

**Work Session Agenda  
Staunton City Council  
Rita S. Wilson Council Chambers  
March 25, 2021  
5:00 p.m.**

|                  |                   |                                                                                                                                                                              |
|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5:00 p.m.</b> |                   | <b>Mayor's Introductory Remarks</b>                                                                                                                                          |
| <b>5:05 p.m.</b> | <b>1.</b>         | <b>Consideration of Work Session and Regular Meeting Agendas</b>                                                                                                             |
| <b>5:10 p.m.</b> | <b>2. &amp; B</b> | <b>Presentation of FY2022 Budget by the City Manager</b>                                                                                                                     |
| <b>5:40 p.m.</b> | <b>3. &amp; A</b> | <b>Discussion of Effective Tax Rate Increase</b>                                                                                                                             |
| <b>5:55 p.m.</b> |                   | <b>Break</b>                                                                                                                                                                 |
| <b>6:15 p.m.</b> | <b>4.</b>         | <b>Presentation by Mary Baldwin University</b>                                                                                                                               |
| <b>6:30 p.m.</b> | <b>5.</b>         | <b>Update on Clerk of Council Search</b>                                                                                                                                     |
| <b>6:45 p.m.</b> | <b>6.</b>         | <b>Closed Meeting for Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Pertaining to the Performance and Evaluation of the City Manager</b> |
| <b>7:15 p.m.</b> |                   | <b>Break</b>                                                                                                                                                                 |

**Regular Meeting Agenda  
Staunton City Council  
Rita S. Wilson Council Chambers  
March 25, 2021  
7:30 p.m.**

**Call to Order**

**Pledge of Allegiance**

**Invocation/Moment of Silence—Claffey**

**Mayor's Report**

**Proclamation—Bruce A. Elder**

**Proclamation—Local Government Education Week**

**Additional Items by Members of Council**

**Approval of Minutes**

**Work Session and Regular Meeting of March 11, 2021**

**REGULAR MEETING**

- A. Public Hearing of Effective Real Property Tax Rate Increase\***
- B. Introduction of the FY2022 Budget Ordinance**
- C. Consideration of Ordinance to Appropriate an Additional 20% of the FY2021 Adopted Budget**

**Matters from the City Manager**

**Matters from the Public\***

**Adjournment**

**\*To participate in the Public Hearing and Matters from the Public portions of the City Council meeting:**

- Dial toll free number: **(844) 854-2222**
- When prompted, enter the access code for the meeting: **619358#**

- You will hear the automated word “Muted”
- At that point, you will have been added to the queue to share your comments with Council
- While you are in the queue, you will hear the audio feed of the meeting
- When you hear the automated word “Unmuted,” share your comments with Council
- Participants are reminded that the Public Hearing and Matters from the Public portions of the meeting are a time for Council simply to listen to your comments
- **While you are in the queue, mute the television, computer or other device on which you are listening to the meeting.**

In addition, through 5:00 p.m. on Thursday March 25, 2021, the public may also communicate comments to City Council by (i) emailing the Clerk of Council at [publiccomment@ci.staunton.va.us](mailto:publiccomment@ci.staunton.va.us), or (ii) calling the Clerk of Council at 540.332.3810. Voice mail messages are acceptable. A comment sent by email or voice mail must include full name and street address for the comment to be included in the public record.

# CITY COUNCIL



# AGENDA BRIEFING

Staunton, VA

|                 |                                          |              |
|-----------------|------------------------------------------|--------------|
| Meeting Date:   | March 25, 2021                           | City Council |
| Item #          | 1                                        |              |
| Ordinance #     |                                          |              |
| Department:     | City Council                             |              |
| Council Vision: | Responsive, Efficient Government         |              |
| 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:** Steven L. Rosenberg

**Work Session Agenda  
Staunton City Council  
Rita S. Wilson Council Chambers  
March 25, 2021  
5:00 p.m.**

- |                  |                   |                                                                                                                                                                              |
|------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5:00 p.m.</b> |                   | <b>Mayor's Introductory Remarks</b>                                                                                                                                          |
| <b>5:05 p.m.</b> | <b>1.</b>         | <b>Consideration of Work Session and Regular Meeting Agendas</b>                                                                                                             |
| <b>5:10 p.m.</b> | <b>2. &amp; B</b> | <b>Presentation of FY2022 Budget by the City Manager</b>                                                                                                                     |
| <b>5:40 p.m.</b> | <b>3. &amp; A</b> | <b>Discussion of Effective Tax Rate Increase</b>                                                                                                                             |
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| <b>6:45 p.m.</b> | <b>6.</b>         | <b>Closed Meeting for Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Pertaining to the Performance and Evaluation of the City Manager</b> |
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# CITY COUNCIL



# AGENDA BRIEFING

Staunton, VA

|                 |                                                                      |                                                                                 |
|-----------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Meeting Date:   | March 25, 2021                                                       | Steven L. Rosenberg<br>City Manager<br><br>Phil Trayer<br>Chief Finance Officer |
| Item #          | 2 & B                                                                |                                                                                 |
| Ordinance #     |                                                                      |                                                                                 |
| Department:     | City Manager<br>Finance                                              |                                                                                 |
| Council Vision: | Responsive, Efficient Government                                     |                                                                                 |
| Subject:        | Introduction of an Ordinance Proposing a Budget for Fiscal Year 2022 |                                                                                 |

**Background:** The City Manager will present the proposed FY 2022 Budget to City Council during the work session. At the regular meeting, the Chief Finance Officer will present the proposed Budget Ordinance and ask that it be formally introduced. The proposed Budget Ordinance and budget meeting schedule are attached.

## **Attachments:**

Attachment 1—FY 2022 Budget Ordinance

Attachment 2—FY 2022 Budget Schedule

**City Manager's Recommendation:** Recommend introduction of the Fiscal Year 2022 Budget Ordinance, as presented.

**Suggested Motion:** I move to introduce the Fiscal Year 2022 Budget Ordinance for the City of Staunton and to schedule a public hearing on the proposed ordinance during Council's regular meeting on April 8, 2021.

**City Manager:** Steven L. Rosenberg

**Ordinance No. 2021-**

**AN ORDINANCE ESTABLISHING A BUDGET FOR THE  
CITY OF STAUNTON, VIRGINIA, FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022,  
APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SUCH FISCAL YEAR;  
ESTABLISHING A TAX RATE ON TAXABLE PERSONAL PROPERTY,  
REAL ESTATE AND PROPERTY OF PUBLIC SERVICE CORPORATIONS;  
ESTABLISHING AND IMPOSING A SERVICE CHARGE ON  
CERTAIN REAL PROPERTY EXEMPT FROM TAXATION;  
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE  
CITY OF STAUNTON, VIRGINIA, RELATING TO TAXES, LICENSES,  
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND  
ALL ORDINANCES RELATING TO THE TIME OF  
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN  
SPECIFICALLY MODIFIED**

**BE IT ORDAINED** by the Council of the City of Staunton, Virginia, as follows:

**SECTION 1.** The following budget, annexed and incorporated by reference, totaling **\$131,353,978** for the City of Staunton, Virginia for the fiscal year beginning July 1, 2021 and ending June 30, 2022 is hereby proposed, approved and adopted:

**(SEE ATTACHED BUDGET, incorporated by reference)**

**SECTION 2.** Public revenues of the City of Staunton, Virginia are hereby appropriated for public purposes for the fiscal year beginning July 1, 2020, and ending June 30, 2021, at **seventy-five percent (75%)** thereof as set forth in the appropriate Section of such budget, with the recognition and stipulation that budget approval is not an appropriation of funds and only those funds as appropriated at such percentage and no more are set aside and may be spent, subject to future appropriation amendment(s) by ordinance as may be adopted by City Council.

**SECTION 3.**

3.1. The tax rate for all real estate, including real estate owned by public service corporations, subject to tax for the calendar year beginning January 1, 2021, shall be and is fixed at \$0.93 per \$100.00 of assessed value of such property per year, with assessed values being established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January of every odd numbered year.

3.2. The tax rate for all real property and improvements located in the Downtown Service District is subject to an additional tax for the calendar year beginning January 1, 2021, which shall be and is fixed at \$0.15 (fifteen cents) per \$100.00 of assessed value of such property for calendar year 2021. Assessed values for the Downtown Service District shall be established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January 1 of every odd numbered year. These rates shall continue until modified by action of the Council of the City of Staunton, Virginia.

**SECTION 4.**

4.1. The tax rate for all personal property, including vehicles owned by public service corporations (but excluding machinery and tools, referenced and defined in Section 58.1-3507 of the Code of Virginia, as amended), subject to tax for the calendar year beginning January 1, 2021, shall be fixed at \$2.90 per \$100.00 of assessed value per year.

4.2. The tax rate for machinery and tools as defined in Section 58.1-3507 of the Code of Virginia, as amended, subject to tax for the calendar year beginning January 1, 2021 shall be and is fixed at \$1.24 per \$100.00 of assessed value per year.

**SECTION 5.** For the period of July 1, 2021, through June 30, 2022, certain categories of property exempted from taxation under Section 58.1-3600 et seq. of the Code of Virginia, as amended, shall be assessed and have imposed a fee or service charge based on the assessed value of the real estate and the amount which the City of Staunton expended in the year preceding for police and fire protection and, in the case of faculty and staff housing of an educational institution, the cost of public school education. The categories of property eligible for such assessment, and the method for calculating the assessment, are prescribed in Section 58.1-3400 et seq. of the Code of Virginia, as amended.

**SECTION 6.** The rate of service charge or fee imposed for property subject to such charge or fee under Section 5 of this ordinance shall be and is fixed and imposed at \$0.19 per annum per \$100.00 of assessed value and \$0.49 per annum per \$100.00 of assessed value for faculty and staff housing of an educational institution for the 2021 calendar year. The service charge shall be and is payable in one installment on December 15, 2021. Any service charge not paid when due shall bear interest computed at the rate of 10% per annum from the due date until paid.

**SECTION 7.** The real estate lawfully owned by the County of Augusta, Virginia lying wholly or partly in the corporate limits of the City of Staunton, Virginia, shall be exempt from the service charge imposed by Section 5 of this ordinance.

**SECTION 8.** It is the intention of Sections 5, 6 and 7 of this ordinance to conform to and meet all the requirements of Section 58.1-3400 et seq. of the Code of Virginia, as amended, and shall be read and construed accordingly.

**SECTION 9.** The annual salary for each member of the Council of the City of Staunton, Virginia, is hereby established as follows and shall remain in effect until formal action is taken to amend this ordinance:

|                |          |
|----------------|----------|
| Mayor          | \$11,000 |
| Vice-Mayor     | \$10,000 |
| Council Member | \$10,000 |

**SECTION 10.**

10.1. The City Manager is hereby authorized to transfer funds from one line item to another line item within each Fund of such budget, with the exception of the general contingency account.

10.2. Authorization is hereby given to the City Manager to withhold or postpone the expenditure of any funds appropriated by and in this ordinance when it appears to the City Manager that it would be in the best interests of the City for such expenditure to be withheld; but, this provision shall not in any way limit or restrict the right of the Council of the City of Staunton, Virginia, in its sole discretion to the fullest extent permitted by law, to direct immediate disbursement of any appropriated funds when the Council of the City of Staunton, Virginia, is of the opinion that the funds should be expended regardless of the position or action or inaction of the City Manager.

**SECTION 11.** Any ordinance in conflict with this ordinance is hereby repealed to the extent and only to the extent that such conflict exists. However, all ordinances not in conflict with this ordinance shall continue in effect, including specifically all ordinances of the City of Staunton, Virginia relating to taxes, licenses, fees, service charges, costs and payment and collection thereof continuing in effect except as herein specifically modified.

**SECTION 12.** If any part of this ordinance is found to be invalid by competent authority, the remaining portions of this ordinance shall continue in effect to the fullest extent permitted by law.

INTRODUCED: March 25, 2021

PUBLIC HEARING ADVERTISE DATE: April 1, 2021

PUBLIC HEARING DATE: April 8, 2021

ADOPTED:

EFFECTIVE DATE: July 1, 2021

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Andrea W. Oakes, Mayor

ATTEST:

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Morgan C. Smith  
Interim Clerk of Council

**CITY OF STAUNTON, VIRGINIA  
FY 2022 PROPOSED BUDGET**

**GENERAL FUND**

**ANTICIPATED REVENUE**

|                           |    |                  |
|---------------------------|----|------------------|
| General Property Taxes    | \$ | 27,800,455       |
| Other Local Taxes         |    | 15,150,500       |
| Commonwealth of Virginia  |    | 12,815,367       |
| Current Service Charges   |    | 1,855,902        |
| Federal Revenue           |    | 1,363,629        |
| Recovered Costs           |    | 1,190,235        |
| Licenses and Permits      |    | 208,400          |
| Use of Money and Property |    | 135,500          |
| Fines and Forfeitures     |    | 232,000          |
| Miscellaneous             |    | <u>1,217,378</u> |
| Total Revenue             | \$ | 61,969,366       |

**BUDGET**

**APPROPRIATIONS**

|                                          |    |              |
|------------------------------------------|----|--------------|
| Transfer to Education Fund               | \$ | 13,406,250   |
| Public Safety                            |    | 13,616,584   |
| Health and Welfare                       |    | 7,682,954    |
| Public Works                             |    | 6,225,741    |
| General Government Administration        |    | 6,583,210    |
| Transfer to Debt Service Sinking Fund    |    | 4,844,415    |
| Parks, Recreation, Library, and Cultural |    | 3,830,628    |
| Judicial Administration                  |    | 2,551,898    |
| Community Development                    |    | 2,237,636    |
| Transfer to the City CIP Fund            |    | 981,050      |
| Educational Agency Contributions         |    | <u>9,000</u> |
| Total Appropriations                     | \$ | 61,969,366   |

**DEBT SERVICE SINKING FUND**

**ANTICIPATED REVENUE**

|                                |    |                  |
|--------------------------------|----|------------------|
| Transfer from the General Fund | \$ | 5,683,314        |
| Total Revenue                  | \$ | <u>5,683,314</u> |

**APPROPRIATIONS**

|                      |    |                  |
|----------------------|----|------------------|
| Debt                 | \$ | <u>5,683,314</u> |
| Total Appropriations | \$ | 5,683,314        |

**CAPITAL IMPROVEMENTS PROJECT FUND**

**ANTICIPATED REVENUE**

|                                |                  |
|--------------------------------|------------------|
| Transfer from the General Fund | <u>\$981,050</u> |
| Total Revenue                  | <u>\$981,050</u> |

**APPROPRIATIONS**

|                      |                  |
|----------------------|------------------|
| Capital Improvements | <u>\$981,050</u> |
| Total Appropriations | <u>\$981,050</u> |

**BLUE RIDGE COURT SERVICES FUND**

**ANTICIPATED REVENUE**

|                                   |    |                |
|-----------------------------------|----|----------------|
| Non Capital Grants/ Contributions | \$ | 915,672        |
| Miscellaneous                     |    | 138,869        |
| Charges for Services              |    | <u>175,000</u> |
| Total Revenue                     | \$ | 1,229,541      |

**APPROPRIATIONS**

|                      |    |                  |
|----------------------|----|------------------|
| Operations           | \$ | <u>1,229,541</u> |
| Total Appropriations | \$ | 1,229,541        |

**WATER FUND****ANTICIPATED REVENUE**

|                             |    |            |
|-----------------------------|----|------------|
| Charges for Service         | \$ | 4,615,725  |
| General Revenues            |    | 80,500     |
| Proceeds from Debt Issuance |    | 6,900,000  |
| Total Revenue               | \$ | 11,596,225 |

**APPROPRIATIONS**

|                      |    |            |
|----------------------|----|------------|
| Operations           | \$ | 3,445,715  |
| Debt                 |    | 720,510    |
| Capital              |    | 7,430,000  |
| Total Appropriations | \$ | 11,596,225 |

**SEWER FUND****ANTICIPATED REVENUE**

|                      |    |           |
|----------------------|----|-----------|
| Charges for Services | \$ | 3,905,000 |
| General Revenues     |    | 52,500    |
| Total Revenue        | \$ | 3,957,500 |

**APPROPRIATIONS**

|                      |    |           |
|----------------------|----|-----------|
| Operations           | \$ | 2,684,568 |
| Debt                 |    | 922,526   |
| Capital              |    | 350,406   |
| Total Appropriations | \$ | 3,957,500 |

**PARKING FUND****ANTICIPATED REVENUE**

|                      |    |         |
|----------------------|----|---------|
| Charges for Services | \$ | 372,600 |
| General Revenues     |    | 139,481 |
| Total Revenue        | \$ | 512,081 |

**APPROPRIATIONS**

|                      |    |         |
|----------------------|----|---------|
| Operations           | \$ | 333,662 |
| Debt                 |    | 178,419 |
| Total Appropriations | \$ | 512,081 |

**STORMWATER FUND****ANTICIPATED REVENUE**

|                      |    |           |
|----------------------|----|-----------|
| Charges for Services | \$ | 771,000   |
| General Revenues     |    | 885,650   |
| Total Revenue        | \$ | 1,656,650 |

**APPROPRIATIONS**

|                      |    |           |
|----------------------|----|-----------|
| Operations           | \$ | 456,650   |
| Capital              |    | 1,200,000 |
| Total Appropriations | \$ | 1,656,650 |

**ENVIRONMENTAL FUND****ANTICIPATED REVENUE**

|                                   |    |           |
|-----------------------------------|----|-----------|
| Charges for Services              | \$ | 3,183,643 |
| General Revenues                  |    | 58,742    |
| Non Capital Grants/ Contributions |    | 10,000    |
| Total Revenue                     | \$ | 3,252,385 |

**APPROPRIATIONS**

|                      |    |           |
|----------------------|----|-----------|
| Operations           | \$ | 2,794,809 |
| Capital              |    | 457,576   |
| Total Appropriations | \$ | 3,252,385 |

**EDUCATION FUND****ANTICIPATED REVENUE**

|                                |    |            |
|--------------------------------|----|------------|
| Commonwealth of Virginia       | \$ | 18,435,908 |
| Transfer from the General Fund |    | 13,406,250 |
| Federal Government             |    | 1,998,086  |
| Charges for Services           |    | 876,379    |
| General Revenues               |    | 536,875    |
| Total Revenue                  | \$ | 35,253,498 |

**APPROPRIATIONS**

|                                         |    |            |
|-----------------------------------------|----|------------|
| Administration and Operation of Schools | \$ | 35,253,498 |
| Total Appropriations                    | \$ | 35,253,498 |

**CAFETERIA FUND**

**ANTICIPATED REVENUE**

|                     |                     |
|---------------------|---------------------|
| Operating Grants    | \$ 1,584,649        |
| Charges for Service | 2,400               |
| General Revenues    | 109,265             |
| Total Revenue       | <u>\$ 1,696,314</u> |

**APPROPRIATIONS**

|                      |                     |
|----------------------|---------------------|
| Operations           | <u>\$ 1,696,314</u> |
| Total Appropriations | <u>\$ 1,696,314</u> |

**SCHOOL TEXTBOOK FUND**

**ANTICIPATED REVENUE**

|                          |                   |
|--------------------------|-------------------|
| Commonwealth of Virginia | \$ 169,445        |
| General Revenues         | 107,290           |
| Total Revenue            | <u>\$ 276,735</u> |

**APPROPRIATIONS**

|                      |                   |
|----------------------|-------------------|
| Operations           | <u>\$ 276,735</u> |
| Total Appropriations | <u>\$ 276,735</u> |

**SCHOOL CAPITAL IMPROVEMENTS PROJECT FUND**

**ANTICIPATED REVENUE**

|                  |                  |
|------------------|------------------|
| General Revenues | \$100,000        |
| Total Revenue    | <u>\$100,000</u> |

**APPROPRIATIONS**

|                      |                  |
|----------------------|------------------|
| Capital Improvements | \$100,000        |
| Total Appropriations | <u>\$100,000</u> |

**STATE OPERATED PROGRAMS**

**ANTICIPATED REVENUE**

|                  |                     |
|------------------|---------------------|
| Operating Grants | \$ 2,735,887        |
| General Revenues | 453,432             |
| Total Revenue    | <u>\$ 3,189,319</u> |

**APPROPRIATIONS**

|                      |                     |
|----------------------|---------------------|
| Operations           | <u>\$ 3,189,319</u> |
| Total Appropriations | <u>\$ 3,189,319</u> |

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|                                 |                       |
|---------------------------------|-----------------------|
| <b>Grand Total Revenues</b>     | <b>\$ 131,353,978</b> |
| <b>Grand Total Expenditures</b> | <b>\$ 131,353,978</b> |
| <b>Balance</b>                  | <b><u>(\$0)</u></b>   |

INTRODUCED: March 25, 2021

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Morgan C. Smith  
Interim Clerk of Council

CERTIFIED: \_\_\_\_\_  
Andrea Oakes  
Mayor of Council

**CITY OF STAUNTON, VIRGINIA**

**FY 2022 BUDGET REVISED SCHEDULE**

| STAUNTON CITY SCHOOLS                                                    |                               | CITY OF STAUNTON                                                       |                              |         |
|--------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------|------------------------------|---------|
|                                                                          | <u>School Budget Schedule</u> |                                                                        | <u>City Budget Schedule</u>  |         |
| <i>Budget Call/Notice</i>                                                | October 1, 2020               | <i>Budget Call/ Notice</i>                                             | October 9, 2020              |         |
| <i>Budget Submission from Schools</i>                                    | November 4, 2020              | <i>Budget Submission from Departments</i>                              | December 4, 2020             |         |
| <i>Budget Discussions with Schools/Leadership Team Staff/ Principals</i> | November- December, 2020      | <i>Budget Notice to Outside Agencies</i>                               | December 11, 2020            |         |
| <i>School Budget Online Survey</i>                                       | December 2020 - February 2021 |                                                                        |                              |         |
| <i>Governor's Budget Presentation</i>                                    | December 18, 2020             | <i>Governor's Budget Presentation</i>                                  | December 18, 2020            |         |
| <i>Letters of Intent for Employment</i>                                  | January 8, 2021               | <i>Budget Submission Requests from Outside Agencies</i>                | January 8, 2021              |         |
| <i>Preliminary Budget Discussion with School Board</i>                   | January 11, 2021              | <i>Budget Discussions with Departments</i>                             | December 2020- February 2021 |         |
| <i>School Budget Public Forum #1 - City Council Chambers</i>             | January 11, 2021              | <i>City Manager Review</i>                                             | February 8-15, 2021          |         |
| <i>School Budget Public Forum #2- High School Gym Foyer</i>              | January 12, 2021              | <i>Advertisement - Public Hearing - Reassessment Proposed Tax Rate</i> | February 8, 2021             |         |
| <i>School Budget Public Forum #3- High School Gym Foyer</i>              | January 15, 2021              | <i>City Council and School Board Joint Meeting</i>                     | February 11, 2021            | 5:00 PM |
| <i>School Leadership Team Budget Discussion</i>                          | January 26, 2021              | <i>City Manager / School Superintendent / Finance Review</i>           | February 18, 2021            |         |
| <i>School Superintendent/City Manager/ Finance Review</i>                | February 4, 2021              | <i>City Budget Complete</i>                                            | March 2, 2021                |         |
| <i>School Board Meeting - Budget Update</i>                              | February 8, 2021              | <i>Budget Presentation to City Council- Worksession</i>                | March 25, 2021               | 5:00 PM |
| <i>School Board and City Council Joint Meeting</i>                       | February 11, 2021             | <i>Public Hearing - Reassessment Proposed Tax Rate</i>                 | March 25, 2021               | 7:30 PM |
|                                                                          |                               | <i>Introduction of Total Budget Ordinance for City and Schools</i>     | March 25, 2021               | 7:30 PM |
| <i>School Public Hearing Legal Notice</i>                                | February 17, 2021             |                                                                        |                              |         |
| <i>School Budget Presentation to School Board and Public Hearing</i>     | March 1, 2021                 | <i>Advertisement for Proposed Budget Ordinance - Public Hearing</i>    | April 1, 2021                |         |
| <i>School Board Budget Adoption</i>                                      | March 8, 2021                 | <i>City Council Budget Work session</i>                                | April 1, 2021                | 5:00 PM |
| <i>School Budget Submitted to Council</i>                                | March 11, 2021                | <i>Budget Work session- School Board/ City Council- School Budget</i>  | April 8, 2021                | 5:00 PM |
| <i>Budget Worksession - School Board/City Council- School Budget</i>     | March 25, 2021                | <i>Budget Public Hearing ( all budget ordinances)</i>                  | April 8, 2021                | 7:30 PM |
| <i>School Board Meeting - Budget Update</i>                              | April 8, 2021                 | <i>City Council Budget Worksession</i>                                 | April 15, 2021               | 7:30 PM |
|                                                                          |                               | <i>City Council Budget Worksession</i>                                 | April 22, 2021               | 5:00 PM |
| <i>Adoption of School Budget</i>                                         | April 8, 2021                 | <i>Adoption of City Budget</i>                                         | April 22, 2021               | 7:30 PM |

# CITY COUNCIL



# AGENDA BRIEFING

Staunton, VA

|                 |                                                             |                                                                                                                       |
|-----------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Meeting Date:   | March 25, 2021                                              | Steven L. Rosenberg<br>City Manager<br><br>Phil Trayer<br>Chief Finance Officer<br><br>Charles Haney<br>City Assessor |
| Item #          | 3 & A                                                       |                                                                                                                       |
| Ordinance #     |                                                             |                                                                                                                       |
| Department:     | City Manager<br>Finance Department<br>City Assessor         |                                                                                                                       |
| Council Vision: | Responsive, Efficient Government                            |                                                                                                                       |
| Subject:        | Public Hearing of Effective Real Property Tax Rate Increase |                                                                                                                       |

**Background:** The City Assessor's Office has completed the 2021 general reassessment for the City. The Code of Virginia requires that all properties within a locality be assessed at 100% of their fair market value.

The total assessed value of all real property in the City equals \$2,695,112,483, an increase of 8.79% over 2020. The taxable assessed value, \$2,259,568,413, increased 10.14% over 2020. Total property values, excluding assessments due to new construction or improvements, increased 9.36% over 2020. As required by § 58.1-3321 of the Code of Virginia, because the reassessment would result in an increase of 1% or more in the total real property tax levied, City Council must conduct a public hearing at which it receives public comment concerning the "effective tax rate increase." This public hearing is in addition to the public hearing on the proposed budget.

The same state code provision specifically dictates the contents of the notice of public hearing to be published and requires that, among other details, the notice state the lowered tax rate necessary to offset the effect of the increased assessment (i.e., \$0.88 per \$100 assessed value) (whether or not the governing body intends to consider the adoption of such a lowered tax rate). The current real property tax rate is \$0.95 per \$100 assessed value. The attached notice,

prepared to fulfill all of the statutory requirements, was published in *The News Leader* on February 23, 2021.

No action is required of Council after the public hearing. Council will finally determine the real property tax rate on April 22, when the FY2022 budget ordinance is scheduled for consideration.

**Attachment:** Notice of Proposed Real Property Tax Increase and Public Hearing

**City Manager's Recommendation:** Recommend Council conduct the public hearing.

**Suggested Motion:** Not applicable.

**City Manager:** Steven L. Rosenberg

# CITY OF STAUNTON

## NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE AND PUBLIC HEARING

Consistent with Virginia Code Section 58.1-3321, the City of Staunton proposes to increase property tax levies.

**1. Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by nine and four tenths (9.4) percent.

**2. Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.88 per \$100.00 assessed value. This rate will be known as the "lowered tax rate."

**3. Effective Rate Increase:** The City of Staunton proposes to adopt a tax rate of \$0.95 per \$100 of assessed value (which would be a maximum). The difference between the lowered tax rate and the proposed rate would be \$0.07 per \$100 assessed value, or seven and four tenths (7.4) percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

**4. Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of the City of Staunton will exceed last year's budget by ten and five tenths (10.5) percent.

**A public hearing on the proposed increase will be held on March 25, 2021, 7:30 p.m., local time, in the Rita S. Wilson Council Chambers, 1st Floor, City Hall, 116 West Beverley Street, Staunton, Virginia.** Specific guidelines for participation, including in-person participation, can be found at <https://www.ci.staunton.va.us/government/city-council/access-city-council-meetings>. Questions regarding participation may be directed to Morgan Smith at [smithmc@ci.staunton.va.us](mailto:smithmc@ci.staunton.va.us) or 540.332.3810.

The foregoing provisions of Virginia Code Section 58.1-3321 shall not be applicable to the assessment of public service corporation property by the State Corporation Commission.

Notwithstanding other provisions of general or special law, the tax rate for taxes due on or before June 30 of each year may be fixed on or before May 15 of that tax year.

Faith Simmons  
Clerk of Council

# CITY COUNCIL



# AGENDA BRIEFING

Staunton, VA

|                 |                                               |                                     |
|-----------------|-----------------------------------------------|-------------------------------------|
| Meeting Date:   | March 25, 2021                                | Steven L. Rosenberg<br>City Manager |
| Item #          | 4                                             |                                     |
| Ordinance #     |                                               |                                     |
| Department:     | City Manager’s Office                         |                                     |
| Council Vision: | Education<br>Responsive, Efficient Government |                                     |
| Subject:        | Presentation by Mary Baldwin University       |                                     |

**Background:** Pamela Fox, President of Mary Baldwin University, will attend the Council meeting to provide an update on the university.

**City Manager's Recommendation:** Not applicable.

**Suggested Motion:** Not applicable.

**City Manager:** Steven L. Rosenberg

# CITY COUNCIL



# AGENDA BRIEFING

Staunton, VA

|                 |                                   |                               |
|-----------------|-----------------------------------|-------------------------------|
| Meeting Date:   | March 25, 2021                    | Staff Member:<br><br>Jon Venn |
| Item #          | 5                                 |                               |
| Ordinance #     |                                   |                               |
| Department:     | Human Resources                   |                               |
| Council Vision: | Responsive, Efficient Government  |                               |
| Subject:        | Update on Clerk of Council Search |                               |

**Background:** Jon Venn, Chief Human Resources Officer, will provide an update to City Council on the process for the recruitment of a Clerk of Council.

**City Manager's Recommendation:** Not applicable.

**Suggested Motion:** Not applicable.

**City Manager:** Steven L. Rosenberg

# CITY COUNCIL



# AGENDA BRIEFING

Staunton, VA

|               |                                                                                                                                                                       |                                                           |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Meeting Date: | March 25, 2021                                                                                                                                                        | City Council<br><br><hr/> John Blair, II<br>City Attorney |
| Item #        | 6                                                                                                                                                                     |                                                           |
| Ordinance #   |                                                                                                                                                                       |                                                           |
| Department:   | City Council                                                                                                                                                          |                                                           |
| Subject:      | Closed Meeting for Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Pertaining to the Performance and Evaluation of the City Manager |                                                           |

## **Suggested Motion:**

**Before the closed meeting:** I move to enter a closed meeting for consultation with legal counsel for necessary legal-related advice and discussion pertaining to the performance and evaluation of the City Manager, pursuant to Virginia Code §§ 2.2-3711(A)(1) and 2.2-3711(A)(8).

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

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

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



CITY OF STAUNTON, VIRGINIA

# Proclamation

## In Honor of the Life and Work of Bruce A. Elder

- WHEREAS,** Bruce A. Elder, 63, a successful Staunton businessman, member of the Staunton Economic Development Authority, and beloved former Staunton City Councilmember, succumbed on February 2, 2021 after several valiant battles with a cruel disease; and
- WHEREAS,** in 1989, Bruce and his wife Cathy moved their growing family to Staunton, Virginia, where he relocated and expanded Bruce A. Elder Antique and Classic Automobile into the 1911 Beverley Garage Building, located at 114 South New Street; and
- WHEREAS,** in almost 50 years in the antique business, Bruce used his encyclopedic knowledge to sell cars to enthusiasts in 41 states and 17 countries, with vehicles as diverse as an extremely rare 1966 Shelby GT350H presented to film director Steven Spielberg by actor Tom Cruise, to a 1940 Chevy pickup truck for William Shatner, to the actual Chitty Chitty Bang Bang, to NASCAR racecars driven by Richard Petty and Darrell Waltrip, along with scores of Packards, LaSalles, Chevys, Pontiacs, Hudsons, Buicks, Fords, Studebakers, Plymouths, Woody station wagons and Nash Ramblers; and
- WHEREAS,** Bruce provided classic vehicles for several Hollywood movies, including *Hearts of Atlantis* filmed in Staunton, and a Harley Davidson motorcycle ridden by Morgan Freeman, playing none other than God, in *Evan Almighty*; and
- WHEREAS,** wanting to make a larger contribution to his beloved city, Bruce campaigned for and won a seat on the Staunton City Council, taking office on July 1, 2006; and
- WHEREAS,** while on City Council, with his ever-friendly and kind demeanor, sound judgment, superb business skills, personal magnetism, and keen intellect, Bruce served with distinction in many capacities, including liaison to various local and regional organizations, Virginia Municipal League legislative committees, and championed a long, hard, and ultimately successful battle against predatory lending in the Commonwealth of Virginia; and
- WHEREAS,** Bruce served two, four-year terms on Council, stepping down in 2014, with the intention to run against an incumbent for the 6<sup>th</sup> District seat in Congress, when cancer abruptly ended his political career; and
- WHEREAS,** Bruce was a tireless warrior for small business, historic preservation, the disenfranchised, the downtrodden and the marginalized, regularly listening to and assisting anyone who needed a helping hand, an ear, a blanket, advice, a job, food, or money; and

**WHEREAS,**        Bruce made the City of Staunton and the Commonwealth of Virginia better  
for all.

**NOW, THEREFORE, BE IT PROCLAIMED,** by Staunton City Council that  
that we so honor the life, legacy, courage, memory, and lasting impact of

**Bruce A. Elder**

and express our deepest and heartfelt sympathies to his family. And **BE IT FURTHER  
PROCLAIMED,** that the Clerk of Council is directed to forward a copy of this Proclamation  
to the Elder family.

\_\_\_\_\_  
**ANDREA W. OAKES, MAYOR**

ATTEST: \_\_\_\_\_  
**INTERIM CLERK OF COUNCIL**



CITY OF STAUNTON, VIRGINIA

# Proclamation

## Local Government Education Week April 1–7, 2021

- WHEREAS,** since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and
- WHEREAS,** local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and
- WHEREAS,** citizen services, such as law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and
- WHEREAS,** in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week in April as Local Government Education Week in Virginia; and
- WHEREAS,** April 2, 1908 was the date of establishment of the Council-Manager form of government in the City of Staunton, thereby making the first week in April appropriate for this designation; and

**NOW, THEREFORE, BE IT PROCLAIMED** by Staunton City Council that April 1–7, 2021, is hereby designated as

## Local Government Education Week

in the City of Staunton, and that Staunton City Council will promote civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

Adopted this 25<sup>th</sup> day of March, 2021.

---

**ANDREA W. OAKES, MAYOR**

ATTEST: \_\_\_\_\_  
**INTERIM CLERK OF  
COUNCIL**

City Council  
WORK SESSION  
March 11, 2021  
6:00 p.m.

Council Members Present: Mayor Oakes, Vice Mayor Robertson, Council Members Claffey, Darby and Holmes. Participating by Zoom platform were Council Members Dull and Mead.

**Mayor Oakes called the meeting to order:** Mayor Oakes called the meeting of Staunton City Council to order. Mayor Oakes noted that the meeting was being broadcast over the City's cable channel and streamed live on the City's website so that members of the public may hear the meeting. The meeting was also being recorded.

Mayor Oakes asked the Clerk of Council to call the roll for confirmation of those Council members present for today's meeting.

**Clerk of Council Call the Roll of Council Members Present:**

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Mayor Oakes          | aye | Ms. Mead    | aye |
| Vice Mayor Robertson | aye | Mr. Claffey | aye |
| Mr. Holmes           | aye | Ms. Darby   | aye |
| Ms. Dull             | aye |             |     |

**City Manager Identifies City Officials Present:**

Mayor Oakes asked City Manager, Steve Rosenberg, to note the participation of any City officials or colleagues, or anyone else, during today's meeting by Zoom or telephone.

Mr. Rosenberg stated Council members Mead and Dull were participating on the Zoom platform as was Interim City Attorney Andrew McRoberts and CJ Tyree and Jen Surber with Middlebrook Trace, LLC.

**Background Statement:**

Mayor Oakes stated "Please let me mention that notice, reasonable under the circumstances, of this meeting has been given to the public contemporaneously with the notice provided to members of City Council. In addition to limited public seating in city hall, access to this meeting has been provided to the public by audio feed on the City's cable channel and the City's website. During this work session, as in the past, there will be no opportunity for public comment. Public comment will be received during Council's regular meeting, which will begin at 7:30 p.m. Instructions for public comment by telephone can be found on agenda for the regular meeting and on Council's website at: [www.ci.staunton.va.us/government/city-council](http://www.ci.staunton.va.us/government/city-council).

Also, let me highlight and have reflected in the meeting minutes that this meeting, although being conducted in person, is also being conducted by Zoom, with virtual participation by certain members of City Council, given the catastrophic nature of the declared emergency and disaster related to the COVID-19 outbreak, which as part of the total circumstances, makes it impracticable or unsafe to assemble in a single location. The meeting is being held consistent with City Council

Ordinance 2020-04 regarding continuity of government, a copy of which can be found online at: [www.staunton.va.us/cogord2020-04](http://www.staunton.va.us/cogord2020-04), as extended by City Council Ordinance No. 2021-06.”

Mayor Oakes requested citizens to wear a mask while in City Hall and Council Chambers.

**1. Consideration of Work Session and Regular Meeting Agendas**

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

Vice Mayor Robertson moved to approve the Work Session agenda and the Regular Meeting agenda as presented.

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

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Mayor Oakes          | aye | Ms. Dull    | aye |
| Ms. Mead             | aye | Mr. Claffey | aye |
| Mr. Holmes           | aye | Ms. Darby   | aye |
| Vice Mayor Robertson | aye |             |     |

**2. Tourism Update**

Sheryl Wagner, Director of Tourism, provided an update to City Council concerning the department’s activities over the past year and the impact that the COVID-19 pandemic has had on the City’s tourism economy. Ms. Wagner began her presentation by sharing articles from AARP and Forbes detailing that the tourism industry has been the hardest hit during the pandemic.

Ms. Wagner shared that the Woodrow Wilson Presidential Library and Museum’s visitation for 2020 was down 80%, but had tremendous growth in virtual programs. The Frontier Culture Museum visitation was down 50% and field trips down 95%. However, with the growth of virtual field trips, their normal audience of mainly Virginia and part of North Carolina expanded to the entire United States. The museum has also announced that there will be no large events or festivals in 2021. The American Shakespeare Center was able to complete 60 performances for thousands of patrons in summer 2020 and will be reopening for live performances on May 13, 2021. Heifetz International Music Festival, which usually only has 50 performances, held a virtual summer institute in 2020. They were able to stream 317 performances totaling 63 hours via Facebook and YouTube, garnering 475,000 views. Queen City Mischief and Magic and Happy Birthday America held virtual celebrations.

Hotels in the Staunton area lost \$11.5 million in revenue. Independent Staunton restaurants were down 40-50%, however Dine Out in Downtown saved many from closing their doors permanently. Ms. Wagner shared the Smith Travel Research report that demonstrated that hotel occupancy plummeted with every wave of the pandemic, hitting hard in March, April, July and November 2020. The City’s Lodging Tax revenue was down 43.5% compared to 2019 and Meals Tax revenue was down 12.9%. Although people were not eating in independent restaurants, they were purchasing fast food.

The Tourism Department ran a number of campaigns during the beginning of the year focusing on buying local, giving local and remembering local. They were able to produce a video “We will be waiting, Love Staunton” to remind tourists about Staunton.

Ms. Wagner stated that the City created a Business Recovery and Outreach Team to work with small businesses to help weather the pandemic. When the Governor gave the executive order that eased restrictions on outdoor dining, city stakeholders encouraged the City to be bold and creative and shut down Beverley Street. The Dine Out in Downtown initiative launched on June 5, 2020 and had 12 food/beverage businesses and 10+ retailers participating. The City was able to provide the businesses with the logistics of curbside pickup, where each business was able to have outdoor seating and, once Director of Public Works Jeff Johnston joined the team, removeable bollards were put in place for ease of set up and take down to close off the street.

Ms. Wagner also stated that Tourism was able to run a family-oriented campaign, “Less Screen Time, More Play Time,” with limited social media funds that encouraged families to take this time of virtual school to travel by car to nearby destinations like Staunton. With CARES Act funds, Tourism was able to create a virtual visitor guide as well as a limited run print guide. The Visitors Center was reopened with safety measures in place for both tourists and City staff. An outdoor kiosk was purchased with CARES Act funding to allow visitors the ability to obtain materials without having to interact with staff.

Ms. Wagner shared that they are in the preliminary plans for Shop & Dine Out in Downtown beginning in April and lasting through October with new messaging to not only encourage dining but also to encourage shopping as well as engaging more businesses that are not directly on Beverley Street. The Less Screen Time, More Play Time campaign will be expanded and the department is working on virtual familiarization, or FAM, tours for media.

Mayor Oakes asked if Council had any questions or comments.

Ms. Mead asked how does Staunton compare to other localities that have lodging along major interstates. Ms. Wagner replied that Staunton is comparable, if not better, to others throughout the state. Anecdotally, people seem to feel more comfortable coming to a small town. Staunton is doing better than Harrisonburg and Winchester. She stated that then trend for tourists to stay in Airbnbs is significant. What the tourism industry is hoping for is a return to business travel. Ms. Mead asked if the City of Staunton gets Lodging Tax revenue from Airbnbs. Ms. Wagner responded that Lodging Tax is only gathered from those locations with three or more rooms.

Mr. Holmes asked Ms. Wagner about roving musicians on the weekends, as he remembered that being discussed at a recent Tourism Advisory Board. Ms. Wagner replied that busking is actually a Staunton Downtown Development Association initiative, and information can be found on their website at [stauntondowntown.org](http://stauntondowntown.org).

Vice Mayor Robertson asked for more information regarding Shop and Dine Out in Downtown being expanded to areas outside of Beverley Street. Ms. Wagner stated that she meant that Tourism is going to be more conscientious about promoting all of Staunton and not just those businesses on Beverley Street.

Council members did not have any further questions.

145 3. **Discussion of an Ordinance to Authorize a Public Right-of-Way Encroachment by**  
146 **the American Frontier Culture Foundation for Placement of a Sign into the Public**  
147 **Right-of-Way of the City of Staunton Located Along George M. Cochran Parkway**  
148  
149

150 Jeff Johnston, Director of Public Works, stated that the American Frontier Culture Foundation, a  
151 foundation affiliated with the Frontier Culture Museum of Virginia, a state agency, desires to place  
152 a monument sign in the traffic circle behind Chick-Fil-A, at the intersection of George M. Cochran  
153 Parkway and Frontier Center Trail. Because the traffic circle is part of the public right-of-way  
154 owned by the City, placement of the sign requires Council's adoption of an encroachment  
155 ordinance. The Foundation will own the proposed sign, which is intended to increase visibility of  
156 and wayfinding to the museum amidst the adjacent commercial development. He stated that the  
157 sign will be solar, so no need for electrical at the location and that the Foundation has agreed to  
158 maintain the grass at the roundabout so City staff will not be required to. Mr. Johnston stated that  
159 while he is traditionally anti-encroachment, in this particular case staff feels that it is in the public  
160 interest to allow the sign. He emphasized that this will be the lens through which all future requests  
161 for encroachment in a public right of way will be studied.  
162

163 Mayor Oakes asked if Council had any questions or comments.  
164

165 Ms. Mead asked if the sign met the City's entrance corridor sign ordinances. Mr. Johnston replied  
166 that the sign meets most of the entrance corridor sign ordinances, but since its location is actually  
167 on the Cochran Parkway, it is not in the Richmond corridor. He reiterated that it is a low sign so  
168 that it will not impede any visibility and the lights are external and shielded downward.  
169

170 Vice Mayor Robertson opined that the American Frontier Culture Museum used to own that piece  
171 of property to begin with.  
172

173 Mr. Claffey asked how far the overlay reached in reference to the entrance corridor ordinances.  
174 Mr. Johnston responded that it was out of his purview, but that Senior Planner Rodney Rhodes  
175 would be able to answer. Mr. Rhodes stated that overlay guidelines do not pertain to City-owned  
176 property, however, the location in question is more than one parcel behind the overlay.  
177

178 Council members did not have any further questions.  
179

180 4. **Discussion of Proposed Development of Property Owned by Middlebrook Trace VA**  
181 **LLC and Located at 914 Middlebrook Avenue in the City of Staunton, Virginia and**  
182 **Related Actions Requested of Council**  
183

184 Rodney Rhodes, Senior Planner, reminded Council that at the February 25, 2021 Work Session,  
185 representatives from Middlebrook Trace VA, LLC., presented on the 82-unit apartment complex  
186 at 914 Middlebrook Avenue that will serve low- and moderate-income families.  
187

188 The development would be composed of two, 3-story buildings consisting of 40 units with two  
189 bedrooms and 42 units with three bedrooms. The site contains 24.34 acres and is zoned R-4 High  
190 Density Residential. Multi-family apartments are permitted in the R-4 District with administrative  
191 review/approval of a site plan. No further land use approvals are required. The proposed  
192 development is well within the density limits of the R-4 District.  
193

Mr. Rhodes reiterated that at Council's Regular meeting there would be a public hearing to consider an ordinance to partially exempt the property—or the development—from real estate taxation. Council is also being asked to consider a resolution to designate the property as a revitalization area. This is specifically to garner the developer additional points in the Virginia Housing (formerly the Virginia Housing Development Authority) application process. Finally, Council is asked to consider authorizing the City Manager to write a letter in support of Middlebrook Trace's application for federal tax credits.

Mayor Oakes asked if Council had any questions or comments.

Mr. Holmes asked how the development will affect the traffic in that area. Mr. Rhodes responded that since the area is already zoned R-4 High Density Residential, this type of development is well within the density requirements. He also stated that the development will go through a site plan process and staff will look at any issues that may occur.

Vice Mayor Robertson asked for confirmation that water and electrical is already provided to the area. Mr. Rhodes stated that staff has already taken a preliminary look at the location and did not see any significant impediments to developing the property from a public infrastructure standpoint.

Mr. Claffey asked if the City Manager writing a support letter was routine and if Mr. Rosenberg felt comfortable doing so. Mr. Rosenberg responded that although he had not had such a request during his tenure as City Manager, this type of letter is not unheard of and that since staff is in favor of the project, he had no problem submitting such letter.

Council members did not have any further questions.

## **5. Discussion of Resolution Regarding Events at the U.S. Capitol on January 6, 2021**

Ms. Mead stated that City Council has been asked multiple times by Staunton citizens to express condemnation of the insurrection that occurred on January 6, 2021. On February 11, 2021 Council was presented with a petition signed by over 300 people that requested Council to state that the election was free and fair and that Joe Biden is the lawfully elected president, to denounce the insurrection that was spurred by Donald Trump's Stop the Steal Campaign, and that Council commit to protect Staunton citizens against the violent extremism that lead to the January 6 insurrection.

Ms. Mead moved to ask the new Communications Manager to develop a statement regarding the aforementioned topics that reflects what Staunton citizens need to hear to continue to have confidence in City Council as their elected representatives.

The motion was seconded by Ms. Dull and failed as follows:

|             |     |                      |     |
|-------------|-----|----------------------|-----|
| Mr. Claffey | no  | Vice Mayor Robertson | no  |
| Ms. Dull    | aye | Ms. Mead             | aye |
| Ms. Darby   | no  | Mr. Holmes           | aye |
| Mayor Oakes | no  |                      |     |

243 The work session adjourned at 6:40 p.m.

244

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248

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Morgan C. Smith  
Interim Clerk of Council

DRAFT

**REGULAR MEETING OF STAUNTON CITY COUNCIL****Thursday, March 11, 2021****7:30 p.m.****Rita S. Wilson Council Chambers**

**PRESENT:**       **Mayor Andrea Oakes**  
                      **Mark Robertson, Vice Mayor**  
                      **Stephen W. Claffey**  
                      **Amy G. Darby**  
                      **Carolyn W. Dull**  
                      **R. Terry Holmes**  
                      **Brenda O. Mead**

**ALSO PRESENT:**   **Steven Rosenberg, City Manager**  
                          **Leslie Beauregard, Assistant City Manager**  
                          **Andrew McRoberts, Interim City Attorney**  
                          **Morgan C. Smith, Interim Clerk of Council**

**Mayor Oakes called the meeting to order:** Mayor Oakes called this meeting of Staunton City Council to order. Mayor Oakes noted that this meeting is being broadcast over the City's cable channel and streamed live on the City's website so that members of the public may hear the meeting. The meeting is also being recorded.

Mayor Oakes asked the Clerk of Council to call the roll for confirmation of those Council members present for today's meeting.

**Clerk of Council Call the Roll of Council Members Present:**

|             |     |                      |     |
|-------------|-----|----------------------|-----|
| Mayor Oakes | aye | Vice Mayor Robertson | aye |
| Ms. Darby   | aye | Ms. Dull             | aye |
| Mr. Holmes  | aye | Ms. Mead             | aye |
| Mr. Claffey | aye |                      |     |

Mayor Oakes asked that City Manager Steve Rosenberg note the participation of any City officials or colleagues, or anyone else, during today's meeting by Zoom or telephone.

Mr. Rosenberg stated participating on the Zoom platform were Andrew McRoberts, Interim City Attorney, council members Mead and Dull and Jen Surber and CJ Tyree, representatives of the developer of Middlebrook Trace.

**Background Statement:**

Mayor Oakes stated "please let me mention that notice, reasonable under the circumstances, of this meeting has been given to the public contemporaneously with the notice provided to members of City Council. In addition to limited public seating in city hall, access to this meeting has been provided to the public by audio feed on the City's cable channel and the City's website. During

public hearings, toward the beginning of the meeting, and Matters from the Public on Council's agenda, toward the end of the meeting, public comments will be taken, in person and by telephone. Members of the public who wish to participate in such matters by telephone, at the appropriate time, may call (844) 854-2222 and, when prompted, enter the access code 619358#. Callers will be recognized in order. The public is reminded that public hearings and Matters from the Public is a time for Council simply to listen to your comments. Each speaker will be limited to five minutes. Detailed instructions for public participation by telephone have been publicized over the course of the past week on the City's website and Facebook page and can be found now on the agenda for this meeting and on Council's website at: [www.ci.staunton.va.us/government/city-council](http://www.ci.staunton.va.us/government/city-council).

Also, let me highlight and have reflected in the meeting minutes that this meeting, although being conducted in person, is also being conducted by Zoom, with virtual participation of certain members of City Council, given the catastrophic nature of the declared emergency and disaster related to the COVID-19 outbreak, which as part of the total circumstances makes it impracticable or unsafe to assemble in a single location. The meeting is being held consistent with City Council Ordinance 2020-04 regarding continuity of government, a copy of which can be found online at: [www.staunton.va.us/cogord2020-04](http://www.staunton.va.us/cogord2020-04), as extended by City Council Ordinance No. 2021-06."

Mayor Oakes then asked that everyone wear a mask while in City Hall and Council Chambers. She reminded the public that there were hand sanitizing stations in the hall, sanitizing wipes at the podium and that everyone should remember to socially distance.

The Pledge of Allegiance was recited in unison.

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

### **MAYOR'S REPORT**

Mayor Oakes stated that she had the honor of speaking to a group of fourth grade students at A. R. Ware Elementary School about serving as Mayor and on City Council. She attended, along with Mr. Rosenberg, a meeting of the Staunton Downtown Development Association (SDDA). She is pleased to report that SDDA continues to keep downtown as vibrant as possible. Mayor Oakes and her son also participated in a trash pickup in the West End. Finally, she wanted to thank Interim City Attorney Andrew McRoberts for his guidance and professionalism during his tenure.

### **ADDITIONAL ITEMS BY MEMBERS OF COUNCIL**

Ms. Dull stated Council Procedure Memoranda No. 2 Item 4 says that a report from the Nominations Committee will be sent to Council with the agenda materials prior to the Council meeting. As this wasn't done, she said that Council needed to wait until those who are not on the Nominations Committee received the report.

Mayor Oakes asked Mr. Rosenberg and/or Mr. McRoberts to provide guidance. Mr. Rosenberg stated that the Council Memoranda, adopted by Council at its organizational meeting, generally govern the conduct of the body in a particular instance, but in his opinion, it is within Council's

authority to dispense with the application of a procedure in a particular instance if it so desires. Mr. McRoberts concurred and said that if the Council wishes to make a motion to supersede it, then they can certainly do that.

Ms. Dull stated that she was amazed that Council was going to ignore memoranda, but that it was good because then Council could ignore waiting two years to name something after someone who passed. Ms. Mead agreed.

Ms. Mead asked why the Nominations Committee did not provide a report. Mayor Oakes responded that as long as she has been on Council, that the Council have proceeded with the vote from the Nominations Committee right after they have had their meeting. She opined that in some cases the Nominations Committee would have meetings right before the Work Session. She asked if anyone on the Nominations Committee would like to make any comments. Mr. Claffey stated that he believed the Committee was following standard routine policy and had not changed their procedures. Mayor Oakes suggested that perhaps it was a time to look at the Nominations Committee procedure.

Vice Mayor Roberts moved that Council go ahead and proceed with the Nominations Committee report and dispense with Council Memoranda No. 2 Item 4 so that Council could vote.

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

|             |     |                      |     |
|-------------|-----|----------------------|-----|
| Mr. Holmes  | aye | Mayor Oakes          | aye |
| Mr. Claffey | aye | Vice Mayor Robertson | aye |
| Ms. Dull    | no  | Ms. Mead             | no  |
| Ms. Darby   | aye |                      |     |

Mr. Claffey stated the Nominations Committee met on March 2, 2021 and offered the following recommendations for persons to serve on Boards and Commissions:

To appoint Allison Profeta to the Redevelopment and Housing Authority to replace the expired term of Vickie Painter for a four-year term beginning March 1, 2021 and ending February 28, 2025.

And to appoint David Rissmeyer to the Redevelopment and Housing Authority to fill the unexpired term of Shannon Harrington, beginning March 1, 2021 and expiring January 31, 2022

And to appoint Pamela Mason Wagner to the Tourism Advisory Board to fill the unexpired term of Charis Tucker, beginning March 1, 2021 and expiring December 31, 2022.

And to appoint Nelson Ashby to the Economic Development Authority fill the unexpired term of Bruce Elder, beginning March 1, 2021 and expiring January 31, 2023.

And to reappoint Taylor Flavin Rose to the Youth Commission for a three-year term beginning February 1, 2021 and expiring January 31, 2024.

Mr. Claffey stated he moved for Council to appoint all persons listed.

Ms. Dull stated that she would prefer that each of these board appointments be in a separate motion so that Council can vote individually on the applicants. Mayor Oakes made the recommendation that Council would vote on the appointments as a slate so as not to embarrass any citizen that is willing to serve on a board or commission.

Council members did not have any further questions or comments.

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Vice Mayor Robertson | aye | Ms. Dull    | aye |
| Ms. Mead             | aye | Ms. Darby   | aye |
| Mr. Holmes           | aye | Mayor Oakes | aye |
| Mr. Claffey          | aye |             |     |

Ms. Mead shared that Shenandoah Green would be planting trees over the weekend and if anyone was interested in volunteering, they were to reach out to Ms. Dull or herself. She also said that the organization is looking for private homes and/or churches interested in having trees planted on their property.

### **APPROVAL OF MINUTES**

Mr. Holmes moved to approve the Work Session and Regular Meeting Minutes of February 25, 2021 with a correction to the Regular Meeting minutes on line 122 changing “wanted” to “saw.”

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

|                      |     |            |     |
|----------------------|-----|------------|-----|
| Mayor Oakes          | aye | Mr. Holmes | aye |
| Ms. Mead             | aye | Ms. Darby  | aye |
| Mr. Claffey          | aye | Ms. Dull   | aye |
| Vice Mayor Robertson | aye |            |     |

### **REGULAR MEETING**

#### **A. Public Hearing and Consideration of an Ordinance to Authorize a Public Right-of-Way Encroachment by the City of Staunton for Placement of a Sign by American Frontier Culture Foundation Located Along George M. Cochran Parkway**

Jeff Johnston, Director of Public Works, stated that the American Frontier Culture Foundation, on behalf of the Frontier Culture Museum, has asked permission to encroach upon the public right of way to put a sign up in the roundabout on the George M. Cochran Parkway, between McDonald’s and Chick-Fil-A off of Richmond Avenue. Staff has reviewed the design and the Foundation has been very accommodating in meeting all of the City’s requirements. Mr. Johnston stated that while he is normally anti-encroachment, in this particular case, he concurs with staff that Council allows this encroachment as it is in the public interest.

Mayor Oakes asked Council members if they had any questions.

Council members did not have any questions.

The public hearing was opened.

Peggy Sheets, 2087 Hermitage Road, stated that she was the Chair of the Board of Trustees for the Frontier Culture Museum. She encouraged Council's consideration of this ordinance. The Frontier Culture Museum has been a partner with the City of Staunton and surrounding areas for 31 years. The new development in front of the Museum's entrance has made it difficult for visitors to find the Frontier Culture Museum.

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

Ms. Darby moved that City Council adopt an ordinance to authorize a public right-of-way encroachment by the American Frontier Culture Foundation of a sign into the public right-of-way of the City of Staunton along George M. Cochran Parkway, as presented.

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

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Vice Mayor Robertson | aye | Ms. Dull    | aye |
| Ms. Mead             | aye | Ms. Darby   | aye |
| Mr. Holmes           | aye | Mayor Oakes | aye |
| Mr. Claffey          | aye |             |     |

Ordinance No. 2021 - 07

**AN ORDINANCE AUTHORIZING A PUBLIC RIGHT-OF WAY ENCROACHMENT  
BY AMERICAN FRONTIER CULTURE FOUNDATION,  
ON A CITY OF STAUNTON PUBLIC RIGHT-OF-WAY LOCATED ALONG GEORGE  
M. COCHRAN PARKWAY  
IN THE CITY OF STAUNTON, VIRGINIA**

**Recitals**

A. American Frontier Culture Foundation ("Owner") is the Owner of the property located at 1290 Richmond Avenue (Parcel ID 10509), in the City of Staunton, Virginia ("City" or "City of Staunton");

B. The Owner desires to establish and maintain a private sign which will encroach into the public right-of-way of the City of Staunton along a portion George M. Cochran Parkway, as shown by the plans entitled Frontier Culture Traffic Circle Sign prepared by Lineage Architects, P.C. and last revised February 25, 2020, annexed as **Exhibit A** and incorporated by reference;

C. The public right-of-way will not be significantly impaired by this encroachment;

D. The encroachment has been the subject of a public hearing by the Council of the City of Staunton;

E. Owner is a foundation affiliated with the Frontier Culture Museum of Virginia, an agency of the Commonwealth of Virginia, which operates a museum in the City of Staunton ("Museum");

F. The proposed sign will serve a valid public purpose of promoting tourism and assisting visitors and citizens to locate the Museum, located proximately to the sign on George M. Cochran Parkway;

G. It has been determined by the Council of the City of Staunton that this encroachment will serve the public interest at this time; and

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

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton, Virginia, that:

1. The Owner be, and the same hereby is, authorized to establish and maintain an encroachment into the public right-of-way along George M. Cochran Parkway, such encroachment consisting of a sign, as generally shown on the annexed drawings, until the encroachment is removed or destroyed or the authorization to maintain it is terminated by the City; provided, that this authorization to establish and maintain this encroachment, to the extent that Owner may be held liable under the Virginia Tort Claims Act, shall not be construed to relieve Owner of liability for any negligence on account of or in connection with the encroachment and shall be subject to the provisions set forth below.

2. The authorization hereby granted to establish and maintain such encroachment shall be subject to and conditioned upon Owner maintaining, at all times and at its own expense, liability insurance, covering both bodily injury and property damage, with a company authorized to transact business in the Commonwealth of Virginia and with minimum limits as follows:

|                  |                             |
|------------------|-----------------------------|
| Bodily Injury:   | \$1,000,000 each occurrence |
|                  | \$1,000,000 aggregate       |
| Property Damage: | \$1,000,000 each occurrence |
|                  | \$1,000,000 aggregate       |

This liability insurance policy shall identify the City of Staunton as named additional insured and shall provide for the indemnification of the City of Staunton and Owner against any and all loss occasioned by the establishment, construction, placement, existence, use or maintenance of the encroachment. Evidence of the policy and any renewal thereof shall be filed with the city manager's office. Any other provision herein to the contrary notwithstanding, in the event this policy of insurance lapses, is canceled, is not renewed or otherwise ceases to be in force and effect, the authorization herein granted to establish and maintain the encroachment shall, at the option of the city, forthwith and without notice or demand by the city, terminate. In that event, Owner shall, upon notice from the city, remove the encroachment from the public right-of-way, or

the city, at its option, may remove the encroachment at the expense and risk of Owner. Nothing in this section shall relieve Owner of his obligations and undertakings required under this ordinance.

3. The authorization to establish and maintain such encroachment is subject to and conditioned upon the city's approval of the design, materials, and placement of the sign.

4. The authorization to establish and maintain such encroachment is subject to and conditioned upon Owner contractually requiring its contractor(s) responsible for performing work in conjunction with or establishing or maintaining the encroachment to obtain from the City all permits required by the City for such work and complying with all insurance requirements associated with such permits.

5. The authorization hereby granted to establish and maintain such encroachment shall in addition be subject to and conditioned upon the following terms: Neither the City of Staunton nor any public utility company shall be responsible for damage to Owner's property encroaching into the public right-of-way during repair, maintenance or replacement of the public right-of-way or any public facilities or utilities in the area of encroachment.

6. By accepting the authorization hereby granted to establish and maintain the encroachment and by so establishing and/or maintaining the encroachment, Owner shall be deemed to have promised and agreed to indemnify, defend, and hold harmless the City of Staunton, its officials and employees, from any and all liability (including attorneys' fees and litigation expenses) arising by reason of the establishment, construction, placement, existence, use or maintenance of the encroachment.

7. The authorization herein granted to establish and maintain the encroachment shall be subject to Owner maintaining the area of the encroachment in a condition as required by provisions of the Staunton City Code, including, without limitation, Chapter 18.140, Signs, Billboards, and Other Advertising Structures, to the extent applicable. Without limiting the foregoing, the Owner shall be further obligated, to the satisfaction of the City, to (a) maintain the sign erected in the encroachment in good repair and in a safe, neat, clean, and attractive condition, and (b) cut the grass in the entire traffic circle in which the encroachment is located.

8. Nothing in this ordinance is intended to constitute, or shall be deemed to be, a waiver of sovereign immunity by or on behalf of the City of Staunton, the Owner, or any of their officers or employees.

9. The authorization herein granted to establish and maintain the encroachment shall be terminated whenever the City of Staunton desires to use or modify the affected public right-of-way for any purpose whatsoever and, by written notification, demands from Owner the removal of the encroachment. Owner shall, upon such notice from the City, remove the encroachment from the public right-of-way by such time as designated by the City; or the City, at its option, may remove the encroachment at the expense and risk of Owner without liability to Owner for any loss or damage to the structure of the encroachment, the attached structure, if any, or personal property therein caused by the removal.

10. Pursuant to Virginia Code § 15.2-2011, as amended, the Owner be, and the same hereby is, further authorized to maintain an additional sign encroaching on the existing public

right-of-way along Frontier Center Trail, as such sign exists in its present location on the date of adoption of this ordinance, until such sign is destroyed or removed; however, nothing contained in this ordinance shall be construed to relieve Owner of negligence on its part on account of such sign and such further authorization is subject to the other provisions of this ordinance applicable to the encroachment of a sign authorized in the right-of-way of George M. Cochran Parkway.

Introduced: March 11, 2021

Adopted: March 11, 2021

Effective: March 11, 2021

ATTEST: /s/Morgan C. Smith

Morgan C. Smith

Interim Clerk of Council

/s/Andrea W. Oakes

Andrea W. Oakes

Mayor

**B. Public Hearing and Consideration of an Ordinance to Partially Exempt from Real Estate Taxation by Classification or Designation Property Located at 914 Middlebrook Avenue in the City of Staunton, Virginia and Proposed to be Developed by Middlebrook Trace VA LLC as Middlebrook Trace**

Rodney Rhodes, Senior Planner, stated that Middlebrook Trace VA, LLC., proposes to develop an 82-unit apartment complex at 914 Middlebrook Avenue that will serve low- and moderate-income families. The proposal is for two, 3-story buildings consisting of 40 units with two bedrooms and 42 units with three bedrooms. The site contains 24.34 acres and is zoned R-4 High Density Residential. Multi-family apartments are permitted in the R-4 District with administrative review/approval of a site plan. No further land use approvals are required. The proposed development is well within the density limits of the R-4 District.

Mr. Rhodes reiterated that this development is a federal tax credit project, therefore the developer is requesting three things from the Council. (1) a tax abatement ordinance; (2) a revitalization area resolution; and (3) authorization of the City Manager to submit a letter to Virginia Housing supporting the project for the allocation of federal tax credits.

The tax abatement ordinance request is for a tax abatement of \$2,000 per year for a period of three years. The developer estimates they will do about \$11.5 million worth of improvements to this property. Based on that figure and the current tax rate, the City Assessor estimates that the annual tax revenue would be \$109,000 starting in 2024 when the project is completed.

The revitalization area resolution will increase the developer's application score by 15 points. Although this area is not already established as a redevelopment area or conservation area, nor is it in a housing rehabilitation zone, if Council adopts the resolution, the project may qualify for the aforementioned points. Staunton's comprehensive plan supports low to moderate income housing, therefore support of this resolution helps the City move toward the Consolidated Plan directive established in 2019.

The purpose of the support letter is to communicate the City's support for the allocation of Federal Housing Tax Credits requested by the developer for the proposed development. Staff recommends that City Council approve all three of these items.

Mayor Oakes asked Council members if they had any questions.

Council members did not have any questions.

The public hearing was opened.

Callers:

Carter Hunter Hopkins, 632 West Frederick Street, asked if there was a sidewalk on Bridge Street and whether or not Council believed that people making \$7.25 an hour can be expected to pay half of their income on rent.

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

Vice Mayor Robertson moved that City Council, pursuant to Virginia Code § 58.1-3219.4, adopt the proposed ordinance, partially exempting from real estate taxation property located at 914 Middlebrook Avenue in the City of Staunton, Virginia and proposed to be developed by Middlebrook Trace VA LLC as Middlebrook Trace, as presented.

The motion was seconded by Mr. Holmes.

Ms. Mead stated that Council and staff need to make sure that in the future if the City is going to provide affordable housing for Staunton citizens that safe access to public transportation be a priority.

The motion carried as follows:

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Ms. Dull             | aye | Mr. Holmes  | aye |
| Ms. Darby            | aye | Ms. Mead    | aye |
| Mr. Claffey          | aye | Mayor Oakes | aye |
| Vice Mayor Robertson | aye |             |     |

Ordinance No. 2021-08

**AN ORDINANCE TO PARTIALLY EXEMPT FROM REAL ESTATE TAXATION  
BY CLASSIFICATION OR DESIGNATION  
PROPERTY LOCATED AT 914 MIDDLEBROOK AVENUE (PID 2896)  
IN THE CITY OF STAUNTON, VIRGINIA  
AND PROPOSED TO BE DEVELOPED BY MIDDLEBROOK TRACE VA LLC  
AS MIDDLEBROOK TRACE**

Recitals

414  
415       **A.** Middlebrook Trace VA LLC (Middlebrook Trace) has applied to the Council  
416 of the City of Staunton, Virginia, for an ordinance providing it with partial tax-exempt status  
417 from the City of Staunton on real property taxes relating to the proposed development of 914  
418 Middlebrook Avenue (PID 2896) (Property);

419  
420       **B.** Council desires to support and encourage the development of the Property by  
421 enacting an ordinance to provide Middlebrook Trace with a partial tax exemption from real  
422 property taxes;

423  
424       **C.** On March 11, 2021, Council held a public hearing in accordance with notice  
425 duly and lawfully published in *The News Leader*;

426  
427       **D.** Virginia Code § 58.1-3219.4 authorizes Council to enact such exemptions  
428 within the limitations therein prescribed and as may be prescribed by this Council; and

429  
430       **E.** These recitals are an integral part of this ordinance.

431  
432       **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton,  
433 Virginia, pursuant to § 58.1-3219.4 of the Code of Virginia that:

434  
435       **1.** The real property located of 914 Middlebrook Avenue (PID 2896) is to be  
436 partially exempted, as provided in this ordinance.

437  
438       **2.** At a public hearing duly and lawfully held on March 11, 2021, pursuant to  
439 public notice, the Council examined and considered Middlebrook Trace's proposal for partial  
440 tax exemption.

441  
442       **3.** Council hereby finds that:

443  
444       **A.** The Property, along with improvements currently located thereon, is  
445 assessed at a total of Two Hundred Forty-Three Thousand Nine Hundred Thirty and No/100  
446 Dollars (\$243,930.00) for tax year 2020, and the cost of the proposed improvements, as  
447 represented by Middlebrook Trace, is expected to be Eleven Million Four Hundred Eighty  
448 Thousand and No/100 Dollars (\$11,480,000.00).

449  
450       **B.** The real property taxes that were paid by the Property's owner for tax year  
451 2020, were Two Thousand Three Hundred Seventeen and 34/100 Dollars (\$2,317.34). The  
452 increase in value attributable to the proposed improvements could result in an increase of the  
453 amount of total tax on the Property in the amount of One Hundred Nine Thousand and No/100  
454 Dollars (\$109,000.00).

455  
456       **C.** Middlebrook Trace is an organization that proposes to develop housing  
457 structures for historically underprivileged residents of the City of Staunton, and nearby areas. The  
458 proposed development of the Property will serve the City of Staunton, and its residents, as an  
459 affordable housing option. Accordingly, Middlebrook Trace is eligible for a partial exemption

from the assessment of real property taxes as a result of such development under Virginia Code § 58.1-3219.4.

4. Council hereby exempts Middlebrook Trace from real property taxes assessed against the Property in the amount Two Thousand and No/100 Dollars (\$2,000.00) annually for a period of three (3) tax years from the date of final completion of such development, but in no event shall the exemption continue for more than five (5) tax years from the effective date of this ordinance.

5. The cost of the proposed improvements shall be presumed as shown on the building permit application submitted by Middlebrook Trace.

6. The exemption granted by this ordinance is contingent upon the following:

A. Middlebrook Trace's acquisition of record title to the Property; and

B. Middlebrook Trace providing housing predominately for persons with low to moderate income as defined by Virginia Housing.

Introduced: March 11, 2021

Adopted: March 11, 2021

Effective Date: March 11, 2021

/s/Andrea W. Oakes

Andrea W. Oakes, Mayor

ATTEST: /s/ Morgan C. Smith  
Morgan C. Smith  
Interim Clerk of Council

**C. Consideration of a Resolution to Designate Property Located at 914 Middlebrook Avenue as a Revitalization Area**

Vice Mayor Robertson moved that City Council, pursuant to Virginia Code § 36-55.30:2(A), adopt the proposed resolution designating property located at 914 Middlebrook Avenue as a revitalization area, as presented.

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

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Ms. Darby            | aye | Mr. Holmes  | aye |
| Mr. Claffey          | aye | Ms. Mead    | aye |
| Vice Mayor Robertson | aye | Mayor Oakes | aye |
| Ms. Dull             | aye |             |     |

**D. Consideration of Authorization of City Manager to Execute and Deliver to Virginia Housing Development Authority a Letter in Support of Allocation of Tax Credits to Middlebrook Trace VA LLC**

Mr. Holmes moved that the City Manager be authorized and directed to prepare and send to Virginia Housing a letter, substantially in the form attached as Attachment A, supporting the allocation of federal housing tax credits requested by the developer for the proposed development, as presented.

The motion was seconded by Steve Claffey and carried as follows:

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Vice Mayor Robertson | aye | Ms. Dull    | aye |
| Ms. Mead             | aye | Ms. Darby   | aye |
| Mr. Holmes           | aye | Mayor Oakes | aye |
| Mr. Claffey          | aye |             |     |

**RESOLUTION OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA,  
DESIGNATING 914 MIDDLEBROOK AVENUE (PID 2896)  
AS A REVITALIZATION AREA**

**RECITALS**

**A.** Pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, the City Council of the City of Staunton, Virginia, desires to designate 914 Middlebrook Avenue (PID 2896) as shown on Exhibit A attached hereto as a revitalization area;

**B.** 914 Middlebrook Avenue (PID 2896) is located in an area where the industrial, commercial, or other economic development of such area will benefit the City of Staunton but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and private enterprise and investment are not reasonably expected, without assistance, to produce the construction of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

**NOW, THEREFORE, BE IT RESOLVED,** by the Council of the City of Staunton, Virginia, that pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, 914 Middlebrook Avenue (PID 2896) is hereby designated as a revitalization area.

Adopted this \_\_\_\_ of \_\_\_\_\_, 2021.

/s/ Andrea W. Oakes  
Andrea W. Oakes, Mayor

Attest: /s/ Morgan C. Smith  
Morgan C. Smith  
Interim Clerk of Council

**E. Update on Progress of COVID-19 Vaccine Distribution**

Mr. Rosenberg stated that at the request Councilmember Amy Darby, this item has been added to Council's regular meeting agenda. Due to unforeseen circumstances, Dr. Laura Kornegay, health director of the Central Shenandoah Health District (CSHD), was unable to attend. Laura Lee Wright, Public Information Officer for the CSHD, was also unavailable, but provided Mr. Rosenberg with a statement to read.

He read the following: "Tomorrow, March 12th, marks the year anniversary since the first documented case of COVID- 19 in the Central Shenandoah Health District. Over the last 12 months, CSHD has reported 25,655 COVID-19 cases, 875 hospitalizations due to COVID-19, and 471 deaths due to COVID-19. In the City of Staunton specifically, there have been 2,488 COVID-19 cases, 77 hospitalizations due to COVID-19, and 69 deaths due to COVID-19.

In the City of Staunton, cases have been decreasing for the past 73 days, which is reflective of an overall decrease in cases throughout the Northwest region of the Commonwealth. Staunton's percent positivity is at 7-day average of 4.7%, a percentage that we have not seen since prior to the surge of cases in November. Overall, cases are decreasing, as well as hospitalizations and deaths due to COVID-19, which is great news. Furthermore, we now have three very effective COVID-19 vaccines available to our community members. Though we are seeing a decrease in cases coupled with an increase in COVID-19 vaccines, we need to continue to be vigilant in practicing mask wearing, social distancing, hand hygiene, and following quarantine and isolation protocol. This is especially true as we see more new variants of the virus that causes COVID-19 pop up across the Nation and in the Commonwealth.

To date, the Central Shenandoah Health District has dispensed over 35,000 COVID-19 vaccines to our community. This number is reflective of only the health districts efforts and does not capture the vaccine efforts of local healthcare partners. For the City of Staunton, approximately 11, 657 persons have received their first dose of the COVID-19 vaccine. Approximately 5,000 persons in Staunton are fully vaccinated. Though we experienced a slow vaccine rollout due to limited vaccine supplies at the Federal and State level, vaccines are coming and our local vaccine allocation continues to increase. The health district has access to all three COVID-19 vaccines available, including the two dose Moderna and Pfizer mRNA vaccines, and the first dose Johnson & Johnson viral vector vaccine.

CSHD and our healthcare partners are currently vaccinating persons in Phase 1a and Phase 1b. We recently expanded eligibility for persons in Phase 1b to include essential workers in food and agriculture, manufacturing, and grocery store workers (in conjunction with the essential worker groups we were already vaccinating which includes law enforcement/fire/hazmat, migrant labor camps/correctional facilities/homeless shelters, and K-12/childcare workers).

We have also expanded our vaccination efforts for individuals who are eligible for the COVID-19 vaccine based on age and/or medical condition. Currently, we are vaccinating persons age 65+ and persons 50-64 with certain medical conditions and disabilities. We expect to be expanding to other age groups who are eligible for the vaccine as a part of the persons age 16-64 with certain medical conditions and disabilities very soon.

We encourage everyone to pre-register for the COVID-19 vaccine by going to [vaccinate.virginia.gov](https://vaccinate.virginia.gov) or by calling 877-VAX-IN-VA (877-829-4682). Pre-registering for the COVID-19 vaccine is very important for everyone to do, no matter if they are eligible for the COVID-19 vaccine in Phase 1 or Phase 2. CSHD is transitioning our COVID-19 vaccine clinic appointment process from invitation-only to a combination of invitation-only and posting appointment slots on our website starting Sunday, March 7th. CSHD will be posting available appointment slots for the next day's clinics at 12:00 pm on our website. These appointments are based on vaccine availability.

CSHD will be continuing to use the State Pre-Registration database to pull names of eligible persons and inviting them to our clinics first. If there are still appointment slots that need to be filled, then these appointments will be available on our website. Persons who are pre-registered will receive priority access to vaccine appointments. We hope to make appointments more accessible to eligible community members and provide another way to register for an appointment. Our goal is to get vaccines in arms as quickly, efficiently, and equitably as possible. Our COVID-19 vaccine appointment webpage is: <https://www.vdh.virginia.gov/central-shenandoah/covid-19-vaccine-appointments/>."

Vice Mayor Robertson provided an update from the Augusta Health COVID clinic. As of this morning, Augusta Health had given 34,000 vaccinations. During the day an additional 700 were provided. The guidelines for Augusta Health are different for those interested in getting the vaccine at Augusta Health. Those aged 65 and above from Staunton, Augusta County or Waynesboro are eligible. As are those aged 45 to 64 with chronic health conditions. Augusta Health is mainly distributing the Pfizer vaccine, but on weekends are providing the Johnson & Johnson vaccine. The Vice Mayor encouraged everyone to get a vaccine no matter which kind and to sign up at [Augustahealth.com](https://Augustahealth.com).

Mayor Oakes asked Council members if they had any questions.

Ms. Mead asked the Vice Mayor if he was speaking as an authorized representative of Augusta Health. He responded that he was a pharmacist who works in the Augusta Health COVID clinic and had been given permission to relay the information.

Council members did not have any further questions.

**F. Resolution Requesting the Staunton Circuit Court to Appoint an Alternate Member to the Staunton Board of Equalization**

Charley Haney, City Assessor, stated that it would be beneficial to the City and its citizens if the Board of Equalization (BOE) had an alternate member of the board to more equitably and efficiently consider assessment appeals. The board is made up of citizens of the City of Staunton and at least one of those members must be a real estate professional. Currently the BOE has three members. Often there are times when a BOE member must recuse themselves from hearing an appeal or a taxpayer may request a board member recuse themselves. Therefore, supporting the resolution to have an alternate member appointed would help the BOE be more efficient.

Mayor Oakes asked Council members if they had any questions.

Ms. Mead asked if Mr. Haney had anyone in mind for the position and how these people are identified. Mr. Haney responded that he does have one person who volunteered if the position was created and he has another person in mind if the original does not accept. He stated that names of those interested come from professional connections and recommendations are welcome. Ultimately the Circuit Court Judge has to appoint them. Members must be a resident of the City; the majority must be freeholders and at least a third of the members have to be in the category of a real estate professional.

Council members did not have any questions.

Mr. Holmes moved that City Council adopt a resolution requesting the Staunton Circuit Court to appoint an alternate member to the Staunton Board of Equalization, as presented.

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

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Ms. Mead             | aye | Mr. Holmes  | aye |
| Ms. Dull             | aye | Ms. Darby   | aye |
| Vice Mayor Robertson | aye | Mayor Oakes | aye |
| Mr. Claffey          | aye |             |     |

**RESOLUTION  
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA  
REQUESTING THE CIRCUIT COURT FOR THE CITY OF STAUNTON, VIRGINIA  
TO APPOINT AN ALTERNATE MEMBER TO THE STAUNTON BOARD OF  
EQUALIZATION**

**Recitals**

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

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

C. The Board consists of three regular members, appointed by the Circuit Court for the City of Staunton who are appointed for three-year terms;

D. In addition to the appointment of regular members, at the request of the local governing body, the circuit court for any locality may appoint one alternate member to the Board;

E. Pursuant to Virginia Code § 58.1-3373, the qualifications and compensation of alternate members shall be the same as those of regular members. In the case of a three-member board, the alternate shall be appointed for a two-year term;

F. The City Assessor believes it would be in the best interests of the City and its citizens to have an alternate member appointed to the Board to serve during absences or abstentions of another member;

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

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

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

1. It **REQUESTS** the Circuit Court for the City of Staunton, Virginia to appoint an alternate member to the Board of Equalization, consistent with the provisions of Virginia Code § 58.1-3373(B), *et seq.*; and

2. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the Circuit Court for the City of Staunton, Virginia.

Introduced: March 11, 2021

Adopted: March 11, 2021

Effective: March 11, 2021

/s/ Andrea W. Oakes

Andrea W. Oakes

Mayor

ATTEST: /s/ Morgan C. Smith

Morgan C. Smith

Interim Clerk of Council

**G. Discussion and Introduction of Ordinance to Appropriate an Additional 20% of the FY2021 Adopted Budget**

Phil Trayer, Chief Finance Officer, stated that in response to the uncertainty of the pandemic, the City's budget was appropriated at a level of 60% to allow staff to assess the impact of the pandemic was having on revenue as the fiscal year unfolded. In December 2020 Council appropriated an additional 20% of the FY2021 Adopted Budget bringing the total appropriation up to 80% at that time. Revenues continue to flow into the City at a level to meet the FY 2021 Budget requirements.

Meals Taxes through January are down \$313,000 compared to the same time last year, but are \$317,000 above budget projections. Sales Taxes through December are up \$32,000 compared to the same time last year, and are \$645,000 above budget projections. Lodging Taxes through January are down \$223,000 compared to the same time last year, and are \$104,000 below budget projections. In addition, Real Estate, Personal Property and Business Occupational are all set to meet budget projections.

Given these overall positive variances, Mr. Trayer feels comfortable with suggesting the appropriation of the final 20% of the FY 2021 Budget.

The final request equals \$22,858,124 and does not require a public hearing as one was held during the budgeting process for the full budget amount.

City portion of the budget appropriation equals \$15,417,704 and the Schools portion of the budget appropriation equals \$7,440,420. Consideration of the ordinance is scheduled for March 25, 2021.

Mayor Oakes asked Council members if they had any questions.

Council members did not have any questions.

Vice Mayor Robertson moved to introduce an ordinance amending the fiscal year 2021 budget by adding an additional twenty percent (20%) of the FY2021 adopted budget in an amount equal to \$22,858,124.

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

|                      |     |             |     |
|----------------------|-----|-------------|-----|
| Mr. Holmes           | aye | Ms. Dull    | aye |
| Ms. Mead             | aye | Mr. Claffey | aye |
| Vice Mayor Robertson | aye | Mayor Oakes | aye |
| Ms. Darby            |     |             |     |

#### **MATTERS FROM THE CITY MANAGER**

Mr. Rosenberg stated that not only would new City Attorney John Blair be starting on Monday, but so would the new Communications Manager, Michelle Bixler. She will be introduced to Council at the March 25 meeting. He also provided an update on the safety improvements to Gypsy Hill Park. Some of those improvements include signage and pavement markings and other measures to address occasional conflicts among bicyclists, pedestrians and vehicles.

#### **MATTERS FROM THE PUBLIC**

Mayor Oakes 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. Before we begin, I’d like to share five basic ground rules that we ask you to respect as you make your remarks:

1. Please come to the podium, identify yourself, and complete your remarks within 5 minutes. The Mayor will let you know when you’ve reached your 5 minutes. So we ask that you please give your name, your address, and then keep your remarks at 5 minutes or less.

- 785 2. This is a time for us as a Council simply to listen to your remarks. In an effort to encourage  
786 and maintain orderly conduct, we will not engage in give and take debate. If you are  
787 seeking information, you may mention it during your remarks and the City Manager or his  
788 staff may get in touch with you in the days ahead.  
789
- 790 3. We ask that you direct your comments to Council as a whole and not to identify members  
791 of Council or to an individual employee of the City. If you want to take up an issue with  
792 an individual member of Council or an employee, please speak with us before or after the  
793 meeting. We are also accessible by phone, mail or email. Again, we ask that you direct  
794 your comments to the Council as a whole.  
795
- 796 4. We expect every speaker to be civil and courteous. Using profanity, making personal  
797 attacks on an individual, and doing anything that is disruptive to the orderly conduct of this  
798 meeting will not be tolerated.  
799
- 800 5. Finally, as the presiding officer, it is my duty to remind you that if you choose not to abide  
801 by these ground rules, I may find that you are out of order and will ask you to withdraw  
802 from the podium. We certainly do not want to reach that point and even beyond, so we  
803 respectfully ask for your full cooperation in observing these guidelines.  
804

805 When you reach 5 minutes, I will let you know. If you continue to speak, I will ask you  
806 to step away from the podium, and a third time I will ask you to please stop speaking and  
807 step away from the podium. Otherwise, you may be charged with disorderly conduct  
808 under Virginia Code Section 18.2-415.A.2.  
809

810 If you wish, you may obtain a copy of the ground rules from our Clerk of Council, Ms. Simmons.  
811 And now, we welcome all speakers. The podium is now available for matters from the public.”  
812

813 Speaking in person were:  
814

815 Rusty Ashby, 917 Powhatan Street, thanked City Council for supporting his appointment to the  
816 Economic Development Authority. He also stated that he was looking forward to a time when  
817 meetings could once again be in person.  
818

819 Deborah Kushner, 1311 North Augusta Street, encourages Council to denounce the violence of  
820 January 6, 2021 and would appreciate a response regarding the Staunton Equity Coalition’s request  
821 for an equity officer. She spoke against the purchase of golf carts for the golf course and the  
822 expansion of the Middle River Regional Jail. She also suggested renovation of Booker T.  
823 Washington to be used as a community center.  
824

825 There was no one else to speak in person.  
826

827 Callers on the line included:  
828

Kim Miller, Middlebrook Avenue, opposed the Council making a statement on the January 6, 2021 incident. She opined that the COVID-19 pandemic had wreaked havoc on the citizens and businesses of Staunton. She encouraged reopening safely now.

Baldwin Jennings, 332 Sharon Lane, spoke on the need for landscaping around the entrance way signs to the City.

David Copper, 1603 Ridgeway Drive, asked that Council oppose the expansion of the Middle River Regional Jail and that Council make a statement in regards to January 6, 2021.

Julie Scofield, Lake Avenue, asked Council to condemn the actions of January 6, 2021 and that they oppose the expansion of the Middle River Regional Jail.

Sheila Ahmadi, College Park, requested that City Council make a statement concerning January 6, 2021. She also spoke against the expansion of the Middle River Regional Jail.

James Mills, 1500 North Coalter Street, thanked City Council for discussing the COVID-19 vaccine and encouraging everyone to get vaccinated. He also spoke out against the Middle River Regional Jail expansion.

Nitch Narduzzi, South Jefferson Street, spoke in opposition of the Middle River Regional Jail expansion.

Linda Shalash, Spring Hill Road, asked that Council condemn the actions of January 6, 2021. She also spoke in opposition of the purchase of golf carts and the expansion of the Middle River Regional Jail.

Barbara Lee, 904 Rockway Street, conveyed to Council her sentiments concerning Council's prior vote regarding the November election and the January 6 events in D. C.

There were no other callers on the line.

### **ADJOURNMENT**

There being no further business to come before Council, the meeting adjourned at 9:27 p.m.

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Morgan C. Smith  
Interim Clerk of Council

# CITY COUNCIL



# AGENDA BRIEFING

Staunton, VA

|                 |                                                                            |                                                                                 |
|-----------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Meeting Date:   | March 25, 2021                                                             | Phil Trayer<br>Chief Finance Officer<br><br>Steven L. Rosenberg<br>City Manager |
| Item #          | C                                                                          |                                                                                 |
| Ordinance #     |                                                                            |                                                                                 |
| Department:     | Finance<br>City Manager’s Office                                           |                                                                                 |
| Council Vision: | Responsive, Efficient Government                                           |                                                                                 |
| Subject:        | Ordinance to Appropriate an Additional 20% of the<br>FY2021 Adopted Budget |                                                                                 |

**Background:** The FY2021 budget was adopted on May 14, 2020 in the amount of \$114,290,621. Recognizing the challenging realities created by the consequences of the global COVID-19 pandemic emergency-disaster and its potential impact on FY2021's revenues, it was decided to appropriate sixty percent (60%) of the approved budget at that time. In December 2020, Council appropriated an additional 20% of the approved FY2021 budget, bringing the total appropriation for FY2021 to 80% of the approved budget. Per Section 2 of City Ordinance No. 2020-08 (attached), Council has an option to appropriate additional funds at its discretion. Because this ordinance does not affect the amount of the previously approved FY2021 budget but only authorizes staff to allow expenditures up to 100% of the approved FY2021 budget, no public hearing is required.

After eight months, much of the uncertainty of the economic impact has decreased. The local economic impact as of this date, while it remains significant, continues to be less severe than projected earlier this year. Accordingly, staff recommends that Council appropriate the final twenty percent (20%), or \$22,858,124, of the FY2021 adopted budget at this time. This will bring the total appropriation up to eighty percent (100%) or, \$114,290,621, of the adopted budget.

The proposed FY2021 Budget Appropriation Ordinance totals \$22,858,124 (additional City appropriation of \$15,417,704 and additional Schools appropriation of \$7,440,420), as detailed below.

| <b>Fund</b>                | <b>Additional<br/>Appropriation</b> |
|----------------------------|-------------------------------------|
| General Fund               | \$ 11,274,940                       |
| Debt Service               | 968,883                             |
| Blue Ridge Court Services  | 218,595                             |
| Water Fund                 | 1,009,362                           |
| Sewer Fund                 | 912,479                             |
| Parking Fund               | 108,024                             |
| Stormwater Fund            | 258,463                             |
| Environmental Fund         | 666,959                             |
| <b>Sub Total</b>           | <b>\$ 15,417,704</b>                |
| Education Fund             | \$ 6,494,295                        |
| Cafeteria Fund             | 294,342                             |
| School Textbook Fund       | 55,455                              |
| State Operated Programs    | 596,329                             |
| <b>Sub Total</b>           | <b>\$ 7,440,420</b>                 |
| <b>Total Appropriation</b> | <b>\$ 22,858,124</b>                |

The ordinance was introduced at Council's meeting on March 11, 2021, and is scheduled for consideration on March 25, 2021.

**Attachments:**

Attachment 1—Proposed Ordinance - FY2021 Adopted Budget Additional Appropriation

Attachment 2—City Ordinance No. 2020-08

**City Manager:** Recommend the ordinance be adopted.

**Suggested Motion:** I move to adopt an ordinance amending the fiscal year 2021 budget by adding an additional twenty percent (20%) of the FY2021 adopted budget in an amount equal to \$22,858,124, as presented.

**City Manager:** Steven L. Rosenberg

**CITY OF STAUNTON, VIRGINIA  
FY 2021 ADOPTED BUDGET ADDITIONAL APPROPRIATION**

**GENERAL FUND****ANTICIPATED REVENUE**

|                           |                      |
|---------------------------|----------------------|
| General Property Taxes    | \$ 5,072,150         |
| Other Local Taxes         | 2,592,900            |
| Commonwealth of Virginia  | 2,519,778            |
| Current Service Charges   | 360,667              |
| Federal Revenue           | 256,995              |
| Recovered Costs           | 232,375              |
| Licenses and Permits      | 47,080               |
| Use of Money and Property | 49,300               |
| Fines and Forfeitures     | 46,400               |
| Miscellaneous             | 97,296               |
| Total Revenue             | <u>\$ 11,274,940</u> |

**APPROPRIATIONS**

|                                          |                      |
|------------------------------------------|----------------------|
| Transfer to Education Fund               | \$ 2,408,882         |
| Public Safety                            | 2,408,704            |
| Health and Welfare                       | 1,472,476            |
| Public Works                             | 1,194,353            |
| General Government Administration        | 1,220,092            |
| Transfer to Debt Service Sinking Fund    | 968,883              |
| Parks, Recreation, Library, and Cultural | 734,044              |
| Judicial Administration                  | 447,951              |
| Community Development                    | 417,755              |
| Transfer to the City CIP Fund            | -                    |
| Educational Agency Contributions         | 1,800                |
| Total Appropriations                     | <u>\$ 11,274,940</u> |

**DEBT SERVICE SINKING FUND****ANTICIPATED REVENUE**

|                                |                   |
|--------------------------------|-------------------|
| Transfer from the General Fund | \$ 968,883        |
| Total Revenue                  | <u>\$ 968,883</u> |

**APPROPRIATIONS**

|                      |                   |
|----------------------|-------------------|
| Debt                 | \$ 968,883        |
| Total Appropriations | <u>\$ 968,883</u> |

**CAPITAL IMPROVEMENTS PROJECT FUND****ANTICIPATED REVENUE**

|                                |            |
|--------------------------------|------------|
| Transfer from the General Fund | <u>\$0</u> |
| Total Revenue                  | <u>\$0</u> |

**APPROPRIATIONS**

|                      |            |
|----------------------|------------|
| Capital Improvements | <u>\$0</u> |
| Total Appropriations | <u>\$0</u> |

**BLUE RIDGE COURT SERVICES FUND****ANTICIPATED REVENUE**

|                                   |                   |
|-----------------------------------|-------------------|
| Non Capital Grants/ Contributions | \$ 158,941        |
| Miscellaneous                     | 23,574            |
| Charges for Services              | 36,080            |
| Total Revenue                     | <u>\$ 218,595</u> |

**APPROPRIATIONS**

|                      |                   |
|----------------------|-------------------|
| Operations           | <u>\$ 218,595</u> |
| Total Appropriations | <u>\$ 218,595</u> |

**WATER FUND****ANTICIPATED REVENUE**

|                     |    |           |
|---------------------|----|-----------|
| Charges for Service | \$ | 927,245   |
| General Revenues    |    | 82,117    |
| Total Revenue       | \$ | 1,009,362 |

**APPROPRIATIONS**

|                      |    |           |
|----------------------|----|-----------|
| Operations           | \$ | 689,143   |
| Debt                 |    | 204,219   |
| Capital              |    | 116,000   |
| Total Appropriations | \$ | 1,009,362 |

**SEWER FUND****ANTICIPATED REVENUE**

|                      |    |         |
|----------------------|----|---------|
| Charges for Services | \$ | 781,000 |
| General Revenues     |    | 131,479 |
| Total Revenue        | \$ | 912,479 |

**APPROPRIATIONS**

|                      |    |         |
|----------------------|----|---------|
| Operations           | \$ | 481,180 |
| Debt                 |    | 282,241 |
| Capital              |    | 149,058 |
| Total Appropriations | \$ | 912,479 |

**PARKING FUND****ANTICIPATED REVENUE**

|                      |    |         |
|----------------------|----|---------|
| Charges for Services | \$ | 89,100  |
| General Revenues     |    | 18,924  |
| Total Revenue        | \$ | 108,024 |

**APPROPRIATIONS**

|                      |    |         |
|----------------------|----|---------|
| Operations           | \$ | 64,741  |
| Debt                 |    | 35,683  |
| Capital              |    | 7,600   |
| Total Appropriations | \$ | 108,024 |

**STORMWATER FUND****ANTICIPATED REVENUE**

|                      |    |         |
|----------------------|----|---------|
| Charges for Services | \$ | 157,000 |
| General Revenues     |    | 101,463 |
| Total Revenue        | \$ | 258,463 |

**APPROPRIATIONS**

|                      |    |         |
|----------------------|----|---------|
| Operations           | \$ | 76,483  |
| Capital              |    | 181,980 |
| Total Appropriations | \$ | 258,463 |

**ENVIRONMENTAL FUND****ANTICIPATED REVENUE**

|                                   |    |         |
|-----------------------------------|----|---------|
| Charges for Services              | \$ | 641,729 |
| General Revenues                  |    | 24,000  |
| Non Capital Grants/ Contributions |    | 1,230   |
| Total Revenue                     | \$ | 666,959 |

**APPROPRIATIONS**

|                      |    |         |
|----------------------|----|---------|
| Operations           | \$ | 539,558 |
| Capital              |    | 127,401 |
| Total Appropriations | \$ | 666,959 |

**EDUCATION FUND****ANTICIPATED REVENUE**

|                                |    |           |
|--------------------------------|----|-----------|
| Commonwealth of Virginia       | \$ | 3,196,898 |
| Transfer from the General Fund |    | 2,408,882 |
| Federal Government             |    | 510,971   |
| Charges for Services           |    | 184,397   |
| General Revenues               |    | 193,147   |
| Total Revenue                  | \$ | 6,494,295 |

**APPROPRIATIONS**

|                                         |    |           |
|-----------------------------------------|----|-----------|
| Administration and Operation of Schools | \$ | 6,494,295 |
| Total Appropriations                    | \$ | 6,494,295 |

**CAFETERIA FUND**

**ANTICIPATED REVENUE**

|                     |    |         |
|---------------------|----|---------|
| Operating Grants    | \$ | 251,542 |
| Charges for Service |    | 37,726  |
| General Revenues    |    | 5,074   |
| Total Revenue       | \$ | 294,342 |

**APPROPRIATIONS**

|                      |    |         |
|----------------------|----|---------|
| Operations           | \$ | 294,342 |
| Total Appropriations | \$ | 294,342 |

**SCHOOL TEXTBOOK FUND**

**ANTICIPATED REVENUE**

|                          |    |        |
|--------------------------|----|--------|
| Commonwealth of Virginia | \$ | 33,955 |
| General Revenues         |    | 21,500 |
| Total Revenue            | \$ | 55,455 |

**APPROPRIATIONS**

|                      |    |        |
|----------------------|----|--------|
| Operations           | \$ | 55,455 |
| Total Appropriations | \$ | 55,455 |

**SCHOOL CAPITAL IMPROVEMENTS PROJECT FUND**

**ANTICIPATED REVENUE**

|                  |  |     |
|------------------|--|-----|
| General Revenues |  | \$0 |
| Total Revenue    |  | \$0 |

**APPROPRIATIONS**

|                      |  |     |
|----------------------|--|-----|
| Capital Improvements |  | \$0 |
| Total Appropriations |  | \$0 |

**STATE OPERATED PROGRAMS**

**ANTICIPATED REVENUE**

|                  |    |         |
|------------------|----|---------|
| Operating Grants | \$ | 506,802 |
| General Revenues |    | 89,527  |
| Total Revenue    | \$ | 596,329 |

**APPROPRIATIONS**

|                      |    |         |
|----------------------|----|---------|
| Operations           | \$ | 596,329 |
| Total Appropriations | \$ | 596,329 |

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**Grand Total Revenues**

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**\$ 22,858,124**

**Grand Total Expenditures**

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**\$ 22,858,124**

INTRODUCED: March 11, 2021

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Effective Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Morgan C. Smith  
Interim Clerk of Council

CERTIFIED: \_\_\_\_\_

Andrea Oakes  
Mayor of Council

**Ordinance No. 2020-08**

**AN ORDINANCE ESTABLISHING AND APPROVING A BUDGET FOR THE  
SCHOOL BOARD OF THE CITY OF STAUNTON, AND FOR THE  
CITY OF STAUNTON, VIRGINIA, BOTH SEPARATELY AND  
COLLECTIVELY FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021,  
APPROPRIATING FUNDS AT SIXTY PERCENT (60%) OF SUCH APPROVED  
BUDGETED AMOUNTS FOR PUBLIC PURPOSES FOR SUCH FISCAL YEAR,  
SUBJECT TO FUTURE APPROPRIATION AMENDMENT(S);  
ESTABLISHING A TAX RATE ON TAXABLE PERSONAL PROPERTY,  
REAL ESTATE AND PROPERTY OF PUBLIC SERVICE CORPORATIONS;  
ESTABLISHING AND IMPOSING A SERVICE CHARGE ON  
CERTAIN REAL PROPERTY EXEMPT FROM TAXATION;  
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE  
CITY OF STAUNTON, VIRGINIA, RELATING TO TAXES, LICENSES,  
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND  
ALL ORDINANCES RELATING TO THE TIME OF  
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN  
SPECIFICALLY MODIFIED**

**Recitals**

**A.** Beginning as early as the fall of the previous year, future budget year fiscal planning involves an extensive process that includes departmental and other reviews and funding requests and individual meetings with representatives of the departments and of other public bodies and public officials funded by or through the City of Staunton.

**B.** As the budget planning process for fiscal year 2021 was well under way, to such an extent that the City Manager had already formulated a recommended fiscal year 2021 budget, the emergency and disaster circumstances of the global COVID-19 pandemic hit. That pandemic has led to shelter-at-home and business closure orders of the Governor of Virginia, having an unprecedented impact on individuals, businesses, and non-profit organizations, and on state and local government financial and operational aspects.

**C.** When the City Manager initially presented the recommended fiscal year 2021 budget to Council on March 26, 2020, the City Manager emphasized that the recommended budget would require significant review and changes, given the predicted significant impact that the global COVID-19 pandemic emergency and disaster would have

on City revenues, with businesses having to close and individuals sheltering at home, consistent with federal guidelines and actions of the Governor of Virginia.

D. Circumstances were such that Council took various emergency-disaster actions related to the COVID-19 pandemic circumstances, including those reflected in ordinances 2020-04 and 2020-05.

E. In the meantime, the City Manager implemented prudential measures that included hiring and spending freezes and capital project expenditures review, and other measures such as termination of certain part-time employees, to protect the City's fiscal condition in light of evolving circumstances.

F. On April 23, 2020, City Council conducted a public hearing on the budget ordinance based on the City Manager's initial recommended budget and first introduced on March 26, 2020, which public hearing was advertised in *The News Leader*. City Council also encouraged other input on the proposed budget and its members have remained receptive to citizen input even as the process of review and discussion has continued.

G. The City Manager, with the leadership of the chief finance officer of the City, developed further data, and Council has conducted several budget work sessions as part of a careful, systemic review of City finances to position the City to responsibly manage the fiscal and budgetary challenges currently and in the year ahead.

H. The City Manager now has briefed Council several additional times, and Council members have discussed at length the budget implications.

I. In light of all of the considerations and discussions, the City Manager has proposed a fundamentally altered budget recommendation for fiscal year 2021, reflecting reductions from his originally formulated budget of as much as \$7,862,905 that, among other things, includes a plan for mandated employee furlough.

J. Council, recognizing the challenging realities created by the consequences of the global COVID-19 pandemic emergency and disaster, concurs with the City Manager and even has committed to reflect in its own future net salary the pay adjustments that align with the furlough that employees will experience.

K. Even with all of these actions, the City Manager and Council believe that unlike in any other years, it is prudent to approve annual budgets for the School Board and for the City yet authorize in this ordinance an appropriation that is a percentage of the annual budgets approved, appreciating that only the act of appropriation authorizes the expenditure of funds and that the City Manager will continue to review further developments and bring to the City Council one or more appropriation ordinances that would amend the appropriation authorized by this ordinance.

L. This matter has been properly advertised, heard, and considered.

**M.** These recitals are deemed an integral part of this ordinance.

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

**SECTION 1.** The following budget of the School Board of the City of Staunton and of the City of Staunton, separately and collectively, as annexed and reflected and incorporated by reference, totaling **\$114,290,621** for the City of Staunton, Virginia for the fiscal year beginning July 1, 2020 and ending June 30, 2021 is hereby proposed, approved and adopted:

**(SEE ATTACHED BUDGET(S), incorporated by reference)**

**SECTION 2.** Public revenues of the City of Staunton, Virginia are hereby appropriated for public purposes for the fiscal year beginning July 1, 2020, and ending June 30, 2021, at **sixty percent (60%)** thereof as set forth in the appropriate Section of such budget, with the recognition and stipulation that budget approval is not an appropriation of funds and only those funds as appropriated at such percentage and no more are set aside and may be spent, subject to future appropriation amendment(s) by ordinance as may be adopted by City Council.

**SECTION 3.**

3.1. The tax rate for all real estate, including real estate owned by public service corporations, subject to tax for the calendar year beginning January 1, 2020, shall be and is fixed at \$0.95 per \$100.00 of assessed value of such property per year, with assessed values being established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January of every odd numbered year.

3.2. All real property and improvements located in the Downtown Service District is subject to an additional tax for the calendar year beginning January 1, 2020, which shall be and is fixed at a rate of \$0.15 (fifteen cents) per \$100.00 of assessed value of such property for calendar year 2020. Assessed values for the Downtown Service District shall be established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January 1 of every odd numbered year.

3.3. These rates shall continue until modified by action of the Council of the City of Staunton, Virginia.

**SECTION 4.**

4.1. The tax rate for all personal property, including vehicles owned by public service corporations (but excluding machinery and tools, referenced and defined in Section 58.1-3507 of the Code of Virginia, as amended), subject to tax for the calendar year beginning January 1, 2020, shall be fixed at \$2.90 per \$100.00 of assessed value per year.

4.2. The tax rate for machinery and tools as defined in Section 58.1-3507 of the Code of Virginia, as amended, subject to tax for the calendar year beginning January 1, 2020, shall be and is fixed at \$1.24 per \$100.00 of assessed value per year.

**SECTION 5.** For the period of July 1, 2020, through June 30, 2021, certain categories of property exempted from taxation under Section 58.1-3600 et seq. of the Code of Virginia, as amended, shall be assessed and have imposed a fee or service charge based on the assessed value of the real estate and the amount which the City of Staunton expended in the year preceding for police and fire protection and, in the case of faculty and staff housing of an educational institution, the cost of public school education. The categories of property eligible for such assessment, and the method for calculating the assessment, are prescribed in Section 58.1-3400 et seq. of the Code of Virginia, as amended.

**SECTION 6.** The rate of service charge or fee imposed for property subject to such charge or fee under Section 5 of this ordinance shall be and is fixed and imposed at \$0.19 per annum per \$100.00 of assessed value and \$0.48 per annum per \$100.00 of assessed value for faculty and staff housing of an educational institution for the 2020 calendar year. The service charge shall be and is payable in one installment on December 15, 2020. Any service charge not paid when due shall bear interest computed at the rate of 10% per annum from the due date until paid.

**SECTION 7.** The real estate lawfully owned by the County of Augusta lying wholly or partly in the corporate limits of the City of Staunton, Virginia, shall be exempt from the service charge imposed by Section 5 of this ordinance.

**SECTION 8.** It is the intention of Sections 5, 6 and 7 of this ordinance to conform to and meet all the requirements of Section 58.1-3400 et seq. of the Code of Virginia, as amended, and they shall be read and construed accordingly.

**SECTION 9.** The annual salary for each member of the Council of the City of Staunton, Virginia, is hereby established as follows and shall remain in effect until formal action is taken to amend this ordinance:

|                |           |
|----------------|-----------|
| Mayor          | \$ 11,000 |
| Vice-Mayor     | \$ 10,000 |
| Council Member | \$ 10,000 |

The following respective annual amounts, however, shall be voluntarily returned pro rata bimonthly as to each such salary by an amount equal to 3.85% of the salary, as already requested by each individual member of Council, to a contra account which then periodically shall be credited to the general fund of the City, with the stipulation that this action does not alter the salaries above as established in this ordinance: Mayor \$424; Vice-Mayor \$385; and Council Members, \$385.

**SECTION 10.**

10.1. The City Manager is hereby authorized to transfer funds from one line item to another line item within each Fund of such budget, with the exception of the general contingency account.

10.2. Authorization is hereby given to the City Manager to withhold or postpone the expenditure of any funds appropriated by and in this ordinance when it appears to the City Manager that it would be in the best interests of the City for such expenditure to be withheld; but, this provision shall not in any way limit or restrict the right of the Council of the City of Staunton, Virginia, in its sole discretion to the fullest extent permitted by law, to direct immediate disbursement of any appropriated funds when the Council of the City of Staunton, Virginia, is of the opinion that the funds should be expended regardless of the position or action or inaction of the City Manager.

**SECTION 11.** Any ordinance in conflict with this ordinance is hereby repealed to the extent and only to the extent that such conflict exists. However, all ordinances not in conflict with this ordinance shall continue in effect, including specifically all ordinances of the City of Staunton, Virginia relating to taxes, licenses, fees, service charges, costs and payment and collection thereof continuing in effect except as herein specifically modified.

**SECTION 12.** If any part of this ordinance is found to be invalid by competent authority, the remaining portions of this ordinance shall continue in effect to the fullest extent permitted by law.

INTRODUCED: March 26, 2020

PUBLIC HEARING ADVERTISE DATE: April 16, 2020

PUBLIC HEARING DATE: April 23, 2020

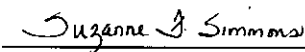
ADOPTED: May 14, 2020

EFFECTIVE DATE: July 1, 2020



Carolyn W. Dull, Mayor

ATTEST:

  
Suzanne F. Simmons  
Clerk of Council