets, commandants, and the many faculty, staff, and alumni who have shaped the program's success.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that the city recognizes the 30th anniversary of the Virginia Women's Institute for Leadership in the City of Staunton, and the city is proud to be home to this distinguished institution, whose presence enriches our community, empowers future generations, and exemplifies the values we hold dear.

MAYOR'S REPORT

Mayor Edwards celebrated the recent Queen City Mischief and Magic Festival.

She also mentioned attending the Third Annual Giving Back Day with Councilor Woods.

Finally, she mentioned attending a fundraiser for the Shea House at the Augusta Street United Methodist Church.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Councilors Woods and Overholtzer praised the recent performance of "Romeo and Juliet" at the American Shakespeare Center.

Councilor Overholtzer also mentioned the he had an opportunity to see the 611 steam engine arrive in Staunton. He also recognized the new Juvenile and Domestic Relations Court facility's ability to blend aesthetics and security.

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes
Special Meeting of September 13, 2025
Work Session and Regular Meeting of September 25, 2025

A.2. Consideration of Ordinance to Amend the FY2026 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One

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

A.3. Consideration of Amendments to City of Staunton Enterprise Zone Boundaries and Incentives

AN ORDINANCE AMENDING TITLE 3, CHAPTER 3.45
OF THE STAUNTON CITY CODE
TO AMEND PROVISIONS RELATED TO THE BOUNDARIES
AND INCENTIVES OF THE STAUNTON ENTERPRISE ZONE

Recitals

A. The Staunton City Council enacted Title 3, Chapter 3.45 of the Staunton City Code to provide for the establishment and administration of an Enterprise Zone;

B. In order to promote business and industrial growth within the Staunton Enterprise Zone, the City Council wishes to amend the boundaries and incentives of the Enterprise Zone;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia that Title 3, Chapter 3.45 of the Staunton City Code is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows and indicated by the strikethroughs and underlined text:

Chapter 3.45
Enterprise Zone

3.45.010 Statement of purpose.

In accordance with Title 59.1, Chapter ~~22~~ 49, of the Virginia Code, it is the purpose of this chapter to promote business and industrial growth within the area designated as the Staunton enterprise zone by means of tax incentives, deferrals, grants, and other incentives and initiatives to stimulate real property improvements and new job creation that will serve the best interests of the city of Staunton.

3.45.020 Boundaries and date established – Transition.

(1) The boundaries of the Staunton enterprise zone are as set forth on the map entitled "Staunton Enterprise Zone Map-Effective January 1, 2026", as maintained in the office of the Staunton enterprise zone administrator, the provisions of which map are incorporated fully herein by reference. The Staunton enterprise zone as shown on the map is established and designated effective January 1, 2026, solely for purposes of eligibility for benefits that may be provided by the Commonwealth of Virginia under the applicable provisions of Title 59.1 of the Virginia Code and implementing regulations of the Commonwealth of Virginia.

(2) With respect to the enterprise zone set forth on the map entitled "Staunton Enterprise Zone Map-Effective January 1, 2026" dated January 1, 2026, the benefits provided in SCC 3.45.040 and 3.45.050, and the regulations promulgated under SCC 3.45.070, shall be measured from January 1, 2026.

(3) Any application made on or after January 1, 2026, for incentives shall be regarded as an application as to the zone established and the corresponding benefits allowed by the city under the provisions of this chapter in effect for such purposes as of January 1, 2026. Any application made before January 1, 2026, shall be regarded as an application made as to the zone established and the corresponding benefits allowed by the city under the provisions of this chapter in effect for such purposes immediately prior to January 1, 2026. No business firm which received any benefits allowed by the city under the provisions of this chapter in effect for such purposes immediately prior to January 1, 2026, shall be eligible for benefits allowed by the city under the provisions of this chapter in effect as of January 1, 2026, unless and until the business firm satisfies all of the requirements as to the zone established and benefits allowed by the city as of January 1, 2026.

~~3.45.030 Definitions~~.

~~As used in this chapter:~~

~~(1) "Average number of full-time employees" means the number of full-time employees during each payroll period of a business firm's taxable year divided by the number of payroll periods.~~

~~(a) In calculating the average number of full-time employees, a business firm may count only those full-time employees who worked at least one-half of the normal work days during the payroll period. Paid leave time may be counted as work time.~~

~~(b) For a business firm which uses different payroll periods for different classes of employees, the average number of full-time employees of the firm shall be defined as the sum of the average number of full-time employees for each class of employees.~~

~~(2) "Business firm" means any for-profit business entity, incorporated or unincorporated, which is authorized to do business in the commonwealth of Virginia.~~

~~(a) The term "business firm" includes partnerships and small business corporations electing to be taxed under Subchapter S of the federal Internal Revenue Code, and which are not subject to state income tax as partnerships or corporations, but the taxable income of which is passed through to and taxed as income of individual partners and shareholders.~~

~~(b) The term "business firm" does not include homeowners associations as defined by the Internal Revenue Code, Section 528.~~

~~(3) "Employee of a zone establishment" means a person employed by a new business firm who is on the payroll of the firm's establishment(s) within the zone. In the case of an employee who is on the payroll of two or more establishments of the firm, both inside and outside of the zone, the term "employee of a zone establishment" refers only to such an employee assigned to the firm's zone establishment(s) for at least one-half of the normally scheduled workdays for such employee.~~

~~(4) "Full-time employee" means an employee of a zone establishment who works at least 35 hours per week during the business firm's weekly payroll period, or two or more individuals who together share the same job position and together work 35 hours per week during the business firm's weekly payroll period for that one position, provided the time worked totals at least 1,750 hours during the business firm's taxable year. The term "full-time employee" does not include a partner member or shareholder in the new business firm or an unpaid volunteer worker.~~

~~(5) "In good standing" means that the business firm or new business firm has satisfied all of the requirements of the commissioner of revenue and of the treasurer of the city, including the payment in full of all license taxes, real estate taxes, and other taxes, levies, fees, charges, interest, and penalties, and has paid in full all other fees, charges, and claims of any nature whatsoever imposed by or owed to the city or related entities of the city. The determination of whether a business firm is "in good standing" shall be made by the enterprise zone administrator upon consideration of a certification provided by the commissioner of revenue, the treasurer of the city, and by any other authorized official of the city or related entities of the city and upon consideration of other information as the zone administrator deems appropriate.~~

~~(6) "Marketing expenses" means out-of-pocket costs paid by a business firm for advertising, public relations, graphic design work and printing related to advertisement, promotion, or brand development, or other out-of-pocket costs paid for general business promotion.~~

~~(7) "New or expanding business" means an enterprise which has increased its number of employees, expanded its facilities, or invested additional new capital in facilities, plant or equipment as part of a written plan and effort to grow its revenues and profits.~~

~~(8) "Property owner" includes any person or entity, regardless of form, having legal title to real property.~~

~~3.45.040 Deferral of increased assessed property value.~~

~~(1) Any business firm or property owner who makes repairs, renovations or other structural or interior improvements to their industrial or commercial property in the enterprise zone, increasing the assessed value of the property by at least 40 percent, shall receive a five-year deferral of increased assessment of property value for real estate tax purposes with respect to such improvements.~~

~~(2) The business firm or property owner claiming the deferral shall file in the Staunton enterprise zone administrator's office an application on the form approved by the city assessor, requesting the deferral provided hereunder by not later than January 1st of the real estate tax year for which the exemption is claimed.~~

~~(3) No business firm or property owner shall be eligible for the deferral provided hereunder unless:~~

~~(a) The required building permits have been obtained;~~

~~(b) The business firm or property owner is in good standing;~~

~~(c) The city assessor has verified in writing to the Staunton enterprise zone administrator that the requirement to increase the assessed value by at least 40 percent has been satisfied; and~~

~~(d) A final certificate of occupancy has been issued by the city.~~

~~(4) Any business firm or property owner qualifying for the deferral of increased assessment of property value and who, as part of a new development or redevelopment, has not less than 50 percent pervious surface area of the commercial or industrial property, may receive one additional year of deferral.~~

~~3.45.050 Certain grant incentives.~~

~~(1) A business firm in good standing shall be eligible to apply for one or more of the following specific grants through an annual application process administered by the enterprise zone administrator on behalf of the economic development authority (EDA) of the city of Staunton, to the extent not inconsistent with the terms of a contribution agreement to be entered into between the EDA and the city, in amount(s) equal to:~~

~~(a) One thousand dollars per full-time employee of a zone establishment when such business firm creates a minimum of 15 new full-time jobs, provided:~~

~~(i) Each such employee earns at least 300 percent of the federal minimum wage;~~

~~(ii) The new business firm has been in full operation in the transaction of business in the enterprise zone for at least one year immediately prior to applying; and~~

~~(iii) The total grant available to any one business is limited to $25,000;~~

~~(b) Fifty percent of the machinery and tools or personal property tax collected by the city for a period of three years when such business firm has acquired and is assessed each such year on a basis that reflects an increase of at least $1,000,000 in additional machinery and tools or an increase of at least $500,000 in additional personal property, respectively, when compared to the year immediately prior to the three-year period. The amount of the grant shall be calculated based on the increase in machinery and tools tax or personal property tax paid by the business and not the total amount.~~

~~(2) A business firm in good standing shall be eligible to apply for one or more of the following specific grants available on a first-come, first-served basis beginning July 1st of each year from the EDA of the city of Staunton, to the extent not inconsistent with the terms of a contribution agreement to be entered into between the EDA and the city, in amounts(s) equal to:~~

~~(a) Three thousand dollars as a reimbursement of or grant towards the business firm's interest rate buy-down on start-up or expansion loan; refund of broadband connection fees; $2,000 cultural amenity package, providing tickets and entrance opportunities for Staunton's local arts and cultural destinations; or $500.00 cash grant for each full-time job created for up to five employees when such employee(s) earn at least 300 percent of the federal minimum wage, as long as the business firm is a new or expanding business firm that meets the definition of a "creative class" target section within the professional, scientific, and technical services sector (NAICS 54), including: 5413 architectural, engineering, and related services; 5414 specialized design services; 5415 computer systems design and related services; 5416 management, scientific, and technical consulting services; 5417 scientific research and development services; 5418 advertising, public relations, and related services; and 5419 other professional, scientific, and technical services.~~

~~(b) Fifty percent of marketing expenses in the first six months after opening for new target sector destination retailers in the central business district and Newtown portion of the enterprise zone and a two-year membership to the Staunton Downtown Development Association (SDDA) at no cost, provided:~~

~~(i) The grant available to any one business is $5,000 plus the value of the two-year membership to the SDDA.~~

~~(ii) If the marketing is conducted with or through a Staunton-based business, reimbursement shall be made at a 100 percent rate rather than a 50 percent match, but the $5,000 incentive cap remains applicable.~~

~~(iii) It shall be available only to target section destination retailers including furniture stores, supermarkets or other nonconvenience grocery stores, quality apparel stores, musical instrument retailers, high-end auto dealerships, and book and music retailers.~~

~~(c) Two-hundred-dollar scholarship to the Staunton Creative Community Fund, Inc.'s business plan development course available only to minority entrepreneurs when $50.00 is paid as a deposit for course attendance.~~

~~(3) If the total amount of grants for which eligible business firms and new business firms have applied exceeds the annual appropriation for such grants, then the amount of grant that each business firm and new business firm is eligible for shall be prorated in a proportional amount.~~

~~(4) Such grants shall immediately terminate upon such business firm's relocation outside the enterprise zone.~~

~~3.45.060 Other certain incentives.~~

~~Repealed by Ord. 2010-17.~~

3.45.0~~7~~30 ~~Other i~~Incentives established by regulation.

Regulations and rules prescribing procedures effectuating the purpose of this chapter ~~shall~~ may be promulgated by the city manager and approved by the city council. Such regulations and rules shall include, but not be limited to, the incentives available to properties located within the Staunton Enterprise Zone as of January 1, 2026 ~~enumerated in this chapter~~.

3.45.0~~8~~40 Designation of enterprise zone administrator.

The Staunton department of economic development is hereby designated to administer the enterprise zone with the director of economic development or designee serving as enterprise zone administrator.

3.45.0950 Application for incentive created herein.

Business firms may make application for the various incentives set forth pursuant to the regulations adopted by the city manager and approved by the city council ~~herein~~ to the enterprise zone administrator on forms provided by the city of Staunton and available at the office of economic development.

3.45.~~10~~060 Validity.

If any section, paragraph, subdivision, clause, or provision of this chapter be adjudged invalid by a court of competent jurisdiction, such adjudication shall not operate to affect the validity of any other part hereof.

3.45.~~11~~070 Termination date.

This chapter shall terminate, unless continued pursuant to application made to the Commonwealth of Virginia, Department of Housing and Community Development, on December 31, ~~2020~~ 2044.

In all other respects, the provisions of Title 3 of the Staunton City Code remain the same and are hereby restated, confirmed, and reordained.

Introduced: September 25, 2025
Adopted: October 9, 2025
Effective Date: January 1, 2026

CITY OF STAUNTON
ENTERPRISE ZONE
REGULATIONS
ADOPTED BY THE STAUNTON CITY MANAGER
AND APPROVED BY THE STAUNTON CITY COUNCIL

The Virginia Department of Housing and Community Development has approved Enterprise Zone Number 17 for the City of Staunton pursuant to Virginia Code Section 59.1-542. The City of Staunton is authorized to provide incentives to properties and businesses located with Enterprise Zone pursuant to Virginia Code Section 59.1-543.

The Enterprise Zone incentives are promulgated as regulations adopted by the City Manager and approved by the Staunton City Council pursuant to Staunton City Code Section 3.45.050.

Definitions:

These Enterprise Zone regulations hereby adopt, mutatis mutandis, the Definitions found in Section 13VAC5-112-10 of the Virginia Administrative Code. The following additional definitions are adopted to apply to these regulations:

"In good standing" means that the business firm or new business firm has satisfied all of the requirements of the commissioner of revenue and of the treasurer of the city, including the payment in full of all license taxes, real estate taxes, and other taxes, levies, fees, charges, interest, and penalties, and has paid in full all other fees, charges, and claims of any nature whatsoever imposed by or owed to the city or related entities of the city. The determination of whether a business firm is "*in good standing*" shall be made by the enterprise zone administrator upon consideration of a certification provided by the commissioner of revenue, the treasurer of the city, and by any other authorized official of the city or related entities of the city and upon consideration of other information as the zone administrator deems appropriate.

Applications:

In order to be eligible for any of the incentives detailed in these regulations, the business or property owner shall fill out an application and provide it to the Staunton Enterprise Zone Administrator. The Administrator must approve the application pursuant to these regulations in order for the Applicant to receive the incentive. No applications for retroactive expenses will be approved by the Staunton Enterprise Zone Administrator.

Incentives:

Large Business Investment Incentive:

Eligibility: In order to qualify for this incentive, all of the following conditions must be met:

A. The business must be located within the Staunton Enterprise Zone, and it must be in good standing.

B. The business must be a new business or expanding its operations.

C. The business must make a minimum investment of $750,000 in machinery and tools pursuant to the criteria detailed in Virginia Code Section 58.1-3507, as amended or $400,000 in business personal property. The classification of the property in question shall be determined by the Staunton Commissioner of the Revenue.

D. The new or expanding business must create at least 10 new full-time jobs paying at least three hundred percent (300%) of the federal minimum wage. Each new job must provide health benefits to the employee.

Availability: The Large Business Investment Incentive is not exclusive to one classification of taxation. If a new business or expanding business that meets the eligibility requirements makes the minimum machinery and tools and business personal property tax thresholds, the business may take advantage of both the machinery and tools as well as business and personal property tax rebates.

Description of Incentive: Subsequent to all of the eligibility requirements being met, the Commissioner of the Revenue shall provide the applicable business personal property or machinery and tools tax paid by the eligible business in the immediately preceding tax year. This shall be the "baseline" for purposes of this incentive.

After the equipment in purchased, the business shall pay the applicable machinery and tools and/or business personal property tax to the City of Staunton.

In the first year of the increased tax payment, the Staunton Economic Development Authority shall refund the business fifty percent (50%) of the increased machinery and tools and/or business personal property tax above the baseline.

In the second year of the increased tax payment, the Staunton Economic Development Authority shall refund the business forty percent (40%) of the increased machinery and tools and/or business personal property tax above the baseline.

In the third year of the increased tax payment, the Staunton Economic Development Authority shall refund the business thirty percent (30%) of the increased machinery and tools and/or business personal property tax above the baseline.

Enhanced Large Business Investment Incentive: If a business meets all of the eligibility criteria for the large business investment incentive and invests $5,000,000 in machinery and tools and/or business personal property, then the business shall be entitled to two additional years of tax rebates in addition to the above three year percentages.

In the fourth and fifth year of the increased tax payment, the Staunton Economic Development Authority shall refund the business twenty percent (20%) of the increased machinery and tools and/or business personal property tax above the baseline.

Source of Funds: This incentive shall be paid through the foregone machinery and tools and/or business personal property taxes being rebated to the business owner.

Façade and Renovation Grant Incentive:

Eligibility: In order to qualify for this incentive, all of the following conditions must be met:

A. The business must be located within the Staunton Enterprise Zone, and it must be in good standing.

B. The building must be zoned for commercial or mixed-use uses.

C. The business must make a minimum investment of $5,000 for exterior improvements and limited interior improvements to commercial properties designed to enhance the building appearance and improve the customer experience. The maximum investment eligible for this incentive is $30,000. Exterior improvements may include landscaping improvements.

D. If the applicant is a business tenant, then they must present evidence satisfactory to the Staunton Enterprise Zone Administrator that the property owner has provided the business with permission to make the improvements.

Description of Incentive: A grant from the City of Staunton's Department of Economic Development for 33% of the costs of the exterior/interior improvements to the business.

Timeline: The business owner must receive the approval from the Staunton Enterprise Zone Administrator before beginning work on the project.

The business owner must obtain all necessary permits and comply with the applicable building codes, design guidelines, and zoning ordinances.

The project must be complete within twelve (12) months of receiving approval from the Staunton Enterprise Zone Administrator to begin work on the project. If the project is not complete within this timeframe, it shall be ineligible to receive the grant payment that is part of the Façade and Renovation Grant Incentive.

Fast Track Incentive: If a business owner meets all of the eligibility criteria for the Façade and Renovation Grant Incentive, but invests between $2500 and $4999 for exterior improvements and limited interior improvements, business owner may still receive the grant for 33% of the costs of the exterior/interior improvements to the business if the project is completed within six (6) months of receiving approval from the Staunton Enterprise Zone Administrator to begin work on the project.

Source of Funds: The funding for this incentive shall be through an appropriation from the Staunton City Council to the Department of Economic Development. The funds shall be provided to incentive applicants on a first-come/first-serve basis until the funds are exhausted in a fiscal year.

Small Business Technology and Training Grant Incentive:

Definition: "Technology" shall mean investments that improve a business's operational efficiency, competitiveness, or service delivery through the use of modern tools. Examples include:

- Hardware (computers, servers, point-of-sale systems, manufacturing technology, etc.)
- Software (accounting, design, customer management, e-commerce, security, etc.)
- Digital infrastructure (broadband installation, networking equipment, cloud systems).

Eligibility: In order to qualify for this incentive, all of the following conditions must be met:

A. The business must be located within the Staunton Enterprise Zone, and it must be in good standing.

B. The business must have fewer than fifty employees.

C. The business must commit, in writing, to the Staunton Enterprise Zone Administrator that it intends to remain in operation in its current location for at least two years.

D. The business must make a minimum technology investment of $2,500.

Description of Incentive: A grant from the City of Staunton's Department of Economic Development will provide a grant of up to $5,000 for technology improvements and employee training to help small businesses modernize operations. Such technology improvements include industry-specific technology packages and include hardware, software, and training costs related to using the technology.

Timeframe: The business owner must receive an approved application from the Staunton Enterprise Zone Administrator before making any technology or training purchases.

The applicant shall receive and implement the technology and training withing six months of the application receiving approval from the Staunton Enterprise Zone Administrator.

The applicant shall be reimbursed upon presenting evidence satisfactory to the Staunton Enterprise Zone Administrator that the project is complete.

Matching: For any business with 11 to 50 employees receiving the Small Business Technology and Training Grant, the business is responsible for 25% of the cost of the eligible project.

Source of Funds: The funding for this incentive shall be through an appropriation from the Staunton City Council to the Department of Economic Development. The funds shall be provided to incentive applicants on a first-come/first-serve basis until the funds are exhausted in a fiscal year.

Job Creation Performance Grant Incentive:

Definition: "Skills training" shall mean instruction or programs that directly improve employees' ability to perform job functions, advance within the company, or meet industry standards. Eligible training may include:

- Technical/industry certifications (e.g., OSHA, IT, healthcare, trades)
- Workforce development or apprenticeship programs
- Specialized equipment training

Eligibility: In order to qualify for this incentive, all of the following conditions must be met:

A. The business must be located within the Staunton Enterprise Zone, and it must be in good standing.

B. The business must commit, in writing, to the Staunton Enterprise Zone Administrator that it shall continue operations for twenty-fourth months after receiving the Job Creation Performance Grant Incentive.

C. Each new position that receives the Job Creation Performance Grant Incentive shall average a minimum of thirty-two hours per week, pay at least 300% of the federal minimum wage, and offer health benefits to the employee.

D. Each new position can not be a position transferred from another location.

E. Each new position can not be filled by immediate family members of the business owner.

F. Positions in retail, personal services, or food and beverage service are not eligible for the Job Creation Performance Grant Incentive.

Description of Incentive: The business shall receive a $500 grant for each new position created that meets the eligibility criteria.

The business may receive a $250 grant for each new position created that meets the eligibility criteria for skills training.

If an employee is retained by the business for eighteen consecutive months in an eligible position after the position is approved to receive the Job Creation Performance Grant Incentive, the business shall receive a $250 retention bonus for the eligible position.

Timeline: The business shall not receive the $500 grant until the employee has been employed in the eligible position for eleven consecutive months.

Maximum: No business may receive more than $20,000 from the Job Creation Performance Grant Incentive.

Source of Funds: The funding for this incentive shall be through an appropriation from the Staunton City Council to the Department of Economic Development. The funds shall be provided to incentive applicants on a first-come/first-serve basis until the funds are exhausted in a fiscal year.

Marketing Support Grant Incentive:

Definition: "Marketing expenses" means out-of-pocket costs paid by a business firm for advertising, public relations, graphic design work and printing related to advertisement, promotion, or brand development, or other out-of-pocket costs paid for business promotion.

Eligibility: In order to qualify for this incentive, all of the following conditions must be met:

A. The business must be located within the Staunton Enterprise Zone, and it must be in good standing.

B. A new business can not have been in operation for more than twenty-four (24) months before it submits an application for the Marketing Support Grant Incentive. An business that has been in operation for twenty-five (25) or more months at the time of its application must demonstrate through its application that it is either expanding its operations or that it is launching new products or services not previously offered by the business.

C. The business must invest $2000 to $5000 in marketing expenses.

D. The business must commit, in writing, to the Staunton Enterprise Zone Administrator that it shall continue operations for twenty-fourth months after receiving the Marketing Support Grant Incentive.

E. The marketing expenses cannot be used for normal marketing expenses (i.e. sign) or for political advertising or illegal activities.

Description of Incentive: The City of Staunton will provide a fifty percent (50%) matching reimbursement grant on eligible marketing expenses.

Staunton Bonus: If the marketing expenses are produced by a firm with its primary business operations located within the City of Staunton, the City of Staunton will provide a one hundred percent (100%) matching reimbursement grant on eligible marketing expenses.

Timeline: The marketing expenses must be approved by the Staunton Enterprise Zone Administrator before any expense is incurred.

The marketing expenses must be fully expended within twelve (12) months of the Staunton Enterprise Zone Administrator approving the business's application for the Marketing Support Grant Incentive.

Copies: Any business that receives the Marketing Support Grant Incentive shall provide the Staunton Enterprise Zone Administrator with a copy of all materials produced from the marketing expenses.

Authority:

The regulations are adopted pursuant to the Authority found in Title 59.1 of the Code of Virginia and concomitant regulations found in the Virginia Administrative Code.

The Staunton City Manager has adopted these regulations and they are approved by the Staunton City Council. These regulations may only be amended by the Staunton City Manager with the concurrence of the Staunton City Council.

The Staunton Enterprise Zone Administrator is permitted to adopt an application consistent with these regulations upon approval as to form by the Staunton City Attorney.

RESOLUTION OF THE STAUNTON CITY COUNCIL REQUESTING THE VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT TO AMEND THE CITY OF STAUNTON'S ENTERPRISE ZONE BOUNDARIES AND INCENTIVES

WHEREAS, the City of Staunton has the designated zone, identified as Enterprise Zone 17 that provides a combination of State and Local incentives to promote economic development; and

WHEREAS, the City of Staunton has identified a current need to amend the existing Enterprise Zone 17 to incorporate additional properties and provide amended incentives in and around the City of Staunton and to increase economic growth opportunities; and

WHEREAS, this proposed amendment and expansion will serve to benefit economic and industrial expansion of the City of Staunton to meet the goals and objectives of the Virginia Enterprise Zone Program.

THEREFORE, BE IT HEREBY RESOLVED that the City of Staunton supports the amendment to the Enterprise Zone 17 and authorizes the City Manager to sign all sign all necessary documentation on behalf of the City of Staunton for this proposed Enterprise Zone amendment.

Given under my hand this 9th day of October, 2025.

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."

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 Woods and carried as follows:

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

B. <u>Public Hearing and Consideration of a Request by Paul J. Wright Jr. to Rezone 1004 Seth Drive from B-1C, Local Business District Conditional, to R-3C, Medium Density Residential District Conditional</u>

Mr. Rhodes, Director of Community Development, stated that Paul J Wright Jr. is requesting a rezoning of 1004 Seth Drive from B-1C, Local Business District Conditional, to R-3C, Medium Density Residential District Conditional. The property is located in the planned development area known as Middlebrook Park on the east side of Seth Drive, adjacent to Lewis Creek and Middlebrook Avenue. City records indicate the lot includes approximately 2.68 acres of land which is currently vacant and undeveloped.

Middlebrook Park is a planned development consisting of B-1C, Local Business Conditional, I-1C, Light Industrial Conditional, and R-3C, Medium Density Residential Conditional, zoning. The Staunton City Council approved conditional zoning for this area in 2003. The conditional zoning includes provisions for additional landscape buffering, special sign regulations, limits on outside storage, and responsible lighting requirements including requiring: uniform light fixture styles across an entire site, limit of 24 feet to the height of all light poles, lighting must be contained within the site to limiting light spillover, and must not be directed toward the sky. The purpose of the conditional zoning is to help ensure compatibility between this development and the surrounding uses which are mostly single-family residential. The conditional zoning proposed for this lot is the same R-3 conditional zoning previously approved in other areas of Middlebrook Park.

City staff conducted a review of the proposed rezoning, during which it did not identify any issues detracting from approval. The property is located within a FEMA defined flood plain and the flood plain may impact the development of the site. During site plan review, the Flood Plain Administrator will evaluate the plan for compliance with the flood plain requirements.

Surrounding zoning within Middlebrook Park is R-3C, Medium Density Residential Conditional and I-1C, Light Industrial Conditional, and across Middlebrook Avenue is R-2, Low Density Residential, developed with mostly single-family homes, and R-4C, High Density Residential Conditional which is the site of Middlebrook Trace Apartments.

The "Generalized Land Use and Development Guide, Future Land Use Map" *Staunton, Virginia, Comprehensive Plan 2018 – 2040*, designates this area as Medium Density Residential with a suggested density of between 4 and 20 units per acre. These areas contain a variety of housing types such as single-family, duplex, and two or three story apartments. The proposed rezoning is consistent with this designation.

At its meeting on September 18, 2025, the Planning Commission conducted a public hearing. During the public hearing no one spoke in opposition to the conditional rezoning and on a 4-0 vote, the Commission unanimously voted to recommend approval of the request.

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 spoke.

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

Councilor Woods moved that Council adopt the ordinance (as follows the vote recordation) and approve the conditional rezoning as recommended by the Planning Commission.

The motion was seconded by Vice-Mayor Arrowood 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		

AN ORDINANCE REZONING
FROM B-1C, LOCAL BUSINESS DISTRICT CONDITIONAL,
TO R-3C, MEDIUM DENSITY RESIDENTIAL DISTRICT CONDITIONAL,
ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND
LOCATED AT 1004 SETH DRIVE
(PARCEL IDENTIFICATION NUMBER 11635),
IN THE CITY OF STAUNTON, VIRGINIA

Recitals

A. It appears by deed dated July 24, 2012, recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia, as Instrument Number 120001802, that Paul J. Wright, Jr, and Mack H. Wyatt acquired from Lake Front Properties, LLC, the property that is known by present numbering as 1004 Seth Drive ("the property") with further description provided in the deed, a copy of which is annexed and incorporated herein by reference;

B. Paul J Wright, Jr. has applied to the City of Staunton for a zoning classification change for the property, under the provisions of the Staunton City Code, from B-1C, Local Business District Conditional, to R-3C, Medium Density Residential District Conditional;

C. The proposed rezoning is consistent with the provisions of Staunton City Code Section 18.215.060(1) and is necessary so that the owner may sell or develop the property for multi-family housing purposes;

D. The Planning Commission of the City of Staunton conducted a public hearing on the request at its September 18, 2025 meeting and after study, review, and consideration of the comments made during the public hearing, has properly heard the matter and recommended approval;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the property known as 1004 Seth Drive (Parcel Identification Number 11635), in the City of Staunton, Virginia, is **HEREBY REZONED** from B-1C, Local Business District Conditional, to R-3C, Medium Density Residential District Conditional, on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

BE IT FURTHER ORDAINED that the R-3C, Medium Density Residential District Conditional, zoning of the property shall be the same R-3C, Medium Density Residential District Conditional, zoning enacted by Staunton City Council and adopted through ordinance number 2003-03 approved on February 13, 2003, a copy of which is annexed and incorporated herein by reference.

C. Presentation of Resolution for Establishment of the City of Staunton Housing Commission

Rebecca Joyce, Housing Planner and Grants Coordinator, stated the March 23, 2023 Staunton City Council Work Session included an agenda item that was added at the request of Council member Brad Arrowood, to discuss the establishment of a Staunton Housing Commission.

Starting in September 2024, the planning process began to create the City's first Housing Strategy. The Housing Strategy provides a framework that comprehensively describes the approach the City plans to take to meet it's housing objectives. At its July 24, 2025 meeting, Council was given an overview of the goals, strategies, and action plan of the Housing Strategy. The Housing Strategy includes the formation of a Housing Commission.

The purpose of the Housing Commission is to move the Housing Strategy's goals and strategies forward and to provide expertise and guidance regarding the amount and quality of affordable and

workforce housing in the City. The Resolution establishing a Housing Commission is included for review by Council. A vote for approval of the resolution will be held at a Council meeting at a later date.

Vice-Mayor Arrowood stated that the Commission will be a great vehicle for the public to express its input on City housing policy.

Councilor Overholtzer requested that the Commission include a representative of the commercial housing industry.

Councilor Woods asked how diverse the Commission would be. Ms. Joyce stated that she hoped the Commission would include a member of the workforce or affordable housing community.

Mayor Edwards asked about how the composition of the Commission would include current members of the Housing Strategy Group. Ms. Joyce said she ask the current eighteen members of the Housing Strategy Group if they were interested in joining the Commission.

D. Discussion and Consideration of City Council Strategic Plan Areas, Goals and Strategies (Staunton Plan)

City Manager Leslie Beauregard stated on September 13, 2025, City Council conducted a retreat facilitated by Dr. Stephanie Davis.

She reviewed the strategic areas, goals, strategies and timelines, propose recommended changes, and a process for keeping City Council updated and informed on the progress of each strategy. The City Manager asked for City Council's input in order to finalize the *Staunton Plan.*

Vice-Mayor Arrowood stated that the Staunton Downtown Development Association is also looking to work with the City on a Designated Outdoor Refreshment Area.

Councilor Campbell asked if the City can use one of its contracted engineering firms to provide engineering work for the Uniontown infrastructure improvements. City Manager Beauregard stated that the City can.

Councilor Campbell also asked that the bike/pedestrian item in Goal 2 be moved to Goal 3 and asked for Goal 3 to include school needs.

Councilor Overholtzer requested that the Plan contain an item related to reductions in landfill deposits using percentile ranges. He stated that the landfill is on an economically and environmentally unsustainable path.

E. Update on 2025 Community Survey

Assistant City Manager Amanda Kaufman stated the City of Staunton has engaged the National Community Survey (NCS), administered through Polco, to conduct the biennial community satisfaction survey. This statistically valid, randomized survey measures quality of life and satisfaction with government services. Areas covered in the survey include economy, mobility, community design, utilities, safety, natural environment, inclusivity, engagement, and livability.

This is the second time the City has conducted this survey through NCS, with the first being in early 2024. Having two years of results will provide deeper insights into resident satisfaction through the creation of trend data.

Of the 3,000 households randomly selected to participate in this survey, each should have received a mailed invitation in the past week or should be receiving one shortly. The invitation includes a link to complete the survey online. A paper version of the survey will also be mailed to the same households about a week after the first mailing, for those who prefer to participate in that format. All responses are completely confidential and anonymous.

For the households not included in the random sample, there will be an opportunity to participate via a community-wide online version in late October. Both the community-wide survey and the randomly sampled, statistically significant survey will remain open until November 11. Results are expected to be available in early 2026.

Mayor Edwards asked why the City is using both a scientific survey as well as an open survey. Assistant City Manager Kaufman stated that using the open survey was an additional tool to provide an additional data point to the scientific survey.

Councilor Overholtzer expressed a desire to have more open-ended inquiries. City Manager Beauregard said that the City could target more areas with open ended inquiries depending on the results of the survey.

MATTERS FROM THE CITY MANAGER

Ms. Beauregard stated that Shop and Dine Out would remain in place on October 13, 2025 due to the federal holiday.

MATTERS FROM THE PUBLIC

Mayor Edwards read the following statement:

“This part of City Council’s agenda is entitled matters from the public. It is a time that Council sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton City Council's ‘Matters from the Public’ rules is available in paper form at the Clerk’s desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules

before commenting. Please come to the podium or raise your hand, identify yourself, and complete your remarks within five minutes."

Mark Hopp expressed his opposition to the use of Flock cameras within the City. He stated that the Flock database could be hacked. He also pointed to Austin, Texas and Evanston, Illinois canceling Flock contracts in those cities.

Duane Barron stated that the Flock cameras data is stored on Amazon's servers. He stated that the Flock technology can create profiles of individuals using artificial intelligence. He urged the City to invest in people and not Flock cameras.

Maggie Worthington stated she was also concerned about the Flock cameras and believed they brought more risk to Staunton residents than benefits.

Lisa Adams also voiced opposition to the Flock cameras and stated that they were not in line with the country's founding values. She stated that the use of Flock cameras was about creating a police state.

Deborah Kushner stated that the Town of Bridgewater's Flock cameras were accessed seven million times. She also pointed out that the City of Charlottesville retains Flock data for seven days and does not share its data with outside agencies.

Shannon Harrington stated that the nation has become more militarized since she last spoke at City Council. She voiced opposition to the normalization of individuals being tracked. She asked City Council to formulate a plan for when ICE comes to the City.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:40 p.m.

_____

John C. Blair, II
Acting Clerk of Council

CITY COUNCIL

AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**October 23, 2025**	**Jessie Moyers** **Chief Finance Officer**
Item #	**A.2**	
Department:	**Finance**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Effective Communication with Citizens**	
Subject:	**FY 2026 1st Quarter Financial Report**	

Background: Attached for review, as prepared by Jessie Moyers, Chief Finance Officer, is the financial report for the first three months of fiscal year 2026. The quarterly financial report and the sales, meals, and lodging tax reports history reports are attached.

Attachments:

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

City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

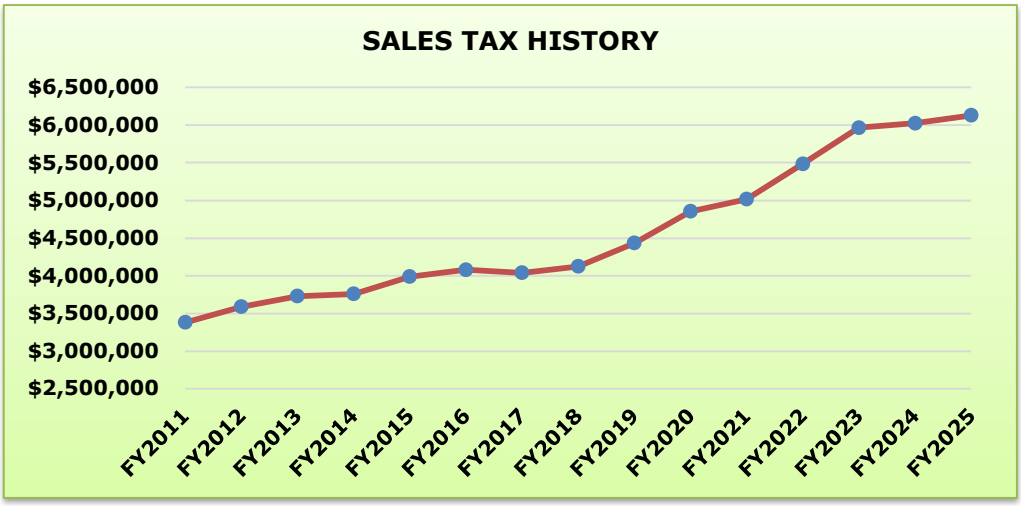
City Manager: Leslie Beauregard

Attachment 1

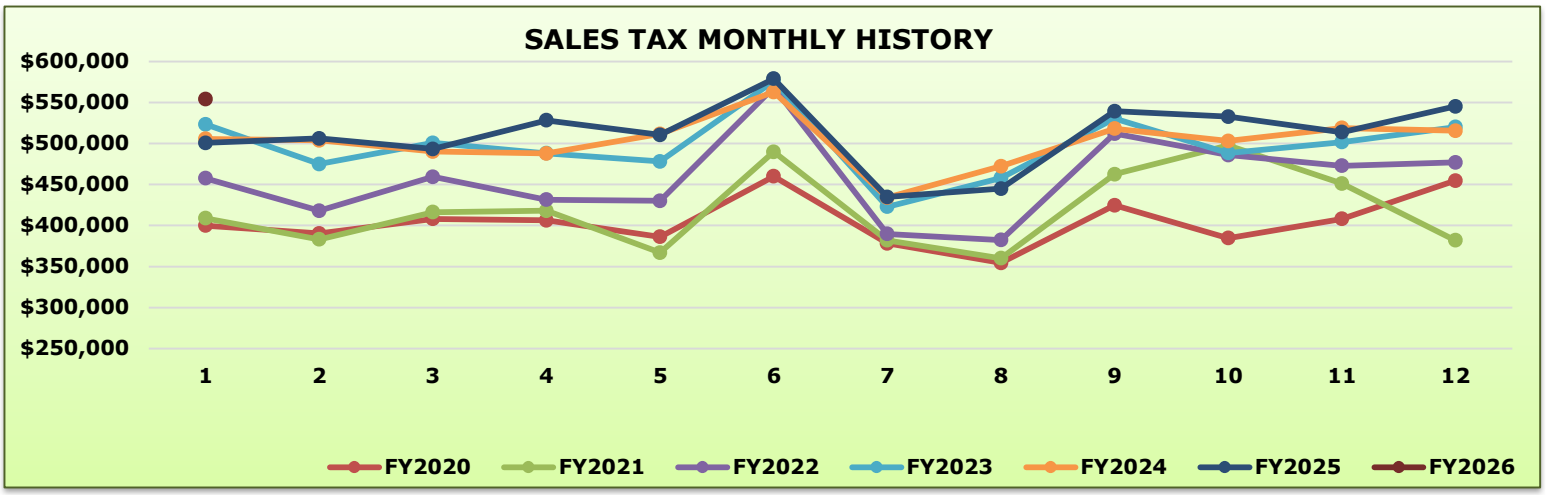
City of Staunton

LOCAL SALES TAX HISTORY - 1% Tax Rate

	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	% Change
July	399,841	408,778	457,551	523,345	505,526	500,653	554,226	10.6%
August	390,365	383,139	418,081	475,016	503,910	506,256		0.0%
September	408,013	416,225	459,262	500,792	490,234	493,334		0.0%
October	406,308	417,973	431,562	487,941	487,742	528,210		0.0%
November	386,214	367,040	430,213	478,059	511,628	510,490		0.0%
December	459,871	489,867	568,394	576,043	562,768	578,906		0.0%
January	378,159	381,915	389,797	422,884	434,039	434,875		0.0%
February	354,448	360,082	382,280	457,991	472,145	444,829		0.0%
March	424,727	462,591	512,099	530,346	518,109	539,253		0.0%
April	384,624	497,565	485,816	488,377	503,061	532,640		0.0%
May	408,068	451,087	472,797	501,712	518,827	513,795		0.0%
June	454,692	381,951	476,868	520,099	515,566	545,224		0.0%
Totals	4,855,331	5,018,212	5,484,719	5,962,604	6,023,556	6,128,466	554,226	
Budget	4,300,000	3,393,750	4,662,500	5,275,000	5,624,522	5,974,522	5,999,522	
Budget Variance	555,331	1,624,462	822,219	687,604	399,034	153,944	(5,445,296)	
% OF BUDGET	112.9%	147.9%	117.6%	113.0%	107.1%	102.6%	9.2%	
% CHANGE- YEAR	9.5%	3.4%	9.3%	8.7%	1.0%	1.7%	-91.0%	



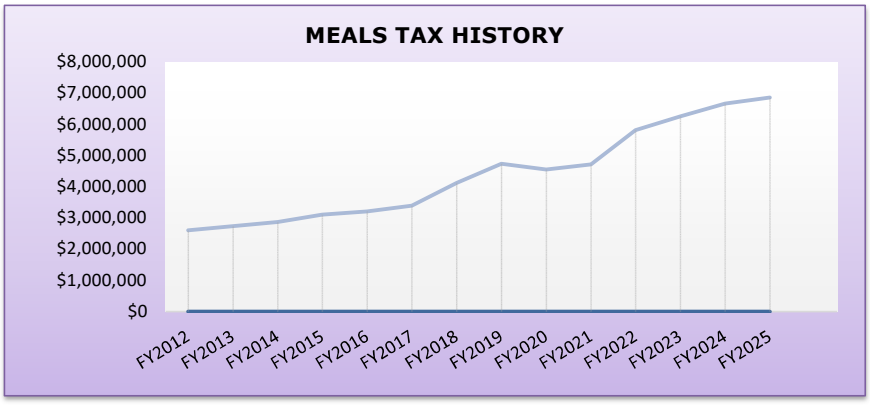
FY2010	$ 3,495,905	
FY2011	$ 3,381,018	-3.3%
FY2012	$ 3,588,737	6.1%
FY2013	$ 3,729,201	3.9%
FY2014	$ 3,760,505	0.8%
FY2015	$ 3,988,839	6.1%
FY2016	$ 4,079,919	2.3%
FY2017	$ 4,039,658	-1.0%
FY2018	$ 4,123,862	2.1%
FY2019	$ 4,434,974	7.5%
FY2020	$ 4,855,331	9.5%
FY2021	$ 5,018,212	3.4%
FY2022	$ 5,484,719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



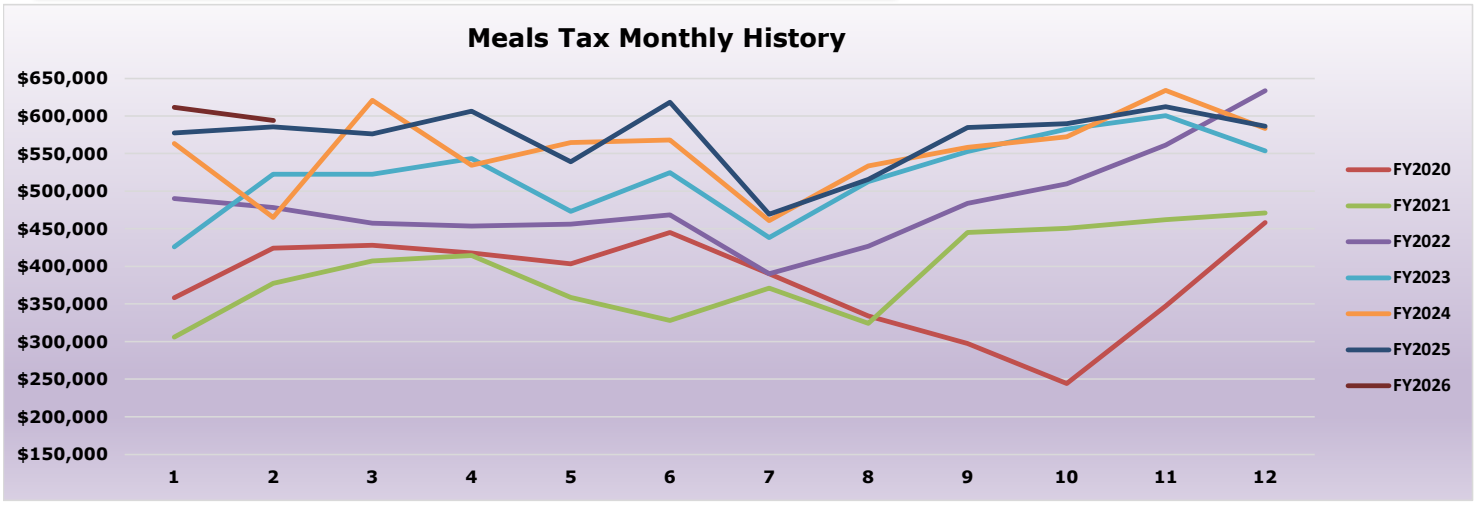
City of Staunton

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	
	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	% Change
July	358,212	305,920	490,076	426,045	563,368	577,436	611,897	6.0%
August	424,090	377,519	478,421	522,710	465,046	585,486	594,059	1.5%
September	427,995	407,128	457,575	522,740	621,042	576,077		0.0%
October	417,690	414,546	453,768	543,587	534,524	606,402		0.0%
November	403,285	358,586	456,293	473,158	564,659	539,170		0.0%
December	444,990	327,793	468,456	524,706	568,130	618,321		0.0%
January	390,333	371,174	390,422	438,260	460,988	469,525		0.0%
February	334,123	324,288	426,769	512,829	533,665	515,512		0.0%
March	297,411	445,061	483,854	552,774	558,236	584,633		0.0%
April	244,201	450,532	509,567	582,702	572,388	589,947		0.0%
May	347,244	462,115	561,110	600,814	634,055	612,226		0.0%
June	458,278	471,063	633,671	553,460	583,321	586,183		0.0%
Actuals	4,547,853	4,715,726	5,809,981	6,253,785	6,659,422	6,860,918	1,205,956	
Budget	4,600,000	3,562,500	4,300,000	5,358,050	5,985,000	6,660,000	6,750,000	
Budget Variance	(52,147)	1,153,226	1,509,981	895,735	674,422	200,918	(5,544,044)	
% of BUDGET	98.9%	132.4%	135.1%	116.7%	111.3%	103.0%	17.9%	
% CHANGE-YEAR	-3.8%	3.7%	23.2%	7.6%	6.5%	3.0%	-82.4%	



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%



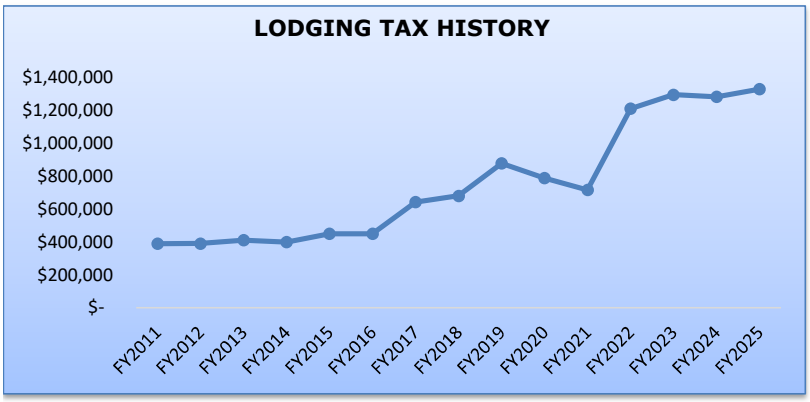
MEALS TAX HISTORY- RATE INCREASES

JULY 1, 1986
JULY 1, 1994
SEPTEMBER 1, 1998
JULY 1, 2007
JULY 1, 2017

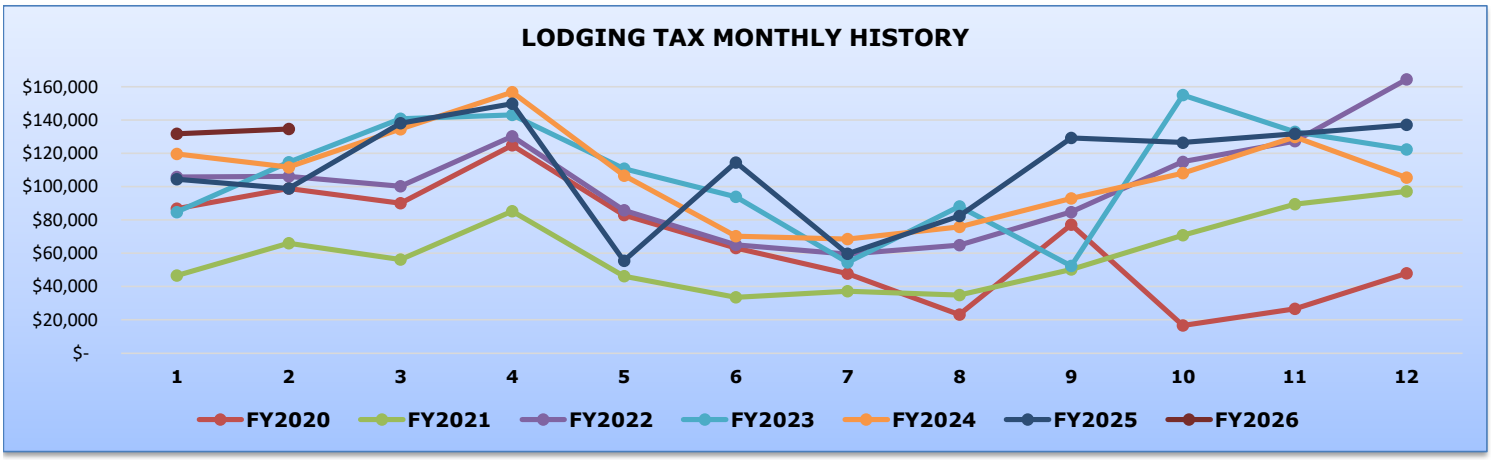
City of Staunton

LODGING TAX HISTORY- 6.7% Tax Rate

TAX RATE	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	
	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	% CHANGE
July	$ 86,792	$ 46,648	$ 105,750	$ 84,716	$ 119,557	$ 104,322	$ 131,656	26.2%
August	$ 98,765	$ 66,056	$ 106,184	$ 114,547	$ 111,597	$ 98,804	$ 134,582	36.2%
September	$ 89,978	$ 56,235	$ 100,094	$ 140,720	$ 134,448	$ 137,970		0.0%
October	$ 124,738	$ 85,131	$ 130,186	$ 142,991	$ 156,633	$ 149,730		0.0%
November	$ 82,915	$ 46,252	$ 85,840	$ 110,688	$ 106,610	$ 55,431		0.0%
December	$ 63,057	$ 33,471	$ 65,008	$ 93,847	$ 70,232	$ 114,470		0.0%
January	$ 47,730	$ 37,127	$ 59,405	$ 54,478	$ 68,508	$ 59,656		0.0%
February	$ 23,204	$ 34,928	$ 64,791	$ 88,071	$ 75,737	$ 82,250		0.0%
March	$ 77,152	$ 50,273	$ 84,717	$ 52,430	$ 92,945	$ 129,170		0.0%
April	$ 16,730	$ 70,866	$ 114,860	$ 154,822	$ 107,974	$ 126,393		0.0%
May	$ 26,667	$ 89,381	$ 127,191	$ 132,827	$ 129,687	$ 131,676		0.0%
June	$ 47,878	$ 97,078	$ 164,234	$ 122,320	$ 105,350	$ 137,079		0.0%
Actuals	$ 785,605	$ 713,445	$ 1,208,260	$ 1,292,457	$ 1,279,278	$ 1,326,951	$ 266,238	
Budget Totals	$ 890,000	$ 836,000	$ 760,000	$ 968,000	$ 1,350,000	$ 1,350,000	$ 1,300,000	
Budget Variance	$ (104,395)	$ (122,555)	$ 448,260	$ 324,457	$ (70,722)	$ (23,049)	$ (1,033,762)	
% of BUDGET	88%	85%	159%	134%	95%	98%	20%	
% CHANGE-YEAR	-10.2%	-9.2%	69.4%	7.0%	-1.0%	2.7%	-79.2%	



	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%



Attachment 2

FY2026 FINANCIAL REPORT - UNAUDITED

THROUGH Sept 30, 2025

GENERAL FUND REVENUES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU SEPT 2025	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2025 (25%) & 2026 (75%)	$ 29,989,636	$ 29,989,636	$ 4,473,945	$ 25,515,691	15%	25% due Dec 5, 2025; 75% due June 20, 2026
Real Estate - Public Service	1,120,000	1,120,000	-	1,120,000	0%	100% of 2025 Taxes due Dec 5, 2025
Real Estate - Interest	135,000	135,000	29,878	105,122	22%	
Real Estate - Penalty	145,000	145,000	44,167	100,833	30%	
Real Estate Tax - Downtown Serv District	154,521	154,521	12,912	141,609	8%	25% due Dec 5, 2025; 75% due June 20, 2026
Personal Property Taxes	7,025,500	7,025,500	76,257	6,949,243	1%	100% of 2025 PP Tax due December 5, 2025
Personal Property Taxes - Prior Written Off	-	-	270	(270)	0%	
Personal Property Taxes- Public Service	3,500	3,500	-	3,500	0%	
Personal Property - Interest	150,000	150,000	31,575	118,425	21%	
Personal Property - Penalty	170,000	170,000	15,422	154,578	9%	
Machinery & Tools Tax	425,000	425,000	-	425,000	0%	100% Tax Due December 5, 2025
TOTAL PROPERTY TAXES	**$ 39,318,157**	**$ 39,318,157**	**$ 4,684,426**	**$ 34,633,731**	**12%**	
OTHER LOCAL TAXES						
Business & Occupational Licenses	$ 2,800,000	$ 2,800,000	$ 120,321	$ 2,679,679	4%	BPOL License due March 1, 2026
Water Utility Tax	300,000	300,000	42,433	257,567	14%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	270,000	270,000	39,458	230,542	15%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	590,000	590,000	105,245	484,755	18%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,999,522	5,999,522	554,226	5,445,296	9%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	725,000	725,000	-	725,000	0%	Paid in June
Recordation	325,000	325,000	47,066	277,934	14%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	310,000	310,000	81,225	228,775	26%	Paid at sale date, no delay in collection
Lodging Tax	1,300,000	1,300,000	266,238	1,033,762	20%	Paid Monthly w/ 1 month delay in collection
Meals Tax	6,750,000	6,750,000	1,205,956	5,544,044	18%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	12,000	12,000	2,073	9,927	17%	
Short Term Rental Tax	32,000	32,000	-	32,000	0%	
Local Communications Tax	915,000	915,000	78,338	836,662	9%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	**$ 20,328,522**	**$ 20,328,522**	**$ 2,542,578**	**$ 17,785,944**	**13%**	
PERMITS						
Judicial Charges for Services	750	750	149	602	20%	
Public Safety Charges for Services	272,450	272,450	68,757	203,693	25%	
Planning and Development Charges for Services	15,000	15,000	2,550	12,450	17%	
TOTAL PERMITS	**$ 288,200**	**$ 288,200**	**$ 71,455**	**$ 216,745**	**25%**	
FINES & FORFEITURES						
Circuit Court Fines	$ 130,000	$ 130,000	$ 15,744	$ 114,256	12%	
Court Recorder Fees	55,000	55,000	4,500	$ 50,500	8%	
Courthouse Maintenance Fee	9,500	9,500	1,764	7,736	19%	
Animal Control Fines	6,000	6,000	730	5,270	12%	
TOTAL FINES & FORFEITURES	**$ 200,500**	**$ 200,500**	**$ 22,738**	**$ 177,762**	**11%**	

THROUGH Sept 30, 2025

GENERAL FUND REVENUES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU SEPT 2025	AVAILABLE BUDGET	% RECEIVED	
REVENUE FROM USE OF PROPERTY						
Interest Revenue	$ 550,000	$ 550,000	$ 156,064	$ 393,936	28%	
Rental of Real Property	58,000	58,000	8,150	49,850	14%	
Rental of Real Property - Recreation	7,000	7,000	1,535	5,465	22%	
TOTAL REVENUE FROM USE OF PROPERTY	**$ 615,000**	**$ 615,000**	**$ 165,749**	**$ 449,251**	**27%**	
CHARGES FOR SERVICES						
Property Clean Up Fees	$ 5,000	$ 5,000	$ -	$ 5,000	0%	
Payment in Lieu of Tax from Proprietary Funds	1,227,269	1,227,269	-	1,227,269	0%	Allocation transfers from Enterprise Funds
DMV Stop Fees	27,000	27,000	5,551	21,449	21%	
Administrative Fees	35,000	35,000	2,321	32,679	7%	
Judicial Operations Charges for Services	82,517	82,517	13,681	68,836	17%	
Public Safety Tax Exempt Service Charge	5,000	5,000	-	5,000	0%	
Sale of Publications & Maps	-	-	250	(250)	0%	
Recreation Charges for Services	$ 767,650	$ 767,650	246,412	521,238	32%	
TOTAL CHARGES FOR SERVICES	**$ 2,149,436**	**$ 2,149,436**	**$ 268,214**	**$ 1,881,222**	**12%**	
MISCELLANEOUS						
Sale of Salvage & Surplus	$ 35,000	$ 35,000	$ 716	$ 34,284	2%	
Payment in Lieu of Taxes SRHA	16,000	16,000	-	16,000	0%	
Donations	-	-	7,485	(7,485)	0%	
Miscellaneous	-	-	$ 51,900	(51,900)	0%	
TOTAL MISCELLANEOUS	**$ 51,000**	**$ 51,000**	**$ 60,102**	**$ (9,102)**	**118%**	
RECOVERED COSTS						
Wellness Program Reimbursement	$ 10,000	$ 10,000	$ -	$ 10,000	0%	
Recovered Costs - General Govt	-	-	25	$ (25)	0%	
Recovered Costs - Courts	24,000	24,000	1,914	22,086	8%	
Recovered Costs - Public Safety	-	-	20,539	(20,539)	0%	
Recovered Costs - Police Security	25,000	25,000	633	24,368	3%	
Recovered Costs - Sheriff Security	7,500	7,500	-	7,500	0%	
Recovered Costs - Insurance Recovery	-	-	4,592	(4,592)	0%	
Recovered Costs - Public Works	5,000	5,000	948	4,052	19%	
Recovered Costs - Education	375,000	375,000	-	375,000	0%	Software Annual Costs and Bus Mechanic Services
Recovered Costs - Recreation/ Library	78,000	78,000	11,944	66,056	15%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	**$ 524,500**	**$ 524,500**	**$ 40,594**	**$ 483,906**	**8%**	

THROUGH Sept 30, 2025

GENERAL FUND REVENUES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU SEPT 2025	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE						
Public Facilities Tax	$ 87,500	$ 87,500	$ -	$ 87,500	0%	State sales tax revenue from Hotel 24 South
Rolling Stock Taxes	7,500	7,500	7,674	(174)	102%	
Motor Vehicle Rental Tax	150,000	150,000	40,659	109,341	27%	
HB599 Law Enforcement	1,100,000	1,100,000	285,946	814,054	26%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	82,610	1,569,590	5%	
Recordation - Grantor's Tax	100,000	100,000	13,539	86,461	14%	
Juror/Witness Fees	5,000	5,000	818	4,182	16%	
DCJS- Victim Witness Grant	26,000	26,000	(13,510)	39,510	-52%	
DMV Four for Life Funds	23,500	23,500	-	23,500	0%	
DMV Animal License Plates	1,000	1,000	-	1,000	0%	
State Crime Forfeited Assets- Police	-	-	8,196	(8,196)	0%	Revenue based on criminal drug activity
State Crime Forfeited Assets- Courts	-	-	242	(242)	0%	
Fire Programs Fund	88,000	88,000	-	88,000	0%	
E911 Wireless Funds	110,000	110,000	31,884	78,116	29%	Grants from the Wireless Board of Virginia
Street & Highway Maintenance	5,439,448	5,439,448	1,468,907	3,970,541	27%	Quarterly Payments from State
Public Assistance	1,255,297	1,255,297	210,819	1,044,478	17%	
CSA Administrative Fees	13,405	13,405	-	13,405	0%	
Comprehensive Services Act (CSA)	2,649,200	2,649,200	-	2,649,200	0%	
VA Comm for the Arts	4,500	4,500	-	4,500	0%	
Library	237,049	237,049	60,080	176,969	25%	Quarterly Payments from State
Commissioner of Revenue	182,046	182,046	31,740	150,306	17%	
Treasurer	155,317	155,317	26,616	128,701	17%	
Electoral Board & Registrar	84,302	84,302	-	84,302	0%	
Commonwealth Attorney	837,463	837,463	143,051	694,412	17%	
Sheriff	504,218	504,218	88,784	415,434	18%	
Circuit Court Clerk	427,803	427,803	74,763	353,040	17%	
Circuit Court Technology Grant	15,000	15,000	-	15,000	0%	
TOTAL COMMONWEALTH OF VIRGINIA	**$ 15,155,748**	**$ 15,155,748**	**$ 2,562,818**	**$ 12,592,930**	**17%**	
FEDERAL REVENUES						
Victim Witness Federal Grant	$ 65,000	$ 65,000	$ -	$ 65,000	0%	
U S Marshall Forfeited Asset	-	-	(4,215)	4,215	0%	
Welfare Public Assistance	1,080,746	1,080,746	157,504	923,242	15%	
TOTAL FEDERAL REVENUE	**$ 1,145,746**	**$ 1,145,746**	**$ 153,289**	**$ 992,457**	**13%**	
PRIOR YEAR APPROPRIATIONS						
Appropriation for Prior Year Encumbrances	$ -	$ 779,262	$ -	$ 779,262	0%	Outstanding Encumbrances at June 30, 2025
TOTAL PRIOR YEAR APPROPRIATIONS	**$ -**	**$ 779,262**	**$ -**	**$ 779,262**	**0%**	
TRANSFERS FROM OTHER FUNDS/NON-DEPARTMENTAL						
TRANSFER FROM OTHER FUNDS	$ 26,704	$ 26,704	-	-	$ 26,704	0% Annual Debt Payments
TOTAL TRANSFERS AND NON-DEPARTMENTAL	**$ 26,704**	**$ 26,704**	**$ -**	**$ -**	**$ 26,704**	**0%**
TOTAL GENERAL FUND REVENUES	**$ 79,803,513**	**$ 80,582,775**	**$ 10,571,963**	**$ 69,984,108**	**13.1%**	

FY 2026 FINANCIAL REPORT - UNAUDITED

THROUGH SEPT 30, 2025

GENERAL FUND EXPENDITURES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU SEPT 2025	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
GENERAL GOVERNMENT ADMINISTRATION							
CITY COUNCIL	$ 108,740	$ 111,240	$ 24,132	$ -	$ 87,108	22%	
CLERK OF COUNCIL	127,856	127,856	20,074	915	106,867	16%	
CITY MANAGER	672,486	678,486	149,009	915	528,562	22%	
HUMAN RESOURCES	844,976	844,976	172,510	35,675	636,791	20%	
CITY ATTORNEY	431,733	528,945	59,872	96,212	372,861	11%	
COMMUNICATIONS MANAGER	201,514	211,958	63,612	915	147,431	30%	
PROFESSIONAL CONSULTANTS	78,500	78,500	5,000	84,290	(10,790)	6%	
CITY MEMBERSHIPS	31,950	31,950	30,716	-	1,234	96%	
FINANCE	1,524,382	1,589,525	284,721	71,396	1,233,408	18%	
ASSESSOR	409,067	409,067	101,527	19	307,521	25%	
COMMISSIONER OF REVENUE	517,688	517,688	113,685	445	403,558	22%	
TREASURER	474,093	474,093	103,985	239	369,869	22%	
REGISTRAR	290,688	290,688	54,569	86	236,033	19%	
INFORMATION TECHNOLOGY	1,564,078	1,630,543	378,103	50,867	1,201,573	23%	
RISK MANAGEMENT	801,000	801,000	317,706	316,773	166,521	40%	
TOTAL GENERAL GOV'T ADMINISTRATION	**$ 8,078,751**	**$ 8,326,515**	**$ 1,879,220**	**$ 658,747**	**$ 5,788,547**	**23%**	
JUDICIAL ADMINISTRATION							
CIRCUIT COURT	$ 174,010	$ 174,010	$ 35,998	$ -	$ 138,012	21%	
GENERAL DISTRICT COURT	17,127	17,127	1,637	-	15,490	10%	
MAGISTRATES	2,225	2,225	-	-	2,225	0%	
JUVENILE DOMESTIC RELATIONS COURT	76,777	76,777	654	-	76,123	1%	
CLERK OF THE CIRCUIT COURT	783,205	796,893	177,102	14,597	605,194	22%	
SHERIFF	1,506,760	1,510,071	361,519	26,190	1,122,362	24%	
VICTIM/WITNESS GRANT	116,877	116,877	20,776	-	96,101	18%	
COMMONWEALTH ATTORNEY	1,275,785	1,275,785	279,530	8,078	988,177	22%	
TOTAL JUDICIAL ADMINISTRATION	**$ 3,952,766**	**$ 3,969,765**	**$ 877,215**	**$ 48,865**	**$ 3,043,684**	**22%**	
PUBLIC SAFETY							
POLICE	$ 6,989,091	$ 7,025,004	$ 1,593,747	$ 105,864	$ 5,325,394	23%	
E911 CENTER	1,244,265	1,244,265	271,827	16,442	955,996	22%	
FIRE	4,408,656	4,436,656	987,929	38,168	3,410,559	22%	
COMMUNITY PUBLIC SAFETY	110,500	121,584	29,905	50,584	41,095	25%	
JUVENILE DETENTION HOME	227,194	227,194	56,781	-	170,413	25%	Quarterly Payments
JAIL	3,462,015	3,462,015	865,504	-	2,596,511	25%	Quarterly Payments
OFFICE ON YOUTH	215,751	215,751	86	-	215,665	0%	
INSPECTIONS	499,531	500,010	105,728	554	393,728	21%	
ANIMAL CONTROL	296,154	296,154	1,227	-	294,927	0%	
MEDICAL EXAMINER	500	500	-	-	500	0%	
TOTAL PUBLIC SAFETY	**$ 17,453,657**	**$ 17,529,134**	**$ 3,912,733**	**$ 211,612**	**$ 13,404,789**	**22%**	

THROUGH Sept 30, 2025

GENERAL FUND EXPENDITURES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU SEPT 2025	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
PUBLIC WORKS							
ENGINEERING	$ 545,283	$ 585,822	$ 162,036	$ -	$ 423,786	28%	
PUBLIC WORKS ADMINISTRATION	333,181	382,194	84,470	36,346	261,378	22%	
STREETS	3,967,511	4,163,212	389,407	252,911	3,520,893	9%	
TRAFFIC ENGINEERING	739,855	739,855	38,550	15,070	686,235	5%	
TRAFFIC SIGNALS	409,974	435,974	65,948	36,361	333,665	15%	
BUILDING MAINTENANCE	1,806,810	1,820,289	355,945	34,888	1,429,456	20%	
EQUIPMENT MAINTENANCE	581,665	581,665	102,239	635	478,791	18%	
TOTAL PUBLIC WORKS	**$ 8,384,279**	**$ 8,709,010**	**$ 1,198,594**	**$ 376,211**	**$ 7,134,205**	**14%**	
HEALTH AND WELFARE							
PUBLIC HEALTH	$ 332,347	$ 332,347	$ 64,755	$ -	$ 267,592	19%	
VALLEY COMM SERVICES BOARD	408,615	408,615	102,154	-	306,461	25%	Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,800,000	3,800,000	418,414	-	3,381,586	11%	
DEPT OF SOCIAL SERVICES	3,386,905	3,386,905	690,189	-	2,696,716	20%	
TAX RELIEF FOR THE ELDERLY	360,000	360,000	-	-	360,000	0%	Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	157,073	157,073	94,134	-	62,939	60%	Outside Agency Contributions
TOTAL HEALTH AND WELFARE	**$ 8,444,940**	**$ 8,444,940**	**$ 1,369,646**	**$ -**	**$ 7,075,294**	**16%**	
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	$ 1,323,507	$ 1,335,159	$ 369,439	$ 4,506	$ 961,214	28%	
HORTICULTURE	241,264	241,264	46,218	-	195,046	19%	
GOLF COURSE	161,119	161,119	51,782	-	109,337	32%	
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	20,000	-	-	100%	Boys and Girls Club
PARK MAINTENANCE	1,300,192	1,374,990	296,543	71,069	1,007,378	22%	
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	15,500	6,500	-	9,000	42%	Outside Agency Contributions
LIBRARY	1,541,883	1,559,862	336,472	7,471	1,215,919	22%	
TOTAL PARKS, RECREATION, LIBRARY, CULTURAL	**$ 4,603,465**	**$ 4,707,894**	**$ 1,126,953**	**$ 83,046**	**$ 3,497,894**	**24%**	
PLANNING AND COMMUNITY DEVELOPMENT							
PLANNING	$ 629,214	$ 637,154	$ 164,805	$ 2,624	$ 469,725	26%	
HOUSING PLANNER	$ 108,354	$ 108,354	$ -	$ -	$ 108,354	0%	
COMMUNITY DEVELOPMENT ASSISTANCE	421,266	421,266	257,483	-	163,783	61%	Outside Agency Contributions
ECONOMIC DEVELOPMENT	1,090,024	1,091,947	62,092	-	1,029,855	6%	
TOURISM	687,199	687,199	166,576	166,410	354,213	24%	
STAUNTON WELCOME CENTER	64,602	64,602	8,948	-	55,654	14%	
TRANSPORTATION-CSPDC	60,818	60,818	53,887	-	6,931	89%	
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	**$ 3,061,477**	**$ 3,071,340**	**$ 713,791**	**$ 169,034**	**$ 2,188,515**	**23%**	

GENERAL FUND EXPENDITURES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU SEPT 2025	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL							
TRANSFER TO DEBT SERVICE FUND	$ 5,676,903	$ 5,676,903	-	-	$ 5,676,903	0%	Annual Debt Payments
TRANSFER TO CIP FUND	1,518,813	1,518,813	1,518,813	-	-	100%	
TRANSFER TO EDUCATION FUND	18,904,462	18,904,462	4,726,116	-	14,178,347	25%	
NON-DEPARTMENTAL EXPENDITURES	(285,000)	(285,000)	107	-	(285,107)	0%	
TOTAL TRANSFERS AND NON-DEPARTMENTAL	**$ 25,815,178**	**$ 25,815,178**	**$ 6,245,035**	**$ -**	**$ 19,570,143**	**24%**	
TOTAL GENERAL FUND EXPENDITURES	**$ 79,803,513**	**$ 80,582,775**	**$ 17,332,189**	**$ 1,547,515**	**$ 61,703,071**	**22%**	

FY2026 GENERAL FUND BUDGET		
ADOPTED BUDGET	$ 79,803,513	JULY 1, 2025
ENCUMBRANCE CARRY FORWARDS	779,262	JULY 1, 2025
FY2026 BUDGET AMENDMENT NO. 1		
FY2026 BUDGET AMENDMENT NO. 2		
FY2026 BUDGET AMENDMENT NO. 3		
FY2026 BUDGET AMENDMENT NO. 4		
FY2026 REVISED BUDGET	$ 80,582,775	
FY2026 REVENUES	$ 10,571,963	
FY2026 EXPENDITURES	$ (18,879,704)	
FY2026 NET YTD	$ (8,307,740)	

CITY COUNCIL

AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**October 23, 2025**	**Jason Ball** **Fire Chief** **Leslie Beauregard** **City Manager**
Item #	**A.3**	
Department:	**Fire & Rescue** **City Manager's Office**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence**	
Subject:	**Considerations of Appointments of City of Staunton Fire Marshals**	

Background: Staunton City Code Section 2.70.030 requires the City Council to approve the City Manager's appointment of a Fire Marshal.

Fire& Rescue Chief Jason Ball is proposing, and the City Manager concurs with, the appointment of Joseph A. Ayers and Jeremy A. Dolan as Fire Marshals for the City of Staunton.

Attachment: Resolution appointing Joseph A. Ayers and Jeremy A. Dolan as Fire Marshals

City Manager's Recommendation: Appoint Joseph A. Ayers and Jeremy A. Dolan as Fire Marshals for the City of Staunton.

Suggested Motion: I move to adopt the resolution as attached.

City Manager: Leslie Beauregard

Attachment 1

RESOLUTION APPOINTING
JEREMY A. DOLAN AND JOSEPH A. AYERS
AS FIRE MARSHALS OF THE CITY OF STAUNTON

WHEREAS, Staunton City Fire Chief, Jason Ball, is recommending the appointment of Jeremy A. Dolan and Joseph A. Ayers as Fire Marshals for the City of Staunton; and

WHEREAS, Staunton City Manager, Leslie M. Beauregard, concurs in Chief Ball's recommendation; and

WHEREAS, the Staunton City Council is required to approve the appointment of Fire Marshals pursuant to Staunton City Code Section 2.70.030 and Virginia Code Section 27-30; and

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

NOW, THEREFORE, the Staunton City Council approves the appointment of Jeremy A. Dolan and Joseph A. Ayers as Fire Marshals of the City of Staunton to serve an indefinite term in accord with Virginia Code Section 15.2-1503.

_____
Michele D. Edwards,
Mayor

ATTEST:_____
John Blair
Acting City Clerk

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**October 23, 2025**	**Rebecca Joyce Housing Planner and Grants Coordinator**
Item #	**A.4**	
Department:	**Community Development**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Inclusion And Equity; Engagement** **Strategic Area: Comprehensive Economic Development**	
Subject:	**Consideration of Resolution to Establish City of Staunton Housing Commission**	

Background: At the October 9, 2025 City Council regular meeting, Rebecca Joyce, Housing Planner and Grants Coordinator requested the establishment by Council of a City Housing Commission.

The purpose of the Housing Commission is to move the Housing Strategy's goals and strategies forward and to provide expertise and guidance regarding the amount and quality of affordable and workforce housing in the City. The Resolution establishing a Housing Commission is included for review and adoption by Council.

Previous updates on Community Development's Housing Division and the Housing Strategy can be viewed here.

At the October 9, 2025 City Council meeting, Councilor Overholtzer stated that he would like to see a member of the private sector multifamily residential development community serve on the Commission. There appeared to be consensus for this idea. The Resolution provides that the Council will give strong consideration to an individual from this community that applies for a Commission vacancy.

Attachment: Proposed Resolution

City Manager's Recommendation: Approve the formation of the Housing Commission through the resolution as presented.

Suggested Motion: I move to adopt the resolution for the formation of the City's Housing Commission, as presented.

City Manager: Leslie M. Beauregard

Attachment 1

RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO ESTABLISH A HOUSING COMMISSION

Recitals

A. The provisions of Virginia Code Section 15.2-1411 and Staunton City Charter, Chapter II, Section 11, Paragraph Twenty-First, authorize the Staunton City Council ("Council") to establish advisory boards and commissions.

B. Formation of a Housing Commission is included in the Action Plan of the City of Staunton's Housing Strategy.

C. The City's Housing Planner and Grants Coordinator presented the Goals, Strategies, and Action Plan of the Housing Strategy including the formation of a Housing Commission to Council at their meeting on July 24, 2025.

D. Council now desires to memorialize the establishment of the Housing Commission, as a public body, and outlines the parameters for its membership, function, and expected work that will benefit Council and the City of Staunton as the City seeks to understand and implement policies, programs, and procedures to address affordable and workforce housing.

E. These recitals are an integral part of this Resolution.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, as follows:

1. The Commission is established and will be composed of 9 members, one of whom will be elected by the constituent members as the Chair and another of whom as the Vice Chair to help lead the Commission. The Commission will be a public body subject to the applicable requirements of the Virginia Freedom of Information Act and members should be aware of those requirements.

2. Members of the Commission shall serve terms of three years commencing upon the date of their appointment by City Council. For the purposes of establishing staggered terms, initial appointments of two-thirds of commission members may be for terms of one (1) year or two (2) years, if City Council so determines.

   a. The application process shall be designed to ensure that Commission membership composition supports the housing goals of the City as included in the City of Staunton's Housing Strategy.

   b. Commission members will meet on a quarterly basis throughout the calendar year beginning in 2026.

c. Six of the nine members appointed to Commission for terms beginning in 2026 shall be members of the Staunton Housing Strategy Work Group. These six members shall be appointed to one (1) year or two (2) year terms. The other three appointees shall be individuals who did not serve on the Staunton Housing Work Group. Subsequent appointments to the Commission shall not require Staunton Housing Strategy Work Group membership.

~~c.~~d. The City Council shall give strong consideration to appointing an individual who is a for-profit developer of multifamily residential units.

3. The Commission shall have the following duties:

a. Partner with the City's efforts to move the goals and strategies of the City of Staunton's Housing Strategy forward.

b. Provide expertise and guidance to the City Council and City leaders on ways to increase the amount and quality of affordable and workforce housing in the City.

c. Participate in an advisory role in creation of the City's Community Block Grant Program's Annual Action Plan that is submitted to the U.S. Department of Housing and Urban Development every August. Up to two members of the Housing Commission, who don't have a direct conflict of applying for or receiving CDBG funding, may participate in this advisory role.

d. Communicate concerns of community members related to housing to the City Council and city leadership.

e. Conduct periodic reviews of the City's Housing Strategy and recommendations based on current research and potential changes in the Staunton community.

f. Provide an annual written report to City Council about the Commission's activities for the previous calendar year.

g. Perform additional functions or duties as may be so identified by the City Council or City Manager or Designee.

4. The Director of the Community Development Department shall be responsible for the assignment of staff support to the Commission in the exercise of its functions, powers, and duties.

5. All meetings of the Commission shall be open to the public and otherwise held in accordance with the Virginia Freedom of Information Act.

6. Nothing in this resolution shall modify or curtail the functions, duties or authority of other public bodies.

Adopted this ___ day of _____ 2025.

_____
Michele D. Edwards, Mayor

Attest: _____
John Blair
Acting City Clerk

CITY COUNCIL

AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**October 23, 2025**	**Jason Ball Fire Chief**
Item #	**B**	
Department:	**Fire & Rescue**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence**	
Subject:	**Oaths of Office—Deputy Chief Adam Dolan, Captain Justin Siron, Lieutenant Jordan Taylor, and Lieutenant Bradley Goodbar**	

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

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

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

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**October 23, 2025**	**Willow Hughes Environmental Programs Administrator**
Item #	**C**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Environmentally Conscious; Excellence Strategic Areas: Comprehensive Economic Development; Advanced Environmental Sustainability & Infrastructure; Effective Communication with Citizens; Improved Quality of Life through Recreation**	
Subject:	**Update on Wharf Daylighting Feasibility Study**	

Background: During the September 25, 2025 Work Session presentation of the Wharf Daylighting Feasibility Study Scope of Work, City Council agreed to request this scope be modified to better align with their vision for the Wharf. Staff received an updated scope that included these modifications and will provide an update on the changes made.

Attachment: Revised Wharf Daylighting Feasibility Study Scope

City Manager's Recommendation: Discuss changes to the scope and provide direction to staff on proceeding.

Suggested Motion: I move to proceed with the scope, as presented (or with other suggested changes as discussed during the meeting), for the Wharf Daylighting Feasibility Study.

City Manager: Leslie Beauregard

October 10, 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.

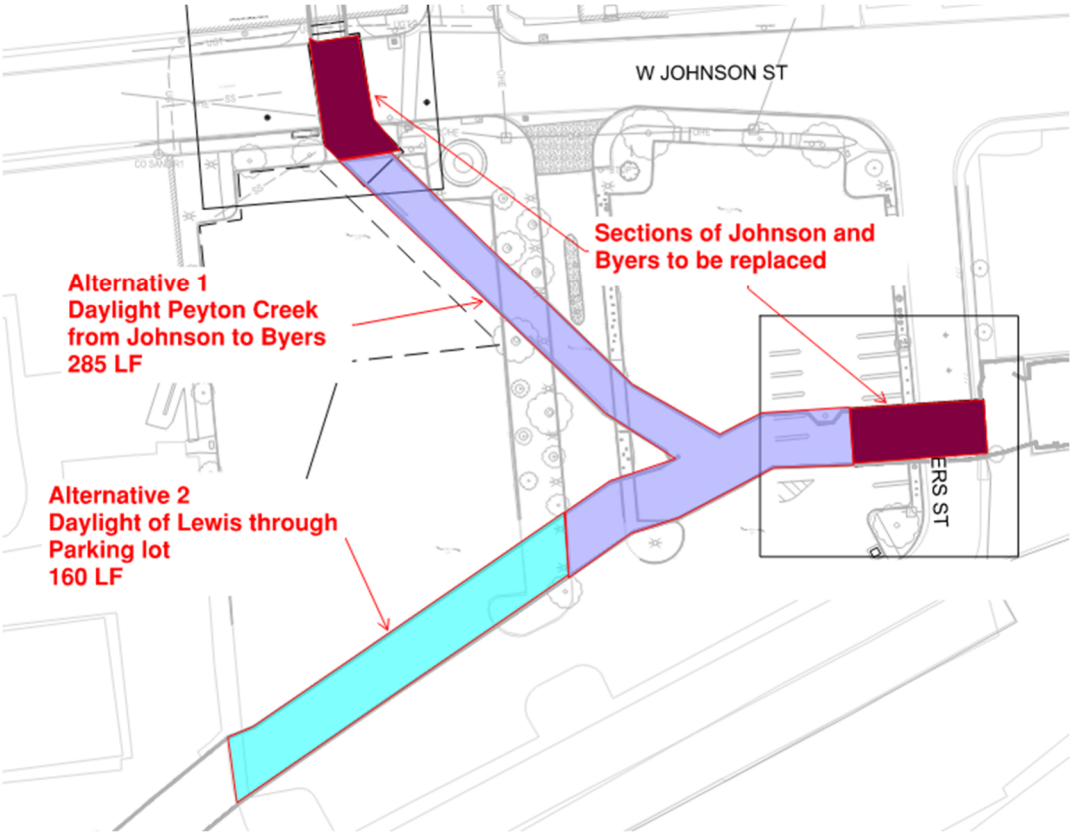


Image 1 – Limits of Daylighting Study

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 and remaining Lewis creek section under parking lot as a natural channel.
- Provide stormwater modeling calculations of the following three 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) Natural Channel	Repair Lewis Creek Tunnel	Replace Lewis Creek Tunnel (uner Parking Lot) Natural Channel
1	x		x	
2		x	x	
3		x		x

- Provide Opinion of Probable Construction cost for the three alternatives identified above.
- Provide an estimated cost comparison for long-term maintenance of a confined tunnel versus an open channel.
- 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 **$159,000**. 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

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.