Work Session Agenda
Staunton City Council
January 22, 2026
5:15 p.m.

Caucus Room

5:15 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
5:20 p.m.	**2.**	**Joint Budget Work Session—City Council and School Board**

Rita S. Wilson Council Chambers

5:55 p.m.		**Break to Move to Rita S. Wilson Council Chambers**
6:00 p.m.	**3.**	**Update by Diversity, Equity and Inclusion Commission**
6:25 p.m.	**4.**	**Closed Meeting for Disposition of Publicly Held Real Property and to Discuss the Performance of the Staunton City Manager (Includes Dinner Break Until Regular Meeting at 7:00 p.m.)**

Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
January 22, 2026
7:00 p.m.

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Arrowood

Mayor's Report

Additional Items by Members of Council

<u>REGULAR MEETING</u>

A. Consent Agenda

A.1. Approval of Minutes
Work Session and Regular Meeting of January 8, 2026

A.2. Consideration of Ordinance Amending City Clerk Provisions in the Staunton City Code and Appointing John Blair as City Clerk

A.3. FY 2026 2nd Quarter Financial Report

A.4. Consideration of Marketing Support of Businesses During Downtown Tunnel and Street Repairs Project

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

B. Consideration of Basic Plan of the Regional Emergency Operations Plan

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

D. Update on Phase I of the Downtown Tunnel and Street Repairs—Byers Street

Matters from the City Manager

Matters from the Public*

Adjournment

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

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

1. **Fire and Rescue**: *Virginia Department of Emergency Management, Emergency Management Preparedness Grant, $7,500.* The grant will allow the department to purchase four sets of personal protective equipment. This is a $7,500 matching grant. The matching portion will come from the Aid-to-Localities fund through the Virginia Department of Fire Programs.

2. **Public Works/Engineering:** *Virginia Department of Health's Virginia Walkability Action Institute's (VWAI) 2026 Cohort, $6,000.* Directly related to the HSIP improvements along Beverley Street, participating in this cohort will allow the city to receive technical assistance between now and September on such topics as successful community engagement and using demonstration projects to generate feedback and test out ideas for permanent solutions. The city will also will receive a small amount of funding ($6,000) through VWAI to install a demonstration project along a block or two of Beverley Street for a month this summer to demonstrate what the HSIP improvements will look like and provide a temporary, expanded sidewalk area with benches and some landscaping.

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 22, 2026**	**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

<table>
<tr><td>Meeting Date:</td><td>January 22, 2026</td><td rowspan="3">School Board

City Council</td></tr>
<tr><td>Item #</td><td>2</td></tr>
<tr><td>Department:</td><td>School Board
City Council</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Values: Excellence; Inclusion & Equity; Engagement</td></tr>
<tr><td>Subject:</td><td colspan="2">Joint Budget Work Session—City Council and School Board</td></tr>
</table>

Background: Staunton City School Board and City Council will meet in a joint work session, as in prior years, to discuss general items of mutual interest, such as capital improvement projects and budget development.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	**January 22, 2026**	**Diversity, Equity and Inclusion Commission** **City Council**
Item #	**3**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Inclusion & Equity** **Strategic Area: An Informed and Engaged Community**	
Subject:	**Update by Diversity, Equity and Inclusion Commission**	

Background: On February 24, 2022, City Council adopted a resolution to establish an Equity and Diversity Commission, now known as the Diversity, Equity and Inclusion Commission. The Commission was tasked with objectively evaluating existing data, studies, and reports from available sources concerning social and racial equity in the City of Staunton that evaluate social determinants and inequitable outcomes within the City of Staunton. Following a public hearing in October 2023, the Commission presented its final report and recommendations to City Council on December 14, 2023.

A Public Hearing was held in February 2024 on the Commission's recommendations and City Council authorized staff to proceed with implementation of the recommendations. On April 25, 2024, the Council approved a resolution to permanently establish the DEI Commission and appointed new members in the fall of 2024. As part of this resolution, the Commission will partner with the City to advance the report's recommendations and will provide an annual report to the Council.

DEI Commission Chair AnhThu Nguyen will present the update to Council including an overview of 2025 activities, progress on report recommendations, and an updated timeline on proposed activities for 2026.

Attachment: Presentation to be provided prior to the work session.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 22, 2026**	**City Council** **John C. Blair, II** **City Attorney**
Item #		
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: Responsive, Efficient Government**	
Subject:	**Closed Meeting for Disposition of Publicly Held Real Property and to Discuss the Performance of the Staunton City Manager**	

Suggested Motion: I move to enter a closed meeting for (i) consideration of the disposition of publicly held real property located at the Staunton Crossing development site pursuant to Virginia Code Section 2.2-3711(A)(3); and (ii) discussion of the performance of the Staunton City Manager pursuant to Virginia Code Section 2.2-3711(A)(1).

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

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

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

City Manager: Leslie M. Beauregard

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 22, 2026**	**City Council**
Item #:	**A**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Integrity; Engagement** **Strategic Area: An Informed and Engaged Community**	
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:	**January 22, 2026**	**City Council**
Item #	**A.1**	
Department:	**City Council**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Integrity Engagement**	
Subject:	**Approval of Minutes**	

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

Attachment:

Attachment 1 – Work Session and Regular Meeting Minutes of January 8, 2026

Suggested Motions: I move to approve the work session and regular meeting minutes of November 13, 2025 [as presented] [with the following changes: ______________________.]

City Manager: Leslie Beauregard

City Council
WORK SESSION
January 8, 2026
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 Woods moved to approve John Blair as Acting City Clerk.

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

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

1. Consideration of Work Session and Regular Meeting Agendas

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

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

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

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

2. Presentation by Shenandoah Community Capital Fund

Ryan Hall, Executive Director of the Shenandoah Community Capital Fund, provided the following update to Council: Since its founding in 2008, the Shenandoah Community Capital Fund (SCCF), formerly known as the Staunton Creative Community Fund, has been dedicated to helping entrepreneurs start, sustain, and grow businesses in the Shenandoah Valley. The organization serves as a regional hub for entrepreneurial innovation, connecting talent, creativity, information, capital, and technical resources to support a vibrant regional economy.

The Fund's mission is to build a more accessible and equitable ecosystem for entrepreneurs and small business owners throughout the Shenandoah Valley. Recognizing that starting or expanding a business can be challenging, the organization helps individuals navigate the complexities, risks, and opportunities of entrepreneurship. Through flexible capital, technical assistance, and relationship-based support, the Fund provides an alternative to traditional, high-interest financing and serves as a trusted resource for emerging and growing businesses.

Headquartered in Staunton, the Shenandoah Community Capital Fund now serves the entire Central Shenandoah Valley, including Augusta, Rockingham, Rockbridge, Highland, Bath, Albemarle, and Nelson counties, as well as the cities of Staunton, Harrisonburg, Waynesboro, Lexington, and Buena Vista.

He highlighted the Fund's Small Business Intensive (SBI) Program and noted that eight Staunton-based businesses participated in the initial cohort.

He also noted the Fund's assistance to the Staunton Black Business Collective. The Fund provided financial support to the Collective's Profiles of Success booklet.

Councilor Overholtzer asked if the Fund had provided any capital for economic development authority projects within its footprint. Mr. Hall noted that the Fund had financially assisted the Highland County EDA in its development of a Highland County Community Center.

Councilor Woods asked if the Fund still ran the business boot camp. Mr. Hall stated that the Fund did not have a business boot camp in 2025, but it expected to conduct one in 2026 in an in-person format.

Councilor Park noted that her business in Staunton received assistance from the Fund and thanked Mr. Hall for the assistance. She also noted that her business is now in its 13th year of operation.

3. Presentation of HSIP (Highway Safety Improvement Program) Intersections along Beverley Street

Susan Wilson, Transportation Planner, stated the following: In February 2022, VDOT completed the final report of a study of ten downtown intersections that analyzed their traffic, safety, pedestrian and bicyclist, and geometric conditions as having Potential for Safety Improvement (PSI). The report was completed through the Strategically Targeted and Affordable Roadway

Solutions (STARS) program and provided safety improvement options for the short-, intermediate-, and long-term. The ten analyzed intersections were primarily downtown, along Johnson Street and Beverley Street, while also including three intersections along West Beverley Street west of downtown.

Following the STARS Study, the city applied for and received a total of $2,184,534 in funding during two VDOT HSIP (Highway Safety Improvement Program) grant applications cycles (2022 and 2023) for pedestrian improvements at a total of nine intersections (Attachment 1). Six of these intersections were part of the STARS Study, while the three other intersections included in the HSIP applications are along Beverley Street, so that all the Beverley Street intersections between Lewis and Coalter Streets will be improved.

The City's Public Works staff applied for the HSIP funding to upgrade or install pedestrian signal heads with countdown signals and install high visibility crosswalks to improve pedestrian safety within downtown. Projects funded with federal funding, which is the original funding source for HSIP, are required to ensure that pedestrian facilities within the project area, specifically curb ramps, are ADA (Americans with Disabilities Act) compliant.

Traffic volumes and turn movements at the intersections were analyzed as part of the STARS Study's data collection that informed its recommendations. Two of the intersections included in the Study were recommended to be converted from signalized to all-way-stop-controlled, as traffic signals are unnecessary due to low volumes on the side streets. The HSIP designs include removing the traffic signals at Beverley Street and Central Avenue and Beverley Street and New Street. Additionally, the Study's design alternatives included recommendations to reduce the number of travel lanes on Beverley Street from two lanes to a single lane between Lewis Street and Market Street. The low traffic volumes on Beverley Street would accommodate design changes that the STARS Study discusses as benefitting pedestrians and are proven countermeasures for vehicle and pedestrian crashes.

The highest traffic volumes along Beverley Street within the downtown are on the blocks between Lewis Street and New Street with average daily volumes of 1,800 vehicles. Between New Street and Coalter Street, the volume dips to 1,400 vehicles. Comparatively, on Beverley Street between Jefferson Street and Lewis Street, the average volume is 2,300 vehicles, and in the West End where West Beverley Street is a two-lane street, the highest volumes are 7,600 vehicles. Additional context shows that Johnson Street, which already has only one lane in each direction, currently carries up to 10,000 vehicles daily between Augusta Street and the Commerce/ Coalter/ Greenville intersection. These volumes, from 2024, are consistent with past traffic volumes that VDOT collects annually, showing no notable increase or decrease along Beverley Street. Anecdotally, the right lane along Beverley Street is often used for loading and unloading by delivery trucks and vans, which often block the lane from vehicle travel for extended periods.

Beverley Street within downtown does not serve as a primary route for drivers connecting to other parts of the city. Instead, it serves more as a destination: City Hall and locally-owned shops, restaurants, and businesses. It is a place of pedestrian activity but lacking in ample pedestrian space on most blocks. The sidewalk width varies from six feet up to nine feet in places, measuring from the back of curb to the face of the building; it narrows to less than four feet in other places between light poles and store entrances. Exterior decorations, trash cans, sandwich board signs, and shy distances from both the roadway and building faces also narrow useable space of the sidewalk.

The HSIP projects are currently being designed and are expected to be advertised for construction April 2027, once the tunnel/street repairs are completed. These projects provide the city the opportunity to revisit the recommendations of the STARS Study, especially for the Beverley Street corridor—and implement them as funding allows. The alternatives identified in the study for Beverley Street all recommend intersection modifications that would improve pedestrian safety and accommodations, including bulb outs (also called curb extensions) that reduce pedestrian crossing distances, improve their visibility to drivers, and provide a larger pedestrian waiting area for crossing, along with higher visibility crosswalks and pedestrian signals. The STARS Study takes the improvements for Beverley Street one step further than just improving the intersections; it recommends reducing the number of travel lanes from two to one—referred to in the study as the Single Travel Lane concept—and repurposing the gained space for other uses. This lane reduction recommendation was included in the study because it provides safety benefits to drivers and pedestrians and operational benefits to the corridor.

Once the HSIP project improvements are completed, the city will have the flexibility to leave Beverley Street as-is or incrementally continue to improve it, as funding allows. The Single Travel Lane concept presented in the STARS Study recommended repurposing the reclaimed travel lane for on-street parking and delivery vehicle loading/unloading. Staff is interested in exploring options that would enhance the pedestrian space along Beverley Street, rather than add more space for cars. The improvements being considered would provide more space for pedestrians and pedestrian-level amenities, including additional seating and street trees while still providing space for delivery vehicles. The existing on-street parking and one travel lane would be maintained, but the right-side travel lane could be repurposed for pedestrian amenities that provide shade, create opportunities for lingering, and give more space for strolling.

Vibrant and welcoming downtowns are a mix of great businesses as well as public spaces that invite people to stay and also explore.

Mayor Edwards asked what a bulb out is. Ms. Wilson explained that it is an extension of the sidewalk into the roadway.

Vice-Mayor Arrowood asked Ms. Wilson to clarify about the two to one lane transition and stressed that he did not want to create a game of chicken as lanes narrowed at cross throughs. Ms. Wilson clarified that HSIP would be focused on funding pedestrian improvements at cross throughs such as signaling and bulb outs. She also stated that there would merge arrows and signage at mid-block to indicate the narrowing to one lane at the cross throughs.

Councilor Overholtzer noted that the Staunton Plan is presenting a holistic vision for downtown including making Beverley Street a one lane road and potentially extending the Shop and Dine Out program permanently. He wanted to make sure that the HSIP program would not lead to duplicative spending. Ms. Wilson noted that the HSIP improvements could be "one and done", but that they could also be furthered such as making Beverley Street one lane. However, she noted that the configuration of downtown still required vehicular traffic and stressed balance rather than a pedestrian mall situation. Vice-Mayor Arrowood noted the lack of alleys for deliveries as well.

Mayor Edwardds concluded the presentation by noting that this is the first part of the process and that there would be many more opportunities for public and Council input. She also noted that she enjoyed the AI rendering presented in Ms. Wilson's presentation.

4. Discussion of Proposal for Marketing Support of Businesses During Downtown Tunnel and Street Repairs Project

Jessica Blythe, Assistant Director of Economic Development, presented the following information: The Wharf District and New Street Business Marketing Support Program provides direct financial assistance to help businesses maintain customer awareness and drive traffic during the 15-month Downtown Tunnel Repairs project that will be adjacent to the Wharf District and on New Street. This marketing-focused grant program enables businesses to communicate their continued operations, promote access routes, and sustain customer relationships during extended construction disruptions.

Ms. Blythe highlighted how the grant program can address the three threats posed by Wharf construction: lack of parking, access confusion, and reduced visibility.

Councilor Overholtzer noted that he applauded the proactive approach. He asked if staff had looked at the "Big Dig" in Staunton or other local projects when it developed the proposed grant program.

Ms. Blythe stated that staff did. She noted that she and Amanda DiMeo, the Director of Economic Development, spoke with Albemarle County officials about a similar program instituted when the Route 29 improvements project was being constructed. Albemarle County officials stressed the importance of being proactive and the importance of marketing. She stated that Albemarle had 15 businesses take part in its grant program and only one of the businesses closed during the program's timeframe. That closure was unrelated to the construction. She also noted that the Albemarle businesses that participated in the program saw little to no revenue reduction.

Mayor Edwards asked if this information had been presented to the Wharf stakeholder group. Ms. Blythe replied that it had and that it received positive feedback.

5. Discussion of FY 2025 End of Year General Fund Financial Overview and Fund Analysis and FY 2026 Adopted Capital Improvement Program

Jessie Moyers, the city's Chief Financial Officer, presented the following information: The FY2025 year-end process has been completed. Recommendations for the use of the unassigned fund balance will be introduced at the February 26, 2026 council meeting as part of fiscal year 2026 budget amendment #2. The unassigned general fund balance as of June 30, 2025 is $5,646,988, of which $250,000 is a contingency reserve that is not available to be spent and $50,000 is for the city council contingency from FY2025. The FY2025 general fund capital plan is $3,628,050 and includes one change from the adopted plan. The $100,000 for the Gypsy Hill Park lighting will be directed to the CAD/RMS upgrade.

Recommended uses:

- $3,628,050 - FY2026 General Fund Capital Plan
- $811,730 - Infrastructure Improvements CIP – Tunnel Repairs
- $100,000 - City Hall Improvements (accessible doors and wayfinding signage)
- $200,000 - Wharf District and New Street Business Marketing Support & Signage/Wayfinding/Placemaking During Downtown Tunnel Repairs

Other considerations for discussion:

- Undesignated CIP
- Leave any remaining in the fund balance

Vice-Mayor Arrowood stated that he hoped the city could use the funds and not put them into the fund balance given the needs of public facilities in the city.

Ms. Moyers suggested that placing the funds in the Undesignated CIP fund would allow those funds to be transferred to a specific project with just one vote. She also stated that she does not anticipate an FY26 surplus, so next year's capital improvement budget may not be fully funded.

The City Manager stated that the final decision will be made at the Council's February 26 meeting.

6. Closed Meeting for Consultation with Legal Counsel Concerning a Public Contract as Well as Matters Related to Title 18 of the Staunton City Code

Councilor Overholtzer moved to enter a closed meeting for (i) consultation with legal counsel, the Staunton City Attorney, for specific legal matters related to Title 18 of the Staunton City Code regarding the Historic Preservation District requiring the provision of legal advice pursuant to Virginia Code Section 2.2-3711(A)(8); and (ii) discussion of a prospective candidate for the position of Clerk of Council pursuant to Virginia Code Section 2.2-3711(A)(1).

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		

The Council reconvened after the closed meeting.

Councilor Campbell 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 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		

The January 8, 2026 Staunton City Council Work Session adjourned at 7:01 p.m.

____

John Blair

Acting City Clerk

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, January 8, 2026
7:00 p.m.
Rita S. Wilson Council Chambers

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

ABSENT: **None**

ALSO PRESENT: **Leslie Beauregard, City Manager**
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 Councilor Woods.

The City Manager introduced Anna Leavitt as Staunton's Economic Mobility and Opportunity Special Assistant.

MAYOR'S REPORT

Mayor Edwards highlighted the Council's accomplishments in 2026 including: the development of a Housing Strategy and Commission, a completed water tower with an artistic depiction of the city, the construction of a new juvenile court on time and under budget, a new Gypsy Hill Park pool house, the enactment of a bee ordinance, establishing a new picture book pathway at Montgomery Hall Park, the refuse modernization project, stream restoration at Gypsy Hill Park, a new Wawa, and coming in second in the national Stamp Out Hunger contest.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Councilor Overholtzer stated that he was proud of the adoption of the new Staunton Plan and continuously making improvements rather than just maintaining the status quo.

Councilor Campbell stated that he was appreciative of the public's support of the Comprehensive Plan update and that he hopes a draft is available for public review this coming Spring.

Vice-Mayor Arrowood stated the he was happy to see progress on Uniontown and wanted to continue the improvements in that area.

REGULAR MEETING

A. Consent Agenda (Note: All Resolutions and Ordinances adopted by the Council shall appear at the conclusion of these Meeting Minutes.)

A.1. Approval of Minutes
Work Session and Regular Meeting of December 11, 2025

A.2. Approval of Transfer of Already Appropriated Funds Within the Capital Improvement Fund

A.3. Consideration of Ordinance Amendment for Snow and Ice Removal From Sidewalks

A.4. Consideration of 2026-2028 Staunton Plan

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 Campbell stated that he wanted to acknowledge two pieces of feedback the Council received concerning the snow removal ordinance. First, he wanted to state that enforcement of the ordinance would be mostly complaint based. He also stated that state law did not permit the City to establish different standards for sidewalks in different parts of the City.

Councilor Campbell moved to approve the Consent Agenda as presented.

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

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

B. Public Hearing and Consideration of a Request by River Rock Properties, LLC, to Vacate, Discontinue, and Abandon that Portion of a 12-Foot Alley Lying Between Lots 9–12 of Block D and Lots 10–13 of Block B of the Rose Crest Addition

Tim Hartless, Planning Manager, stated the following: Thomas Wilkinson, representing River Rock Properties, LLC, is requesting to vacate approximately 200 feet of a 12-foot-wide alley which runs from Steffey Street north and terminates at the side property line of 208 Straith Street. The alley was created as part of the Rose Crest Addition which was recorded in Augusta County in 1925. The area was annexed into the City in 1948.

At the northern end of the alley is the Evergreen Townhouse Apartment Complex at 208 Straith Street. It does not appear that anyone from the apartment complex uses this alley. All other properties adjoining the subject portion of the alley are owned by the applicant.

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

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.

Daniel Hansen, representing the property owner, stated that the alley dead ends at the end of the owner's property and does not affect any other property owner.

Mayor Edwards closed the public hearing.

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

The motion was seconded by Councilor Overholtzer 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		

C. Consideration of a Request by RCP 2, LLC, for a Special Use Permit at 126 Guy Street, Under the Provisions of Staunton City Code Section 18.30.030(6) to Allow a Planned Residential Development Consisting of Four Single-Family Attached Dwellings and a Common Parking Area

Tim Harless, Planning Manager, stated the following: RCP 2, LLC, is requesting a Special Use Permit at 126 Guy Street to construct four single-family attached dwellings (townhouses). The property is located on Guy Street near the intersection with Ranson Street and Straith Street. RCP 2, LLC, acquired the property in July 2024, and is now requesting a Special Use Permit for a Planned Residential Development (PRD) for single-family attached dwellings with a common parking lot. The common parking arrangement is permitted only within a PRD. The property is zoned R-3, Medium Density Residential District, and a PRD can only be approved through the Special Use Permit process. As proposed, the parking lot will have two points of access to Guy Street with eight parking spaces.

On a 4-0 vote, the Commission unanimously voted, on December 18, 2025, to recommend approval of the special use permit with the following conditions:

1. No more than four single-family attached dwellings are permitted.
2. All work must be done in general conformance with the approved master plan and strict conformance with the approved special use permit.
3. All common areas, shared parking areas, and associated landscape (landscape required by SCC Chapter 18.175) must be owned and maintained by a Home Owners Association.
4. A site plan of development will be required and must be approved by the City of Staunton before work shall commence on the Property.
5. A final subdivision plat will be required to create lots for the common area, parking area, and individual building lots

Vice-Mayor Arrowood complimented the Planning Commission’s proposed conditions.

Mayor Edwards asked if there was a timeline associated with the site plan.

Mr. Hartless stated that a site plan usually takes four to six months to approve. He stated that once approved, the site plan is in effect for five years.

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.

Justin Shimp, one of the co-owners of the project, stated that he lives in Nelson County but is happy to be doing an infill project in Staunton.

Mayor Edwards asked Mr. Shimp if he had his eyes on any other infill projects in the City. Mr. Shimp stated that he didn't have any specific projects, but he would like to do more business in Staunton.

Councilor Woods asked how large the units would be. Mr. Shimp stated approximately fourteen hundred square feet with three bedrooms and two bathrooms.

Vice-Mayor Arrowood asked if the units would be modular or stick built. Mr. Shimp stated stick built.

Mayor Edwards and Councilor Overholtzer thanked Mr. Shimp for investing in Staunton.

Mayor Edwards closed the public hearing.

Vice-Mayor Arrowood moved that Council adopt the resolution and approve the Special Use Permit with its conditions as recommended by the Planning Commission.

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

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

MATTERS FROM THE CITY MANAGER

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

The Arcadia Project received the Virginia Brownfields Restoration and Economic Development Assistance Fund grant that it applied for in conjunction with the City.

City facilities will be closed on January 19, 2026 in honor of the Martin Luther King, Jr. holiday. Additionally, trash pick up scheduled for that day will occur on January 21.

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."

Constance Birch thanked the Council for passing the snow and ice ordinance and she hopes the ordinance is enforced.

Randolph Burton stated that pedestrian infrastructure is woeful downtown. He said it is encouraging that the City is looking to improve pedestrian conditions downtown. He encouraged the Council to enhance Beverley Street as a destination space.

Deborah Kushner applauded Chief Williams for adhering to democracy in action. She asked to make public the date on which the City ended its contract with Flock. She mentioned other examples of democracy in action such as Uniontown and avoiding the loss of the Hardy parking lot. She asked for the City to have a transparent process for future consideration of surveillance technology. She also stated that the City's You Are Welcome Here sign just doesn't ring true.

Mark Hopp stated that the City's water tower looks great. He thanked the Council for agreeing to remove the license plate readers. He stated that surveillance technologies put a chill on people exercising First Amendment rights. He identified other cities that have recently removed or paused the use of surveillance technologies such as Salt Lake City, Flagstaff, Arizona, and Ypsilanti, Michigan. He also highlighted a New York state senator's recent bill to stop Wegman's from using facial recognition technology.

Councilor Woods stated that the annual Martin Luther King, Jr. Memorial Service will be on January 19, 2026 at First Presbyterian Church.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 7:46 p.m.

____

John C. Blair, II
Acting Clerk of Council

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**January 22, 2026**	**Leslie Beauregard** **City Manager**
Item #	**A.2**	
Department:	**City Manager**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence**	
Subject:	**Consideration of Ordinance Amending City Clerk Provisions in the Staunton City Code and Appointing John Blair as City Clerk**	

Background: Kiley Kesecker resigned as Staunton City Clerk in August 2025 to accept a position as Deputy City Clerk in Richmond, Virginia.

Upon his resignation, John Blair has served as Acting City Clerk for City Council meetings and for the Nominations Committee, as well as producing minutes for those meetings.

Department of Community Development staff has served as clerk for the Planning Commission, Board of Zoning Appeals, and Historic Preservation Commission.

Additionally, Morgan Smith has performed some of the City Clerk duties related to boards and commissions as well as assisting individual Councilmembers with official business. Josh Knight has also assisted with operating the Zoom platform during City Council meetings.

The City Manager, in consultation with the City Council, has determined that the current fulfillment of the City Clerk functions is satisfactory.

Therefore, the City Manager is recommending that John Blair be appointed as City Clerk. His primary duties will include clerking Council meetings and Nominations Committee meetings, producing minutes from the Council and Nominations Committee meetings, updating the Staunton City Code, and maintaining the Statement of Economic Interests forms.

Ms. Smith will continue to assist with the boards and commissions duties, maintaining the official ordinance book, administering the proclamation process, and assisting Councilmembers with official business. Mr. Knight will continue to operate the Zoom platform during City Council meetings.

The Department of Community Development will continue to clerk the Planning Commission, Board of Zoning Appeals, and Historic Preservation Commission meetings and Kim Cormier will produce the minutes from those meetings.

In order to accomplish these reorganizational goals, the Council will need to amend the current City Code and adopt a Resolution appointing John Blair as City Clerk.

Attachments:

Attachment 1--Ordinance Amending Staunton City Code Section 2.30.010
Attachment 2--Resolution Appointing John Blair as Staunton City Clerk

City Manager's Recommendation: Approve the Resolution and Ordinance Amendment as presented.

Suggested Motion: I move to adopt the Resolution and Ordinance Amendment as presented.

City Manager: Leslie M. Beauregard

Ordinance No. 2026 - __

AN ORDINANCE AMENDING SECTION 2.30.010, APPOINTMENT-GENERAL DUTIES, OF CHAPTER 2.30, CITY CLERK, OF TITLE 2, ADMINISTRATION, OF THE STAUNTON CITY CODE

Recitals

A. The Council of the City of Staunton, Virginia is empowered to hire a City Clerk and establish their duties pursuant to Section 10 of the Staunton City Charter.

B. The Council of the City of Staunton, Virginia desires to amend the duties of the City Clerk.

C. This matter has been properly heard and considered.

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 2.30.010, Appointment-General Duties, of Chapter 2.10, City Council, of Title 2, Administration, of the Staunton City Code is hereby amended as follows:

Chapter 2.10
CITY CLERK

…

2.30.010 Appointment – General duties.

(1) The council shall appoint a city clerk, who shall serve as clerk of the council~~, clerk of the planning commission, clerk of the board of zoning appeals and clerk to such other boards and commissions as the council may designate~~.

(2) If the clerk is unavailable for any reason, the city manager, in consultation with the mayor, shall designate an acting clerk to serve as clerk of the council ~~planning commission, clerk of the board of zoning appeals and clerk to such other boards and commissions as the council may designate~~. The individual designated as acting clerk shall be vested with all the authority of the city clerk and may perform all acts which are required or permitted to be performed by the city clerk.

(3) The city clerk shall maintain an accurate record of the proceedings of the council and of the boards and commissions which he has been designated by the council to serve. The clerk shall attend all such meetings, unless excused by the mayor or the chairman of the respective board or commission. It shall be the duty of the clerk to index all such proceedings for easy reference, to maintain a record of the proceedings in permanent

record form, to file and maintain, in a secure manner, copies of franchise agreements, long-term contracts, contracts having major significance involving the city, written opinions of the city attorney for the benefit of the council, petitions, judicial decisions involving the city and other documents which may normally be considered long-term or permanent records of the city. He shall perform such other duties as properly appertain to the office or as are prescribed by the council.

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

Introduced:
Adopted:
Effective Date:

____
Michele D. Edwards, Mayor

ATTEST:______________________________
John C. Blair,
Acting Clerk of Council

Attachment 2

RESOLUTION APPOINTING
JOHN C. BLAIR, II
AS CITY CLERK OF THE CITY OF STAUNTON

WHEREAS, Section 10 of the Staunton City Charter authorizes the Staunton City Council to appoint a City Clerk.

NOW, THEREFORE, the Staunton City Council appoints John C. Blair, II to serve as Staunton City Clerk and authorizes the Mayor of Staunton to take any action necessary to effectuate this appointment.

____
Michele D. Edwards,
Mayor

ATTEST:______________________
John Blair
Acting City Clerk

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 22, 2026**	**Jessie Moyers** **Chief Finance Officer**
Item #	**A.3**	
Department:	**Finance**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Areas: An Economically Vibrant Community; An Informed and Engaged Community**	
Subject:	**FY 2026 2nd Quarter Financial Report**	

Background: Attached for review, as prepared by Jessie Moyers, Chief Finance Officer, is the financial report for the 2nd quarter 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

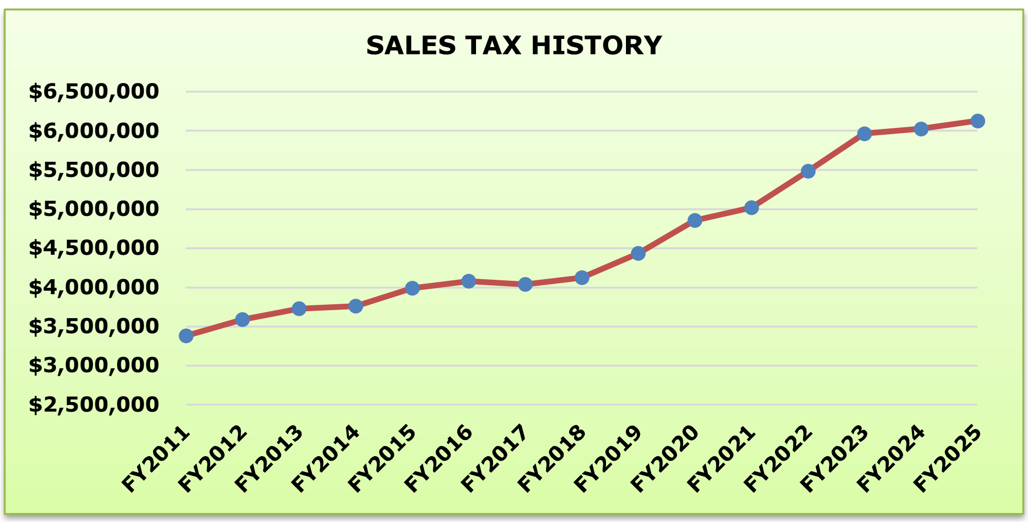
City Manager: Leslie Beauregard

attachment 1

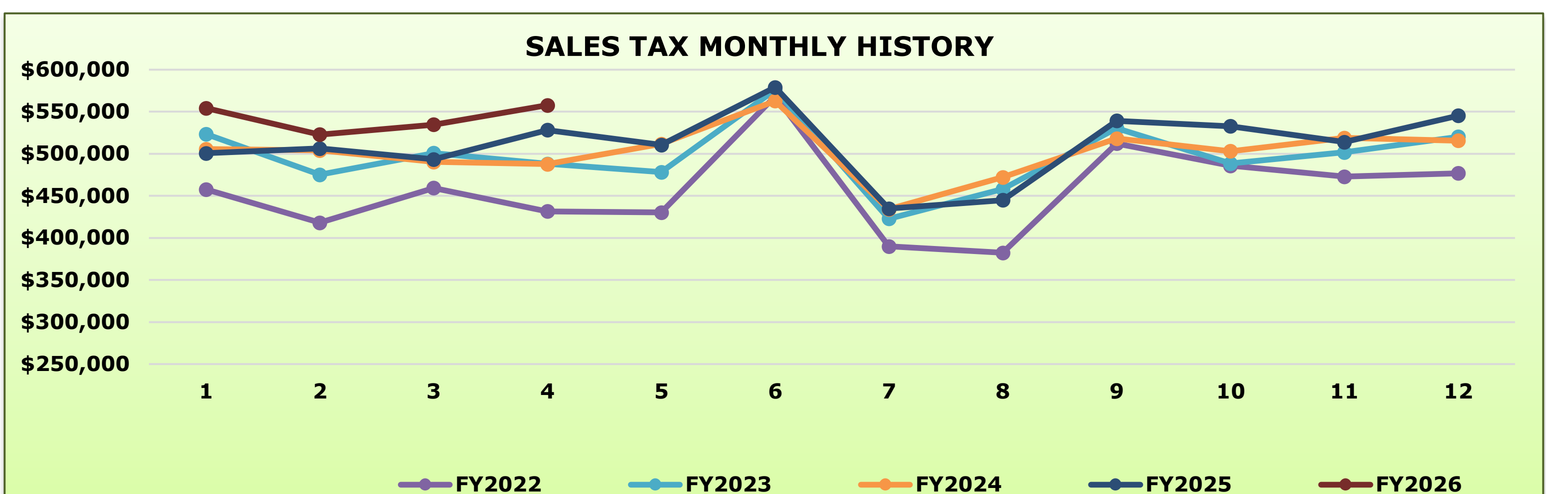
City of Staunton

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	10.7%
August	390,365	383,139	418,081	475,016	503,910	506,256	522,851	3.3%
September	408,013	416,225	459,262	500,792	490,234	493,334	534,578	8.4%
October	406,308	417,973	431,562	487,941	487,742	528,210	557,589	5.6%
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	2,169,245	
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	(3,830,277)	
% OF BUDGET	112.9%	147.9%	117.6%	113.0%	107.1%	102.6%	36.2%	
% CHANGE- YEAR	9.5%	3.4%	9.3%	8.7%	1.0%	1.7%	-64.6%	

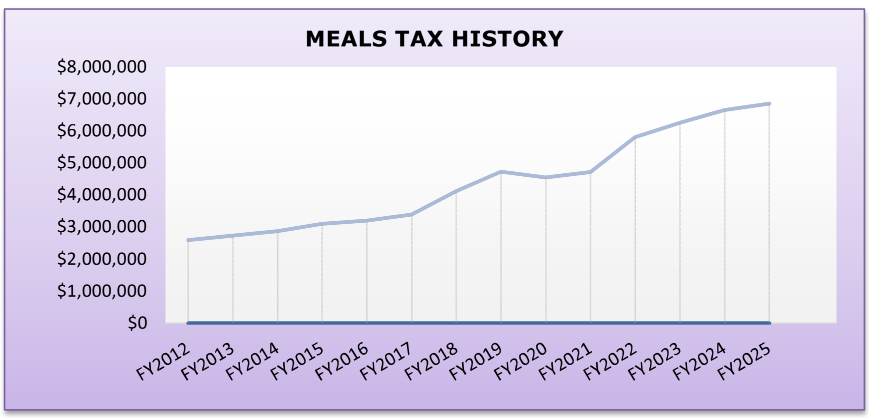


FY2010	$	3,495,905	
FY2011	$	3,381,018	-3.3%
FY2012	$	3,588,737	6.1%
FY2013	$	3,729,201	3.9%
FY2014	$	3,760,505	0.8%
FY2015	$	3,988,839	6.1%
FY2016	$	4,079,919	2.3%
FY2017	$	4,039,658	-1.0%
FY2018	$	4,123,862	2.1%
FY2019	$	4,434,974	7.5%
FY2020	$	4,855,331	9.5%
FY2021	$	5,018,212	3.4%
FY2022	$	5,484,719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

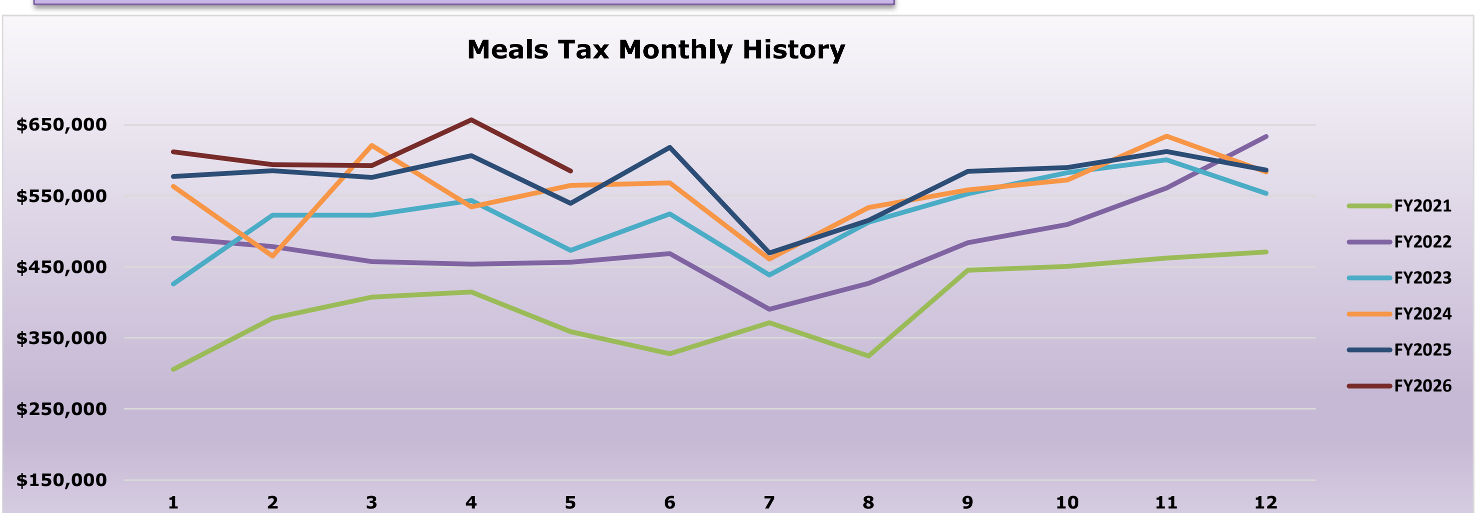


City of Staunton

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	592,518	2.9%
October	417,690	414,546	453,768	543,587	534,524	606,402	657,385	8.4%
November	403,285	358,586	456,293	473,158	564,659	539,170	585,134	8.5%
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	3,040,993	
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	(3,709,007)	
% of BUDGET	98.9%	132.4%	135.1%	116.7%	111.3%	103.0%	45.1%	
% CHANGE-YEAR	-3.8%	3.7%	23.2%	7.6%	6.5%	3.0%	-55.7%	



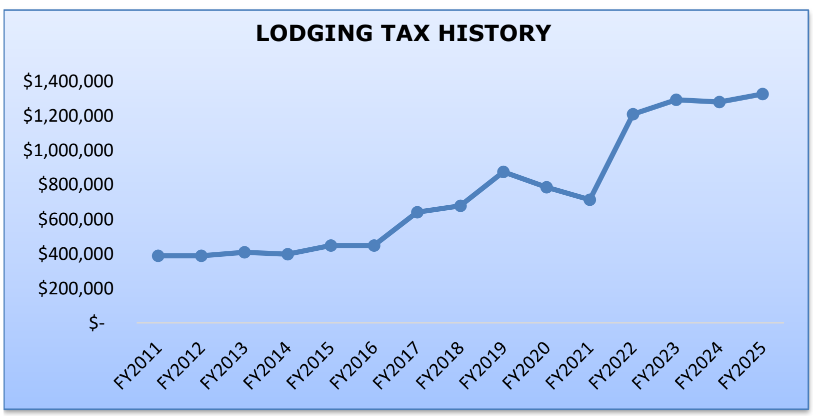
FY2010	$	2,344,698	
FY2011	$	2,406,577	2.6%
FY2012	$	2,599,776	8.0%
FY2013	$	2,732,598	5.1%
FY2014	$	2,868,910	5.0%
FY2015	$	3,099,130	8.0%
FY2016	$	3,203,638	3.4%
FY2017	$	3,391,337	5.9%
FY2018	$	4,118,267	21.4%
FY2019	$	4,727,323	14.8%
FY2020	$	4,547,853	-3.8%
FY2021	$	4,715,726	3.7%
FY2022	$	5,809,981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



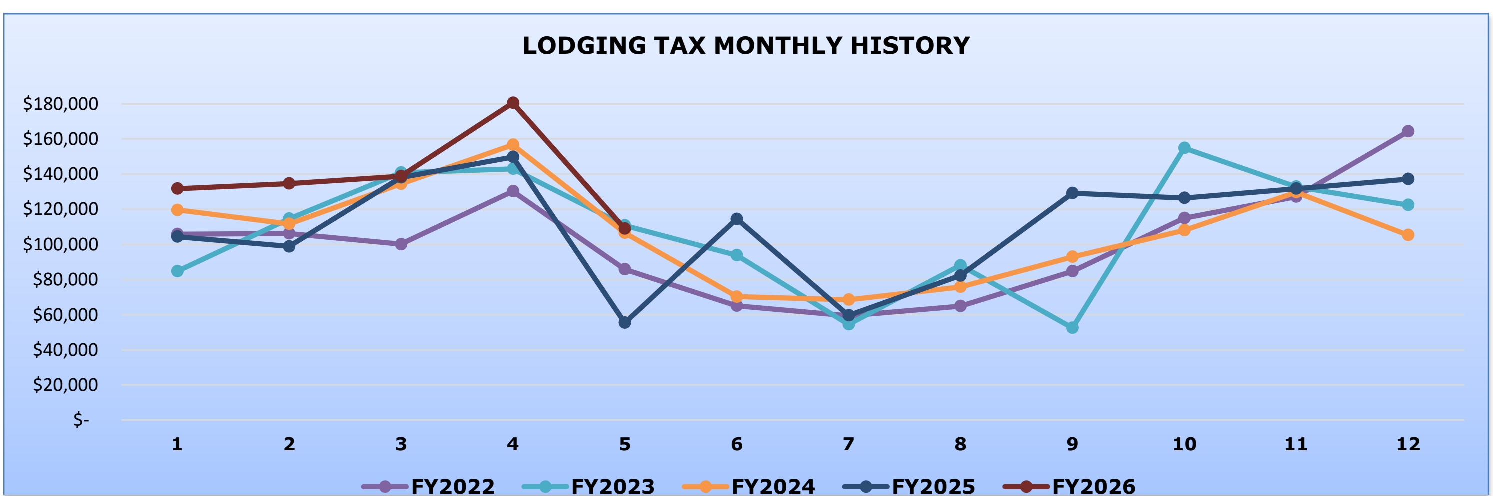
MEALS TAX HISTORY- RATE INCREASES
JULY 1, 1986
JULY 1, 1994
SEPTEMBER 1, 1998
JULY 1, 2007
JULY 1, 2017

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	$ 138,781	0.6%
October	$ 124,738	$ 85,131	$ 130,186	$ 142,991	$ 156,633	$ 149,730	$ 180,527	20.6%
November	$ 82,915	$ 46,252	$ 85,840	$ 110,688	$ 106,610	$ 55,431	$ 108,904	96.5%
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	$ 694,449	
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)	$ (605,551)	
% of BUDGET	88%	85%	159%	134%	95%	98%	53%	
% CHANGE-YEAR	-10.2%	-9.2%	69.4%	7.0%	-1.0%	2.7%	-45.7%	



	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 DECEMBER 31, 2025

GENERAL FUND REVENUES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU DEC 2025	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2025 (25%) & 2026 (75%)	$ 29,989,636	$ 29,989,636	$ 7,904,716	$ 22,084,920	26%	25% due Dec 5, 2025; 75% due June 20, 2026
Real Estate - Public Service	1,120,000	1,120,000	1,406,236	(286,236)	126%	100% of 2025 Taxes due Dec 5, 2025
Real Estate - Interest	135,000	135,000	55,904	79,096	41%	
Real Estate - Penalty	145,000	145,000	100,563	44,437	69%	
Real Estate Tax - Downtown Serv District	154,521	154,521	45,761	108,760	30%	25% due Dec 5, 2025; 75% due June 20, 2026
Personal Property Taxes	7,025,500	7,025,500	6,822,160	203,340	97%	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	9,852	(6,352)	281%	
Personal Property - Interest	150,000	150,000	92,760	57,240	62%	
Personal Property - Penalty	170,000	170,000	78,791	91,209	46%	
Machinery & Tools Tax	425,000	425,000	411,555	13,445	97%	100% Tax Due December 5, 2025
TOTAL PROPERTY TAXES	**$ 39,318,157**	**$ 39,318,157**	**$ 16,928,569**	**$ 22,389,588**	**43%**	
OTHER LOCAL TAXES						
Business & Occupational Licenses	$ 2,800,000	$ 2,800,000	$ 250,896	$ 2,549,104	9%	BPOL License due March 1, 2026
Water Utility Tax	300,000	300,000	118,142	181,858	39%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	270,000	270,000	99,196	170,804	37%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	590,000	590,000	252,106	337,894	43%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,999,522	5,999,522	2,169,245	3,830,277	36%	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	147,204	177,796	45%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	310,000	310,000	141,075	168,925	46%	Paid at sale date, no delay in collection
Lodging Tax	1,300,000	1,300,000	694,449	605,551	53%	Paid Monthly w/ 1 month delay in collection
Meals Tax	6,750,000	6,750,000	3,040,993	3,709,007	45%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	12,000	12,000	3,864	8,136	32%	
Short Term Rental Tax	32,000	32,000	13,530	18,470	42%	
Local Communications Tax	915,000	915,000	301,754	613,246	33%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	**$ 20,328,522**	**$ 20,328,522**	**$ 7,232,453**	**$ 13,096,069**	**36%**	
PERMITS						
Judicial Charges for Services	750	750	370	380	49%	
Public Safety Charges for Services	272,450	272,450	117,974	154,476	43%	
Planning and Development Charges for Services	15,000	15,000	6,650	8,350	44%	
TOTAL PERMITS	**$ 288,200**	**$ 288,200**	**$ 124,994**	**$ 163,206**	**43%**	
FINES & FORFEITURES						
Circuit Court Fines	$ 130,000	$ 130,000	$ 36,778	$ 93,222	28%	
Court Recorder Fees	55,000	55,000	19,125	$ 35,875	35%	
Courthouse Maintenance Fee	9,500	9,500	4,002	5,498	42%	
Animal Control Fines	6,000	6,000	2,760	3,240	46%	
TOTAL FINES & FORFEITURES	**$ 200,500**	**$ 200,500**	**$ 62,665**	**$ 137,835**	**31%**	

THROUGH DECEMBER 31, 2025

GENERAL FUND REVENUES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU DEC 2025	AVAILABLE BUDGET	% RECEIVED	
REVENUE FROM USE OF PROPERTY						
Interest Revenue	$ 550,000	$ 550,000	$ 345,565	$ 204,435	63%	
Rental of Real Property	58,000	58,000	42,862	15,138	74%	
Rental of Real Property - Recreation	7,000	7,000	3,120	3,880	45%	
TOTAL REVENUE FROM USE OF PROPERTY	**$ 615,000**	**$ 615,000**	**$ 391,547**	**$ 223,453**	**64%**	
CHARGES FOR SERVICES						
Property Clean Up Fees	$ 5,000	$ 5,000	$ 1,319	$ 3,681	26%	
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	11,074	15,926	41%	
Administrative Fees	35,000	35,000	14,647	20,353	42%	
Judicial Operations Charges for Services	82,517	82,517	31,649	50,868	38%	
Public Safety Tax Exempt Service Charge	5,000	5,000	425	4,575	8%	
Sale of Publications & Maps	-	-	375	(375)	0%	
Recreation Charges for Services	$ 767,650	$ 767,650	379,821	387,829	49%	
TOTAL CHARGES FOR SERVICES	**$ 2,149,436**	**$ 2,149,436**	**$ 439,310**	**$ 1,710,126**	**20%**	
MISCELLANEOUS						
Sale of Salvage & Surplus	$ 35,000	$ 35,000	$ 7,615	$ 27,385	22%	
Payment in Lieu of Taxes SRHA	16,000	16,000	19,566	(3,566)	122%	
Donations	-	-	7,485	(7,485)	0%	
Miscellaneous	-	-	$ 116,252	(116,252)	0%	
TOTAL MISCELLANEOUS	**$ 51,000**	**$ 51,000**	**$ 150,917**	**$ (99,917)**	**296%**	
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	6,000	18,000	25%	
Recovered Costs - Public Safety	-	-	21,484	(21,484)	0%	
Recovered Costs - Police Security	25,000	25,000	20,026	4,974	80%	
Recovered Costs - Sheriff Security	7,500	7,500	-	7,500	0%	
Recovered Costs - Insurance Recovery	-	4,091	39,978	(35,887)	977%	
Recovered Costs - Public Works	5,000	5,000	1,017	3,983	20%	
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	44,329	33,671	57%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	**$ 524,500**	**$ 528,591**	**$ 132,860**	**$ 395,731**	**25%**	

THROUGH DECEMBER 31, 2025

GENERAL FUND REVENUES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU DEC 2025	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE						
Public Facilities Tax	$ 87,500	$ 87,500	$ 24,473	$ 63,027	28%	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	98,307	51,693	66%	
HB599 Law Enforcement	1,100,000	1,100,000	571,892	528,108	52%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	1,321,760	330,440	80%	
Recordation - Grantor's Tax	100,000	100,000	42,370	57,630	42%	
Juror/Witness Fees	5,000	5,000	3,618	1,382	72%	
DCJS- Victim Witness Grant	26,000	26,000	(7,286)	33,286	-28%	
DMV Four for Life Funds	23,500	23,500	24,225	(725)	103%	
DMV Animal License Plates	1,000	1,000	71	929	7%	
State Crime Forfeited Assets- Police	-	-	10,381	(10,381)	0%	Revenue based on criminal drug activity
State Crime Forfeited Assets- Courts	-	-	2,192	(2,192)	0%	
Fire Programs Fund	88,000	88,000	144,121	(56,121)	164%	
PSAP Education Grant	-	66,333	3,902	62,431	6%	
E911 Wireless Funds	110,000	110,000	66,524	43,476	60%	Grants from the Wireless Board of Virginia
DCJS-Grants	-	-	8,555	(8,555)	0%	
Street & Highway Maintenance	5,439,448	5,439,448	2,937,813	2,501,635	54%	Quarterly Payments from State
Public Assistance	1,255,297	1,255,297	426,479	828,818	34%	
CSA Administrative Fees	13,405	13,405	-	13,405	0%	
Comprehensive Services Act (CSA)	2,649,200	2,649,200	649,806	1,999,394	25%	
VA Comm for the Arts	4,500	4,500	-	4,500	0%	
Library	237,049	237,049	120,161	116,889	51%	Quarterly Payments from State
Commissioner of Revenue	182,046	182,046	76,832	105,214	42%	
Treasurer	155,317	155,317	65,756	89,561	42%	
Electoral Board & Registrar	84,302	84,302	-	84,302	0%	
Commonwealth Attorney	837,463	837,463	341,988	495,475	41%	
Sheriff	504,218	504,218	217,248	286,970	43%	
Circuit Court Clerk	427,803	476,778	190,405	286,373	40%	
Circuit Court Technology Grant	15,000	31,981	3,100	28,881	10%	
TOTAL COMMONWEALTH OF VIRGINIA	**$ 15,155,748**	**$ 15,288,037**	**$ 7,352,365**	**$ 7,935,672**	**48%**	
FEDERAL REVENUES						
Victim Witness Federal Grant	$ 65,000	$ 65,000	$ 13,770	$ 51,230	21%	
Federal DMV Grant	-	-	3,784	(3,784)	#DIV/0!	
U S Marshall Forfeited Asset	-	-	(4,215)	4,215	0%	
Welfare Public Assistance	1,080,746	1,080,746	322,059	758,687	30%	
TOTAL FEDERAL REVENUE	**$ 1,145,746**	**$ 1,145,746**	**$ 335,398**	**$ 810,348**	**29%**	
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**	**$ 80,719,155**	**$ 33,151,079**	**$ 47,541,372**	**41.1%**	

FY 2026 FINANCIAL REPORT - UNAUDITED

THROUGH DECEMBER 31, 2025

GENERAL FUND EXPENDITURES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU DEC 2025	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
GENERAL GOVERNMENT ADMINISTRATION							
CITY COUNCIL	$ 108,740	$ 111,240	$ 52,633	$ -	$ 58,607	47%	
CLERK OF COUNCIL	127,856	127,856	24,925	-	102,931	19%	
CITY MANAGER	672,486	744,819	336,287	-	408,532	45%	
HUMAN RESOURCES	844,976	844,976	407,216	23,393	414,367	48%	
CITY ATTORNEY	431,733	528,945	130,199	96,212	302,534	25%	
COMMUNICATIONS MANAGER	201,514	211,958	113,961	-	97,997	54%	
PROFESSIONAL CONSULTANTS	78,500	78,500	50,200	39,090	(10,790)	64%	
CITY MEMBERSHIPS	31,950	31,950	30,716	-	1,234	96%	
FINANCE	1,524,382	1,589,525	741,640	123,999	723,886	47%	
ASSESSOR	409,067	409,067	201,065	11	207,991	49%	
COMMISSIONER OF REVENUE	517,688	517,688	241,644	386	275,658	47%	
TREASURER	474,093	474,093	214,649	159	259,284	45%	
REGISTRAR	290,688	290,688	121,412	57	169,219	42%	
INFORMATION TECHNOLOGY	1,564,078	1,630,543	638,457	127,944	864,141	39%	
RISK MANAGEMENT	801,000	801,000	487,881	158,387	154,732	61%	
TOTAL GENERAL GOV'T ADMINISTRATION	**$ 8,078,751**	**$ 8,392,848**	**$ 3,792,887**	**$ 569,638**	**$ 4,030,322**	**45%**	
JUDICIAL ADMINISTRATION							
CIRCUIT COURT	$ 174,010	$ 174,010	$ 84,218	$ -	$ 89,792	48%	
GENERAL DISTRICT COURT	17,127	17,127	2,143	-	14,984	13%	
MAGISTRATES	2,225	2,225	-	-	2,225	0%	
JUVENILE DOMESTIC RELATIONS COURT	76,777	76,777	2,138	-	74,639	3%	
CLERK OF THE CIRCUIT COURT	783,205	862,849	382,111	14,227	466,512	44%	
SHERIFF	1,506,760	1,510,146	748,655	20,374	741,117	50%	
VICTIM/WITNESS GRANT	116,877	116,877	46,130	-	70,747	39%	
COMMONWEALTH ATTORNEY	1,275,785	1,275,785	569,409	964	705,412	45%	
TOTAL JUDICIAL ADMINISTRATION	**$ 3,952,766**	**$ 4,035,796**	**$ 1,834,803**	**$ 35,564**	**$ 2,165,428**	**45%**	
PUBLIC SAFETY							
POLICE	$ 6,989,091	$ 7,025,065	$ 3,311,494	$ 39,188	$ 3,674,384	47%	
E911 CENTER	1,244,265	1,244,265	571,360	13,015	659,891	46%	
FIRE	4,408,656	4,436,656	2,158,784	9,830	2,268,043	49%	
COMMUNITY PUBLIC SAFETY	110,500	121,584	59,207	40,331	22,046	49%	
JUVENILE DETENTION HOME	227,194	227,194	113,562	-	113,632	50%	Quarterly Payments
JAIL	3,462,015	3,462,015	1,731,008	-	1,731,008	50%	Quarterly Payments
OFFICE ON YOUTH	215,751	215,751	54,539	-	161,212	25%	
INSPECTIONS	499,531	500,010	230,696	522	268,792	46%	
ANIMAL CONTROL	296,154	296,154	140,300	-	155,854	47%	
MEDICAL EXAMINER	500	500	20	-	480	4%	
TOTAL PUBLIC SAFETY	**$ 17,453,657**	**$ 17,529,195**	**$ 8,370,969**	**$ 102,886**	**$ 9,055,341**	**48%**	

THROUGH DECEMBER 31, 2025

GENERAL FUND EXPENDITURES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU DEC 2025	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
PUBLIC WORKS							
ENGINEERING	$ 545,283	$ 585,822	$ 310,414	$ -	$ 275,408	53%	
PUBLIC WORKS ADMINISTRATION	333,181	382,194	188,070	24,324	169,799	49%	
STREETS	3,967,511	4,237,167	2,401,748	216,729	1,618,690	57%	
TRAFFIC ENGINEERING	739,855	739,855	202,346	5,396	532,113	27%	
TRAFFIC SIGNALS	409,974	435,974	168,716	988	266,270	39%	
BUILDING MAINTENANCE	1,806,810	1,820,289	748,482	49,399	1,022,407	41%	
EQUIPMENT MAINTENANCE	581,665	511,665	231,113	386	280,166	45%	
TOTAL PUBLIC WORKS	**$ 8,384,279**	**$ 8,712,965**	**$ 4,250,888**	**$ 297,222**	**$ 4,164,855**	**49%**	
HEALTH AND WELFARE							
PUBLIC HEALTH	$ 332,347	$ 332,347	$ 135,616	$ -	$ 196,731	41%	
VALLEY COMM SERVICES BOARD	408,615	408,615	204,308	-	204,308	50%	Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,800,000	3,800,000	1,657,059	-	2,142,941	44%	
DEPT OF SOCIAL SERVICES	3,386,905	3,386,905	1,366,657	-	2,020,248	40%	
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	138,277	-	18,796	88%	Outside Agency Contributions
TOTAL HEALTH AND WELFARE	**$ 8,444,940**	**$ 8,444,940**	**$ 3,501,917**	**$ -**	**$ 4,943,023**	**41%**	
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	$ 656,788	$ 3,722	$ 674,649	49%	
HORTICULTURE	241,264	241,264	106,841	-	134,423	44%	
GOLF COURSE	161,119	161,119	86,070	-	75,049	53%	
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	20,000	-	-	100%	Boys and Girls Club
PARK MAINTENANCE	1,300,192	1,374,990	605,443	38,827	730,720	44%	
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	15,500	15,500	-	-	100%	Outside Agency Contributions
LIBRARY	1,541,883	1,559,862	713,939	8,995	836,928	46%	
TOTAL PARKS, RECREATION, LIBRARY, CULTURAL	**$ 4,603,465**	**$ 4,707,894**	**$ 2,204,582**	**$ 51,543**	**$ 2,451,769**	**47%**	
PLANNING AND COMMUNITY DEVELOPMENT							
PLANNING	$ 629,214	$ 637,154	$ 324,885	$ 2,608	$ 309,661	51%	
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	150,748	25,144	916,054	14%	
TOURISM	687,199	687,199	276,396	155,475	255,329	40%	
STAUNTON WELCOME CENTER	64,602	64,602	20,496	-	44,106	32%	
TRANSPORTATION-CSPDC	60,818	60,818	53,887	-	6,931	89%	
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	**$ 3,061,477**	**$ 3,071,340**	**$ 1,083,895**	**$ 183,227**	**$ 1,804,218**	**35%**	

GENERAL FUND EXPENDITURES	FY26 Original Budget	FY26 Revised Budget	ACTUAL YTD THRU DEC 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	-	$ -	100%	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	9,452,231	-	9,452,231	50%	
NON-DEPARTMENTAL EXPENDITURES	(285,000)	(285,000)	(26)	-	(284,974)	0%	
TOTAL TRANSFERS AND NON-DEPARTMENTAL	**$ 25,815,178**	**$ 25,815,178**	**$ 16,647,921**	**$ -**	**$ 9,167,257**	**64%**	
TOTAL GENERAL FUND EXPENDITURES	**$ 79,803,513**	**$ 80,719,155**	**$ 41,696,861**	**$ 1,240,080**	**$ 37,782,214**	**52%**	

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	136,380	OCTOBER 10, 2025
FY2026 BUDGET AMENDMENT NO. 2		
FY2026 BUDGET AMENDMENT NO. 3		
FY2026 BUDGET AMENDMENT NO. 4		
FY2026 REVISED BUDGET	$ 80,719,155	

FY2026 REVENUES	$ 33,151,079
FY2026 EXPENDITURES	$ (42,936,941)
FY2026 NET YTD	$ (9,785,862)

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

<table>
<tr><td>Meeting Date:</td><td>January 22, 2026</td><td rowspan="3">Amanda DiMeo
Director Economic Development

Jessica Blythe
Assistant Director
Economic Development</td></tr>
<tr><td>Item #</td><td>A.4</td></tr>
<tr><td>Department:</td><td>Economic Development</td></tr>
<tr><td>Alignment with Staunton Plan (Value/Strategic Area):</td><td colspan="2">Value: Excellence; Engagement

Strategic Area: A Economically Vibrant Community</td></tr>
<tr><td>Subject:</td><td colspan="2">Consideration of Marketing Support of Businesses During Downtown Tunnel and Street Repairs Project</td></tr>
</table>

Background:

At the January 8, 2026 Work Session, City Council was presented with and discussed the Wharf District and New Street Business Marketing Support Program. This program will provide direct financial assistance to help businesses maintain customer awareness and drive traffic during the 15-month Downtown Tunnel Repairs project that will occur adjacent to the Wharf District and on New Street. This marketing-focused grant program enables businesses to communicate their continued operations, promote access routes, and sustain customer relationships during extended construction disruptions.

Program Overview:

- **Total Proposed Program Budget:** $100,000 (to be considered on Budget Amendment No. 2 at a future City Council meeting)
- **Grant Structure:** Range of awards to meet various level of need
- **Grant Amounts:** $1,000-$5,000 per business
- **Focus:** Construction-specific messaging ("We're Still Open," "Easy Access," "Support Local")
- **Estimated Recipients:** Approximately 20 businesses

This program takes a proactive approach by providing businesses with marketing tools to mitigate construction impacts. By investing in customer communication and visibility, businesses can minimize traffic loss and maintain their customer base throughout the 15-month construction period.

Attachments:

Attachment 1—Marketing Support Program Proposal
Attachment 2—Marketing Support Program City Council Presentation from January 8, 2026
Attachment 3—Grant Zones Map

City Manager's Recommendation: Approve the Wharf District and New Street Business Marketing Support Program, the funding of which will be considered at a future City Council agenda as part of Budget Amendment No. 2.

Suggested Motion: I moved to approve the Wharf District and New Street Business Marketing Support Program, as presented.

City Manager: Leslie M. Beauregard

Attachment 1

WHARF DISTRICT AND NEW STREET BUSINESS MARKETING SUPPORT PROGRAM

City of Staunton, Virginia

EXECUTIVE SUMMARY

The Wharf District and New Street Business Marketing Support Program provides direct financial assistance to help businesses maintain customer awareness and drive traffic during the 15-month Downtown Tunnel Repairs project that adjacent to the Wharf District and on New Street This marketing-focused grant program enables businesses to communicate their continued operations, promote access routes, and sustain customer relationships during extended construction disruptions.

Program Overview:

- **Total Program Budget:** $100,000
- **Grant Structure:** Range of awards to meet various level of need
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This program takes a proactive approach by providing businesses with marketing tools to mitigate construction impacts. By investing in customer communication and visibility, businesses can minimize traffic loss and maintain their customer base throughout the 15-month construction period.

PROGRAM BACKGROUND

Underground tunnels carrying Lewis Creek and Gum Spring Branch require comprehensive structural repairs. Construction will span three phases from January 2026 through Spring 2027, impacting parking, access, and visibility for Wharf District and New Steet businesses.

Anticipated Construction Timeline:

- **Phase 1 (Late Winter 2026 – Summer 2026):** Byers Street repairs; eastern Wharf parking lot closed
- **Phase 2 (Summer 2026 – Spring 2027):** West Johnson Street repairs; Johnson Street closed between Lewis and Central Avenues; portions of Wharf parking lot closed; Johnson Street Parking Deck to be fully accessible; Byers Street open for detours
- **Phase 3 (Spring 2027):** New Street repairs; RMA Parking Lot impacts

The Marketing Challenge

Construction creates a perception problem for businesses. Customers assume businesses are closed, inaccessible, or not worth the hassle. Without proactive marketing to counter these assumptions, businesses lose customers to more convenient locations outside the construction zone.

This program addresses that challenge by funding:

- **Visibility campaigns:** "We're Still Open" signage and wayfinding
- **Digital outreach:** Social media advertising targeting local customers
- **Access solutions:** Updated websites with directions, parking info, online ordering

- **Customer retention:** Direct communication keeping loyal customers informed

PROGRAM STRUCTURE

The program offers a range of support from $1,000 to $5,000 in marketing support that matches the needs and capacity for businesses. All awards should focus exclusively on construction-related marketing and customer communication.

ELIGIBLE MARKETING SERVICES

All funded marketing services must directly relate to maintaining business visibility and customer communication during construction. The following services are eligible:

Signage and Wayfinding

- "We're Open During Construction" banners and window graphics
- Temporary directional signage showing access routes
- A-frame sidewalk signs with construction messaging
- Vinyl window decals and graphics

Digital Advertising

- Facebook and Instagram advertising campaigns
- Google Ads targeting local search terms
- Social media content creation and posting
- Google Business Profile updates and optimization

Professional Content Creation

- Professional photography of business, products, or services
- Short-form video content (30-90 seconds)
- Graphic design for marketing materials
- Copywriting for ads and promotional materials

Direct Customer Communication

- Postcard design, printing, and mailing to local addresses
- Email marketing campaigns to existing customer lists
- Door hangers or flyers for neighborhood distribution
- Printed promotional materials highlighting continued service

INELIGIBLE EXPENSES

The following are NOT eligible for grant funding:

- General operating expenses (rent, utilities, payroll)
- Inventory or supplies
- Equipment purchases unrelated to marketing
- Marketing campaigns that do not reference construction or access
- Permanent capital improvements or renovations
- Marketing expenses incurred before program launch

ELIGIBILITY REQUIREMENTS

To qualify for a Wharf District and New Street Businesses Marketing Support Grant, businesses must meet the following criteria:

Location

Business must be located within the Wharf District and New Street Construction Impact Zones:
- Byers Street
- West Johnson Street
- New Street
- Businesses with street frontage on Wharf Parking Lot
- Adjacent businesses whose primary access is directly impacted

Business Requirements

- Must be a retail, restaurant, or service business dependent on customer traffic
- Must have physical storefront open to the public
- Must be in continuous operation at current location since January 1, 2024
- Must meet U.S. Small Business Administration size standards
- Applicant must be majority owner (51%+ ownership)
- Must be registered with Virginia State Corporation Commission
- Must hold current City of Staunton business license
- Must be current on all City taxes and fees
- Must commit to remaining open throughout construction period

Workshop Requirement

- **All applicants must complete a marketing and resiliency workshop** before grant funds are disbursed
- Workshops will be offered by City partners
- Multiple workshop dates offered during the first quarter of 2026 and continue as needed
- Workshop topics: Crisis marketing, digital advertising basics, business resiliency planning and construction mitigation strategies

Marketing Plan Requirement

Applicants must submit a brief marketing plan describing:
- Specific marketing services/vendors to be used
- How services will address construction impacts
- Construction-specific messaging ("We're Still Open," etc.)
- Estimated cost breakdown

APPLICATION PROCESS

Application Timeline **TBD as construction timeline established**

Required Marketing Workshops

Before receiving grant funds, all applicants must complete resiliency and marketing workshops offered by City partners.

- Workshops free to eligible businesses
- Certificate of completion required with grant application

Required Documentation

- **Certificate of workshop completion** from approved partner organization
- Completed grant application form
- Proof of business ownership and registration
- Current City of Staunton business license
- Brief marketing plan (1-2 pages)
- Vendor quotes or estimates for proposed services
- W-9 form for payment processing

Review and Award Process

- Applications reviewed on first-come, first-served basis
- Administrator verifies eligibility within 10 business days
- Awards announced within 30 days of application
- Funding available until program budget exhausted
- Businesses may only receive one grant (cannot apply again once awarded)

PROGRAM BUDGET AND ADMINISTRATION

Budget Allocation

Total Proposed Program Budget: $100,000

NEXT STEPS

To implement this program, staff recommends:

- Schedule City Council work session for program review
- Finalize budget allocation and funding source
- Develop application materials and marketing plan template
- Launch information campaign to Wharf District businesses
- Return to Council for formal adoption

CONCLUSION

The Wharf District and New Street Business Marketing Support Program provides practical, targeted assistance to help businesses fight back against the challenges of extended construction. Rather than attempting to compensate for lost revenue, this program empowers businesses with the marketing tools to minimize that loss in the first place.

With a $100,000 investment supporting approximately 20 businesses through tiered grants, the program delivers meaningful support while remaining financially sustainable for the City. The mandatory marketing workshop requirement ensures businesses use funds strategically and builds capacity through. The construction-focused marketing approach directly addresses the core challenge: ensuring customers know businesses are still open, accessible, and worth visiting despite temporary inconveniences.

This program demonstrates responsive government action during a difficult but necessary infrastructure project, preserving the unique character and economic vitality of the Wharf District for the long term.

Document prepared by: Economic Development Department

City of Staunton, Virginia

Date: November 2025

Status: DRAFT FOR INTERNAL REVIEW AND DISCUSSION

Attachment 2

STAUNTON
VIRGINIA

Marketing Support Program

Supporting Local Businesses During Tunnel Repairs

Presented by The Office of Economic Development

The Challenge

The Wharf Tunnel Repairs and New St. repairs are necessary infrastructure work—but they create a survival challenge for local businesses. Parking loss, access confusion, and reduced visibility threaten businesses that have invested years building our downtown economy.

AT A GLANCE:

- 15-month construction timeline and impacts
- Business threats
  - customers assume closed
  - revenue decline
- Risk of permanent closures

The Solution

Rather than asking businesses to simply endure construction impacts, this program empowers them to actively counter customer misconceptions. With professional marketing support and expert training, businesses can tell customers: "We're still here, still open, and still worth your visit."

- Proactive marketing support vs. reactive compensation
- Construction-focused messaging
- Capacity building through workshops

Program Details

Total Proposed Investment

$100,000

Anticipated Reach

20 Businesses

Grants from $1,000-$5,000

The Details

- Business must be in Impact Zone
- No Match Required
- Businesses must Participate in tailored Workshops offered by Small Business Development Center to qualify
- Present Marketing Plan with Application

Eligible Services

Four categories: Signage, Digital Advertising, Professional Content, Customer Outreach

Signage & Wayfinding • “We’re Open” signage • Window Graphics • Directional Signs	**Digital Advertising** • Facebook/Instagram Ads • Google Ads • Social Media Content
Professional Content • Photography • Video Content • Graphic Design	**Customer Outreach** • Direct Mailing • Email Campaigns • Promotional Materials

Why Act?

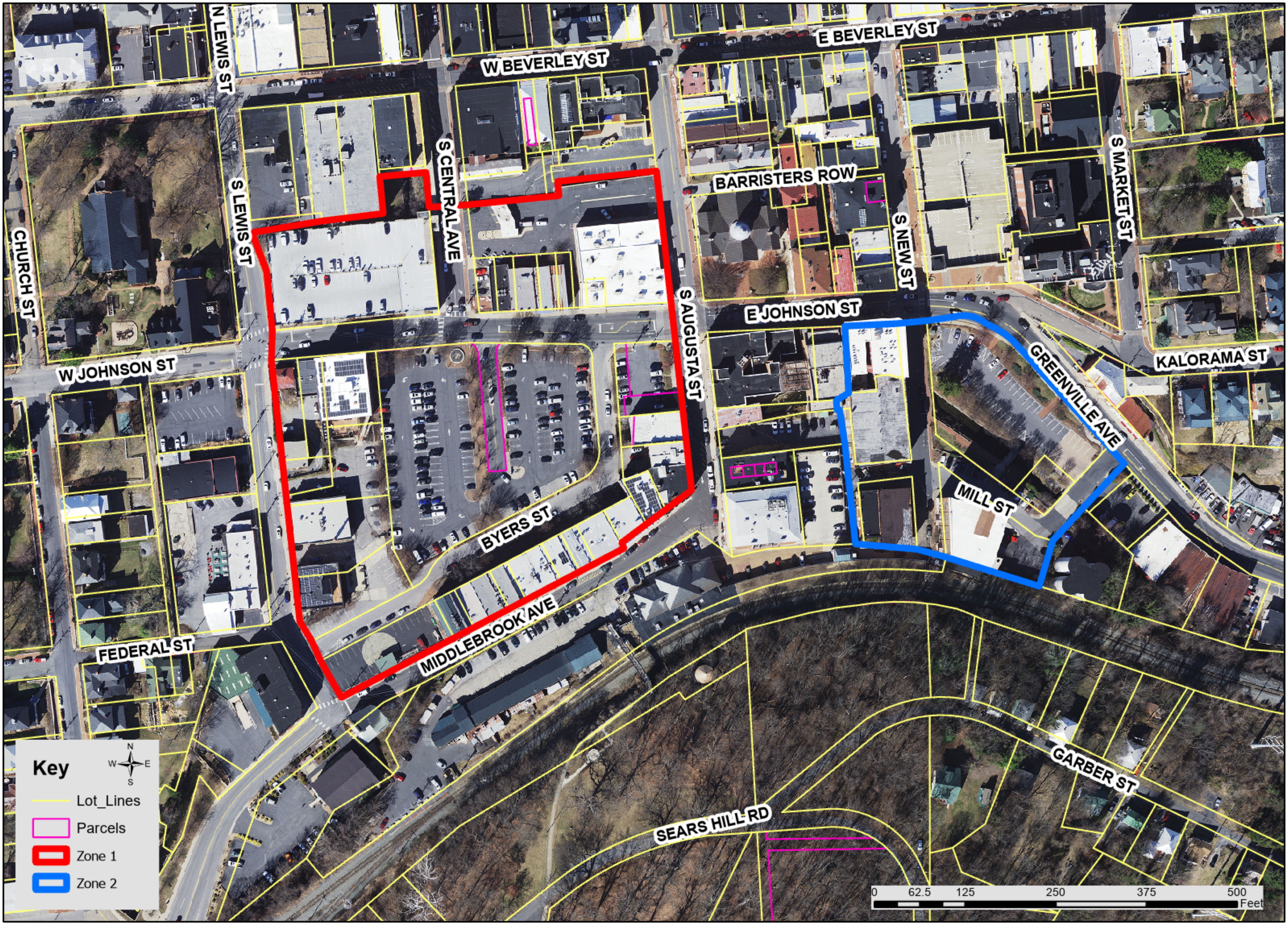
- Supporting local businesses during temporary disruptions preserves the character and vitality of our downtown. When we invest in our business community, they invest back in Staunton

Thank You

Jessica Blythe
Assistant Director,
Economic Development
540.332.3869
blythejm@ci.Staunton.va.us
StauntonBusiness.com
StauntonCrossing.com

Attachment 3

Vicinity Map: Wharf Grant Zones



CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 22, 2026**	**Jason Ball** **Fire Chief**
Item #	**B**	
Department:	**Fire Department**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence; Inclusion & Equity** **Strategic Areas: An Informed and Engaged Community; A Resilient and Sustainable Community**	
Subject:	**Consideration of Basic Plan of the Regional Emergency Operations Plan**	

Background: As required by the Code of Virginia, Augusta County, and the cities of Staunton and Waynesboro, have recently completed a review and update of the regional Emergency Operations Plan (EOP). Staff with the Central Shenandoah Planning District facilitated the update. Virginia State Code requires localities to renew their Emergency Operations Plan on a four-year cycle. This updated plan will replace the 2020 plan, which was re-adopted by City Council on August 14, 2025 until the updates were completed.

Attachments:

Attachment 1—Updated Basic Regional Emergency Operations Plan Executive Summary and Full Plan
Attachment 2—Proposed Resolution

City Manager's Recommendation: Adopt the resolution as presented.

Suggested Motion: I move to approve the resolution adopting the revised Staunton-Augusta-Waynesboro Emergency Operations Plan.

City Manager: Leslie Beauregard

Attachment 1

Staunton–Augusta–Waynesboro Emergency Operations Plan (EOP) 2026
Executive Summary

The Staunton–Augusta–Waynesboro Emergency Operations Plan (EOP) establishes the policy-level framework for responding to and recovering from emergencies and disasters that may affect Augusta County and the Cities of Staunton and Waynesboro. Serving approximately 125,000 residents across 1,000 square miles, this plan provides clear protocols, roles, and procedures to ensure coordinated, effective action during and after crisis situations that protect life, property, and critical infrastructure.

This 2026 edition is developed pursuant to the **Commonwealth of Virginia Emergency Services and Disaster Law of 2000** (Code of Virginia § 44-146.19), which requires local governments to maintain a current emergency operations plan and formally review and adopt the plan at least every four years. This update replaces the plan adopted in 2021. Adoption by each jurisdiction fulfills the statutory requirement and authorizes implementation of the plan during emergencies and disasters.

The plan consists of several interconnected components:

- A **Basic Plan** outlining emergency authorities, governance, direction and control, and overall concepts of operations;
- Seventeen **Emergency Support Function (ESF) Annexes** defining lead and support agencies for functions such as transportation, communications, public health and medical services, public safety, mass care, logistics, and recovery; and
- **Support Annexes, Hazard-Specific Annexes, and Jurisdiction-Specific Annexes** providing detailed guidance tailored to identified risks and local capabilities.

The EOP aligns with the **National Incident Management System** and is consistent with the **National Response Framework** and the **Commonwealth of Virginia Emergency Operations Plan**. This alignment ensures standardized incident command, clearly defined authorities, and effective coordination with state and federal partners when additional assistance is needed.

Notable updates for the 2026 edition of the EOP include:

- Updating community demographic, infrastructure, and resource data to reflect current conditions and capabilities.
- Reorganizing emergency action protocols to align with the Virginia Department of Emergency Management's current guidance frameworks.
- Adding new annexes addressing damage assessment, debris management to establish coordinated processes for timely damage reporting and efficient post-disaster debris disposal.
- Streamlining the EOP to improve ease and efficiency of use during time-critical emergency situations.

Adoption of the Staunton–Augusta–Waynesboro Emergency Operations Plan authorizes its use during emergencies, ensures compliance with state law, and strengthens regional preparedness and resilience. Through this action, Augusta County and the Cities of Staunton and Waynesboro affirm their shared commitment to coordinated emergency management and the protection of their communities.

RESOLUTION
FOR
ADOPTION OF THE STAUNTON-AUGUSTA-WAYNESBORO
EMERGENCY OPERATIONS PLAN

WHEREAS, the Council of the City of Staunton, Virginia, recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, the City of Staunton has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the City of Staunton has established and appointed a Director and Coordinator of Emergency Management;

NOW, THEREFORE IT BE RESOLVED by the Governing Council of the City of Staunton, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, is tasked and authorized to maintain and revise as necessary this document during the next four (4) year period or until such time it be ordered to come before this council.

Adopted this ___ day of __________ 2026

____
Michele D. Edwards, Mayor

Attest: _________________________________
John C. Blair,
Acting Clerk of Council

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 22, 2026**	**Lyle Hartt** **City Engineer**
Item #	**C**	
Department:	**Public Works—** **Engineering**	
Alignment with Staunton Plan (Value/Strategic Area):	**Value: Excellence** **Strategic Area: An Economically Vibrant Community; A Resilient and Sustainable Community**	
Subject:	**Consideration of Resolution Authorizing Virginia Department of Transportation Inventory Adjustment**	

Background: Construction of the public infrastructure of South View Section 4, including Rolling Ridge Court and the extension of Stonewall Jackson Boulevard, was accepted by the City into its public street system in September 2025. The City wishes to add these newly constructed streets to the City's Urban Maintenance Inventory registered with the Virginia Department of Transportation (VDOT), as is required to receive reimbursement from VDOT for the maintenance of such qualifying roads. To accomplish this, City Council needs to adopt the attached resolution. A sketch of the new sections of the streets is referenced in the resolution, and is also attached.

Attachment: Proposed Resolution, with Exhibit A

City Manager's Recommendation: Adoption of the proposed resolution, as presented.

Suggested Motion: I move that City Council adopt the proposed resolution authorizing the Virginia Department of Transportation to add Rolling Ridge Court and the extension of Stonewall Jackson Boulevard, as shown on Exhibit A of the resolution, to the City's local system of roads in the Urban Maintenance Inventory.

City Manager: Leslie Beauregard

A RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
AUTHORIZING THE REQUEST FOR THE STREET ADDITIONS OF ROLLING RIDGE COURT AND THE RECENT EXTENSION OF STONEWALL JACKSON BOULEVARD TO THE CITY'S LOCAL SYSTEM OF ROADS ELIGIBLE FOR VIRGINIA DEPARTMENT OF TRANSPORTATION MAINTENANCE PAYMENTS

<u>Recitals</u>

A. Whereas, pursuant to the provisions of Virginia Code § 33.2-319, the Virginia Department of Transportation (VDOT) makes payments to municipalities for the maintenance of qualifying highways; and

B. Whereas, VDOT procedures require that municipalities requesting lane mileage additions and deletions for payments pursuant to § 33.2-319 submit an Urban Inventory Change Request for Street Additions, Deletions or Conversions for Municipal Assistance Street Payments, as approved by the municipality's governing body;

NOW, THEREFORE, BE IT RESOLVED that, the Council of the City of Staunton, Virginia, hereby petitions VDOT to accept those segments of streets listed on and further identified on the attached area sketch; a copy of said sketch also attached hereto and made part of this resolution and incorporated by reference as **Exhibit A**;

BE IT FURTHER RESOLVED that, the accompanying sketch, and a copy of this resolution, shall be electronically submitted to the Urban Inventory Change Request portal of VDOT's website;

BE IT FURTHER RESOLVED that, this resolution shall be in full force and effect upon its passage.

Introduced:
Adopted:
Effective Date:

____
Michele Edwards, Mayor

ATTEST: ______________________________
John Blair, Acting Clerk of Council

Exhibit A

URBAN INVENTORY CHANGE REQUEST
- STREET ADDITIONS -
STONEWALL JACKSON BLVD & ROLLING RIDGE CT AREA SKETCH

Segment(s) of Road to be added to the Urban System

Segment(s) of Road presently in Urban System

ACTION	SEGMENT	STREET NAME	FROM	TO	LENGTH (MI.)
ADD NEW ROAD	A-B	**STONEWALL JACKSON BOULEVARD**	0.02 MI WEST OF CHAMBERLAIN DR	0.02 MI WEST OF ROLLING RIDGE CT	0.12
ADD NEW ROAD	C-D	**ROLLING RIDGE COURT**	STONEWALL JACKSON BLVD	CUL-DE-SAC	0.09

CITY COUNCIL **AGENDA BRIEFING**

Staunton, Virginia

Meeting Date:	**January 22, 2026**	**Lyle Hartt** **City Engineer**
Item #	**D**	
Department:	**Public Works/Engineering**	
Alignment with Staunton Plan (Value/Strategic Area):	**Values: Excellence; Engagement** **Strategic Areas: An Economically Vibrant Community; An Informed and Engagement Community**	
Subject:	**Update on Phase I of the Downtown Tunnel and Street Repairs—Byers Street**	

Background: In response to the identified tunnel and street repairs needed downtown and at the Wharf following the August 2020 floods, the City has developed a comprehensive strategy that addresses fixing the infrastructure and mitigating the impacts on the City's residents and businesses. In August 2020, two devasting floods, two weeks apart, impacted the City of Staunton, principally areas in downtown and at the Wharf. A summary of previous updates can be found in **Attachment 1.**

Phase I – Byers Street Repairs

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

Phase I is expected to mobilize in early February. City staff will provide an update on the construction and answer questions.

Attachments:

Attachment 1—Background: Recent History of Flooding in The Wharf, Remediation Efforts and Response to Tunnel Structural Issues
Attachment 2—Map of Areas of Immediate Repair
Attachment 3—Draft Traffic Plan for Byers Street

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Attachment 1

Background

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

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

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

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

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

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

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

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

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

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

City staff updated City Council on the situation and immediate response at the **March 13, 2025** City Council meeting, and returned on **April 10, 2025** with additional information on the structural issues, including photos of the impacted areas, the repair assessment and challenges, and news that no other areas of concerns had been identified in completion of the tunnel survey. Though, it was at this meeting that New Street was revealed to be an additional area that needed to be addressed and several parking spaces were blocked off as a result. Additional updates were given on **September 25, 2025** and **December 11, 2025**.

March 13, 2025

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

April 10, 2025

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

- Briefing Memo
  https://www.ci.staunton.va.us/Home/Components/MeetingsManager/MeetingAgenda/ShowPrimaryDocument/?agendaID=1620&isPub=True&includeTrash=False

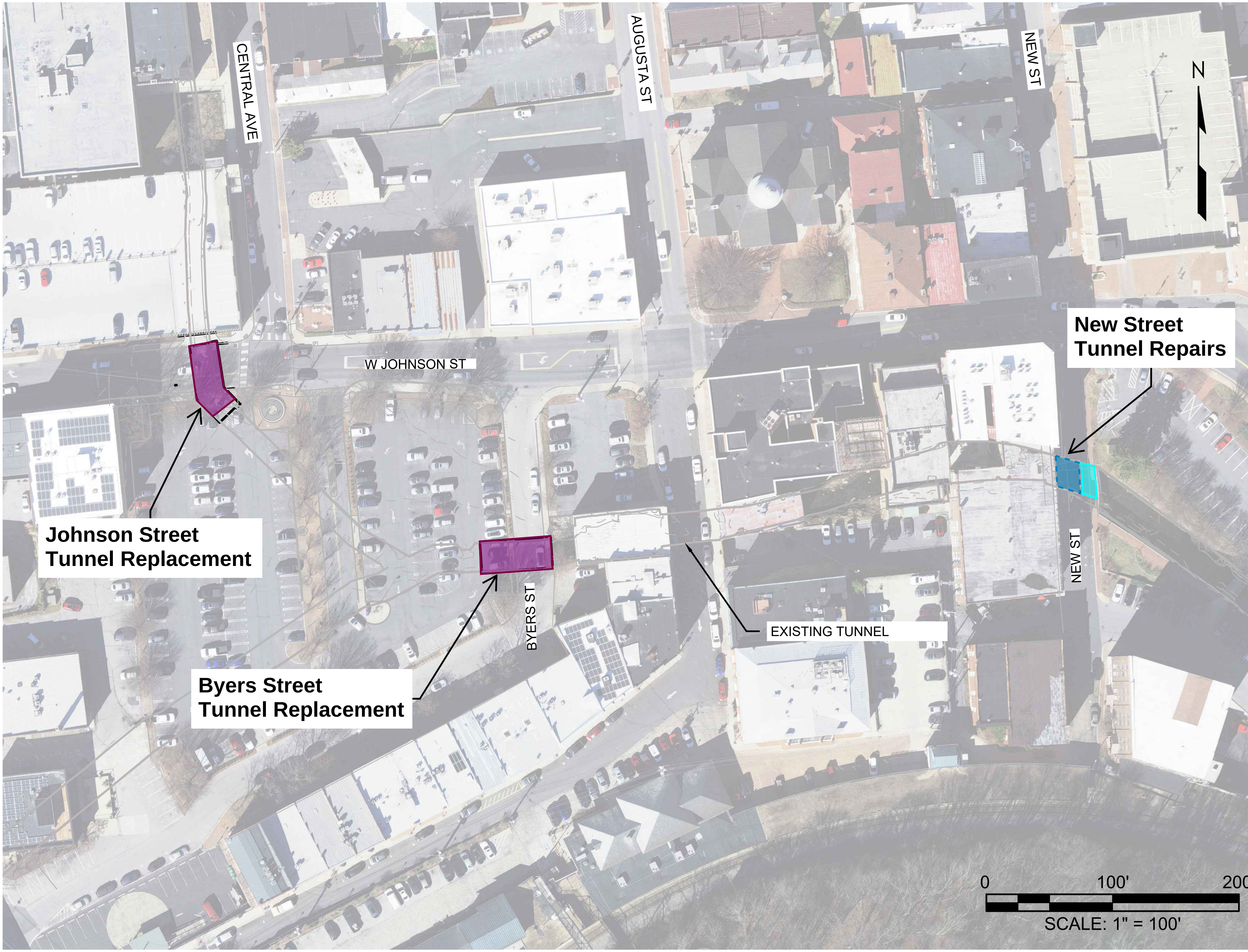
September 25, 2025

- Staff Presentation
  https://www.ci.staunton.va.us/home/showpublisheddocument/13335/638944134452830000
- Briefing Memo
  https://www.ci.staunton.va.us/Home/Components/MeetingsManager/MeetingAgenda/ShowPrimaryDocument/?agendaID=1746&isPub=True&includeTrash=False

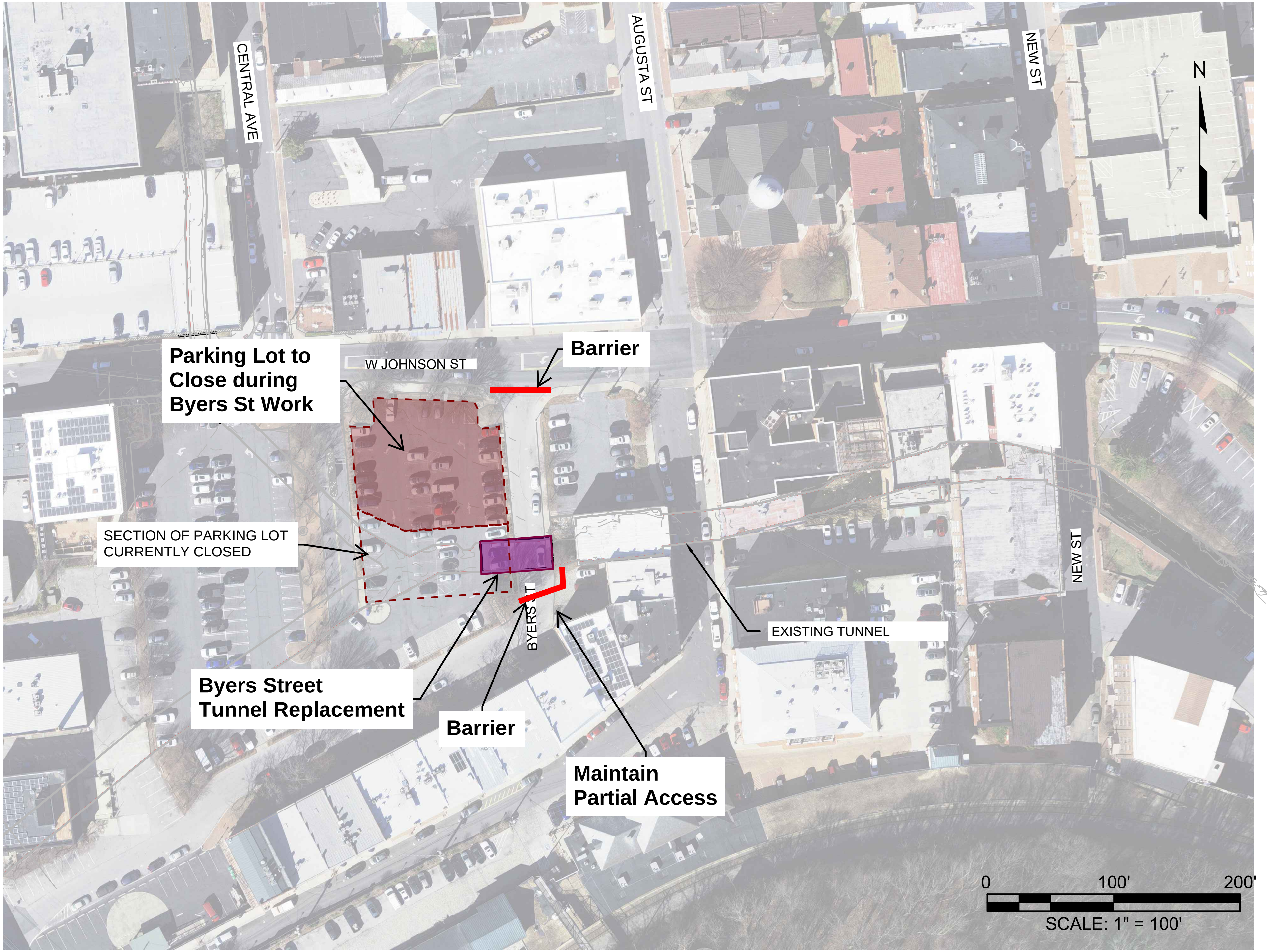
December 11, 2025

- Staff Presentation
  https://www.ci.staunton.va.us/home/showpublisheddocument/13444/639011236632300000
- Briefing Memo
  https://www.ci.staunton.va.us/Home/Components/MeetingsManager/MeetingAgenda/ShowPrimaryDocument/?agendaID=1794&isPub=True&includeTrash=False

Attachment 2



Attachment 3



Attachment 4

STAUNTON
VIRGINIA

Update: Byers Street Tunnel and Street Repairs

City Council Meeting
January 22, 2026

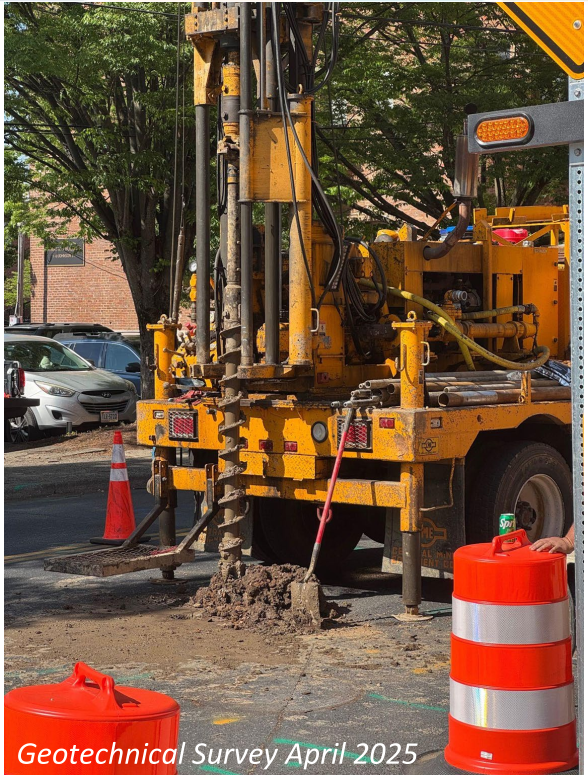
Locations of Tunnel Repairs and Replacement

Immediate, high-impact repairs:

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

Design Timeline for Tunnel Repairs

- **March 2025 - present** – Surveying, geotech, design, permitting for repairs
- **October 2025** – Issue Invitation for Bids for Tunnel Repairs
- **November 2025** – Bid opened
- **January 2025** – Under contract
- **February 2026** – Work on Byers Street to begin



Geotechnical Survey April 2025

Preconstruction Activity

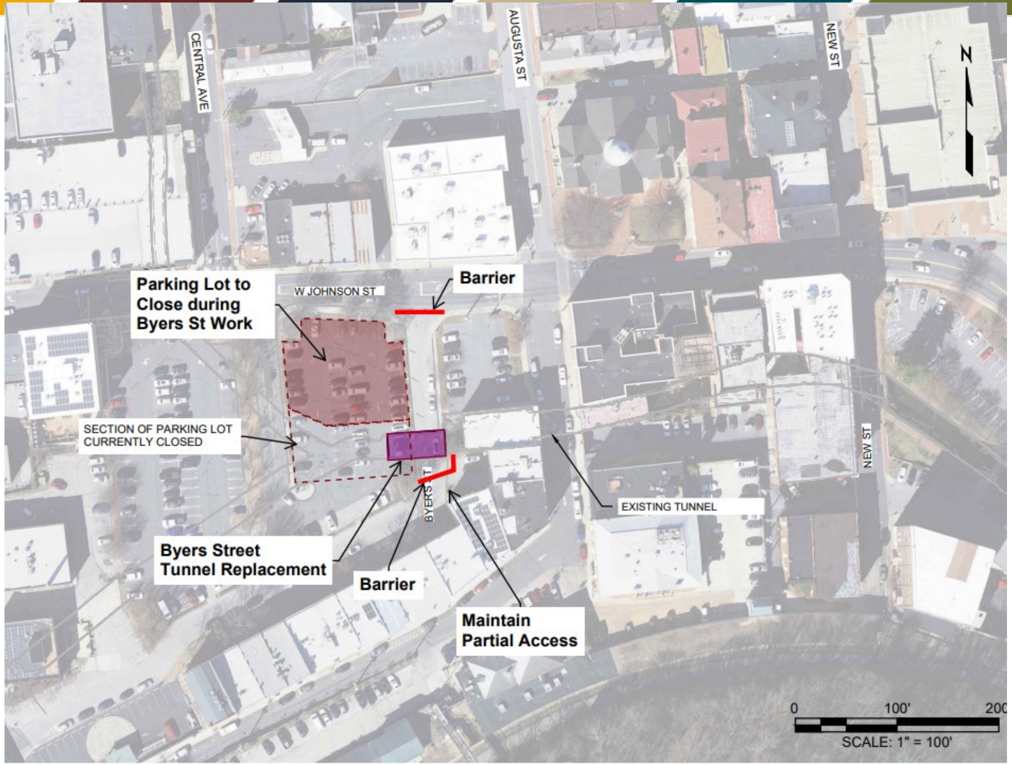
- Preconstruction conference on January 27th
- Contractor to submit, for review and approval:
  - Proposed construction schedule
  - Pay item breakdown
  - Bypass pumping plan
  - Transportation management plan
  - Materials “shop drawings” – includes delegated structural design
- Prepare signage and procure materials
- Mobilization and initial work may begin

Byers Street Work to Begin

- Contractor plans to mobilize at Byers Street as early as February 2
  - Byers Street to be closed at Johnson, effectively closing eastern side of Wharf
  - Western side of Wharf to remain open
  - Perimeter fence and signs set up in construction area
- Start date will be confirmed after Preconstruction conference
- City will provide notification

Byers Street Parking Changes

- Eastern portion of Wharf lot currently open will close
  - Staging area for construction
- Temporary reduction of on-street parking on Byers Street
- Maintain access to residence



Byers Street Work

- Contractor has shared preliminary schedule for Byers Street – subject to change.
- The following sequence is anticipated (subject to weather):
  - Mobilization – early February
  - Initial demo / begin tunnel section roof removal – mid February
  - Sewer line relocation – late February into April
  - Remove wall, excavate for footers (one side at a time) – April to July
  - Set precast tunnel sections – July or August
  - Pour closure sections and wingwalls – August
  - Guardrail and fence, restore street and sidewalk – August
  - Open to traffic, transition to Johnson St – September

Post Construction Scene

After project completion, what will look different from now?

- **Byers Street:**
    - Street will re-open to through traffic
    - Steel tube railing along street over creek will be replaced with Essex green bridge guardrail (similar to Mill St); ornamental fence above creek banks
    - Additional manhole access to sanitary sewer
    - (Lower section of eastern side of Wharf will still be closed)

Expected Timeline

Byers Street	February 2026→ Aug/Sept 2026
Johnson Street	Late Summer 2026 → Spring 2027
New Street	Completed by Late Spring 2027

Project Webpage

- Central Information Hub
  - Dedicated **project webpage**
    - Timelines
    - Progress updates
    - Construction photos
    - FAQs
  - www.Staunton.va.us/WharfRepairs
- Proactive Public Notifications
  - News releases before each construction phase

DOWNTOWN TUNNEL REPAIRS

Font Size: Share & Bookmark Feedback Print

Underground tunnels carrying Lewis Creek and Gum Spring Branch (also called Peyton Creek) beneath parts of downtown and the Wharf area require immediate structural repairs. These tunnels, located under Byers Street, West Johnson Street, New Street, and the Wharf Parking Lot were found to have safety concerns during structural evaluation.

Out of an abundance of caution, the city restricted traffic and parking over these tunnel sections in March 2025. Now, comprehensive repairs are planned to restore full functionality to these important downtown streets while ensuring public safety.

- **Early Jan 2026: Finalizing construction contract**
- **Jan/Feb 2026: Contractor begins planning, permitting, and coordination**
- **Late Winter2026: Construction expected to begin**

Why These Repairs Are Necessary

The need for tunnel maintenance became clear following the devastating floods in August 2020 that impacted downtown Staunton, particularly the Wharf area. The city commissioned flood mitigation studies

Contact Us

City Managers Office
540.332.3812

DOCUMENTS

- Background History of Wharf Flooding
- Tunnel Update_April 10 2025 V3
- Daylighting Study Proposal - Sept. 12, 2025
- Bid J00125 - Johnson, Byers, and New Street Tunnel Repairs - Unofficial Results of Bid Opening
- Wharf Tunnel Repairs Update September 25 2025
- Downtown Tunnel Repairs Update December 11, 2025