

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
March 24, 2022
5:00 p.m.**

- | | | |
|------------------|-----------|---|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:10 p.m. | 2. | Presentation of the Proposed FY2023 Budget by the Interim City Manager |
| 6:00 p.m. | | Break |
| 6:20 p.m. | 3. | Discussion about Voting Registrar Space and Storage Needs |
| 6:40 p.m. | 4. | Roll Call |
| 6:50 p.m. | 5. | Closed Session for Discussion of the Award of a Public Contract for Architectural Services |
| 7:15 p.m. | | Break |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
March 24, 2022
7:30 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence – Darby

Mayor’s Report

Proclamation – National Public Health Week 2022

Proclamation – Ms. Senior America Day 2022

Proclamation – Local Government Education Week 2022

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of March 10, 2022

REGULAR MEETING

- A. Recognition of Fire & Rescue Chief Scott Garber in Receipt of Virginia Fire Chief of the Year**
- B. Recognition of Matthew Robertson for Years of Service to the City of Staunton**
- C. Recognition of Susan Sutton for Years of Service to the City of Staunton**
- D. Introduction of the FY2023 Budget Ordinance**
- E. Introduction of Ordinance to Increase Environmental Fund Fee Rates**
- F. Appointment of Interim City Manager as Representative to Select Public Bodies and Authorization for Interim City Manager to Designate an Alternate Representative to Select Public Bodies**

- G. Discussion and Consideration of Personal Policy Manual Update- Holidays and Holiday Pay**
- H. Discussion and Consideration of FY2023 Holiday Schedule**
- I. Discussion of Cancellation of Summer City Council Meeting(s)**

Matters from the Interim City Manager

Matters from the Public*

Adjournment

***Public Participation**

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

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

Fire & Rescue Department: FM Global is accepting applications for Fire Prevention Grants from local government agencies currently performing fire prevention related activities and duties. This grant funding allows fire departments and brigades, as well as national, state, regional, local and community organizations to apply for funding to support a wide array of fire prevention, preparedness and control efforts, including pre-incident planning, fire prevention education/training and arson prevention/fire investigation. The Fire & Rescue Department has not been able to update its current photography equipment, 2008 model, utilized by the Deputy Fire Marshal due to budget restraints. The funding will aid in our ability to document fire investigation scenes. The equipment will also be utilized to improve our pre-incident planning by documenting tactics and concerns for target hazards in our community. The cameras will also be used to help with our fire prevention activities and documenting public education events to share outreach with the community we serve.

Grant Amount: \$1,973.79 (No match required)

Application Due Date: Thursday, March 31, 2022

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	March 24, 2022	City Council
Item #	1	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Work Session and Regular Meeting Agendas	

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

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

Interim City Manager: Leslie Beauregard

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- H. Discussion and Consideration of FY2023 Holiday Schedule**
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Matters from the Interim City Manager

Matters from the Public*

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Grant Amount: \$1,973.79 (No match required)

Application Due Date: Thursday, March 31, 2022

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 24, 2022	Leslie Beauregard Interim City Manager Phil Trayer Chief Finance Officer
Item #	2 & D	
Department:	City Manager’s Office Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Introduction of an Ordinance Proposing a Budget for Fiscal Year 2023	

Background: The Interim City Manager will present the FY 2023 Proposed 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 2023 Budget Ordinance

Attachment 2—FY 2023 Budget Calendar

Interim City Manager's Recommendation: Recommend introduction of the Fiscal Year 2023 Budget Ordinance, as presented.

Suggested Motion: I move to introduce the Fiscal Year 2023 Budget Ordinance for the City of Staunton and to schedule a public hearing on the proposed ordinance during Council's regular meeting on April 14, 2022.

Interim City Manager: Leslie Beauregard

Ordinance No. 2022-

**AN ORDINANCE ESTABLISHING A BUDGET FOR THE
CITY OF STAUNTON, VIRGINIA, FOR THE FISCAL YEAR
BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023,
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 **\$142,967,876** for the City of Staunton, Virginia for the fiscal year beginning July 1, 2022 and ending June 30, 2023 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, 2022, and ending June 30, 2023, 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 \$0.92 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, 2022, which shall be and is fixed at \$0.15 (fifteen cents) per \$100.00 of assessed value of such property for calendar year 2022. 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, 2022, 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, 2022 shall be and is fixed at \$1.24 per \$100.00 of assessed value per year.

SECTION 5. For the period of July 1, 2022, through June 30, 2023, 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 2022 calendar year. The service charge shall be and is payable in one installment on December 15, 2022. 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 Section 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 24, 2022

PUBLIC HEARING ADVERTISE DATE: March 30, 2022

PUBLIC HEARING DATE: April 14, 2022

ADOPTED:

EFFECTIVE DATE: July 1, 2022

Andrea W. Oakes, Mayor

ATTEST:

Kiley A. Kesecker
Clerk of Council

**CITY OF STAUNTON, VIRGINIA
FY 2023 PROPOSED BUDGET**

GENERAL FUND

ANTICIPATED REVENUE

	BUDGET
General Property Taxes	\$ 28,501,011
Other Local Taxes	17,233,830
Commonwealth of Virginia	13,218,468
Current Service Charges	1,896,693
Federal Revenue	1,580,640
Recovered Costs	1,177,000
Licenses and Permits	201,950
Use of Money and Property	109,200
Fines and Forfeitures	237,500
Miscellaneous	<u>1,036,648</u>
Total Revenue	\$ 65,192,940

APPROPRIATIONS

Transfer to Education Fund	\$ 14,700,000
Public Safety	14,950,796
Health and Welfare	7,946,604
Public Works	7,058,816
General Government Administration	6,385,690
Transfer to Debt Service Sinking Fund	4,160,736
Parks, Recreation, Library, and Cultural	4,444,415
Judicial Administration	2,734,688
Community Development	2,802,195
Transfer to the City CIP Fund	-
Educational Agency Contributions	<u>9,000</u>
Total Appropriations	\$ 65,192,940

DEBT SERVICE SINKING FUND

ANTICIPATED REVENUE

Transfer from the General Fund	\$ 5,386,569
Total Revenue	<u>\$ 5,386,569</u>

APPROPRIATIONS

Debt	<u>\$ 5,386,569</u>
Total Appropriations	\$ 5,386,569

BLUE RIDGE COURT SERVICES FUND

ANTICIPATED REVENUE

Non Capital Grants/ Contributions	\$ 952,935
Miscellaneous	132,806
Charges for Services	207,115
Total Revenue	<u>\$ 1,292,856</u>

APPROPRIATIONS

Operations	<u>\$ 1,292,856</u>
Total Appropriations	\$ 1,292,856

WATER FUND**ANTICIPATED REVENUE**

Charges for Service	\$	4,386,001
General Revenues		3,113,870
Proceeds from Debt Issuance		3,450,000
Total Revenue	\$	10,949,871

APPROPRIATIONS

Operations	\$	4,259,037
Debt		525,834
Capital		6,165,000
Total Appropriations	\$	10,949,871

SEWER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	3,908,177
General Revenues		2,207,020
Grant Contributions		3,750,000
Total Revenue	\$	9,865,197

APPROPRIATIONS

Operations	\$	3,423,470
Debt		872,762
Capital		5,568,965
Total Appropriations	\$	9,865,197

PARKING FUND**ANTICIPATED REVENUE**

Charges for Services	\$	318,200
General Revenues		233,243
Total Revenue	\$	551,443

APPROPRIATIONS

Operations	\$	373,278
Debt		178,165
Total Appropriations	\$	551,443

STORMWATER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	773,900
General Revenues		1,139,101
Total Revenue	\$	1,913,001

APPROPRIATIONS

Operations	\$	963,001
Capital		950,000
Total Appropriations	\$	1,913,001

ENVIRONMENTAL FUND**ANTICIPATED REVENUE**

Charges for Services	\$	3,664,434
General Revenues		623,311
Non Capital Grants/ Contributions		10,000
Total Revenue	\$	4,297,745

APPROPRIATIONS

Operations	\$	3,127,725
Capital		1,170,020
Total Appropriations	\$	4,297,745

EDUCATION FUND**ANTICIPATED REVENUE**

Commonwealth of Virginia	\$	20,119,360
Transfer from the General Fund		14,700,000
Federal Government		1,613,036
Charges for Services		216,271
General Revenues		1,262,171
Total Revenue	\$	37,910,838

APPROPRIATIONS

Administration and Operation of Schools	\$	37,910,838
Total Appropriations	\$	37,910,838

CAFETERIA FUND

ANTICIPATED REVENUE

Operating Grants	\$ 1,684,356
Charges for Service	4,900
General Revenues	184,839
Total Revenue	<u>\$ 1,874,095</u>

APPROPRIATIONS

Operations	<u>\$ 1,874,095</u>
Total Appropriations	<u>\$ 1,874,095</u>

SCHOOL TEXTBOOK FUND

ANTICIPATED REVENUE

Commonwealth of Virginia	\$ 205,788
General Revenues	135,316
Total Revenue	<u>\$ 341,104</u>

APPROPRIATIONS

Operations	<u>\$ 341,104</u>
Total Appropriations	<u>\$ 341,104</u>

SCHOOL CAPITAL IMPROVEMENTS PROJECT FUND

ANTICIPATED REVENUE

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

APPROPRIATIONS

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

STATE OPERATED PROGRAMS

ANTICIPATED REVENUE

Operating Grants	\$ 2,812,915
General Revenues	479,302
Total Revenue	<u>\$ 3,292,217</u>

APPROPRIATIONS

Operations	<u>\$ 3,292,217</u>
Total Appropriations	<u>\$ 3,292,217</u>

Grand Total Revenues	\$ 142,967,876
Grand Total Expenditures	\$ 142,967,876
Balance	(\$0)

INTRODUCED: March 24, 2022

Approved this _____ day of ____ 2022

Effective Date: _____

ATTEST: _____ Kiley

A. Kesecker

Clerk of Council

CERTIFIED: _____

Andrea W. Oakes

Mayor of Council

CITY OF STAUNTON, VIRGINIA
FY 2023 BUDGET SCHEDULE
(July 1, 2022 - June 30, 2023)

CITY OF STAUNTON		
	City Budget Schedule	
<i>Budget Call/ Notice</i>	October 8, 2021	
<i>City Manager / School Superintendent /Finance Review</i>	November 17, 2021	
<i>Budget Submission from Departments</i>	December 3, 2021	
<i>Budget Notice to Outside Agencies</i>	December 6, 2021	
<i>Governor's Budget Presentation</i>	December 15, 2021	
<i>City Manager / School Superintendent /Finance Review</i>	December 15, 2021	
<i>Budget Discussions with Departments</i>	December 2021- February 2022	
<i>Budget Submission Requests from Outside Agencies</i>	January 7, 2022	
<i>City Manager / School Superintendent /Finance Review</i>	January 12, 2022	
<i>Presentation of Draft Capital Improvement Plan</i>	January 13, 2022	
<i>City Council and School Board Joint Meeting</i>	January 27, 2022	5:00 PM
<i>City Council Budget Work Session</i>	February 3, 2022	5:00 PM
<i>City Manager Review</i>	February 7-14, 2022	
<i>Adoption of the Capital Improvement Plan</i>	February 10, 2022	
<i>City Manager / School Superintendent /Finance Review</i>	February 18, 2022	
<i>City Budget Complete</i>	March 1, 2022	
<i>Budget Presentation to City Council-Work Session</i>	March 24, 2022	5:00 PM
<i>Introduction of Total Budget Ordinance for City and Schools</i>	March 24, 2022	7:30 PM
<i>City Council Budget Work Session</i>	March 31, 2022	5:00 PM
<i>Advertisement for Proposed Budget Ordinance - Public Hearing</i>	April 6, 2022	
<i>City Council Budget Work Session</i>	April 7, 2022	5:00 PM
<i>Budget Work Session- School Board/ City Council- School Budget</i>	April 14, 2022	5:00 PM
<i>Budget Public Hearing (all budget ordinances)</i>	April 14, 2022	7:30 PM
<i>City Council Budget Work Session (If necessary)</i>	April 21, 2022	7:30 PM
<i>City Council Budget Work Session</i>	April 28, 2022	5:00 PM
<i>Adoption of City Budget</i>	April 28, 2022	7:30 PM

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 24, 2022	Councilmember Terry Holmes Electoral Board Chair Thomas Long
Item #	3	
Department:	City Council Electoral Board	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Discussion about Voting Registrar Space and Storage Needs	

Background: On January 28, 2022, the Interim City Manager met with Electoral Board Chair Thomas Long and Registrar Molly Goldsmith regarding several concerns and opportunities to improve and make future elections more secure and welcoming to citizens. Ms. Beauregard agreed to follow up.

Then on March 5, 2022, Councilmember Terry Holmes was contacted by Mr. Long as well regarding these issues. At that time, Councilmember Holmes requested this be placed on an agenda, presenting a good opportunity for discussion of the issues and possible solutions with all parties.

Topics they will address include:

- Improving space, efficiency and citizen access to the Registrar's Office.
- Improving voter access, privacy and ease of voting during the early voting period.
- Providing secure climate-controlled storage for voting machines and ballots that is readily accessible to the Registrar and staff.
- Improving the transport of voting equipment to and from polling places.

While interrelated, some improvements may be accomplished relatively easily in the short term. Others are clearly long term and will require planning by the Electoral Board and Registrar, City

Council, and city staff. All will have budgetary impacts.

Attachment: Not applicable.

Interim City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

Interim City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 24, 2022	Leslie Beauregard Interim City Manager John Blair City Attorney
Item #	5	
Department:	City Manager’s Office City Attorney	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for Discussion of the Award of a Public Contract for Architectural Services	

Suggested Motion:

Before the closed meeting: I move to enter a closed meeting for discussion of the award of a public contract for architectural services involving the expenditure of public funds, where discussion in an open meeting would adversely affect the public body's bargaining position or negotiating strategy pursuant to Virginia Code Section 2.2-3711(A)(29).

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.

City Council
WORK SESSION
March 10, 2022
6:15 p.m.

Council Members Present: Mayor Oakes, Vice Mayor Robertson, Council Members Claffey, Darby, Holmes and Mead. Council Member Dull participated remotely.

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

Mayor Oakes stated, “On March 9, 2022, I received a request from Councilor Dull to participate remotely in the March 10, 2022 Staunton City Council meeting due to a temporary medical condition that prevents her physical attendance at the meeting. I will now entertain a motion to allow Councilor Dull’s remote participation in this meeting pursuant to Staunton City Council Procedural Memorandum Number Three.”

Vice Mayor Robertson stated, “Pursuant to Staunton City Council Procedural Memorandum Number Three, I move to allow Councilor Dull to remotely participate in the March 10, 2022 Staunton City Council meeting due to a temporary medical condition.”

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

Vice Mayor Robertson	aye	Ms. Darby	aye
Mr. Holmes	absent	Mr. Claffey	aye
Mayor Oakes	aye	Ms. Mead	aye

Mayor Oakes asked Ms. Dull to state the location from which she was participating. Ms. Dull responded that she was at 1003 East Beverley Street, Staunton. Mayor Oakes asked Council and the audience if they could hear Ms. Dull. The response was affirmative.

Mr. Holmes arrived at 6:18 pm.

1. Consideration of Work Session and Regular Meeting Agendas

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

Ms. Mead moved to amend the regular meeting agenda to add, as Item C, a discussion of City Council’s new direction being taken with the City Manager role.

The motion was seconded by Ms. Dull. Mayor Oakes asked if there was any further discussion.

Ms. Mead added that she asked for this item to be added because many citizens have asked about this new direction Council is taking with the City Manager role. She wanted to make sure everyone had an opportunity to think about it and be prepared to inform the public and other members of City Council what this new direction is. She also asked the City Attorney to please comment on any thoughts he might have about whether this is an appropriate subject for an open meeting.

Mr. Blair stated that while it is appropriate for a Council to discuss policy matters in public, the Council cannot discuss past or present individual employees of the city in terms of their performance. He felt it would not be appropriate to address Mr. Rosenberg and his performance during this discussion, nor would it be appropriate to discuss Ms. Beauregard as Interim City Manager, as discussion regarding an individual employee should be done in a closed meeting.

Mayor Oakes asked council members if they had any further questions or comments.

Council members did not have any further questions.

The motion carried as follows:

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

2. Annual Report of Blue Ridge Court Services

Megan Roane, Director of Blue Ridge Court Services, discussed the highlights of the Blue Ridge Court Services FY2021 Annual Report. The biggest achievement over FY2021 was the expansion into Rockbridge, Lexington and Buena Vista, as well as a new office for their localities. The mission of Blue Ridge Court Services is to provide sentencing alternatives for the local criminal justice system. This is in an effort to reduce jail overcrowding, enhance public safety, and to offer rehabilitative opportunities to local offenders and pretrial populations. In 2021, BRCS served over 2,300 new clients in local Probation Services, Pretrial Services, the Domestic Violence Program, Re-entry Program, Pretrial Initiative on Mental Illness, Home Electronic Monitoring and Therapeutic Docket. There were 876 probation placements, 29% of which were from Staunton. The average daily cost of probation supervision in 2021 was \$1.49, compared to the average daily jail cost of \$91.97. Re-entry services successfully transitioned 216 individuals from the courts, or from Middle River Regional Jail, back into the community.

Ms. Mead asked what happened to the other 660 probation placements if there were 876 total placements, and only 216 availed themselves of re-entry services. Ms. Roane replied that re-entry services are offered to all probation placements, but not everyone chooses to use them.

Ms. Mead asked if there is a correlation between those taking advantage of re-entry services and recidivism. Ms. Roane stated that they have not looked into whether such a correlation exists, but that it would be a good study.

Ms. Roane continued that Pretrial Services, for those that receive a bond while they are awaiting trial, with the goal being to ensure they appear in court. Pretrial Services performed a total of 539 pretrial investigations at Middle River Regional Jail, and had a 97% appearance rate. BRCS also purchased an e-court date system, which provides automatic texts and phone calls, reminding individuals of their court dates and appointments. The average daily cost of pretrial supervision is

\$1.71 compared to the \$91.97 average daily jail cost, and 28% of total pretrial placements were from Staunton. The objectives of the Pretrial Initiative on Mental Illness (PIMI) are to: 1) swiftly move appropriate pretrial defendants from the criminal justice system into the community, and community based therapeutic treatment; 2) assist incarcerated defendants obtain jail-based mental health services pending their release; and 3) provide intensive supervision by a mental health pretrial officer for those defendants released into the community. This includes assessments and weekly therapeutic groups. In 2021, there were 100 individuals referred to the PIMI program, either as a bond condition or via BRCS investigators. These investigators perform health screenings with individuals in the jail to determine if there may be any underlying mental health issues and whether or not they need therapeutic dockets.

Ms. Mead asked what kind of qualifications employees doing the screenings have. Ms. Roane stated that everyone that goes into Middle River Regional Jail is given the brief jail mental health screen. Everyone in their office gives this screen, and they do not have special mental health qualifications or certifications.

Ms. Darby asked where the small percentage of pretrial transfers come from. Ms. Roane replied that most are from close by, naming Harrisonburg and Rockingham as examples. She added that only pretrial transfers from the State of Virginia are accepted. She continued, stating that there were 208 placements in the domestic violence program, 66 of whom were from Staunton. Eighty-five percent of those cases were closed successfully in FY 2021. The Therapeutic Docket is a diversionary program for those diagnosed with a major mental illness and whose crimes were directly influenced by their diagnosis. There were 10 Therapeutic Docket inductees in FY-2021, with three placements from Staunton. There have been 36 graduates since the program began in 2014. Drug Court targets individuals who have been involved in criminal activity arising from their substance use issues. During FY-2021, there were nine graduates and eight terminations. Home Electronic Monitoring (HEM) saw a large increase in participants with 108 placements. Twenty-two of those placements were from Staunton, which saved 3,657 bed days at a cost savings of over \$336,000. The total jail bed savings by utilizing HEM in FY2021 was \$1,455,792.

Mr. Holmes asked if Home Electronic Monitoring could be offered to more inmates at the prison. Ms. Roane replied that BRCS does not choose who participates, they are recommended as part of their sentence as a non-violent offender.

Ms. Dull asked what the capacity limit is for handling HEM placements. Mr. Roane stated that in 2021 they were at capacity, which is about 40 placements. Mr. Holmes asked what it would take to increase that amount. Ms. Roane said that 40 seems to be about the number of referrals that are coming in. To increase that number they would have to have additional staff, but reiterated those have to be appropriate placements according to the Department of Criminal Justice Services. Ms. Dull added that this is such an area of interest for her because these programs are much cheaper than the daily cost of jail, then asked who decides who gets referred to these programs. Ms. Roane said judges and attorneys are able to refer to HEM, and there are conditions set by the Department of Criminal Justice Services that must be followed.

Mr. Claffey asked if BRCS owns the HEM equipment or if it is provided by the state. Ms. Roane answered that they rent the equipment and participants pay a fee of \$12 per day. She continued that BRCS is funded by grants, with the largest amount coming from the Department of Criminal Justice Services which provides for local probation and pretrial services. The Supreme Court provides the grant for the Drug Court program and Augusta Health provides a grant for in-house

counseling services. Other grants are from Community Action Partnership of Staunton, Augusta, Waynesboro (CAPSAW), and the Department of Behavioral Health and Developmental Services.

Mayor Oakes asked if the Reentry Service program is done strictly through referrals, or if newly released inmates can reach out. If so, how are they made aware of the reentry program? Ms. Roane stated BRCS staff go into the jail and meet with offenders 30 days prior to their release, providing them a reentry packet and a class on what reentry services are provided. Ms. Dull asked what determines where someone is from, in terms of the percentages of placements by jurisdiction. Ms. Roane replied that it is the court they are coming from. Mr. Holmes asked if those from Harrisonburg or Rockingham have a different Court Services unit, which Ms. Roane confirmed and added that they provide transportation tokens and have a satellite office in Waynesboro to help alleviate some transportation issues.

Council members did not have any further questions.

Mayor Oakes recognized the Chairman of the School Board, Kenneth Venable, and thanked him for his attendance.

3. Annual Report of Shenandoah Valley Social Services

Anita Harris, Director of Shenandoah Valley Social Services, and Lisa Shiflett, Assistant Director, discussed the highlights of the department's Annual Report for FY2020-2021. Ms. Harris began by stating they will review the annual report, and also compare it to the previous year to highlight the impacts of COVID. SVSS has made great efforts to ensure public access to benefits, services and critical information throughout the pandemic by utilizing drop boxes for applications to get verifications, and keeping their websites and Facebook page updated with information. People can apply and communicate with SVSS by phone, email, fax, or in-person. Since a public health emergency was declared on March 12, 2020, there have been 360,100 new Medicaid enrollees in Virginia, which is about 4,100 new enrollees each week. Currently, there are 1.8 million enrollees. SVSS has processed over 7,000 applications since March 2020, and currently has over 17,000 open cases. This is an increase of 3,569 cases since February 2020, with an average of 223 cases per month.

Ms. Darby asked if they have been able to hire any additional staff. Ms. Harris said they have been able to hire some new staff, and while they do have some dedicated staff members, their main problem is staff turnover. Vice Mayor Robertson asked if they are seeing an increase in Medicaid applications due to inflation. Ms. Harris confirmed, stating that their caseloads have seen a big jump over the past couple of years. Ms. Mead asked what percentage of those who benefit from these services are employed. Ms. Harris did not have the exact number, but estimated about 25%. She continued that those eligible for Temporary Assistance to Needy Families are screened to see if they can actually start working, with the goal being to actually find gainful employment. That has all been suspended, including the closure of cases. Benefits issued went up this past year, although cases stayed largely the same.

Virginia's Initiative for Education and Work saw less active participation, meaning more no-shows to appointments and a lack of incentive to engage in and work towards meeting goals because those benefits are not being cut. As a result, the number of average participants over the past year

rose to 129 from 78. Low Income Energy Assistance had a one-time COVID response benefit of \$300 per eligible household. Child Care saw an increase in average monthly cases due to the expansion of household income eligibility to 85% of the state median. Fifty-four FEMA Burial Assistance applications were approved compared to 40 in FY2020. There was an increase in fraud, especially SNAP benefits, partially due to there being less reporting requirements.

Ms. Shiflett highlighted the increase in Adult Protective Services referrals over the last year, and the increase in Child Protective Services investigations. In-Home Prevention Services increased, though Ms. Shiflett noted their difficulty with keeping positions in this service staffed. Foster care and adoption placements decreased, though they have had 44 new children come into care this year. The number of youth served via Children's Services increased from 402 to 502 over the previous year.

Council members did not have any further questions.

4. Discussion about Matters From the Public Introductory Remarks and Public Hearing Opening Remarks

City Attorney John C. Blair stated on that on April 8, 2021, Council adopted rules for "Matters from the Public" through a formal vote that passed 4 to 3. Since then, Mayor Oakes has read the adopted rules verbatim at each Matters from the Public. At the Council Meeting on February 24, 2022, Council members Claffey and Mead asked if Mayor Oakes has to read each rule. Mr. Blair continued that the rules do not have to be read verbatim before each Matters from the Public. He advised that the rules should be made available to the public at the Clerk's desk, in addition to the link on the webpage to access City Council meetings remotely. He explained that in the shorter version, Mayor Oakes would simply reiterate the time limit and indicate where the public may find a copy of the rules, both online and at the Clerk's desk.

Mayor Oakes asked Council members if they had any further comments or questions.

Vice Mayor Robertson indicated a minor typo in the new language, corrected by changing "you also be able" to "you will also be able."

Council members did not have any further questions.

Vice Mayor Robertson moved to adopt the proposed resolution to modify the "Matters from the Public" introductory remarks.

The motion was seconded by Ms. Mead.

Ms. Dull stated that the Public Hearing opening remarks should be shortened as well. Mr. Holmes asked if there is still the possibility of a citizen being escorted out for going over the time limit and refusing to leave. Mr. Blair confirmed that yes, the rules would still apply.

The motion carried as follows:

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

5. Roll Call

Ms. Mead asked Interim City Manager Leslie Beauregard about putting information on the city website about flood awareness and prevention. Ms. Beauregard replied that she will be addressing the topic during “Matters from the City Manager.”

Ms. Darby asked Ms. Beauregard for an update on the meeting videos being uploaded to YouTube. Ms. Beauregard said that staff is working on it, and she will send an update on the progress.

Mayor Oakes asked Ms. Beauregard if we will be having a 4th of July parade this year. Ms. Beauregard responded that the 4th of July parade, as well as Queen City Mischief and Magic will be taking place this year.

Mayor Oakes asked Council members if they had any further comments or questions

Council members did not have any further questions.

The work session adjourned at 7:19 p.m.

Kiley A. Kesecker
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL**Thursday, March 10, 2022****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 (remote participant)
R. Terry Holmes
Brenda O. Mead

ALSO PRESENT: Leslie Beauregard, Interim City Manager
John Blair, City Attorney
Kiley A. Kesecker, Clerk of Council

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

The Pledge of Allegiance was recited in unison.

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

MAYOR'S REPORT

Mayor Oakes shared that she has been working with the Community Action Partnership of Staunton, Augusta County and Waynesboro on grant applications submitted to the organization. The RFP Committee will be meeting on Friday, March 10th for the final review before it goes before the full board. She emphasized that there are a lot of great outside agencies in Staunton, as well as Augusta County and Waynesboro, that are doing a lot of good for the community.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

There were no additional items from members of Council.

APPROVAL OF MINUTES

Mr. Holmes moved to approve the Work Session and Regular Meeting minutes of February 10, 2022 as presented.

The motion was seconded by Ms. Mead 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		

Ms. Mead moved to approve the Work Session and Regular Meeting minutes of February 24, 2022 as presented.

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

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

REGULAR MEETING

A. Consideration of Virginia Commission for the Arts 2022-2023 Creative Communities Partnership Grant Application

Senior Planner Rodney Rhodes requested authorization from the Council to apply for the grant. He stated that the Virginia Commission for the Arts has operated the Creative Communities Partnership Grant in Staunton for many years, during which time Staunton has applied for and obtained grant funds to assist three local arts organizations: ShenanArts, the Stonewall Brigade Band and the Stanton-Augusta Art Center. This grant requires an equal match from the local government and the maximum amount that can be applied for is \$4,500. If this is approved and the money is distributed equally to those three organizations, then the local match funds will be included in the proposed city budget for City Council's consideration later this year. Mr. Rhodes concluded by requesting that Council authorize the Interim City Manager to submit the grant application.

Mayor Oakes asked if there was anyone in attendance from any of those three organizations that would like to address Council.

Hannah Bush, a member of the Stonewall Brigade Band since 1962, thanked City Council for continuing to support the group. She also praised Chris Tuttle for the work he does in the park and the support he provides.

Albino Fossa expressed his support for the arts and the Interim City Manager.

Mayor Oakes asked if Council had any questions or comments.

Council members did not have any questions.

Ms. Darby moved that City Council authorize staff to apply for the 2022-2023 Creative Communities Partnership Grant, with the understanding that acceptance will be determined by the availability of local funds to match the grant.

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

99	Mr. Claffey	aye	Vice Mayor Robertson	aye
100	Ms. Dull	aye	Ms. Mead	aye
101	Ms. Darby	aye	Mr. Holmes	aye
102	Mayor Oakes	aye		

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B. McDonough Toyota: Consideration of an Appeal of Decision of Planning Commission Under Staunton City Code § 18.83.070(1) of Chapter 18.83, Entrance Corridor Overlay District, Specifically Regarding the Internal Illumination of a Stand-Alone Entrance Portal as a Sign

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Mr. Rhodes stated that this request is to overturn the decision of the Planning Commission in denying the internal illumination of a portal at 918 Richmond Avenue. This is substantially the same request that was considered and denied by the Planning Commission and on appeal to City Council in 2014. City Council adopted amendments to the Staunton City Code in 2008, recognizing that a corridor overlay zoning district would protect the corridors that lead into Staunton's historic districts. The request pertains to a standalone internally-lighted cabinet signage portal at the dealership located adjacent to and immediately on Richmond Avenue, which was designated as one of the city's entrance corridors in 2003. Before the portal was constructed, the business owner was informed that by internally illuminating the portal, the entire structure would be considered a sign. Staff reaffirmed this determination during the 2014 appeal process, a determination Mr. Rhodes concurred with. He noted that both staff and the Planning Commission contend that the lighting of the portal does not comply with the design standards in the Entrance Corridor Overlay District zoning regulations for the following reasons:

- City Code section 18.83 notes that trademark buildings and related features shall be modified to meet the design standards. The portal was modified in 2014 with downward directed lights to meet this design standard and although the Toyota corporation would like for the portals to be internally illuminated, and are designed as such, they are not required for their dealerships.
- The structure does not meet the requirement that internally illuminated signs shall have an opaque background and appear black at night, with only the name and symbol being illuminated.
- The luminous sign structure does not qualify as an "additional type" of sign that could be considered because it does not meet the specific requirements for cabinet signs. Even if it did, only one freestanding sign is permitted, which McDonough already has.
- The design standards note that lighting shall be limited to that which is necessary for safety and that lighting shall not be used as signage, such as up-lighting or down-lighting building elevations.
- Such a sign is contrary to the land use planning concept of the Entrance Corridor Overlay District stated in Stanton City Code section 18.83.010.

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Mr. Rhodes explained that there was a discrepancy in the staff briefing that indicated the entire internally illuminated portal would exceed the total square footage for signage permitted on the property, which is incorrect. There is sufficient signage allotment for the property to include the entire portal as signage, both because the business has more road frontage than originally estimated and the portal is not as large as previously calculated. He again recommended that City Council

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uphold the decision of Planning Commission and deny the appeal based on the provisions and intent of Stanton City Code section 18.83.010.

Mr. Rhodes stated that the current review and edit of the design guidelines is well underway and an update to the Planning Commission and City Council is anticipated in early May. He expects this to be done in conjunction with a review and potential amendments to the Entrance Corridor Overlay District design standards. These processes will provide the public, businesses, the Planning Commission and City Council opportunities to provide input. City Council could direct staff as part of the process to draft language specific to the needs of dealerships. It is understandable that dealers want high visibility of their vehicles during the day and night; but this often goes against typical corridor guidelines and standards, so it may be appropriate for city to consider a specific set of standards and guidelines for dealerships. An amendment could be drafted to the zoning code that would provide a special use process for the consideration of signs that are outside of the general guidelines and standards, allowing each request to be considered on a case-by-case basis.

Mayor Oakes asked if Council had any questions or comments.

Vice Mayor Robertson asked how long it would take to affect a change if so directed by Council. Mr. Rhodes stated he would expect to have a final draft for review with possible scheduling of public hearings towards the latter part of the summer.

Mr. Holmes asked Steve McDonough if it would be possible to turn the signs off after the dealership closes or around 9:00 p.m. Mr. McDonough replied that yes, that would work for him.

Vice Mayor Robertson stated that the sign/portal in question presents no light pollution in any form and that there are businesses that do not want to come to Staunton because there are so many restrictions.

Ms. Mead said that she has received over 50 emails from citizens opposed to permitting the illumination of the sign and asked what businesses have decided not come to Staunton because of the lighting requirements.

Mr. Claffey pointed out that the Toyota corporate building requirements are being followed across the country and asked Mr. McDonough what the 2014 update to his building cost. Mr. McDonough answered that it was slightly over \$1.5 million. He also stated that his previous cost estimate of the entrance portal was \$180,000, but it is actually closer to \$135,000. Mr. Claffey asked Mr. McDonough if he has added any additional lighting to the portal or if he was just following the corporate guidelines. Mr. McDonough replied that it was to the minimum specifications he could make it to still fall within the corporate requirements. Mr. Claffey stated that Staunton is putting additional restrictions on a businessman who has been a loyal citizen for many years and that these lights are no worse than the lights at Wal-Mart or AutoZone. He continued that in 1970 the population of Staunton was 25,000. This number remains the same today, while the state of Virginia has doubled in population. To help the city grow it must be more accommodating to businesses.

Mr. Claffey moved to table the item until the June 9, 2022 City Council meeting, during which time staff is requested to develop a zoning text amendment which establishes appropriate standards for automotive dealerships located in the Entrance Corridor Overlay District.

196
197 The motion was seconded by Vice Mayor Robertson.

198
199 Mayor Oakes asked if Council has any further questions or comments.
200

201 Ms. Dull questioned why this appeal is coming now, during the time when the ordinance guidelines
202 are being reviewed and updated. She also stated that the 1970 census Mr. Claffey referred to was
203 not a fair comparison to today as it included inmates at Staunton Correctional Center, Virginia
204 School for the Deaf and Blind and Western State Hospital.
205

206 A discussion ensued regarding the population of Staunton in 1970, the annexation of Verona and
207 other territories, and what year those annexations took place.
208

209 Mr. Holmes agreed with Mr. Claffey's motion, but added that there are many rules in the Overlay
210 Guidelines that should be enforced as a part of the City's commitment to the environment.
211

212 Ms. Darby asked Mr. Rhodes how such a miscalculation of both the road frontage of the property
213 and the square footage of the portal could have occurred. Mr. Rhodes answered that the GIS
214 showed the road frontage at 400 feet, while a survey showed 460 feet. The property is in the B-2
215 Zoning District which allows two square feet of signage for every linear foot of street frontage,
216 adding 120 square feet to the allowed signage amount. The original signage measurement included
217 180 square feet of empty space in the center of the structure that should not have been counted.
218

219 Ms. Mead asked Mr. Blair if the suggested timeframe is realistic for the Planning Commission to
220 meet and approve the proposed updates and if a public hearing is required. Mr. Blair stated that
221 the Code of Virginia requires that the Planning Commission review any amendment to planning
222 and zoning laws. If the Council adopted Mr. Claffey's motion, staff would write a zoning text
223 amendment. They will hold a public hearing, and then Planning Commission will make a
224 recommendation to Council on the zoning text amendment. Mr. Rhodes added that this is more
225 complicated than most amendments and will include multiple parts of the Design Standard
226 Guidelines. He again anticipated there to be an update in May, and the final product could be
227 expected in front of City Council at the end of the summer.
228

229 A discussion ensued regarding whether or not this will be treated as a separate dealership issue or
230 incorporated into the Corridor Overlay review process.
231

232 Ms. Darby suggested referencing the language used in guidelines from other localities around the
233 state as it pertains to car dealerships. Mr. Rhodes added that entrance corridors are allowed in the
234 Code of Virginia for those localities that have historic districts, but that does not include every city
235 in Virginia. Ms. Darby asked if there are any cities with historic districts that already have similar
236 language in their guidelines. Mr. Rhodes answered that it would be difficult to pull from other
237 jurisdictions due to the variances in requirements, standards and exceptions.
238

239 Mr. Holmes addressed City Planner Tim Hartless by stating that to his understanding, the overlays
240 were a combined effort between zoning and businesses in those areas that came together and
241 decided what was appropriate. Mr. Hartless replied that he was not directly involved in the process
242 in 2007 and 2008. There were some public meetings where input from business owners was
243 received, but the guidelines were drafted by staff and reviewed by the Planning Commission. There
244 were multiple public hearings and opportunities for public input at that time.

Mr. Blair pointed out that in the current ordinance for the Entrance Corridor Overlay District for signs, there is an exception made for gas stations. They are given an additional 20 feet of signage in the Entrance Corridor Overlay as they are required to display the price of gas. To the proposition that all businesses in the entrance corridor overlay are subject to the exact same rules, he noted this one exception in the Code.

Council members did not have any further questions.

The motion carried as follows:

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

C. Discussion About New Direction Being Taken By City Council in Regards To the City Manager Role

Ms. Mead stated that many citizens have asked about the new direction Council is taking with the City Manager role. She wanted to make sure everyone had an opportunity to think about it and be prepared to inform the public and other members of City Council what this new direction is. If this were better understood, then council members could all move forward together.

Mayor Oakes asked if Council had any questions or comments.

Mr. Holmes agreed that there is a need for further clarification.

Mr. Blair reiterated to Council that it is not appropriate to mention or discuss individual employees or their performance in open session.

Ms. Dull requested that Council members describe their vision for the new direction being discussed.

Mr. Claffey stated that he seeks a City Manager that will provide Council with constant updates on major projects and weekly communications on routine projects; who has a continual civic presence and seeks to build consensus amongst Council members, City employees and citizens. Ms. Darby agreed with Mr. Claffey as far as communication and being present outside of City Hall. She added that having a City Manager that seeks to help Staunton become and maintain the image of a business-friendly city is important. Vice Mayor Robertson emphasized the idea of reaching consensus, as well as the importance of civic presence in the community and with local businesses. Mr. Holmes stated that he would like to have a City Manager that follows an already existing example of this role.

A discussion ensued regarding what is and is not considered a new direction, the campaign promises of Council members and what the term "new direction" means. Mr. Blair again reminded council to refrain from discussing individual employees and their performance.

294
295 Mayor Oakes stated that a City Manager should help move economic development forward,
296 support first responders, help with West End improvements and engage with the community. Ms.
297 Dull asked Mayor Oakes what the new direction is. Mayor Oakes reiterated her previous statement.
298 Discussion again ensued about the new direction, the vision for Staunton and a City Council
299 retreat.

300
301 Ms. Mead stated that while she agreed with the aspirations of fellow City Council members, she
302 was having difficulty distinguishing where Council is headed from where it has been and that there
303 may be some misunderstanding of the roles of City Manager and City Council. Mayor Oakes added
304 that in the Council-Manager form of government, the City Manager answers to a City Council that
305 is duly elected by the citizens.

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308 **MATTERS FROM THE INTERIM CITY MANAGER**

309
310 Ms. Beauregard stated that the Central Shenandoah Planning District Commission has announced
311 a \$1.66 million award to provide gap funding to affordable housing developers across the region.
312 The grant funds are made possible by Virginia Housing's PDC Housing Development Program.
313 Two housing initiatives in the City will receive grant funding: Valley Supportive Housing in the
314 amount of \$325,000 for Pump Street Apartments and Habitat for Humanity in the amount of
315 \$125,000 for the Eighth Street Neighborhood Project.

316
317 For the 26th year, Staunton is again being honored as a Tree City, USA by the Arbor Day
318 Foundation. An Arbor Day proclamation and observance will happen next month. Ms. Beauregard
319 expressed appreciation to Matthew Sensabaugh, City Hall Horticulturist, as well as other members
320 of the Parks and Recreation staff for the good work they do all year. Ms. Mead also thanked
321 Shenandoah Green for the work they do.

322
323 Ms. Beauregard explained the strategic planning flood mitigation efforts, highlighting the weather
324 sensors warning system going up throughout the City. The design for maintenance and
325 improvements of the existing tunnel system and flood shields are listed in the Capital Improvement
326 Plan as not scheduled/not funded, though there may be some grants in the future. She addressed
327 Ms. Mead's question about public information, stating that staff is currently working with the
328 CSPDC to promote some of their existing efforts. She noted that information is available on the
329 webpage including Flood Awareness Week. She added that there is a stakeholder meeting on the
330 Cole Avenue Stream Restoration and Flood Detention Basin Program scheduled for March 22.
331 The Gypsy Hill Park Stream Restoration 90% design is approved and construction is scheduled
332 for 2024.

333
334 Ms. Beauregard also announced that Staunton is the bronze award winner for the 30th Annual
335 North American Travel Journalist Association Award Competition for the Staunton Visitors
336 Guide. She congratulated the Tourism Department led by Sheryl Wagner and thanked them for
337 their continued hard work and creativity.

338
339 Ms. Beauregard addressed Ms. Darby and her question about the audio recordings of meetings,
340 which are caught up as of January 13.

Ms. Beauregard concluded by stating that the paving schedule is being developed and can be expected fairly soon.

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. A copy of the Staunton City Council's ‘Matters from the Public’ rules are available in paper form at the clerk's desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or begin your call, identify yourself and complete your remarks within five minutes.”

Joanne Tigert, 913 N. Augusta Street, listed the many reasons Staunton appears on so many “Top Small U.S. Cities” lists, and stated the decision of the Planning Commission on the McDonough Toyota signage should stand.

Cindy Conners, 106A Skyline Avenue, expressed frustration with Council for spending so much time discussing a Toyota sign, while the West End remains in need of improvement.

Allison Profeta, Farrier Court, stated her frustration with the amount of time spent on the car dealership lighting, and asked where the influx of people that new businesses bring to the City are supposed to live, especially while many are struggling to find affordable housing.

Alexandra and Mark Pitts, 239 Sycamore Street, asked that the speed limit on Sycamore Street be lowered from 25 to 15 miles per hour.

Nitch Narduzzi, Jefferson Street, thanked Ms. Roane from BRCS for the presentation and emphasized the importance of the work they do.

Albino Fossa, 401 Bowling Street, stated that Council should work together and show kindness to each other.

Jared Harlow, firefighter at Station #2, thanked Ms. Beauregard for recognizing the Fire Chief at the upcoming meeting. He also thanked Council for their continued support of their department.

Barbara Lee, Rockway and Lambert, asked that a mirror be installed to enhance visibility over the hill on her street.

Paul Kassarov, 111 Madison Place, stated the importance of consensus among Council, but did not believe he saw any.

Dr. Mary Miller, 471 Albemarle Avenue, asked Council to take care of the whole community and not just the businesses.

Yvonne Wilson, 201 First Street, emphasized the importance of spiritual consensus among Council and urged everyone to treat others the way they would like to be treated.

Dr. Nancy Armstrong, 322 N. New Street, stated that with new affordable housing units being built, it is important to also consider the need for sidewalks, community centers, playgrounds and pools in these areas.

There was no one else wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:20 p.m.

Kiley A. Kesecker
Clerk of Council



CITY OF STAUNTON, VIRGINIA

Proclamation

**National Public Health Week
April 4-10, 2022**

- WHEREAS,** The President of the United States traditionally designates the first full week of April as National Public Health Week; and,
- WHEREAS,** National Public Health Week is scheduled for April 4th to the 10th, 2022, and the theme is “Public Health is Where You Are”; and
- WHEREAS,** since 1995, the American Public Health Association, through its sponsorship of National Public Health Week, has educated the public, policymakers, and public health professionals about issues important to improving the public’s health; and
- WHEREAS,** the Central Shenandoah Health District’s mission is to protect and promote the health and well-being of residents in the Central Shenandoah Valley; and,
- WHEREAS,** the Central Shenandoah Health District serves the counties of Augusta, Bath, Highland, Rockbridge, and Rockingham, and the cities of Buena Vista, Harrisonburg, Lexington, Staunton, and Waynesboro, with an estimated combined population of 308,875 citizens; and,
- WHEREAS,** the Central Shenandoah Health District’s public health professionals help our communities prevent, prepare for, withstand, and recover from the impact of a full range of health threats, including disease outbreaks such as the COVID-19 pandemic, natural disasters, and disasters caused by human activity; and
- WHEREAS,** the Central Shenandoah Health District’s public health professionals have, and continue to display, an unprecedented commitment to serve our communities in response to the COVID-19 pandemic by administering local and regional programs involving testing, contact tracing, case investigations, vaccinations, outbreak investigations, and informational campaigns to combat this public health crisis.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that April 4-10, 2022, in the City of Staunton, is hereby designated as

National Public Health Week

during which our residents may join in celebrating the dedication of our public health professionals, past and present, and their families whose support allows them to serve our communities.

Adopted this 24th day of March, 2022.

ANDREA W. OAKES, MAYOR

ATTEST: _____
CLERK OF COUNCIL



CITY OF STAUNTON, VIRGINIA

Proclamation

Ms. Virginia Senior America Day April 2, 2022

- WHEREAS,** Ms. Senior America, LLC is an organization that honors and enriches the lives of the nation's senior women and others; and
- WHEREAS,** the Ms. Senior America philosophy is based upon the belief that seniors are the foundation of America, and our most valuable treasure; and
- WHEREAS,** the women of Ms. Senior America help others through their community service forums as an example to other seniors in order to educate, promote and dignify the value of America's senior citizens; and
- WHEREAS,** the Ms. Senior America Pageant is a search for the gracious lady who best exemplifies the dignity, maturity and inner beauty of all senior Americans.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that April 2, 2022, in the City of Staunton, is hereby designated as

Ms. Virginia Senior America Day

Adopted this 24th day of March, 2022.

ANDREA W. OAKES, MAYOR

ATTEST: _____
CLERK OF COUNCIL



CITY OF STAUNTON, VIRGINIA

Proclamation

Local Government Education Week April 3-9, 2022

- 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 3-9, 2022, 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 24th day of March, 2022.

ANDREA W. OAKES, MAYOR

ATTEST: _____
CLERK OF COUNCIL

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	March 24, 2022	Leslie Beauregard Interim City Manager
Item #	A	
Department:	City Manager	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Recognition of Chief Scott Garber, Staunton Fire & Rescue, Recipient of the 2021 Governor's Fire Service Award	

Background: Chief Scott Garber, Staunton Fire & Rescue, will attend Council's regular meeting to receive recognition on the occasion of his receipt of the 2021 Governor's Fire Service Award. The media release announcing the award is attached.

Interim City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

Interim City Manager: Leslie Beauregard



GOVERNOR OF VIRGINIA

Glenn Youngkin



For Immediate Release: February 23, 2022

Contacts: Office of the Governor: Macaulay Porter,
Macaulay.Porter@governor.virginia.gov | Virginia Department of Fire Programs Will
Merritt, william.merritt@vdfp.virginia.gov

Governor Youngkin Recognizes Recipients of 2021 Governor's Fire Service Awards

RICHMOND, VA - Governor Glenn Youngkin today announced the recipients of the 2021 Governor's Fire Service Awards today as part of the annual Virginia Fire Chiefs Association and Rescue Conference in Virginia Beach.

Established in 2002, the Governor's Fire Service Awards honor excellence in Virginia's fire services and are facilitated by the Virginia Department of Fire Programs in collaboration with the Virginia Fire Services Board.

"I am pleased to recognize these outstanding fire service professionals," **said Governor Youngkin**. "I'm so grateful to Virginia's fire service personnel for risking their lives every day to protect us. I'm proud to honor and thank Virginia's first responders and support staff for their dedication to the Commonwealth."

"The recipients have navigated the challenges of the pandemic all the while strategically developing new procedures and trainings to stay well equipped for any emergency," **said Virginia Department of Fire Programs Acting Executive Director Garrett Dyer**. "We are proud to recognize these courageous men and women who work tirelessly to protect their communities."

"We celebrate these 13 award recipients from across Virginia," **said Secretary of Public Safety and Homeland Security Robert Mosier**. "Each of them has contributed something toward the betterment of Virginia's fire service and we are grateful for their contributions to the Commonwealth."

2021 Governor's Fire Service Awards Recipients

EXCELLENCE IN VIRGINIA FIRE SERVICES

Loudoun County Combined Fire and Rescue High Threat Team

The Loudoun County High Threat Team consists of uniformed members of the Loudoun County Combined Fire and Rescue System and the Loudoun County Sheriff's Office. In 2021, this team worked cooperatively across disciplines to develop new levels of integrated training, policy development, and combined response initiatives. The most innovative and successful integrated training is the 'Act of Violence Unified Command Competency Lab Training'. Conducted in the fire and rescue command lab, police commanders and fire commanders are confronted with a simulated active shooter incident. Together, they form unified command and direct units to deploy into the warm zone for patient care and extraction. Through these trainings, fire commanders and police commanders develop effective working relationships (and handle simulated incidents) before handling actual incidents. This greatly improves the interagency cooperation on all incidents. The daily

working relationship and unified command training fostered by the Loudoun County High Threat Team is unmatched. It provides an example of fire and law enforcement cooperation, not just for the active shooter incident, but for all incidents handled together.

EXCELLENCE IN VIRGINIA COMMUNITY RISK REDUCTION

Marlow Jones, Virginia Department of Fire Programs

Marlow is a fire services professional driven to serve people in need and is a creative problem-solver with a healthy dose of entrepreneurial spirit. As a deputy state fire marshal in the eastern region, Marlow regularly seeks opportunities to benefit the community, not only sharing fire prevention strategies but also in creating innovative outreach programs. He recently launched a comprehensive home fire inspection program that is offered free of charge to Petersburg residents. His program addresses an unmet need and reduces resistance to using fire protection tools such as smoke detectors by avoiding cost and cultural barriers.

Henrico Division of Fire, Fire Marshal's Office

For more than 20 years, the Henrico Division of Fire has offered an invaluable service through the Fire Marshal's Office for at-risk youth. Recently, the Division has significantly enhanced the program and truly encompassed the ideas of community risk reduction to address the identified hazards around youth-set fires. Each class is different and focuses on the identified individual needs of the participants. The Division works with the Henrico Sheriff's Office, Virginia Commonwealth University Evans-Haynes Burn Center and other community partners that share the common goal of preventing fire setting and burn injuries.

EXCELLENCE IN VIRGINIA FIRE SERVICE TRAINING

Captain Earl Copes, Lynchburg Fire Department

Captain Earl Copes is a fire service professional that has dedicated his life to improving the Lynchburg Fire Department's response abilities. Captain Copes developed a Recruit Academy Academic Report Card to assist recruits in being successful through continuous feedback during their academy

experience. This comprehensive evaluation system identifies strengths and weaknesses that assists the recruit in prioritizing areas of focus for overall program success. In addition, Captain Copes initiated a Wide Area Search Rope Train the Trainer program for regional responders to increase their knowledge, skills, and abilities on searching large open areas such as schools and warehouses and also developed a Firefighter Assistance Search Team Train the Trainer program for regional responders on firefighter rescue and removal techniques.

OUTSTANDING FIRE DEPARTMENT RESPONSE

Occoquan Woodbridge Lorton Volunteer Fire Department

At an incident on June 27, 2021, Occoquan Woodbridge Lorton Volunteer Fire Department and Prince William County Department of Fire and Rescue responded to a residence for a sickness. Due to no response at the door, units made entry where they located and extricated three unconscious victims who all required emergency breathing assistance. The call was soon upgraded to a gas leak. With three unconscious victims and very limited resources, due to the rapid upscaling of the incident, the on-scene units from multiple departments worked together to treat the patients. Timing in this situation was everything and the outcome was a result of the way the units managed the situation.

Stafford County Fire and Rescue Department, et. al

On April 29, 2021 Stafford County Fire Rescue Department responded to a reported commercial vehicle crash. Upon arrival, units found a large flatbed truck hauling a 1000-gallon concrete septic tank that had rear ended a box-style tractor trailer. First arriving units reported major damage to both vehicles and the driver of the flatbed was entrapped and pinned. The on-scene report preempted requests for a second heavy rescue, Fauquier County's EMS supervisor and a medevac helicopter. An advanced life support provider entered the cab, performed a patient assessment and began treatment. The patient was extricated and turned over to a combination of EMS personnel from Stafford County, Fauquier County and PHI Aircare 2. Once stabilized, the patient was transferred to the nearby helistop and

transported to Fairfax Hospital. After a lengthy hospital stay, numerous surgeries and family support, the patient was released from the hospital.

PRIVATE SECTOR EXCELLENCE IN VIRGINIA FIRE SERVICE SUPPORT

United Rentals

For the past six years, United Rentals has supported technical rescue training at the Virginia Public Safety Center. United Rentals provides equipment such as a large excavator and specialized transport service to and from the trainings due to the size of the equipment. Additionally, United Rentals, in conjunction with the Virginia Department of Fire Programs, has supported events, such as the Trench Safety Stand Down, to educate utility contractors about the importance of trench safety and how first responders systematically work to mitigate trench rescue scenarios.

CIVILIAN EXCELLENCE IN VIRGINIA FIRE SERVICE SUPPORT

Rebecca Brewster, Tazewell County

Rebecca Brewster has worked tirelessly throughout the year to provide support for the fire and EMS personnel of Tazewell County. She provides support to the Tazewell County Chief's Association by keeping the minutes, as well as supporting the individual fire departments. She has assisted with grant writing, designed multiple fire department forms and has assisted in training members in computer skills. She has volunteered her time for all COVID-19 vaccination clinics throughout the year, as well as many other events. The firefighters of Tazewell County are truly blessed to have her support.

Chesapeake Amateur Radio Services

Chesapeake Amateur Radio Services is comprised of a dedicated group of amateur radio operators who provide back-up emergency communications for the City of Chesapeake and surrounding areas during times of natural disasters. The team ensures the City of Chesapeake, as well as the region as far as Richmond, will have worldwide emergency communications even when all other systems are down. While their members are not affiliated with the fire service, the critical service they provide greatly enhances the capability

of both the fire and police departments should normal communication systems be disabled. They are a group of highly skilled, community-minded volunteers working diligently to help protect the citizens of Virginia from the devastating effects of environmental disasters. Not only do members donate their time and expertise, they often donate equipment that will improve the function of the radio system.

VIRGINIA FIREFIGHTER OF THE YEAR

Lieutenant Andrew Zysk, City of Newport News Fire Department

Colleagues say there is no finer training officer and no person of higher character than Lieutenant Andrew Zysk. His passion for physical fitness inspires his students to dedicate themselves to become stronger firefighters, and it shows as they progress through the academy. When it comes to fire ground skills, he believes that "every rep is a gift," a chance to do things better and more efficiently. He asks nothing of his students that he does not do himself. When he demonstrates a skill, he is able to break down the mechanics of it so that the students clearly understand. He upholds the belief that you shouldn't train until you get things right, you train until you can't get it wrong. He does not treat every evolution as a test upon which his students should feel judged or embarrassed if they are unsuccessful. He allows them to recognize the mistake, learn from it, and move on. Lt. Zysk takes a holistic approach to dealing with the stresses and hardships his recruits as part of the program. He maintains an open-door policy, and is accessible and approachable to offer advice or assistance. His genuine care for the well-being of each recruit is obvious, and is a natural expression of his high character and altruism. Beyond his work with the fire academy, he participates annually at a camp for children who have received burns in house fires.

Russell Stevens, Town of Bedford Fire Department

Since joining the fire service in 1974, Russell Stevens has been a hallmark of the central Virginia fire and emergency services and a stable force in the volunteer fire community. He has served as a Bedford County Fire training officer for many years and is one of the original Deputy Hazardous Material Coordinators, which is a role that he continues to serve in today. Many of the

roles that Russell has performed have greatly evolved over time with the advent of technology and Russell is a true believer and user of technology. His willingness to aid any person regardless of their need is so uncommon that he is not only a tremendous example of the Virginia's fire service but he is a family man, spouse, church member and dear friend and mentor to so many. His actions and dedication to the fire service are examples of a man that truly reflects the mantra of "service above self."

VIRGINIA FIRE CHIEF OF THE YEAR

R. Scott Garber, City of Staunton Fire & Rescue

Under his leadership, Chief Garber has demonstrated for many years how greatly he cares for the community that he serves. He has continued his support of the Firefighters for Literacy program that was developed by the department in 2019. Chief Garber enables the department to interact and form pivotal relationships with the community. Leadership and inspiring confidence are common themes with Chief Garber. He has not only dedicated his time to the department, but also to educating others around the Commonwealth, as he instructs more than 20 classes each year around the state. He goes above and beyond to advocate for members of the department and works tirelessly to ensure that staffing needs are met. Colleagues say they know Chief Garber has the entire department's best interest at heart and that is something they all benefit from.

Brad Creasy, Town of Bedford Fire Department

The amount of leadership, comradery, and passion that Chief Brad Creasy has brought to the Bedford Fire Department is unimaginable, and truly impossible to put into words. Leadership for Chief Creasy comes naturally, and his drive and determination are contagious to those around him. Since walking into the department in 1996, Chief Creasy has kept up with the history and core values established before him and has remained committed to instilling them into the members of the department. Chief Creasy is an advocate for continuous improvement and encourages training through classroom workshops, drills, cross training with other organizations, and peer-to-peer education and coaching. He recently completed the Chief Fire

Officer program which he can now add to the long list of accolades achieved over the years.

#

[Return to top](#)



GOVERNOR OF VIRGINIA

Glenn Youngkin

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CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 24, 2022	Leslie Beauregard Interim City Manager
Item #	B	
Department:	City Manager	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Staff Recognition	

Background: Matthew Robertson, former City Sheriff, will attend Council's regular meeting to receive recognition of his service to the city.

Interim City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

Interim City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 24, 2022	Leslie Beauregard Interim City Manager
Item #	C	
Department:	City Manager	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Staff Recognition	

Background: Susan Sutton, Deputy Treasurer, will attend Council's regular meeting to receive recognition of her retirement from service to the city.

Interim City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

Interim City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 24, 2022	Staff Member: Phil Trayer
Item #	E	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Ordinance to Increase in Environmental Fund Fee Rates	

Background: The FY2023 budget proposal includes a 15% increase in refuse and recycling rates, effective July 1, 2022, to provide sufficient revenue for operating and capital expenses for the Environmental Fund. This increase follows the plan first introduced to Council in 2019 during the FY2020 Budget process. With the increase, the increased rate will generate \$2,972,741 in revenues for FY2023. The budget proposes to use \$588,311 from fund balance to cover the remaining deficit and to reduce the amount of the rate increase needed to fund the operation. The total expenditure budget for FY2023 equals \$4,297,745. The 15% rate increase will generate an additional \$387,749 for FY2023. Rates were last increased effective July 1, 2020, for fiscal year 2021.

Bi-monthly customers will be billed at the new rates beginning with utility bills issued on September 10. The proposed increase for residential customers is \$3.13 per month, or \$6.26 per bi-monthly billing cycle.

Introduction of the proposed ordinance is scheduled for Council's regular meeting on March 24, 2022, with consideration of the ordinance scheduled for the meeting on April 28, 2022. A public hearing will be advertised and scheduled for April 14, 2022.

The FY2023 Environmental Fund budget includes the following expenditures:

Environmental Office	\$151,328	Handling citizen complaints due to sanitary conditions and health hazards; enforcement of City Code requirements
Street Cleaning	\$499,117	Cleaning of all City streets
Refuse Collection	\$1,330,578	Residential and commercial trash collection
Recycling Collection	\$132,089	Collection of recyclables and capital equipment
Landfill	\$1,398,261	20.18% City share of landfill operations and capital
Billing and Collections	\$13,900	Bad debt expense and annual software fees for billing
Risk Management	\$76,500	Property and liability insurance; workers' compensation insurance
Transfers to Other Funds	\$685,972	Payment to General Fund and Water Fund for administrative support functions
Litter Control Grant	\$10,000	Commonwealth of Virginia grant for litter control programs
Total FY2023 Budget	\$4,297,745	Increase of \$1,032,318 over FY2022

Refuse and Recycling Proposed Rate Increases:

	Current Rate	Proposed Rate	Schedule
Residential Refuse Fee	\$20.88	\$24.01	Once/week
Recycling Fee	\$20.88	\$24.01	Once/week
Light Commercial Fee	\$47.40	\$54.51	Once/week
Heavy Commercial—Outside CBD	\$100.28	\$115.32	Once/week
Heavy Commercial—Inside CBD	\$127.41	\$146.52	5 days/Week
Special Unscheduled Pickup	\$105.00	\$120.75	As requested

Attachment: Proposed Ordinance

Interim City Manager's Recommendation: Recommend the ordinance be introduced, as presented.

Suggested Motion: I move to introduce an ordinance to increase refuse and recycling fees by 15%, effective July 1, 2022, and to schedule a public hearing on the proposed ordinance during Council's regular meeting on April 14, 2022.

Interim City Manager: Leslie M. Beauregard

DRAFT 3.9.22

Ordinance No. 2022-_____

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 8.30.110, FEES – PRESCRIBED,
OF ARTICLE II, COLLECTION OF REFUSE BY CITY,
OF CHAPTER 8.30, SOLID WASTE,
OF TITLE 8, HEALTH AND SAFETY,
OF THE STAUNTON CITY CODE**

BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 8.30.110 of the Staunton City Code is hereby amended to read as follows:

8.30.110 Fees – Prescribed.

(1) Residential. For a mandatory fee of \$ 24.01 per month for each single-family unit (to include each unit in a multifamily structure), the city shall provide one weekly pickup of refuse from each residential unit in the city, whether inside or outside the central business district, the basis of computation of the fee being a single-family unit. The fee for refuse collection service for all other than single-family units shall be in an amount adequate to cover all costs to the city for such service, such amount to be established by the director of public works as part of the city's solid waste policy, with the approval of the city manager, but such fee shall not be less than \$24.01 per month per unit.

(2) Light Commercial. The mandatory fee for refuse collection service to light commercial customers, whether inside or outside the central business district, shall be \$ 54.51 per month. The light commercial designation shall apply to those customers which place the equivalent of four or fewer bags/containers of refuse at the curb for collection.

(3) Heavy Commercial. The mandatory fee for refuse collection service to heavy commercial customers within the central business district shall be \$146.52 and \$115.32 for those outside the central business district. The heavy commercial designation shall apply to those customers which place the equivalent of five or more bags/containers at the curb for collection. All full-time restaurants shall be deemed heavy commercial customers.

(4) Special Unscheduled Pickup. When refuse is stored or placed curbside in a manner not otherwise in accordance with the city's solid waste policy, it shall be deemed a request for a

special unscheduled pickup and a crew may be dispatched to collect the refuse. The fee for pickup shall be in an amount adequate to cover all costs to the city for such service, such amount to be established by the director of public works as part of the city's solid waste policy, with approval of the city manager, but such fee shall not be less than \$120.75 and shall be charged to the property owner or tenant.

(5) Recyclables

(a) The mandatory fee for the collection of recyclable materials from customers not otherwise charged a refuse collection service fee shall be \$24.01 per month.

(b)

(6) Collection Outside City Limits. The fee for refuse collection service rendered outside of the city limits shall be in an amount equal to 200 percent of the fee charged for such service in the city limits.

(7) Exemption, Deferral, Modification or Waiver of Fee.

(a) By ordinance, persons may be exempted, deferred, or charged a lesser amount from paying any charges and fees authorized for the collection and disposal of garbage and refuse only if based on the income criteria, as provided by Section 58.1-3211 of the Virginia Code.

(b) The director of public works may waive all or part of the fees for any multifamily structure or commercial customer if contractual arrangements are made and maintained by that customer for adequate containerized service as determined satisfactory by the director of public works.

In all other respects, the provisions of Chapter 8.30 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

This ordinance shall be effective _____, 2022

Introduced:

Adopted:

Effective Date:

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Andrea W. Oakes, Mayor

ATTEST: _____
Kiley A. Kesecker Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 24, 2022	Leslie Beauregard Interim City Manager
Item #	F	
Department:	City Manager	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Appointment of Interim City Manager as Representative to Select Public Bodies and Authorization for Interim City Manager to Designate an Alternate Representative to Select Public Bodies	

Background: The City of Staunton is a member locality of several regional agencies including: BRITE Transit Advisory Committee (BTAC), Middle River Regional Jail (MRRJ) Authority Board, Staunton Augusta Waynesboro Metropolitan Planning Organization (SAWMPO), Valley Alcohol Safety Action Program, Shenandoah Valley Juvenile Center Commission and Augusta County Landfill Land Trust.

The organizational documents of each organization authorize the appointment of a City of Staunton representative to each body. The organizational documents of BTAC, MRRJ and SAWMPO allow for the appointment of an alternate representative of the City to participate in meetings in the event the City's primary representative is unable to attend. It is appropriate to make such appointments.

The attached Resolutions appoint the Interim City Manager to serve as the City's representative to each body. Additionally, the Resolutions authorize the Interim City Manager to appoint an alternate representative to BTAC, MRRJ, and SAWMPO in the event that the Interim City Manager is unable to attend those bodies' meetings.

Attachment:

Resolutions Appointing Leslie M. Beauregard as the City of Staunton's representative on the

following regional agencies:

BRITE Transit Advisory Committee
Middle River Regional Jail Board
Staunton Augusta Waynesboro Metropolitan Planning Organization
Valley Alcohol Safety Action Program
Shenandoah Valley Juvenile Detention Center Commission
Augusta County Landfill Land Trust.

Interim City Manager's Recommendation: Appoint Interim City Manager Leslie Beauregard as representative of the City to the policy board of the following regional agencies: BRITE Transit Advisory Committee, the Middle River Regional Jail Board, the Staunton Augusta Waynesboro Metropolitan Planning Organization, the Valley Alcohol Safety Action Program, the Shenandoah Valley Juvenile Detention Center Commission, and the Augusta County Landfill Land Trust.

Suggested Motion: I move to appoint Interim City Manager Leslie Beauregard as representative of the City to the policy board of the following regional agencies: BRITE Transit Advisory Committee, the Middle River Regional Jail Board, the Staunton Augusta Waynesboro Metropolitan Planning Organization, the Valley Alcohol Safety Action Program, the Shenandoah Valley Juvenile Detention Center Commission, and the Augusta County Landfill Land Trust.

Interim City Manager: Leslie Beauregard

Recitals

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

45 1. To the extent necessary, the appointment of Steven L. Rosenberg to the is
46 terminated and Leslie M. Beauregard, Interim City Manager, is appointed as a City
47 representative on the board, effective retroactively to and including January 19, 2022;
48

49 2. The Interim City Manager is authorized to appoint an alternate member to
50 the board as may be necessary; and
51

52 3. It directs the Clerk of Council to transmit immediately an attested copy of
53 this Resolution to the Board.
54

55
56 Adopted: _____, 2022.
57
58
59

60 _____
61 Andrea W. Oakes, Mayor
62

63
64 ATTEST: _____
65 Kiley A. Kesecker
66 Clerk of Council

Recitals

F. Leslie M. Beauregard was appointed Acting City Manager by Staunton City Council at its January 19, 2022 special meeting, effective that same day, and later appointed as Interim City Manager by City Council at its February 24, 2022 regular meeting;

G. It is appropriate for Staunton City Council to terminate Steven L. Rosenberg's appointment to the Jail Authority and appoint Leslie M. Beauregard, Interim City Manager, as a representative Jail Authority board member, and for the Interim City Manager to designate an alternate Jail Authority board member as may be necessary; 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. To the extent necessary, the appointment of Steven L. Rosenberg to the Middle River Regional Jail Authority board is terminated and Leslie M. Beauregard, Interim City Manager, is appointed as a City representative on the board, effective retroactively to and including January 19, 2022, until such time the City appoints a city manager;

2. The Interim City Manager is authorized to appoint an alternate member to the jail authority board as may be necessary; and

3. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the Board.

Adopted: _____, 2022.

Andrea W. Oakes, Mayor

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

Recitals

G. Steven L. Rosenberg resigned as City Manager for the City of Staunton, effective January 19, 2022;

H. Leslie M. Beauregard was appointed Acting City Manager by Staunton City Council at its January 19, 2022 special meeting, effective that same day, and later appointed as Interim City Manager by City Council at its February 24, 2022 regular meeting;

I. It is appropriate for Staunton City Council to terminate Steven L. Rosenberg's appointment to SAWMPO and appoint Leslie M. Beauregard, Interim City Manager, as a representative SAWMPO member, and for the Interim City Manager to appoint an alternate SAWMPO member as may be necessary; and

J. 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. To the extent necessary, the appointment of Steven L. Rosenberg to the Staunton-Augusta-Waynesboro Metropolitan Planning Organization policy board is terminated and Leslie M. Beauregard, Interim City Manager, is appointed as a City representative on the board, effective retroactively to and including January 19, 2022, until such time a successor city manager is named;

2. The Interim City Manager is authorized to appoint an alternate member to the policy board as may be necessary; and

3. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the Board.

Adopted: _____, 2022.

Andrea W. Oakes, Mayor

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF THE FORMER CITY MANAGER,
STEVEN L. ROSENBERG, AS THE VALLEY ALCOHOL SAFETY ACTION
PROGRAM POLICY BOARD MEMBER AND CONCURRENTLY APPOINT
THE CURRENT INTERIM CITY MANAGER, LESLIE M. BEAUREGARD, AS
THE CITY'S REPRESENTATIVE MEMBER ON THE BOARD

Recitals

A. The Valley Alcohol Safety Action Program (VASAP) is a public body corporate duly formed under the provisions of Article 2, Chapter 7, of Title 18.2 of the Code of Virginia to operate a program to provide public information, probation, education, prevention, and rehabilitation services for persons charged under the laws with operating motor vehicles while under the influence of alcohol or drugs;

B. The City of Staunton, Virginia, is a participating locality of VASAP;

C. Under the April 9, 2019 Bylaws of VASAP (the Bylaws), "[t]he Policy Board (Board) shall consist of not more than twelve members and shall develop policies for operation of the Program. One of such members shall be selected by the governing body of each participating locality for a term of three years and shall be either the Chief Operating Officer of the locality, or his/her designee;"

D. Steven L. Rosenberg resigned as City Manager for the City of Staunton, effective January 19, 2022;

E. Steven L. Rosenberg was the City's representative member on the Board pursuant to a resolution adopted by City Council dated August 22, 2019;

F. Leslie M. Beauregard was appointed Acting City Manager by Staunton City Council at its January 19, 2022 special meeting, effective that same day, and later appointed as Interim City Manager by City Council at its February 24, 2022 regular meeting;

G. It is appropriate for Staunton City Council to terminate Steven L. Rosenberg's appointment to the VASAP Board and appoint Leslie M. Beauregard, Interim City Manager, as the City's Board Member; 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. To the extent necessary, the appointment of Steven L. Rosenberg to the Valley Alcohol Safety Action Program Policy Board is terminated and Leslie M. Beauregard, Interim City Manager, is appointed as the City's representative on the Board,

effective retroactively to and including January 19, 2022, until such time a successor city manager is named; and

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

Adopted: _____, 2022, effective retroactively to and including January 19, 2022.

Andrea W. Oakes, Mayor

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF THE FORMER CITY MANAGER,
STEVEN L. ROSENBERG AS SHENANDOAH VALLEY JUVENILE
DETENTION CENTER COMMISSION BOARD MEMBER AND
CONCURRENTLY APPOINT THE CURRENT INTERIM CITY MANAGER,
LESLIE M. BEAUREGARD, AS THE CITY'S REPRESENTATIVE MEMBER
ON THE COMMISSION BOARD**

Recitals

A. The Shenandoah Valley Juvenile Detention Center Commission (the Commission) is a public body corporate duly formed under the provisions of Article 13, Chapter 11, of Title 16.1 of the Code of Virginia to operate a juvenile detention center;

B. The City of Staunton, Virginia, is a member jurisdiction of the Commission;

C. Under the March 1, 2000 Restated and Amended Bylaws of the Commission (the Bylaws), "[a]ll Commission powers shall be exercised by or under the authority of, and the business and affairs of the Commission shall be managed under the direction of, the Commission Board," and "[t]he Commission Board shall be comprised of one representative from each Member Jurisdiction," with "each Member Jurisdiction giv[ing] due consideration to the appointment of the chief administrative officer of the unit of local government;"

D. The Bylaws authorize the local governing body of a member jurisdiction to remove its regular member at any time by written notice to the Commission, provided that a replacement member is appointed concurrently with the effectiveness of such removal;

E. Steven L. Rosenberg resigned as City Manager for the City of Staunton, effective January 19, 2022;

F. Steven L. Rosenberg was the City's representative member on the Commission Board pursuant to a resolution adopted by City Council dated July 11, 2019;

G. Leslie M. Beauregard was appointed Acting City Manager by Staunton City Council at its January 19, 2022 special meeting, effective that same day, and later appointed as Interim City Manager by City Council at its February 24, 2022 regular meeting;

H. It is appropriate for Staunton City Council to terminate Steven L. Rosenberg's appointment to the Commission Board and appoint Leslie M. Beauregard, Interim City Manager, as the City's Commission Board Member; and

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

46 **NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of
47 Staunton, Virginia that:
48

49 1. To the extent necessary, the appointment of Steven L. Rosenberg to the
50 Shenandoah Valley Juvenile Detention Center Commission Board is terminated and Leslie
51 M. Beauregard, Interim City Manager, is appointed as the City's representative on the
52 Commission Board, effective retroactively to and including January 19, 2022, until such
53 time a successor city manager is named; and
54

55 2. It directs the Clerk of Council to transmit immediately an attested copy of
56 this Resolution to the Commission.
57

58 Adopted: _____, 2022, effective retroactively to and including January 19, 2022.
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60
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62 _____
63 Andrea W. Oakes, Mayor
64
65

66 ATTEST: _____
67 Kiley A. Kesecker
68 Clerk of Council
69

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF THE FORMER CITY MANAGER,
STEVEN L. ROSENBERG, AS A TRUSTEE OF THE AUGUSTA COUNTY
LANDFILL LAND TRUST AND CONCURRENTLY APPOINT THE CURRENT
INTERIM CITY MANAGER, LESLIE M. BEAUREGARD, AS THE CITY'S
TRUSTEE**

Recitals

A. Pursuant to a Trust Agreement dated September 21, 1999, the County of Augusta, Virginia, the City of Staunton, Virginia, and the City of Waynesboro, Virginia are owners of the Augusta Landfill, with legal title of said property held in a trust designated as the Augusta County Landfill Land Trust;

B. The original trustees named in the Augusta County Landfill Land Trust were designated to serve unless their tenure as city manager or county administrator of a party to the Trust Agreement was terminated by removal, resignation, death, or incapacity to serve;

C. In the event of the removal, resignation, death, or inability to serve, the successor city manager or county administrator shall be the successor trustee;

D. Steven L. Rosenberg served as the City's trustee pursuant to the Trust Agreement;

E. Steven L. Rosenberg resigned as City Manager for the City of Staunton, effective January 19, 2022;

F. Leslie M. Beauregard was appointed Acting City Manager by Staunton City Council at its January 19, 2022 special meeting, effective that same day, and later appointed as Interim City Manager by City Council at its February 24, 2022 regular meeting;

G. The Trust Agreement does not take into consideration an acting or interim city manager or county administrator to serve as trustee, therefore it is appropriate for Staunton City Council to terminate Steven L. Rosenberg's designation as the City's trustee and appoint Leslie M. Beauregard, Interim City Manager, as trustee; and

J. 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. To the extent necessary, the appointment of Steven L. Rosenberg as trustee of the Augusta County Landfill Land Trust is terminated and Leslie M. Beauregard, Interim

City Manager, is appointed as the City's trustee, effective retroactively to and including January 19, 2022, until such time a successor city manager is named;

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

Adopted: _____, 2022.

Andrea W. Oakes, Mayor

ATTEST: _____
Kiley A. Kesecker
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	March 24, 2022	Staff Member: Jonathan Venn
Item #	G	
Department:	Human Resources	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Response, Efficient Government	
Subject:	Personal Policy Manual Update-Holidays and Holiday Pay	

Background: In August 2017, September 2018, and August 2021, City Council approved revisions to the City's Personnel Policy Manual and adopted the revised manual, in its entirety, as presented. As noted, when the manual was last revised, as staff applies the policies set forth in the revised manual, management anticipates the need to occasionally propose further revisions for Council's consideration. Circumstances warranting revisions include, for example, changes to laws or regulations and the need to address employee questions or concerns of general applicability. Management expects to present revisions to Council no more frequently than on a quarterly basis.

The City of Staunton observes 10 paid holidays annually, plus other holidays as designated by City Council (Personnel Policy 5.3). In February 2021, City Council approved the FY2022 Holiday Schedule which included adding Monday, June 20, 2022 as an additional holiday in celebration of Juneteenth Day. At that time, the briefing stated that Juneteenth Day would be added to Policy 5.3 at a later date. Since the approval of the FY2022 Holiday Schedule, other neighboring localities have added additional paid holidays to their Holiday Schedule as a means to address employee retention and engagement. Currently, the City of Waynesboro currently has 14 paid holidays. Rockingham County has 14.5 paid holidays, and the City of Harrisonburg has 13 paid holidays.

Presently, an update to Policy 5.3, Holidays and Holiday Pay, is proposed with the addition of Juneteenth Day, Veteran's Day and one additional Personal Holiday as paid holidays for a total of 13 paid holidays.

Interim City Manager's Recommendation: Recommend adoption of the proposed revisions to Policy 5.3, Holidays and Holiday Pay, of the City's Personnel Policy Manual.

Suggested Motion: I move that City Council approve the proposed revisions to Policy 5.3, Holidays and Holiday Pay, of the City of Staunton Personnel Policy Manual and adopt the revised policy, as presented.

Interim City Manager: Leslie Beauregard

5.3 HOLIDAYS AND HOLIDAY PAY

Purpose:

Holiday leave is designed to allow qualifying employees the opportunity to observe specific workdays as holidays as provided by City Council.

I. Definitions:

Active Work Status - Active work status for a part time or seasonal employee requires the employee to be in an active status in the payroll system and have worked a regularly scheduled full shift during the work week in which the holiday is scheduled.

Holidays - Days designated by City Council as official days of recognition for Staunton City employees.

Part time employee - Individuals who work less than 30 hours per week on a year-round basis or work on a temporary, short term basis or assignment. Individuals who are paid on a per diem basis are not eligible for holiday pay. Appointed individuals who do not work on a full time basis, Constitutional Officers and their staff members (unless otherwise provided in a memorandum of agreement between a constitutional officer and the City), and City Council members are not considered part time employees for purposes of holiday accrual.

Productive Time - Actual time spent in the performance of the assigned job duties.

II. Provisions:

A. The following days are recognized as paid holidays for employees:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	Third Monday in June
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after the Fourth Thursday in November
Christmas	December 25
2 Personal Holidays	Discretionary

B. Other holidays may be designated for observance by City Council.

C. An employee must be on payroll on July 1 to receive the Personal Holiday during the fiscal year.

D. Part time employees are eligible for the 13 holidays approved by City Council at the rate of four hours for each holiday given.

III. Holiday Scheduling:

- A. When a holiday falls on a Sunday, it shall be observed on the following Monday. A holiday that falls on Saturday shall be observed on the preceding Friday.
- B. Holidays may not be taken before they are earned except for Memorial Day as noted in subsection D below.
- C. The intent of holiday leave is to take off the day designated as the holiday. In a department requiring holiday scheduling, an alternative holiday must be scheduled within 90 days after the actual holiday.
- D. Given Memorial Day is less than 90 days, and Juneteenth is less than 14 days from the end of the fiscal year, full time staff who are scheduled to work Memorial Day and/or Juneteenth may be scheduled an alternate holiday between April 1 and June 30. Part time staff who are unable to take Memorial Day or Juneteenth off because of assigned work, will be paid for the time worked and paid four additional hours of holiday pay. This advance holiday scheduling applies only to full time staff for the Memorial Day and Juneteenth holiday.
- E. The employee is responsible for maintaining a personal accounting of holiday hours scheduled and taken. The employee must make certain the supervisor knows the intended coding of hours taken off to ensure accurate payroll accounting of holidays. This ensures holidays hours are not forfeited due to not being used.
- F. Department Directors are responsible for scheduling alternate holidays within 90 days of the observed holiday for employees whose regular work schedule requires working the holiday. Documentation should be maintained by the department that the alternate holiday has been taken within the 90 day period.
- G. Holiday leave hours for full time employees are calculated based on the employee's regular daily work schedule. Fire and Rescue Department non-exempt staff who work 24 hour shifts will receive holiday leave hours calculated at 12 hours per designated holiday. Holidays are intended to be taken as a full shift (12 hours for Fire and Rescue Department shift personnel) and not as a partial shift. Exceptions may be granted based on department staffing levels.

IV. Holiday Pay:

- A. Non-exempt employees scheduled to work a full shift on a holiday will record hours worked and be scheduled an alternate holiday within 90 days.
- B. Non-exempt employees who are called in to work in emergency situations on official holidays will record the hours worked as productive time in calculating overtime pay provided the hours worked exceed their normal work schedule. An alternate holiday shall be scheduled within 90 days.
- C. A full time employee who is scheduled to work a holiday, non-emergency situation will be paid for the hours worked and get paid for the holiday but does not receive an alternate holiday. (For example, Parks and Recreation or Public Works Refuse employees who may work on July 4).
- D. Non-exempt employees who work unscheduled hours on a holiday will record the full holiday hours as productive time and record the hours worked as overtime. An alternate holiday shall be scheduled within 90 days. Unscheduled hours are defined as an emergency call-back or a call-back.
- E. Unused holiday hours will be forfeited upon termination.

- F. Unused holiday hours will be forfeited after 90 days, unless an exception has been requested by the Department Director and approved by the Human Resources Director and the City Manager.
- G. A full time employee must work or be in an approved paid leave status for the full shift on the working day immediately preceding and immediately following a holiday in order to be paid for the holiday.
- H. Employees on shared leave, disciplinary suspension or on unpaid leave of absence at the time of the designated holiday will not be provided paid holiday benefits during such period.
- I. Part time employees who are scheduled to work on the holiday will be paid for the hours worked and paid four additional hours of holiday pay but not receive an alternate holiday.
- J. Part time employees must be in an active work status to receive the holiday. Active work status for part time employees is defined as having worked a regularly scheduled full shift during the work week in which the holiday is scheduled.
- K. Those scheduled to work the Memorial Day and/or Juneteenth Day holidays shall be scheduled an alternate holiday between April 1 and June 30. This exception to advanced scheduling applies only to the Memorial Day and/or Juneteenth holidays.

Authority:

This policy is issued by the City of Staunton. The City Manager/designee is authorized to grant exceptions based on written request.

Interpretation:

The Human Resources Director is responsible for official interpretation of this policy and, absent designation by the City Manager otherwise, is deemed the City Manager's designee to grant exceptions and otherwise administer and interpret the policy.

Reference:

Staunton City Charter §11;
VA Code §§15.2-1500 and 15.2-1506;
Staunton City Code §§2.20.010-2.20.040

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	March 24, 2022	Staff Member: Jonathan Venn
Item #	H	
Department:	Human Resources	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Response, Efficient Government	
Subject:	Proposed Fiscal Year 2023 Holiday Schedule	

Background: The City of Staunton will observe 13 paid holidays annually in FY23, plus other holidays as designated by City Council (Personnel Policy 5.3). The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday.

Interim City Manager's Recommendation: Recommend the following FY2023 (July 1, 2022-June 30, 2023) Holiday Schedule:

1. Observe the following 13 paid holidays plus the 1 additional paid holiday granted by City Council for FY23 for a total of 14 paid holidays:

Holiday	Date Observed
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day After Thanksgiving	Friday, November 25, 2022
Additional Holiday granted by City Council	Friday, December 23, 2022

Christmas Day	Monday, December 26, 2022
New Year's Day	Monday, January 2, 2023
Martin Luther King, Jr. Day	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth Day	Monday, June 19, 2023
2 Personal Holidays*	Discretionary
*Must be on payroll July 1, 2022 to receive the personal holiday.	

Suggested Motion: I move to adopt the fiscal year 2023 holiday schedule as presented.

Interim City Manager: Leslie Beauregard



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

City of Staunton Holiday Schedule
Fiscal Year 2023 (July 1, 2022-June 30, 2023)

Holiday	Date Observed
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24, 2022
Day After Thanksgiving	Friday, November 25, 2022
Additional Day Granted by City Council	Friday, December 23, 2022
Christmas Day	Monday, December 26, 2022
New Year's Day	Monday, January 2, 2023
Martin Luther King, Jr. Day	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth Day	Monday, June 19, 2023
2 Personal Holiday*	Discretionary

*Must be on payroll July 1, 2022 to receive the personal holiday.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 24, 2022	Leslie Beauregard Interim City Manager
Item #	I	
Department:	City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Discussion of Cancellation of Summer City Council Meeting(s)	

Background: In prior years, City Council has cancelled one or more meetings during the summer months in reflection of less business to be attended to and to permit staff to schedule vacations and other activities. These have historically been a meeting in July and/or August. The preferred dates to cancel are typically determined by an informal poll of City Council. Should an item of business become critical during this time period, the Interim City Manager would alert Council and if necessary, a special meeting can be called.

Interim City Manager's Recommendation: That City Council discuss the cancellation of one or more summer City Council meetings. If the consensus is to poll Council, staff will do so and bring back a future consideration if there is consensus to cancel one or more summer meetings.

Suggested Motion: Not Applicable

Interim City Manager: Leslie Beauregard

DRAFT 5.11.21

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
CANCELLING THE JULY 8, 2021
CITY COUNCIL MEETING**

Recitals

A. According to its July 1, 2020 resolution, Council established its regular meeting schedule for the period of July 2020 through June 2022;

B. Section 6 of Chapter II of the Charter for the City of Staunton provides that Council shall meet at such times as may be prescribed by ordinance or resolution provided that it hold at least one regular meeting each month;

C. Section 2.10.070 of the Staunton City Code provides that Council will hold regular meetings on the second and fourth Thursday of each month and at any other time to which it may be regularly adjourned or postponed; and

D. Council has determined that it would serve the best interests of the City to cancel its July 8, 2021 meeting;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia that its regularly scheduled July 8, 2021 meeting shall be and hereby is cancelled, with Council next reconvening at such time as may be designated by published agenda for such meeting, to be held at City Hall, 116 West Beverley Street, Staunton, Virginia; and that the Clerk of Council is directed to post an attested copy of this resolution at such location in City Hall where official notices are posted and to take such further actions as deemed appropriate to give notice of this change.

Adopted this _____ day of _____, 2021.

Andrea W. Oakes, Mayor

ATTEST: _____
Morgan Smith, Interim Clerk of Council

**RESOLUTION
MODIFYING CITY COUNCIL'S
MEETING SCHEDULE**

WHEREAS, according to its July 1, 2016 resolution, Council established its regular meeting schedule for the period of July 2016 through June 2018;

WHEREAS, Section 6 of Chapter II of the Charter for the City of Staunton provides that Council shall meet at such times as may be prescribed by ordinance or resolution provided that it hold at least one regular meeting each month;

WHEREAS, Section 2.10.070 of the Staunton City Code provides that Council will hold regular meetings on the second and fourth Thursday of each month and at any other time to which it may be regularly adjourned or postponed; and

WHEREAS, Council had determined that it would serve the best interests of the City to cancel its meetings on June 8 and June 22, and to reconvene during the month of June on June 15, 2017;

WHEREAS, Council had further determined that it would serve the best interests of the City to cancel its August 10 meeting and to reconvene and resume its regular monthly schedule next on August 24, 2017;

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

1. its regularly scheduled meetings on June 8 and 22, shall be and hereby are cancelled, with Council reconvening during the month of June on June 15, 2017, at 7:30 p.m., or at such earlier time as may be designated by published agenda for such meeting, to be held at City Hall, 116 West Beverley Street, Staunton, Virginia;
2. its regularly scheduled August 10 meeting shall be and hereby is cancelled, with Council next reconvening at its regularly scheduled meeting on August 24, 2017, at 7:30 p.m., or at such earlier time as may be designated by published agenda for such meeting, to be held at City Hall, 116 West Beverley Street, Staunton, Virginia; and
3. the Clerk of Council is directed to post an attested copy of this resolution at such location in City Hall where official notices are posted and to take such further actions as deemed appropriate to give notice of these changes.

Adopted this 11th day of May, 2017.

[SIGNATURE PAGE FOLLOWS]

**RESOLUTION
MODIFYING CITY COUNCIL'S
MEETING SCHEDULE**

Carolyn W. Dull, Mayor

ATTEST: _____
Linda L. Little, Clerk of Council