

Fact Sheet

Department Head:

John Blair

Full Time Employees:

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The City Attorney serves as general counsel for the overall control and management of all legal business of the City. The City Attorney's Office, however, does not advise private citizens on legal matters; citizens and others should consult with their own legal counsel. Although the City Attorney does advise on some criminal law facets of City law enforcement and other first-responder operations, the Commonwealth Attorney is responsible for prosecuting criminal matters and advising the City's police department on criminal law procedure.

FOIA Officer – Robin Wallace

The Virginia Freedom of Information Act (FOIA) is the state law governing access to public records and is intended to promote increased awareness of governmental activities by ensuring ready access to public records. The City's FOIA Officer serves as the point of contact for all FOIA requests and inquiries and is responsible for coordinating the City's compliance with the provisions of FOIA.

The City's FOIA Officer receives requests and works with the various City departments to process the requests within the timeframe mandated by FOIA (five business days). The provisions of FOIA are to be liberally construed and any exemptions from public access to records are to be narrowly construed.

Requests for records have five permissible responses:

1. The records are being provided in their entirety;
2. The records are being entirely withheld (with the specific exemption noted);
3. The records are being provided in part and withheld in part;
4. The records could not be found or do not exist; or
5. Additional time is needed to search for/produce the records (up to seven additional working days).

Examples of common exemptions prohibiting the release of records:

- Personnel records - § 2.2-3705.1(1)
- Attorney-client privilege - § 2.2-3705.1(2)
- Legal memoranda and other work product - § 2.2-3705.1(3)
- Contract negotiations - § 2.2-3705.1(12)
- Procurement exemptions - § 2.2-3705.6(10) and (11)
- Account & routing numbers - § 2.2-3705.1(13)
- Economic development and retention - § 2.2-3705.6(3)

Fact Sheet

Department Head:

Leslie Beauregard

Full Time Employees:

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The City Manager's Office provides direction to and general oversight of city departments in furtherance of City Council's vision and priorities, and city ordinances, policies and practices. The City Manager and Assistant City Manager motivate the city's management team to achieve excellence in public service and customer satisfaction. The office presents an annual budget and anticipates, prevents and addresses problems for the city.

The City Manager's Office also provides communications and engagement services to promote the city's goals, brand, image and stories citywide and for city departments as needed. This includes being a point of contact for citizens when they request information, compliment or complain, or offer suggestions; overseeing the city's official website and social media platforms; planning and coordinating Staunton Citizen University; developing a variety of materials, distributed internally and externally, including publications, newsletters, brochures, and news releases; and, developing publicity and public relations plans to meet short- and long-term goals of the city.

The City Manager works directly with the city's Diversity, Equity, and Inclusion Commission to bring DEI initiatives to Staunton residents and City of Staunton employees. The Assistant City Manager serves as the Title VI liaison.

The City Manager and Assistant City Manager represent the city on numerous regional boards and commissions, which provide services to the citizens of Staunton. Among these are: the Middle River Regional Jail Authority, Augusta Regional Landfill Management Committee, Shenandoah Valley Juvenile Center Commission, Blue Ridge Criminal Justice Board, Shenandoah Valley Social Services Administrative Board, Shenandoah Valley Animal Services Center, Central Shenandoah Planning District Commission, and Middle River Wastewater Treatment Plant Operations Committee.



ABOUT US



6 schools



2,725 students



615 employees

Staunton City Schools (SCS) is a PK-12 public school system in Staunton, Virginia, with 2,725 students and more than 600 employees.

Staunton ranks 35th of 131 school divisions, or in the top one-third of Virginia schools, for SOL achievement despite a high percentage of economically disadvantaged students (80%). SCS is also proud to be ranked 12th of 132 school divisions in the Commonwealth as a good place to work in the Virginia School Survey of Climate and Working Conditions.

SCS operates six schools—1 preschool, 3 elementary, 1 middle and 1 high—and provides teaching staff for two state-operated programs through the Commonwealth Center for Children and Adolescents and the Shenandoah Valley Juvenile Center.

We believe in fostering a healthy learning community by setting high expectations for students and staff, encouraging and supporting innovation, and promoting a culture of kindness.



**\$48.4 million
annual budget**

Cost per pupil: \$15,866



90% graduation rate

74% pursue post-secondary education



Student Demographics

61%: White
14%: Two or more categories
13%: Black/African American
10%: Hispanic/Latino
1%: Asian
0.3%: American Indian/Alaska Native
0.2%: Native Hawaiian/Other Pacific Islander



16 languages other than English spoken by students

Majority: Spanish; Gujarati, Hindi & Malayalam (Indian), & Igbo, Ndebele & Yoruba (African)



Bus fleet of 31

2,218 students transported by bus daily

213,000 miles driven annually

Fact Sheet

Department Head:

Christi Linhoss, Director of Elections & General Registrar

Staff:

Martha Fretwell, Chief Deputy Registrar

Myra Crawford, Deputy Registrar

Electoral Board:

Shannon Grogg, Chair

Jason Hochstetler, Vice Chair

Anne Fitzgerald, Secretary

Full Time Employee: 1

Part Time Employee: 2

The Director of Elections & General Registrar and the Staunton Electoral Board are responsible for virtually all aspects of voter registration and election administration in the City of Staunton.

Total Voters: 19,100

Total Precincts: 6

Duties:

- ♦ Administer elections in a fair, efficient, and equitable manner in accordance with the election laws of the Constitution and the Code of Virginia.
- ♦ Accurately maintain all voter records.
- ♦ Provide and process all appropriate forms involving registrations.
- ♦ Conduct absentee voting, in-person and by mail.
- ♦ Assist candidates with filing forms and verify petitions.
- ♦ Evaluate precincts and polling sites to ensure they comply with all laws and regulations.
- ♦ Participate in non-partisan programs to educate the general public about voter registration and options for casting a ballot.

Next Election:

2025 General Election

November 4, 2025

Fact Sheet

Department Head:

Jonathan Venn

Full Time Employees:

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Following action taken by the City Manager and Superintendent of Staunton City Schools through a signed MOU in March 2016, the City and Schools agreed to be a unified human resources department and operations on the payroll of the School Board. In March 2018, there was governance and management consensus that the human resources staff should be treated as employees of the City of Staunton and be on the payroll of the City of Staunton providing human resources services consistent with the Code of Virginia. The Department of Human Resources provides shared, quality services to the City of Staunton and Staunton City Schools by administering a comprehensive program with a focus on attracting, retaining and motivating a high quality, diverse workforce. The department's mission is to assist city government leaders and elected officials in developing and retaining a diverse and effective workforce while fostering employee commitment and performance; assist employees of the City of Staunton to attain safe, secure and satisfying work experiences and career opportunities; and assist the City's citizens, suppliers, and business associates cultivate beneficial relationships.

Human Resources sees the City of Staunton/Staunton City Schools as employers of choice, both providing a positive work environment that values the knowledge, talents, skills and abilities of employees as they work toward accomplishing the City/School's mission. With approximately 450 City and 600 school, full and part-time/seasonal employees, the HR department is responsible for benefits, personnel records, personnel policy and development, classification and compensation, training and development, employee relations, recruitment, employee recognition, and workers compensation.

The City and Schools provide a competitive compensation and benefits package, the opportunity to provide rewarding services to the community and schools and a working environment that encourages employees/teachers to maximize their talents and skills.