



# City of Harrisonburg

409 S. Main Street  
Harrisonburg, VA 22801

## Meeting Agenda - Final-revised City Council

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Tuesday, March 24, 2026

7:00 PM

Council Chambers

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### 1. Roll Call

### 2. Moment of Silence

### 3. Pledge of Allegiance

### 4. Special Recognition

#### 4.a. Proclamation recognizing Arbor Day

Attachments: [Proclamation](#)

### 5. Consent Agenda (any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of Council, otherwise all items will be voted on with one (1) motion)

#### 5.a. Minutes from the March 10, 2026 City Council meeting

Attachments: [Minutes](#)

#### 5.b. Consider enacting an Ordinance Temporarily Changing Certain Voting Precincts

Attachments: [Memorandum](#)  
[Special Election Precincts Ordinance](#)  
[Executed Ordinance](#)

#### 5.c. Consider the Disposal of Public Property Located at 301 S. Main Street

Attachments: [Memorandum](#)  
[Contract and Sales Agreement](#)  
[Draft Deed](#)  
[Public Hearing Notice](#)  
[Ordinance](#)

### 6. Public Hearings

**6.a. Public Hearing to Consider 2026 CDBG Action Plan**

**Attachments:**      [Memorandum](#)  
[Tentative Schedule](#)  
[Proposed Funding](#)  
[Public Hearing Notice](#)  
[PowerPoint presentation](#)

**7. Regular Items****7.a. Consider revisions to the City's Financial Management Policies**

**Attachments:**      [Memorandum](#)  
[Financial Management Policies 2026 reflecting edits](#)  
[Financial Management Policies 2026](#)  
[PowerPoint Presentation](#)

**7.b. Consider Addendum to Downtown Harrisonburg Park Donation Agreement between the City of Harrisonburg and Build Our Park**

**Attachments:**      [Memorandum](#)  
[Donation agreement unsigned](#)  
[Donation addendum](#)

**8. Supplementals****8.a. Consider a supplemental appropriation for the General Fund and the Water Capital Projects Fund**

**Attachments:**      [Memorandum](#)  
[Supplemental Appropriation](#)

**8.b. Consider a supplemental appropriation for the General Fund, Water Fund and the Stormwater Fund**

**Attachments:**      [Memorandum](#)  
[Supplemental Appropriation](#)

**8.c. Consider a supplemental appropriation for the Harrisonburg City School Board (HCPS)**

**Attachments:**      [Memorandum](#)  
[Supplemental Appropriation](#)  
[School Finance Director Memorandum](#)

**9. Reallocations**

**9.a.** Consider a reallocation of funds for the Harrisonburg City School Board (HCPS)

**Attachments:**      [Memorandum](#)  
                                 [Reallocation](#)  
                                 [School Finance Director Memorandum](#)

**10. Other Matters**

**10.a.** Comments from the public, limited to five minutes, on matters not on the regular agenda. (Name and address are required)

**10.b.** City Council and Staff

**11. Boards and Commissions**

*Visit <http://www.harrisonburgva.gov/boards> to see current and upcoming vacancies.*

**11.a.** Economic Development Advisory Committee

**Attachments:**      [Ryan Silver - EDAC](#)

**12. Adjournment**

**NOTE TO THE PUBLIC:**

Residents/Media will be able to attend the meeting.

The Public can also view the meeting live on:

- The City's website, <https://harrisonburg-va.legistar.com/Calendar.aspx>
- Public Education Government Channel 1072

A phone line will also be live where residents will be allowed to call in and speak with City Council during the Public Hearings and the Public Comments portion of the night's meeting. We ask those that wish to speak during the public comment period to not call in until after all the public hearings and public comment on those have been heard. This will avoid anyone calling on any other item from holding up the queue and then being asked to call back at a later time.

The telephone number to call in is: (540) 437-2687

Residents also may provide comment prior to the meeting by visiting this page:  
[www.harrisonburgva.gov/agenda-comments](http://www.harrisonburgva.gov/agenda-comments)

**Interpretation Services**

Language interpretation service in Spanish, Arabic and Kurdish is available for City Council meetings. To ensure that interpreters are available at the meeting, interested persons must request the accommodation at least four (4) calendar days in advance of the meeting by contacting the City Clerk at (540) 432-7701 or by submitting a request online at: [www.harrisonburgva.gov/interpreter-request-form](http://www.harrisonburgva.gov/interpreter-request-form)

El servicio de intérpretes inglés-español está disponible para las reuniones públicas del consejo municipal. Para asegurar la disponibilidad de intérpretes, cualquier interesado deberá solicitar la presencia de un intérprete al menos cuatro (4) días calendarios antes de la reunión comunicándose con la Secretaría Municipal al (540) 432-7701 o por medio de la página por internet al: <https://www.harrisonburgva.gov/interpreter-request-form>



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ID 26-104, **Version:** 1

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**Subject:**  
Proclamation recognizing Arbor Day  
Presented By: Deanna R. Reed, Mayor



## **Arbor Day Proclamation**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal;

**NOW, THEREFORE**, I, Deanna R. Reed, Mayor of the City of Harrisonburg, Virginia, do hereby proclaim April 24, 2026, as Arbor Day in the City of Harrisonburg, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and further encourage all citizens to participate in Blacks Run Cleanup Day on Saturday, April 11, 2026.

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

SIGNED this \_\_\_\_ day of March, 2026

\_\_\_\_\_  
Deanna Reed, Mayor

ATTEST: \_\_\_\_\_  
Pamela Ulmer, City Clerk



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ID 26-101, **Version:** 1

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**Subject:**  
Minutes from the March 10, 2026 City Council meeting  
Presented By: Pamela Ulmer, City Clerk



# City of Harrisonburg

409 S. Main Street  
Harrisonburg, VA 22801

## Meeting Minutes - Draft City Council

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Tuesday, March 10, 2026

7:00 PM

Council Chambers

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### 1. Roll Call

**Present:** 5 - Mayor Deanna R. Reed, Vice-Mayor Dany Fleming, Council Member Laura Dent, Council Member Nasser Alsaadun and Council Member Monica Robinson

**Also Present:** 5 - City Manager Ande Banks, City Attorney Chris Brown, City Clerk Pam Ulmer, Chief Matthew Tobia and Police Chief Joseph Tucker

### 2. Moment of Silence

Mayor Reed offered a moment of silence

### 3. Pledge of Allegiance

Mayor Reed led the Pledge of Allegiance

### 4. Special Recognition

#### 4.a. Proclamation recognizing March 2026 as Youth Art Month

Mayor Reed read the proclamation recognizing March, 2026 as Youth Art Month, to Eva Camunas, art teacher at Spotswood Elementary.

#### 4.b. Consider approving remote participation.

Chris Brown, City Attorney, stated that Council Member Dent would like to attend the meeting via virtual platform as she is ill. This requires the approval of Council.

A motion was made by Vice Mayor Fleming, seconded by Council Member Alsaadun, to approve the remote participation. The motion carried with a unanimous voice vote.

### 5. Consent Agenda (any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of Council, otherwise all items will be voted on with one (1) motion)

A motion was made by Council Member Robinson, seconded by Vice-Mayor Fleming, to approve the Consent Agenda. The motion carried with a recorded roll call vote taken as follows:

**Yes:** 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

No: 0

- 5.a.** Consider a request from Todd B. Stone to rezone a portion of 2600 and 2580 South Main Street

**This rezoning request was approved on second reading**

- 5.b.** Proposed Amendments to Ordinance Section 15-2-24- Fowl, Chickens and Other Domestic Birds

**These ordinance amendments were approved on second reading**

- 5.c.** Minutes from the February 24, 2026 City Council meeting

**These minutes were approved on the consent agenda**

## **6. Public Hearings**

- 6.a.** Consider the Disposal of Public Property Located at 301 S. Main Street

Chris Brown, city attorney, presented a request to approve the sale of city owned real estate located at 301 S. Main Street (Quilt Museum). He presented the sales contract for review and noted some of the historical preservation required by the purchaser (preservation to the footprint of the property, the front porch, exterior wood detailing, interior fire places, original radiators etc.)

At 7:07 pm Mayor Reed closed the regular session and called the first public hearing to order. A notice appeared in the Daily News-Record on Monday, March 2, 2026.

Annie McDonald and John Buller, 360 Ott Street, purchasers, reviewed their purpose of purchasing the house and hopes to be a part of the artistic hub in the downtown area.

Rita Peters, 7586 Stoney Lick Road, Mt. Crawford, spoke on the cash offer made to purchase this property that was not accepted.

Panayotis "Poti" Giannakouros, spoke against the approval of this item.

At 7:16 p.m., Mayor Reed closed the public hearing and the regular session reconvened.

Discussion took place regarding the acceptance of this contract, how it supports residents and small businesses of the city, and how the proposed purpose of the property fits with the vision of downtown.

**A motion was made by Council Member Robinson, seconded by Council Member Dent, that this item be approved. The motion carried with a recorded roll call vote taken as follows:**

**Yes:** 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

**No:** 0

## 7. Regular Items

- 7.a.** Consider a request from The Edge Realty Partners LLC for variances from the Subdivision Ordinance related to street design standards for an undeveloped portion of Franklin Street located between parcels addressed as 625 and 630 Franklin Street

Adam Fletcher, director of Community Development, presented a request for a subdivision variance at property located at 625 and 630 Franklin Street and 765 E Market Street. He reviewed the property, the history of the rezoning of this property, and the requested variance to the vertical curvature of the street.

He stated staff and Planning Commission (5-0) recommended approval with the condition as presented.

**A motion was made by Council Member Robinson, seconded by Council Member Dent, the variance request be approved with conditions as presented. The motion carried with a recorded roll call vote taken as follows:**

**Yes:** 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

**No:** 0

- 7.b.** Presentation on the State of the Schools

Tim Howley, chair of HCPS School Board, shared information on the school system in the city.

Dr. Michael Richards, superintendent, presented the state of the schools in the city. He reviewed the following:

- Vital relationships
- Potential student population increase
- SOL Scores
- Stats 101
- Context of SOL's and HCPS
- Funding disadvantages
- HCEP - Growth and opportunity
- HCPS Focus: Authentic Student Success
- Rich Learning Opportunities
- Focus on literacy
- Meeting basic needs
- Developing community partnerships
- Recruiting and retaining talent

Discussion took place on numerous topics, including the potential of needing additional schools in the future and the associated impact on resources, disparity in outcomes for different groups of students and how those students are served, how to best assess academic progress, staffing levels, and parent engagement strategies.

**This Presentation was received and filed.**

- 7.c.** Consider adopting a Resolution ratifying a Real Estate Contract between the City and 7-11, Inc.

Chris Brown, city attorney, presented a resolution ratifying a real estate contract to purchase real estate located on N. Mason Street that connects to the current Fire Station 4. He stated this parcel would allow for the extension and flexibility of the construction/renovation of Fire Station 4.

**A motion was made by Council Member Robinson, seconded by Vice-Mayor Fleming, to adopt the resolution as presented. The motion carried with a recorded roll call vote taken as follows:**

**Yes:** 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

**No:** 0

- 7.d.** Consider adopting a resolution terminating the Declaration of Local Emergency dated January 24, 2026.

Chris Brown, city attorney, presented an ordinance to terminate the Declaration of Local Emergency made on January 27, 2026.

**A motion was made by Vice-Mayor Fleming, seconded by Council Member Robinson, the ordinance be approved as presented. The motion carried with a recorded roll call vote taken as follows:**

**Yes:** 5 - Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun, Council Member Robinson and Mayor Reed

**No:** 0

## **8. Other Matters**

**8.a. Comments from the public, limited to five minutes, on matters not on the regular agenda. (Name and address are required)**

The following spoke against the use of the Automated License Plate Recognition system contracted through Flock Safety in Harrisonburg:

Noah Etko, 85 Campbell St.  
Leah Heller, 85 Campbell St.  
Rachel Bernstein,  
Ethan Morris, 210 Ohio Ave  
Isaac Andreas, 1140 Parkway Drive

Linda Plitt-Donaldson, 1135 Sumter Court  
Holly Stravers, 1522 Hillside Ave.  
Molly Skidmore, 967 Central Ave.  
David Shenk, 1531 College Ave.  
Greta Kreider, 1018 College Ave.  
Jacob Hess, 215 Monte Vista Drive  
Alexandria Loginov, 525 N. Willow St.  
Jason Hostetter 700 Ott St.  
Heidi Jablonski, 60 Broad St.  
Nathan Coffman, 852 Hillside Ave.  
Chloe Williamson, 742 Madison St.  
Giles Eanes, 451 E Gay St.  
Jacob Sider Jost - 971 Summit Ave.  
Allie Haverty, 631 E. Rock St.  
Sara Kurtz, 606 E. Rock St.  
Ben Bailey 508 E. Wolfe St  
Austin Showalter, 601 Franklin St  
Lori Lichti 1220 Old Windmill Cir.  
Glenda Leonard,  
Theresa Hinkley,  
Kate Nelson,  
Cameron Biller,  
Luke Anderson, 1300 Greystone St

## Recess

Mayor Reed had to leave unexpectedly and called a recess at 9:40 pm

Meeting reconvened at 9:45pm with Vice Mayor Fleming in control.

**8.a. Comments from the public, limited to five minutes, on matters not on the regular agenda. (Name and address are required)**

The following spoke against the use of the Automated License Plate Recognition system contracted through Flock Safety in Harrisonburg: (continued)

Erin Kiser,  
Hanna Whitmer,  
Stan Bottcher, 295 Hill St.  
Ben Wise, 209 5th St.  
Jenna,  
resident of Old town,  
Sam, student

Tom Domonoske, 461 Lee Avenue, thanked the city for the solar panels installed at the Turner Pavilion; spoke on civic engagement;

Panayotis "Poti" Giannakouros, spoke on a recent presentation at VMRC on Urban

Renewal; FOIA requests;

**8.b. City Council and Staff**

Council Member Dent spoke on the recent VA250 dinner, International Women's Day; and the upcoming NLC Congressional City Conference

Council Member Robinson spoke on the recent VMRC presentation and International Women's Day.

Vice Mayor Fleming spoke on the recent VA250 dinner, a recent Student Government Forum; a meeting he had with Chief Tucker and residents of the city on Flock Cameras; a recent General Assembly bill that did not get approved; and the upcoming NLC Congressional City Conference;

**9. Adjournment**

At 10:16 p.m., there being no further business and on motion adopted, the meeting was adjourned.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ORD 26-003, **Version:** 1

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**Subject:**

Consider enacting an Ordinance Temporarily Changing Certain Voting Precincts

**Presented By:** Chris Brown, City Attorney

City Code Section 1-1-12 establishes election districts and voting precincts across the city. Due to the unusual number of snow days so far this academic year, Harrisonburg City Public Schools is unable to cancel school for the special election; therefore, three of the voting precincts are not able to accommodate polling on April 21, 2026.



# CITY OF HARRISONBURG OFFICE OF THE CITY ATTORNEY

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801  
OFFICE (540) 432-7701 • FAX (540) 432-7778

TO: Ande Banks, City Manager  
FROM: Wesley Russ, Deputy City Attorney  
DATE: February 19, 2026  
RE: Ordinance Amendment Temporarily Changing Certain Voting Precincts

**Summary:** Proposal to adopt an ordinance temporarily changing certain voting precincts for the April 21, 2026 special election.

**Background:** City Code Section 1-1-12 establishes election districts and voting precincts across the city. Due to the unusual number of snow days so far this academic year, Harrisonburg City Public Schools is unable to cancel school for the special election; therefore, three of the voting precincts are not able to accommodate polling on April 21, 2026.

For this special election, the Registrar and Electoral Board have determined the following changes are appropriate:

1. Ward No. 1, Precinct No. 2 (East Central): Moved from Spotswood Elementary School to City Hall
2. Ward No. 2, Precinct No. 2 (Southwest): Moved from Keister Elementary School to the Heritage Oaks Golf Course
3. Ward No. 2, Precinct No. 3 (West Center): Moved from Thomas Harrison Middle School to the Price Rotary Senior Center.

After approving this ordinance, a Certificate of No Objection from the Office of the Attorney General must be sought.

**Key Issues:**

**Environmental Impact:** N/A

**Fiscal Impact:** N/A

**Prior Actions:** N/A

**Alternatives:** (a)

**Community Engagement:** N/A



# CITY OF HARRISONBURG OFFICE OF THE CITY ATTORNEY

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801  
OFFICE (540) 432-7701 • FAX (540) 432-7778

**Recommendation:** Staff recommends adoption of the ordinance as presented.

**Attachments:** Ordinance

**Review:**

*The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.*

**AN ORDINANCE TO TEMPORARILY REASSIGN CERTAIN VOTING PRECINCTS  
FOR THE SPECIAL ELECTION TO BE HELD ON APRIL 21, 2026**

**WHEREAS**, Section 1-1-12 of the Code of the City of Harrisonburg addresses election districts and voting precincts for the City of Harrisonburg; and

**WHEREAS**, a special election has been called for April 21, 2026; and

**WHEREAS**, the use of certain public school facilities as voting precincts is not feasible for the specific election dates; and

**WHEREAS**, the Registrar and the City of Harrisonburg Electoral Board have recommended these certain voting precincts be temporarily reassigned;

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HARRISONBURG, VIRGINIA:**

1. Section 1-1-12 of the Code of the City of Harrisonburg notwithstanding, and solely for the purposes of the special election to be held on April 21, 2026, the following voting precincts are hereby temporarily reassigned:
  - a. Ward No. 1, Precinct No. 2, known as the east central election district or precinct, is moved from Spotswood Elementary School to City Hall.
  - b. Ward No. 2, Precinct No. 2, known as the southwest election district or precinct, is moved from Keister Elementary School to the Heritage Oaks Golf Course.
  - c. Ward No. 2, Precinct No. 3, known as the west center election district or precinct, is moved from Thomas Harrison Middle School to the Price Rotary Senior Center.
2. All other voting precincts shall remain as set forth in Section 1-1-12 of the Code of the City of Harrisonburg.

ADOPTED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
City Clerk

**AN ORDINANCE TO TEMPORARILY REASSIGN CERTAIN VOTING PRECINCTS FOR THE SPECIAL ELECTION TO BE HELD ON APRIL 21, 2026**

**WHEREAS**, Section 1-1-12 of the Code of the City of Harrisonburg addresses election districts and voting precincts for the City of Harrisonburg; and

**WHEREAS**, a special election has been called for April 21, 2026; and

**WHEREAS**, the use of certain public school facilities as voting precincts is not feasible for the specific election dates; and

**WHEREAS**, the Registrar and the City of Harrisonburg Electoral Board have recommended these certain voting precincts be temporarily reassigned;

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HARRISONBURG, VIRGINIA:**

1. Section 1-1-12 of the Code of the City of Harrisonburg notwithstanding, and solely for the purposes of the special election to be held on April 21, 2026, the following voting precincts are hereby temporarily reassigned:
  - a. Ward No. 1, Precinct No. 2, known as the east central election district or precinct, is moved from Spotswood Elementary School to City Hall.
  - b. Ward No. 2, Precinct No. 2, known as the southwest election district or precinct, is moved from Keister Elementary School to the Heritage Oaks Golf Course.
  - c. Ward No. 2, Precinct No. 3, known as the west center election district or precinct, is moved from Thomas Harrison Middle School to the Price Rotary Senior Center.
2. All other voting precincts shall remain as set forth in Section 1-1-12 of the Code of the City of Harrisonburg.

ADOPTED AND APPROVED this 24 day of February, 2026.

  
MAYOR

ATTEST:   
City Clerk



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ID 26-064, **Version:** 1

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**Subject:**

Consider the Disposal of Public Property Located at 301 S. Main Street

Presented By: Brian Vandenberg

Last year, City Council approved the staff recommendation to advertise the City-owned property located at 301 S. Main Street through an RFP process for conveyance to a nonprofit organization or private business. At the conclusion of that application window, Council did not select any of the proposals and directed staff to list the property through a broker. Following listing the property, staff presented two offers to Council who indicated their preference during a closed session on February 24. Staff are now bringing forward a contract with the preferred buyers for a public hearing and Council consideration.



March 10, 2026 City Council Meeting

## **Title**

Consider the Disposal of Public Property Located at 301 S. Main Street—Brian Vandenberg, City Manager’s Office

## **Summary**

Last year, City Council approved the staff recommendation to advertise the City-owned property located at 301 S. Main Street through an RFP process for conveyance to a nonprofit organization or private business. At the conclusion of that application window, Council did not select any of the proposals and directed staff to list the property through a broker. Staff are now bringing forward a recommended contract with the preferred buyers for a public hearing and Council consideration.

## **Recommendation**

Option 1. Approve the sale of 301 S. Main Street to John Buller and Annie McDonald.

## **Fiscal Impact**

A sale price of \$345,000 minus a commission of \$16,905 and miscellaneous closing costs result in a revenue of approximately \$325,000 to the General Fund.

## **Options**

1. Approve the sale of 301 S. Main Street to John Buller and Annie McDonald.
2. Provide alternate direction.

## **Attachments**

1. Contract
2. Public Notice



B. Deliveries by Seller at Settlement. At Settlement, Seller shall deliver to Purchaser the following:

**Special**

**Special Warranty**

(i) A ~~general~~ warranty deed with ~~full English covenants~~ of title (the "Deed") conveying to the Purchaser good and marketable fee simple title to the Property, free and clear of all liens, encumbrances, conditions and restrictions, except any lien for real estate taxes not yet due and payable, and any Title Objections for which Purchaser has no objection and/or has waived such objection pursuant to Paragraph 5;

(ii) An affidavit for the benefit of Purchaser and its title insurer, satisfactory to Purchaser's title company (the "Affidavit") stating that (i) no right to a mechanic's or materialman's lien has accrued with respect to the Property as a result of any act or omission by the Seller and (ii) there are no outstanding leases or agreements with regard to, or other parties in or entitled to possession of, the Property except as disclosed in **SCHEDULE A** attached hereto;

(iii) A Certificate of Non-Foreign Status as required by Section 1445 of the Internal Revenue Code of 1986 and any other certificates required by any governmental authority or agency;

(iv) If the Property is leased, a tenant estoppel certificate and an assignment of lease (including the transfer of the security deposit at Settlement) for each and every tenant of the Property, in forms acceptable to Purchaser; and

(v) Such other Seller certifications as Purchaser's lender or title company may reasonably require.

C. Costs and Prorations. Seller shall pay the costs of preparing the Deed, the Grantor's tax thereon and any other expenses incurred by Seller. Purchaser shall pay for the title search, title insurance premiums, survey expenses, lender fees, Grantee's tax and all other settlement expenses incurred by Purchaser. Real estate taxes, rent, CAM and assessments, as applicable, shall be prorated between Seller and Purchaser as of the date of the Settlement. Each party shall pay its own legal, accounting and other expenses incurred in connection with this Agreement or Settlement.

D. Condition of Property. Purchaser agrees to accept the Property at Settlement in its physical condition at the time this Agreement is fully executed by all parties, except as otherwise provided herein. Seller agrees to maintain the Property in good condition and repair until Settlement. At Settlement, Seller agrees to transfer to Purchaser all existing warranties, if any, on the Property's roof, structural components, HVAC, mechanical, electrical, security and plumbing systems.

4. Feasibility Period.

A. For a period of Ninety ( 90 ) days following execution of this Agreement by all parties (the "Feasibility Period"), Purchaser, its agents and contractors, shall have the right to: (i) enter the Property for the purpose of inspecting the Property and performing tests as are desirable to Purchaser in its sole and absolute discretion; (ii) seek zoning information from the local governing authority concerning Purchaser's intended use of the Property; and/or (iii) apply for lender financing to acquire the Property.

B. Within five (5) days after Seller's receipt of a fully executed copy of this Agreement, if not previously delivered, Seller shall deliver to Purchaser copies of the following materials related to the Property if in Seller's possession: (i) any Phase I or other environmental studies; (ii) a current survey; (iii) the most current owner's title insurance policy; and (iv) all leases and rent rolls for each tenant identified in **SCHEDULE A** (including without limitation, the base monthly rental and all taxes, insurance, and other pass-throughs paid by the tenant), and all contracts affecting the Property that are not terminable at will. Items (i) through (iv) are collectively referred to as the "Materials".

C. If Purchaser is not satisfied in its sole and absolute discretion with all aspects of the Property (including zoning) or the Materials, or has not obtained financing upon terms and conditions satisfactory to Purchaser, then Purchaser shall have the right, upon written notice to Seller prior to the expiration of the Feasibility Period, to terminate this Agreement, in which event the Deposit shall be refunded in full to Purchaser and the parties shall have no further obligation or liability to one another, except for any liability pursuant to the indemnity provisions of Paragraphs 4D., 10 and 11. Purchaser acknowledges that the Feasibility Period will not be extended for any reason, regardless of whether Purchaser has completed its inspections or zoning inquiry, or has obtained financing.

D. If Purchaser fails to acquire the Property, Purchaser agrees: (i) to repair any damage arising as a result of its exercise of the right of access granted in this Paragraph 4; (ii) to indemnify and hold Seller harmless from any and all liability of any kind or nature whatsoever as a result of the exercise of such right of access, other than as a result of Seller's negligence or misconduct or the negligence or misconduct of Seller's agents, employees or contractors; and (iii) upon demand to return the Materials to Seller.

5. Title and Survey Objections. Purchaser may, at its sole expense, obtain a title insurance commitment and a survey for the Property. Prior to the expiration of the Feasibility Period, Purchaser shall notify the Seller in writing as to any title or survey objections regarding the Property that the Purchaser is unwilling to accept (collectively the "Title Objections"). Seller shall advise Purchaser in writing within ten (10) days after receipt of such notice, which if any of the Title Objections will not be cured by Seller at or prior to Settlement. If Seller fails to respond to Purchaser within such ten (10) day period or if Seller's response indicates that it does not intend to cure one or more of the Title Objections, then Purchaser may, at its option either (i) terminate this Agreement by giving written notice to Seller; (ii) cure such Title Objections at its own expense and proceed to Settlement with no reduction in the Purchase Price; or (iii) waive such Title Objections and proceed to Settlement, with no reduction in the Purchase Price. If Purchaser elects to terminate this Agreement, the Deposit shall be refunded in full to Purchaser and the parties shall have no further obligation or liability to one another, except for any liability pursuant to the indemnity provisions of Paragraphs 4D., 10 and 11.

6. Conditions Precedent to Obligation of Purchaser. This Agreement and all of Purchaser's obligations hereunder are further subject to Purchaser determining in its sole and absolute discretion that all of the conditions set forth in this Paragraph 6 have been satisfied or waived in writing by Purchaser. In the event that any of the following conditions are not satisfied or waived by Purchaser, Purchaser may give written notice to Seller terminating this Agreement on or before Settlement, in which event the Deposit shall be refunded in full to Purchaser and the parties shall have no further obligation or liability to one another, except for any liability pursuant to the indemnity provisions of Paragraphs 4D., 10 and 11.

A. Seller's Representations and Warranties. All the representations and warranties of Seller made herein shall have been true when made and shall be true and correct as of Settlement, with no material changes therein.

B. Seller's Deliveries. As of Settlement, Seller shall have taken all action and delivered all documents and materials required by this Agreement.

C. No Litigation. As of Settlement, there shall be no litigation, proceeding or investigation pending, or to the knowledge of Purchaser or Seller threatened, which might prevent or adversely affect the intended use of the Property or which questions the validity of any action taken or to be taken by Seller or Purchaser hereunder, or which threatens the continued operation of the Property for commercial purposes.

7. Representations and Warranties of the Seller. Seller, jointly and severally (if more than one Seller), represents and warrants unto Purchaser as of the date hereof and on the Settlement date that:

A. Authority and Marketable Title. Seller is the owner of the Property, possesses the requisite authority to enter into and perform this Agreement, and has the absolute right to sell, assign, and transfer the Property to Purchaser at Settlement.

B. No Pending Litigation or Bankruptcy. There are no actions, suits or proceedings at law or in equity pending, threatened against, or affecting the Property before or by any federal, state, municipal, or other governmental department, commission, board, bureau, agency, or instrumentality. No bankruptcy or similar action, whether voluntary or involuntary, is pending or is threatened against Seller, and Seller has no intention of filing or commencing any such action within ninety (90) days following Settlement.

C. No Outstanding Purchase Option. No option, right of first refusal or other contractual opportunity to purchase the Property has been granted to, or executed with, a third-party that is enforceable against Seller and/or the Property giving such third-party a right to purchase an interest in the Property or any party thereof.

D. No Notice of Repairs. Seller has received no written notice from any governmental agency that repairs, alterations or corrections that must be made to the Property.

E. Utilities. The Property is connected to [select one]:  a municipal water and sewer system and has utility meters installed within the Property OR  a well and septic system located on the Property. Seller makes no representation on whether the capacities of such utilities are sufficient for Purchaser's intended use of the Property.

F. Hazardous Materials. To the best of Seller's actual knowledge, no toxic or hazardous materials (as said terms are defined in any applicable federal or state laws) have been used, discharged or stored on or about the Property in violation of said laws, and to the best of Seller's knowledge, no such toxic or hazardous materials are now or will be at Settlement located on or below the surface of the Property. There are no petroleum storage tanks located on or beneath the surface of the Property.

G. Parties in Possession. As of the Settlement date, there will be no adverse or other parties in possession of the Property or any part thereof, nor has any party been granted any license, lease or other right or interest relating to the use or possession of the Property or any part thereof, except for the Leases attached hereto and made a part hereof as **SCHEDULE A**.

H. Other Contracts. Seller is not a party to any contracts relating to the Property that is not terminable at will, except as disclosed on **SCHEDULE B**, which is attached hereto and made a part hereof. Between the date of this Agreement and the Settlement date, Seller will not, without the prior written consent of Purchaser, which consent shall not be unreasonably withheld, enter into any contract relating to the Property that is not terminable at will.

I. No Undisclosed Restrictions. Seller has not, nor to the best of Seller's knowledge or belief has any predecessor in title, executed or caused to be executed any document with or for the benefit of any governmental authority restricting the development, use or occupancy of the Property that has not specifically been disclosed to Purchaser or wouldn't be revealed by a title report.

8. Risk of Loss. The risk of loss or damage to the Property by fire or other casualty prior to Settlement shall be on the Seller. If such loss or damage materially and adversely affects the use of the Property as of Settlement, Purchaser shall be entitled to terminate this Agreement by written notice to Seller, in which event the Deposit shall be refunded in full to Purchaser and the parties shall have no further obligation or liability to one another, except for any liability pursuant to the indemnity provisions of Paragraphs 4D., 10 and 11.

9. Condemnation. If, prior to Settlement, any taking pursuant to the power of eminent domain is proposed or occurs, as to all or any portion of the Property intended to be acquired at Settlement by the Purchaser, or sale occurs in lieu thereof, the Purchaser shall be entitled to terminate this Agreement by written notice to Seller, in which event the Deposit shall be refunded in full to Purchaser and the parties shall have no further obligation or liability to one another, except for any liability pursuant to the indemnity provisions of Paragraphs 4D., 10 and 11.

10. Access/Cooperation. During the term of this Agreement, Purchaser and his duly authorized agents shall be entitled to reasonable access to the Property for the purpose of surveying, appraising and making other findings related to the Property. Purchaser agrees to indemnify and hold the Seller harmless from any and all liability of any kind or nature whatsoever as a result of the exercise of such right of access, other than as a result of the Seller's gross negligence or willful misconduct.

11. Agents and Brokers. Each party represents and warrants that it did not consult or deal with any broker or agent with regard to this Agreement or the transaction contemplated hereby, except for the Listing Broker and the Selling Broker, and each party hereto agrees to indemnify and hold harmless the other party from all liability, expense, loss, cost or damage, including reasonable attorneys' fees, that may arise by reason of any claim, demand or suit of any agent or broker arising out of facts constituting a breach of the foregoing representation and warranty. Listing Broker shall be paid a brokerage fee by Seller of  4.900 % of the Purchase Price. Selling Broker shall be paid by Seller a fee of  \_\_\_\_\_ % of the Purchase Price. The fees to the Listing Broker and Selling Broker shall be paid in cash at Settlement.

12. Notices. Any notice, request or demand required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed sufficiently given if, delivered by hand or messenger at the address of the intended recipient, sent prepaid by Federal Express (or a comparable guaranteed overnight delivery service), or deposited in the United States first class mail (registered or certified, postage prepaid, with return receipt requested), addressed to the intended recipient, at the intended recipient's address set forth below, or at such other address as the intended recipient may have specified by written notice to the sender given in accordance with the requirements of this Paragraph. Any such notice, request or demand so given shall be deemed given on the day it is received by the recipient.

For the Seller: 409 S Main Street  
Attention: City Manager  
Harrisonburg, VA 22801

For Purchaser: John Buller and Annie McDonald (johnbuller@j-ellisphotography.com)  
368 Ott Street  
Harrisonburg, VA 22801

13. Default.

A. Default by Purchaser. If Purchaser defaults under this Agreement, the damages suffered by Seller would be difficult to ascertain. **Therefore, Seller and Purchaser agree that, in the event of a default by Purchaser, Seller's sole and exclusive remedy, in lieu of all other remedies, shall be to terminate this Agreement and retain the Deposit as full and complete liquidated damages.** If the deposit is retained as liquidated damages, Seller agrees to

pay one-half of the Deposit to the Listing Broker to compensate Broker for his brokerage services in the transaction. Such payment shall have no effect on the payment due in any subsequent transaction. Seller hereby specifically waives the right to seek specific performance of this Agreement by Purchaser or any other remedy at law or in equity, provided that Seller reserves the right to all remedies available at law and in equity solely in order to enforce the indemnification obligations of Purchaser under Paragraphs 4D., 10 and 11 herein.

B. Default by Seller. If Seller defaults under this Agreement, Purchaser shall have the option to (i) seek specific performance of this Agreement, or (ii) terminate this Agreement, in which event the Deposit shall be promptly refunded to Purchaser. Seller shall be liable for Purchaser's expenses in the filing of any specific performance action, including reasonable attorney's fees and court costs.

C. Right to Cure Default. Prior to any termination of this Agreement as provided in Subparagraphs 13A. and 13B., the non-defaulting party shall provide written notice of any default(s) to the defaulting party (the "Default Notice") permitting the defaulting party ten (10) days to cure any such default(s). If defaulting party does not cure the default(s) or does not respond to the Default Notice, then the non-defaulting party may terminate the Agreement by written notice to the defaulting party. Nothing herein shall prevent either party from seeking a judicial determination regarding any default; provided however, the court shall award the expenses of attorney's fees and court costs to the prevailing party in any such action.

~~D. Brokerage Fees. Notwithstanding the remedies set forth in Subparagraphs 13A., 13B., and 13C., if either Seller or Purchaser defaults under this Agreement, the defaulting party shall be liable for the full amount of the brokerage fees set forth in Paragraph 11 and any brokerage fees set forth in Seller's listing agreement with the Listing Broker for the Property (which document is hereby incorporated herein by this reference) as if this Agreement and Seller's listing agreement had been performed, and for any damages and all expenses incurred by the Listing Broker and the Selling Broker in connection with this transaction and the enforcement of this Agreement and Seller's listing agreement, including, without limitation, attorney's fees and court costs. Payment of a real estate broker's fee as the result of a transaction relating to the Property which occurs subsequent to a default under this Agreement shall not relieve the defaulting party of liability for any brokerage fees due under this Agreement or Seller's listing agreement.~~

14. Miscellaneous.

A. Final Agreement. This Agreement contains the entire agreement between the parties hereto relating to the Property and supersedes all prior and contemporaneous negotiations, understandings and agreements, written or oral, between the parties hereto.

B. Virginia Law Applicable. This Agreement shall be construed, performed and enforced in accordance with the laws of the Commonwealth of Virginia and shall not be amended or modified and no waiver of any provision hereof shall be effective unless set forth in a written instrument executed with the same formality as this Agreement.

C. Assignment. This Agreement shall not be assigned by one party without the written consent of the other party, except the assignment of this Agreement to an entity owned by Purchaser or the principals of Purchaser shall not require the consent of Seller, but Purchaser shall provide written notice to Seller of such assignment. This Agreement shall inure to the benefit of the parties hereto and their respective and permitted successors and assigns.

D. Counterparts. This Agreement may be signed in one or more counterparts, each of which is deemed to be an original and all of which shall together constitute the same instrument. The parties agree that a fax of any signed original document shall have the same effect as an original.

E. Tax-Deferred Exchange. Either party may elect to include the conveyance of the Property in an IRS Section 1031 Like Kind Exchange (a tax-deferred exchange). In the event that a party makes such an election, the non-exchanging party agrees to execute such documents necessary to effectuate such an exchange (at no cost to the exchanging party), but in no event shall such exchange affect the terms of the transaction or a party's responsibilities to the other party under this Agreement. The exchanging party shall bear the sole costs of its exchange.

F. **WIRE FRAUD ALERT.** Criminals are hacking email accounts of real estate agents, title companies, settlement attorneys, and others, resulting in fraudulent wire instructions being used to divert funds to the account of the criminal. Owner is advised to not wire any funds without personally speaking with the intended recipient of the wire to confirm the routing number and the account number. Neither Purchaser or Seller should send personal information such as Social Security numbers, bank account numbers, and credit card numbers except through secured email or personal delivery to the intended recipient.

15. Additional Provisions: 1. The "Agreement," is contingent on approval by Harrisonburg City Council via a public vote on March 10th, 2026  
2. Purchaser and Seller acknowledge the attached "Deed Restrictions," list that has been agreed to by both parties. Formal language will be written into the Property Deed to be approved by both Purchaser and Seller prior to expiration of the Feasibility Period.

16. Acceptance. To be effective this Agreement must be executed by Purchaser and Seller and an original copy of this Agreement returned to Purchaser no later than 5:00 p.m. on \_\_\_\_\_, or this Purchase Agreement shall be deemed withdrawn.

Each of the parties has executed this Agreement in its name pursuant to due authority as of the dates set forth below.

 *John Buller*

**Purchaser**  
Printed Name: **John Buller**  
Title (if applicable): \_\_\_\_\_  
Date: 03/06/26

*Alyssa Gabe III*

**Seller**  
Printed Name: **City of Harrisonburg**  
Title (if applicable): *City Manager*  
Date: 3/6/2026

 *Annie McDonald*

**Purchaser**  
Printed Name: **Annie McDonald**  
Title (if applicable): \_\_\_\_\_  
Date: 03/06/26

**Seller**  
Printed Name: \_\_\_\_\_  
Title (if applicable): \_\_\_\_\_  
Date: \_\_\_\_\_

**Selling Company's Name and Address**

**Cottonwood Commercial LLC**  
**1958 Evelyn Byrd Ave, Harrisonburg, VIRGINIA**  
**22801**

**Listing Company's Name and Address**

**Cottonwood Commercial LLC**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agent's Name Michael Martin**  
Agent's tel. no. **(540)421-0360**  
Fax no. \_\_\_\_\_  
Agent's email **mike.martin@cottonwood.com**

**Agent's Name Michael Martin**  
Agent's tel. no. \_\_\_\_\_  
Fax no. \_\_\_\_\_  
Agent's email \_\_\_\_\_

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**SCHEDULE A**

**LEASES, AGREEMENTS AND CONTRACTS  
FOR TENANTS AND OTHER PARTIES  
IN POSSESSION OF THE PROPERTY**

**List below each such tenant or other party in possession of the Property, and provide Purchaser with a copy of each lease, license or other agreement. If verbal agreement, summarize terms below.**

**Also provide Purchaser with any contract affecting the Property that is not terminable at will.**

**None**

**SCHEDULE B**

**CONTRACTS RELATING TO THE PROPERTY  
(Not terminable at will)**

**None**

## Specific items to be preserved or maintained

Front porch but not including existing steps or wheelchair ramp.

Decorative wood detail around windows and doors

Exterior window frames, but interior frames can be changed if upgrading windows necessitates

All fireplaces as currently designed, additional restoration and preservation okay as needed, but no stylistic changes

Majority, but not all radiators. May remove some if needed to reconfigure space

Hardwood floors as existing except when individual planks need to be replaced due to water damage or trip hazard

Decorative archways above doors, room entries

Main staircase shape and style, understanding some modifications may have to occur to meet building standards

Windows and roofline in attic. Additional insulation around windows can occur, but the appearance from the exterior needs to remain

Double glass doors in basement

Exterior brick to remain white or to be restored to original natural color, but no other colors

Exterior trims around windows, roofline

Chimneys

Existing building footprint to remain the same



## COMMERCIAL PURCHASE AGREEMENT ADDENDUM

THIS ADDENDUM (“Addendum”) made this 6th day of March, 2026 by and between the City of Harrisonburg, Virginia, Seller, and John Buller and Annie McDonald, or assigns, the Purchaser.

WHEREAS, the Seller and Purchaser contemplate executing a Commercial Purchase Agreement for the purchase of the property located at 301 S Main Street, Harrisonburg Virginia, identified as Tax Map No. 025 J 12-A (the “Property”), hereinafter the “Contract”, and

WHEREAS, the Contract has not yet been executed, and this Addendum is intended to memorialize additional agreed-upon terms between the parties prior to execution, to be ratified as of date even with the Contract;

NOW, THEREFORE, based on a mutual covenants and promises contained herein and in the Contract, the Parties agree as follows:

1. The recitals are incorporated herein by reference.
2. The parties agree that the execution of the Contract, including this Addendum, is contingent upon and subject to the approval of the City Council for the City of Harrisonburg, Virginia, of the terms contained in the Contract and this Addendum.
3. The parties agree that the deed conveying the Property shall be substantially consistent with the form of the attached draft deed, and the parties agree to the reservations and restrictions placed on the Property by the Seller contained in the draft deed (see **Exhibit A**).
4. Seller shall file the Baseline Documentation Report referred to in the draft deed in the City Manager’s Office no later than June 3, 2026.
5. All other provisions of the Contract are acknowledged and reaffirmed, and shall not be changed by the parties unless by written agreement as provided in the Contract.

*[Signature page follows]*

IN WITNESS WHEREOF, the parties hereto have executed this Addendum the day and year first above mentioned.

Seller:  
City of Harrisonburg, Virginia

By: *Alyce G. Bass*  
Title: *City Manager*

Purchaser:  
John Buller

By:  *John Buller* 03/06/26  
Title: Owner

Annie McDonald

By:  *Annie McDonald* 03/06/26  
Title: Owner

**City of Harrisonburg, Virginia**  
**Parcel No: 025-J-12A**

**This document prepared by:**

Wesley D. Russ, Jr., Deputy City Attorney  
VSB No:  
409 South Main Street  
Harrisonburg, VA 22801

**Consideration:**

**Title Insurance in underwritten by: Unknown to Preparer**

**NOTE TO TITLE EXAMINERS: This deed contains restrictions on permitted uses and activities on the property described below, which run with the land and are applicable to the property in perpetuity.**

**DEED OF BARGAIN AND SALE AND RESERVATION OF HISTORIC  
PRESERVATION EASEMENT AND ACCESS EASEMENT**

THIS DEED OF BARGAIN AND SALE, exempt from Grantor's recordation taxes pursuant to Code of Virginia (1950), as amended, § 58.1-811(C)(4), made this DATE of DATE, by and between the **CITY OF HARRISONBURG, VIRGINIA**, a municipal corporation and political subdivision of the Commonwealth of Virginia (the "Grantor"), and **PURCHASER NAME** (the "Grantee").

**RECITALS:**

1. Grantor is the owner in fee simple of real property commonly known as 301 South Main Street, situated in the City of Harrisonburg, Virginia and more particularly described in Exhibit A (the "Property").
2. Grantor desires to convey the fee simple title interest in the Property to Grantee.
3. Grantor desires to protect in perpetuity specific historical and architectural values of the Property by reserving a perpetual easement restricting the use and alteration of the Property (the "Historic Preservation Easement"), and Grantee is willing to accept the conveyance subject to this reservation.
4. Grantor reserves this Historic Preservation Easement pursuant to Code of Virginia (1950), as amended, §§ 10.1-1700, et seq. (the "Open-Space Land Act").

**WITNESSETH:**

THAT for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid by the Grantee to the Grantor before the execution and delivery hereof, and other good and valuable consideration given, the receipt of which is hereby acknowledged, the City of Harrisonburg, a

Virginia municipal corporation, Grantor, does hereby grant and convey with Special Warranty of Title unto the said **BUYER**, Grantee, subject to the reservations of easements set forth below along with all easements, conditions, restrictions, and reservations of title, all of that real property, containing 9,552 square feet, more or less, together with all improvements thereon and all rights, privileges, appurtenances, and easements thereunto belonging or in anywise appertaining, known as 301 South Main Street and situate on the northwest side thereof, in the City of Harrisonburg, Virginia, and being more particularly described by metes and bounds along with a plat dated February 1, 2000, and prepared by the Division of Engineering of the City of Harrisonburg (the "Plat"), which said metes and bounds description and plat are attached to and made a part of a deed of record in the Clerk's Office of the Circuit Court of Rockingham County, Virginia, in Deed Book 1818, Page 279.

A copy of the ordinance directing this deed which was duly enacted by the City Council of the City of Harrisonburg at its regular meetings held on March 10, 2026, and March 24, 2026, is recorded in the Clerk's Office of the Circuit Court of Rockingham County, Virginia, immediately prior hereto.

This being the same real estate originally acquired by the Grantor by deed dated June 18, 1956, from Byrd Charles Willis and Louise R. S. Willis, husband and wife, recorded in the Clerk's Office of the Circuit Court of Rockingham County Virginia, in Deed Book 255, Page 205. The property was subsequently conveyed by the Grantor via Deed of Gift recorded in Book 1818, Page 279, subject to a right of reversion. Title reverted to and vested in the Grantor upon the failure of the conditions set forth in said Deed of Gift.

Reference is hereby made to the aforesaid instruments for further description and derivation of title.

### **RESERVATION OF HISTORIC PRESERVATION EASEMENT**

Grantor hereby expressly reserves until itself, its successors and assigns, a perpetual historic preservation and open-space easement over the Property (the "Historic Preservation Easement"). This Historic Preservation Easement is perpetual and shall run with the land.

The following historic features exist on the Property as of the date of this Deed and are subject to the protection of this Historic Preservation Easement (the "Existing Historic Resources"):

1. Front porch (excluding existing steps and wheelchair ramp);
2. Exterior decorative wood detailing around windows and doors, exterior window frames, exterior trim around windows and roofline, and attic windows and roofline;
3. Exterior brick and chimneys;
4. Double-glass doors in the basement;
5. Interior fireplaces;
6. Original radiators;
7. Hardwood floors;
8. Decorative archways above doors and room entries; and

9. Primary staircase.

The condition of the Property and the Existing Historic Resources is documented in a Baseline Documentation Report containing photographs and descriptions on file in the City of Harrisonburg's City Manager's Office. This Baseline Documentation Report shall serve as a basis for monitoring compliance with the terms of this Historic Preservation Easement.

Grantee shall maintain, replace, repair, construct, or reconstruct the Existing Historic Resources as may be necessary to preserve them in substantially the same condition and state of repair or better as that existing on the date of this Deed. Grantee shall comply with the following specific treatment guidelines:

1. The footprint and architectural design of the front porch must be maintained. Routine maintenance, repair, and replacement of decking or floorboards, railings, and structural framing is permitted, provided the replacement materials are visually compatible with the historic design.
2. Exterior window frames and decorative wood detailing must be maintained; however, interior frames may be modified if necessitated by window upgrades. Additional insulation may be added, provided the exterior appearance of the attic windows and roofline remains unchanged.
3. Exterior brick must remain white or be restored to its natural color. No other colors or paint treatments shall be applied.
4. Chimneys must be preserved in their present appearance, except that the chimneys may be replaced where it is determined that any chimney is structurally unsound or unsafe.
5. All fireplaces must be maintained as currently designed. Stylistic changes are prohibited, though structural restoration and preservation are permitted.
6. The shape, style, and essential materials of the primary staircase must be preserved except that modifications for the purposes of meeting building code and accessibility standards.
7. Hardwood floors must be preserved as existing, except that individual planks may be replaced where water damage or trip hazards require remediation. Must be preserved in their existing configuration and appearance. In the event that portions of the flooring become damaged, degraded, or pose a safety hazard, Grantee may perform "in-kind" repairs or replacements. "In-kind" means the use of replacement wood that matches the species, grain pattern, board width, and thickness of the original flooring as closely as commercially possible.
8. Existing radiators must be maintained; however, to accommodate spatial reconfigurations, a minority of the existing radiators may be removed with prior written approval from the Grantor.

The existing building footprint shall generally remain the same. Notwithstanding the foregoing, the furthest west portion of the structure (presumed to be an old carriage house) may be demolished and removed from the Property upon written approval of the Grantor. Such approval shall not be unreasonably withheld, provided the Grantee submits documentation demonstrating the foundation is unstable. In the event of such demolition, Grantee may construct a new addition in the approximate location of the removed structure, subject to prior written

approval of the Grantor regarding the location, design, and exterior materials to ensure visual compatibility with the Existing Historic Resources.

Whenever Grantor's approval is required under this Historic Preservation Easement, Grantee shall submit a written request identifying the proposed activity, relevant plans and photographs, and an anticipated timeline. Grantee shall not commence the proposed activity without the Grantor's prior, written authorization.

Grantor, and its representatives and agents, shall have the right to enter upon the Property once per calendar year, upon not less than thirty (30) days' notice to Grantee, to inspect and document the condition of the Existing Historic Resources.

Grantor shall have the right to bring an action at law or in equity to enforce the covenants and restrictions contained in this Deed, including the right to require restoration of the Property, enjoin non-compliance, and recovery any damages arising from non-compliance.

Grantee shall notify Grantor in writing within no less than forty-five (45) calendar days prior to any transfer of fee simple title of the Property.

#### **RESERVATION OF ACCESS EASEMENT**

Grantor further reserves unto itself, its successors and assigns, a perpetual, non-exclusive easement for public ingress and egress over and across the paved drive as more particularly shown on the Plat. Grantee, and its successors and assigns, shall retain the right to use the easement area for all lawful purposes, including but not limited to vehicular access and temporary standing for loading, unloading, or accepting deliveries, provided that such use does not unreasonably interfere with or obstruct the right of passage by Grantor and the public.

*[Signature Page to Follow]*

WITNESS the following signature and seal:

CITY OF HARRISONBURG  
*A Virginia municipal corporation*

By: \_\_\_\_\_  
Its: City Manager

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me in the aforesaid jurisdiction this  
\_\_ day of \_\_\_\_\_, 2026, by ALEXANDER BANKS, VI, City Manager of  
the CITY OF HARRISONBURG.

My commission expires \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Office of the City Attorney, Harrisonburg, Virginia  
Approved as to form:

By: \_\_\_\_\_  
Chris Brown, City Attorney

City of Harrisonburg's Address:  
409 South Main Street  
Harrisonburg, VA 22801

Grantee's Address:

**NOTICE OF PUBLIC HEARING  
ON PROPOSED DISPOSITION OF CITY OF HARRISONBURG PROPERTY INTEREST**

The Harrisonburg City Council will hold public hearing on March 10, 2026 at 7:00 p.m., or as soon as the agenda permits, in the City Council Chambers located at 409 South Main Street, Harrisonburg, Virginia, to receive public comment on the conveyance to John Buller and Annie McDonald the property located at 301 South Main Street (Real Estate Tax Number 025 J 12-A), Harrisonburg, Virginia.

Copies of the plats or plans showing the proposed interests to be transferred are available on the City's website and are available in the City Manager's Office, 409 South Main Street, Harrisonburg, Virginia, Monday through Friday, 8:00 a.m. to 5:00 p.m.

All persons interested will have an opportunity to express their views at these public hearings.

Any person requiring auxiliary aids, including signers, in connection with this public hearing shall notify the City Manager at least five (5) days prior to the time of the hearing.

CITY OF HARRISONBURG

**AN ORDINANCE AUTHORIZING THE SALE OF CITY-OWNED REAL ESTATE  
LOCATED AT 301 SOUTH MAIN STREET IN THE CITY OF HARRISONBURG,  
VIRGINIA**

**WHEREAS**, the City of Harrisonburg owns the real property located at 301 South Main Street in Harrisonburg, Virginia; and

**WHEREAS**, the City Council previously authorized the City Manager to negotiate for the potential sale of the property; and

**WHEREAS**, the City Manager has received offers and presented a recommended sale of the property to City Council; and

**WHEREAS**, the City Council held a duly advertised public hearing regarding the potential sale of the property on March 10, 2026; and

**WHEREAS**, the City Council is of the opinion that the sale of this property is in the public interest and will otherwise advance the City’s goals; now, therefore,

**THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
HARRISONBURG, VIRGINIA:**

That the City Manager, or in his absence the Deputy City Manager, be and hereby is authorized, on behalf of the City of Harrisonburg, to enter into an execute all necessary contracts, deeds, and other documents to carry out the sale of the real property described in the Commercial Purchase Agreement and draft Deed of Bargain and Sale and Reservation of Historic Preservation Easement and Access Easement presented to City Council on March 10, 2026, subject to the review and approval as to form by the City Attorney.

This ordinance shall be effective from the date of its passage.

ADOPTED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
City Clerk



## Legislation Text

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**File #:** ID 26-093, **Version:** 1

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**Subject:**

Public Hearing to Consider 2026 CDBG Action Plan

Presented By: Kristin McCombe, CDBG Program Manager

This public hearing is to solicit public input during the CDBG Action Plan process. Projects selected to receive funding will be included in the Annual Action Plan. If the actual CDBG allocation is less or greater than this amount, funding will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts. This will be detailed at the meeting.

Proposed funding categories include:

• Housing	\$199,500
• Public Service Activities	\$43,013.76
• Public Facilities	\$217,818.53
• Program Administration and Planning	\$98,000
<b>TOTAL</b>	<b>\$558,332.29</b>

The city received \$1,184,213 in requests. The selection committee has reviewed these requests and funding recommendations are attached. A complete Consolidated Plan and Annual Action Plan document is available upon request.

Staff requests that council hold a public hearing on this Action Plan. This public hearing will open the 30-day HUD-required public comment period for this document. After the end of this comment period, at the May 12, 2026 regular council meeting, staff will bring this document to council for consideration of approval. Once council approval is obtained, the Annual Action Plan will be submitted to HUD for final approval.



March 24, 2026 City Council Meeting

## **Title**

Public Hearing to Discuss 2026-2027 CDBG Action Plan-- Kristin McCombe, CDBG Program Manager

## **Summary**

This is the second of two public hearings required by HUD to receive citizen comments. The City of Harrisonburg has prepared a draft Action Plan for FY2026. Staff will make a short presentation outlining funding recommendations. The CDBG Selection Committee met on March 13, 2026. The attached document summarizes funding recommendations for the PY2026 Action Plan.

## **Recommendation**

Option 1. Council holds a public hearing.

## **Fiscal Impact**

This grant, including all administrative costs, is federally funded through HUD.

## **Context & Analysis**

As an entitlement community, the City of Harrisonburg, VA receives funding through the Community Development Block Grant Program (CDBG). The purpose of the Public Hearing is to once again solicit citizen participation in the process. Citizen participation and comments on the Annual Action Plan will assist the city in the finalization of these required documents. The Consolidated Plan serves as the planning document for addressing overall community development and housing needs that will utilize the estimated \$490,000 annual entitlement of CDBG funding available to the city to meet those needs. An additional \$68,332.29 in unspent funding from previous years will be added to the 2026 Action Plan. Projects selected to receive funding will be included in the Annual Action Plan. The first public hearing on this issue was held on January 13, 2026. Advertisements for both public hearings were placed in the DNR. CDBG staff held a training meeting on January 15, 2026 and participated in meetings with interested organizations. The City will consider comments on the proposed plan prior to consideration for adoption by Harrisonburg City Council on May 19, 2026. The City plans to submit Annual Action Plan to HUD on or before May 15, 2026.

## **Options**

1. Council holds a public hearing; or
2. Council does not hold a public hearing.

**Attachments**

1. Memorandum
2. Tentative Schedule
3. Funding Recommendations
4. Public Hearing Notice
5. Power Point Presentation

## **TENTATIVE Schedule for 2026-2027 CDBG Program**

December 29, 2025	<b>Advertise RFP</b> in DNR & on website for grant proposals.
January 13, 2026	<b>Council Meeting/Public Hearing #1</b> (get input regarding what types of projects should be funded, what need is, explain purpose of grant and answer questions) – <b>7:00 PM</b>
January 15, 2026	<b>Training Session</b> for CDBG Applicants, 2pm
February 19, 2026	<b>Grant Application Deadline</b> – receipt by <b>NOON</b>
March 13, 2026	<b>Selection Committee Meeting, Consideration of Proposals, &amp; Development of Action Plan</b>
March 24, 2026	<b>Council Meeting/Public Hearing #2</b> (Present Budget, 2026 Action Plan, & open thirty-day Public Comment Period – <b>7:00 PM</b>
April 27, 2026	<b>All public comments must be received by 9:00 AM on April 27, 2026 to be considered.</b>
May 12, 2026	<b>Council Meeting/Council Final Approval of 2026 CDBG Budget/Action Plan</b> (Council to consider approval of budget, & plan)*
May 15, 2026	<b>Plan due to HUD</b>
July 2025	Anticipated <b>HUD Approval of 2026 CDBG Action Plan</b>

**\*Funding of specific projects is not final until approved by HUD.**

## FUNDING RECOMMENDATIONS FOR 2026-2027 CDBG PROGRAM

\$490,000 Allocation + \$68,332.29= \$558,332.29

### Housing & Property Improvements

Organization	Requested	Recommended
Public Utilities Infiltration and Flow Program	\$200,000.00	\$199,500.00
<b>Total</b>	<b><u>\$200,000.00</u></b>	<b><u>\$199,500.00</u></b>

### Administration (20% MAX = \$98,000)

Organization	Requested	Recommended
Administration	\$98,000.00	\$98,000.00
<b>Total</b>	<b><u>\$98,000.00</u></b>	<b><u>\$98,000.00</u></b>

### Public Services (15% MAX = \$73,500)

Organization	Requested	Recommended
New Creation Economic Empowerment Program	\$13,013.76	\$13,013.76
Meals On Wheels	\$30,000.00	\$30,000.00
<b>Total</b>	<b><u>\$43,013.76</u></b>	<b><u>\$43,013.76</u></b>

### Community & Public Facilities

Organization	Requested	Recommended
PW - East Grattan St.	\$337,700.00	
PW School Zone Signage at Various City Schools	\$136,000.00	\$111,000.00
P&R Ralph Sampson Basketball Court Re-Surfacing	\$70,000.00	\$70,000.00
P&R- Hillandale Park Playground Replacement	\$199,500.00	
P&R Morrison Park ADA Sidewalk	\$50,000.00	\$36,818.53
P&R Kiwanis Park Basketball Court Restoration	\$50,000.00	
<b>Total</b>	<b><u>\$843,200.00</u></b>	<b><u>\$217,818.53</u></b>

<b>GRAND TOTAL</b>	<b><u>\$1,184,213.76</u></b>	<b><u>\$558,332.29</u></b>
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**PUBLIC MEETING/COMMENT NOTICE**  
**CITY OF HARRISONBURG**  
**2026 ANNUAL ACTION PLAN**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

The City of Harrisonburg will hold a public hearing on Tuesday, March 24, 2026, at 7:00 p.m. in the City Council Chambers, 409 South Main Street, in order to receive citizen input regarding the 2026 Annual Action Plan for the Community Development Block Grant (CDBG) Program. Citizen participation is essential to the City's involvement in the Federal Department of Housing & Urban Development's (HUD) CDBG Program. Citizen participation and comments on the Annual Action Plan will assist the City in the finalization of this required document. The Consolidated Plan serves as the planning document for addressing overall community development and housing needs that will utilize the estimated \$490,000 annual entitlement of CDBG funding available to the City to meet those needs. Projects selected to receive funding will be included in the Annual Action Plan. If the actual CDBG allocation is more or less than \$490,000, funding for individual projects will be increased or decreased by amounts noted at the meeting. Additionally, prior year resources of \$68,332.29 will be carried forward to current year projects. These remaining resources were due to cancelled projects or lower than anticipated project costs from previously completed projects. The total estimated total amount to be allocated is \$558,332.29.

Proposed funding categories include:

- Housing
- Public service activities
- Public facilities
- Program administration

None of the proposed categories of activities will result in displacement of residents. All citizens and organizations are invited to attend the public hearing to comment orally or in writing on the Annual Action Plan. The City of Harrisonburg will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public hearing. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact the City at least three working days in advance of the hearing. Written comments may be mailed to Kristin McCombe, CDBG Program Manager, Office of City Manager, 409 South Main Street, Harrisonburg, VA 22801. Comments may also be submitted by calling (540) 432-8926 or emailing [cdbg@harrisonburgva.gov](mailto:cdbg@harrisonburgva.gov).

In order to obtain the views of citizens, public agencies and other interested parties, the City will place its proposed FY 2026 Annual Action Plan on public display in the following locations during normal operational hours beginning on March 24, 2026:

- City Manager's Office, City Hall, 409 South Main Street, Harrisonburg
- Massanutten Regional Library, 174 South Main Street, Harrisonburg
- Harrisonburg City website: [www.harrisonburgva.gov](http://www.harrisonburgva.gov)

Public comment on the plan can be directed to: City Manager's Office, City Hall, 409 South Main Street, Harrisonburg, VA 22801. Public comments regarding this document will be accepted until 9 a.m. on April 27, 2026, the end of the 30-day public comment period.

The City Council is expected to act on the proposed FY 2026 Annual Action Plan on Tuesday, May 12, 2026 at the regularly scheduled Council meeting at 7:00 in City Council Chambers. The final FY 2026 Annual Action Plan will be submitted to HUD for review and approval on or about May 15, 2026.



# Community Development Block Grant (CDBG) Program

2026  
Annual Action Plan

2026 Estimated CDBG Allocation =  
\$490,000

Rollover Funding = \$68,332.29

TOTAL TO ALLOCATE = \$558,332.29

# Housing & Property Improvements

Organization	Requested	Recommended
Public Utilities Infiltration and Flow Program	\$200,000	\$199,500
Total	<u>\$200,000</u>	<u>\$199,500</u>

# Community & Public Facilities

Organization	Requested	Recommended
PW - East Grattan St.	\$337,700.00	
PW School Zone Signage at Various City Schools	\$136,000.00	\$111,000.00
P&R Ralph Sampson Basketball Court Re-Surfacing	\$70,000.00	\$70,000.00
P&R- Hillandale Park Playground Replacement	\$199,500.00	
P&R Morrison Park ADA Sidewalk	\$50,000.00	\$36,818.53
P&R Kiwanis Park Basketball Court Restoration	\$50,000.00	
<b>Total</b>	<b>\$843,200</b>	<b>\$217,818,53</b>

# Planning and Administration (20% MAX)

Organization	Requested	Recommended
City Admin Costs	\$98,000	\$98,000
Total	<u>\$98,000</u>	<u>\$98,000</u>

# Public Services (15% MAX)

Organization	Requested	Recommended
New Creation Economic Empowerment Program	\$13,013.76	\$13,013.76
Meals On Wheels	\$30,000.00	\$30,000.00
Total	<u>\$43,013.76</u>	<u>\$43,013.76</u>

# Schedule for 2026 Action Plan

- |                |   |
|----------------|---|
| April 27, 2026 | Public Comment Period Ends, 9:00 a.m.           |
| May 12, 2026   | Council Considers Final Approval of Action Plan |
| May 15, 2026   | Annual Action Plan Due to HUD                   |

Funding of specific projects is not final  
until approved by HUD.

# Public Hearing

SUBMIT COMMENTS TO:

Kristin McCombe  
CDBG Program Manager

409 South Main Street  
Harrisonburg, VA 22801

(540) 432-8926

[Kristin.McCombe@HarrisonburgVA.gov](mailto:Kristin.McCombe@HarrisonburgVA.gov)



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ID 26-100, **Version:** 1

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**Subject:**

Consider revisions to the City's Financial Management Policies

Presented By: City Staff

City staff is recommending a number of changes to the City's Financial Management Policies. Policy updates were last approved by City Council in March 2014. Revisions include an additional General Fund debt policy and several new policies for the Water and Sewer Funds. A number of other "housekeeping" revisions are also included.



March 24, 2026 City Council Meeting

## **Title**

Consider revisions to the City’s Financial Management Policies — Larry Propst, Department of Finance

## **Summary**

Periodically, City staff will review the Financial Management Policies for potential revisions and provide any recommended revisions to City Council for approval.

## **Recommendation**

Approve the revised Financial Management Policies

## **Fiscal Impact**

N/A

## **Context & Analysis**

City staff is recommending a number of changes to the City’s Financial Management Policies. Policy updates were last approved by City Council in March 2014. Revisions include an additional General Fund debt policy and several new policies for the Water and Sewer Funds. A number of other “housekeeping” revisions are also included.

## **Options**

1. Approve the revised Financial Management Policies
2. Do not approve the revised Financial Management Policies

## **Attachments**

1. PowerPoint Presentation
2. Updated Financial Management Polices (Redlined Version)
3. Updated Financial Management Polices (Final)

# CITY OF HARRISONBURG, VIRGINIA

## Financial Management Policies



# Financial Management Policies

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## **Statement of Purpose**

The City of Harrisonburg has a responsibility to its citizens to account for public funds, to manage its finances wisely, and to allocate its resources efficiently and effectively in order to provide the services desired by the public. The primary objective of establishing Financial Management Policies is to provide a framework within which sound financial decisions may be made for the ~~long-long~~-term betterment and stability of the City. This financial policy will provide these guidelines and goals to guide the financial practices of the City.

## **Policy Goals**

Financial policies which are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management. An effective policy should:

- o Provide council with a means of reaching a consensus of the kind of financial condition wanted for the City.
- o Provide a link between long-range financial planning and current operations.
- o Promote long term financial stability by establishing clear and consistent guidelines.
- o Provide for the total financial picture of the City rather than concentrating on single issue areas.
- o Enhance the City's short-term and ~~long-long~~-term financial credit ability by helping to achieve the highest credit rating and bond rating as possible.
- o Provide a framework for measuring the fiscal impact of government service against established fiscal parameters and guidelines.
- o Insulate the City from fiscal crises.

## **Operating Budget Policies**

1. The annual budget will be prepared consistent with guidelines established by the Code of Virginia and the Code of the City of Harrisonburg.
2. The budget will be structured so that the Council and the public can understand the relationship between revenues and expenditures.
3. The goal of the City is to fund all recurring expenditures with recurring revenues and to use non-recurring revenues only for non-recurring expenses.
4. When revenue shortfalls are anticipated in a fiscal year, spending during the fiscal must be reduced sufficiently to offset current year shortfalls.
5. The City will prepare the capital improvement budget in conjunction with estimates of available revenues in order to assure that the estimated costs and future impact of a capital project on the operating budget will be considered prior to its inclusion in the CIP.
6. The City will develop and annually update a financial trend monitoring system which will examine fiscal trends from the preceding 5 years. Where possible, trend indicators will be developed and tracked for specific elements of the City's fiscal policy.
7. The City will meet annually with the school board to discuss budget needs.

8. The operating budget preparation process will be conducted in such a manner as to allow decisions to be made regarding anticipated resource levels and expenditure requirements for the levels and types of services to be provided in the upcoming fiscal year. The following budget procedures will insure the orderly and equitable appropriation of those resources:
- o Operating budget requests are initiated at the department level within target guidelines set by the City Manager. Priorities of resource allocation to divisions within a department are managed at the department level.
  - o In formulating budget requests, priority will be given to maintaining the current level of services. New services will be funded through identification of new resources or reallocation of existing resources.
  - o Proposed program expansions above existing service levels must be submitted as a budgetary increment requiring detailed justification. Every proposed program expansion will be scrutinized on the basis of its relationship to the health, safety and welfare of the City to include analysis of ~~long-long~~-term fiscal impacts.
  - o Proposed new programs must also be submitted as budgetary increments requiring detailed justification. New programs will be evaluated on the same basis as program expansions to include analysis of ~~long-long~~-term fiscal impacts.
9. The operating budget is approved and appropriated by the City Council at the department level. Total expenditures cannot exceed total appropriations of any department or fund. Total actual expenditures should not exceed total actual revenues within a fund at the end of a fiscal year with the exception of the Community Development Block Grant Fund which is a reimbursement based federal grant program.
- o The City Manager will submit a balanced budget to the City Council at least 60 days prior to June 30<sup>th</sup> (Chapter VI Section 60 of the City of Harrisonburg Charter).
  - o The City Council will adopt the budget no later than 30 days prior to June 30<sup>th</sup> (Chapter VI Section 61 of the City of Harrisonburg Charter).
  - o Transfers between departments within the same fund can be approved by the City Manager in accordance with city code section 4-2-6.
  - o Encumbered funds for active purchase orders can be carried forward into the next fiscal year with the approval of the City Council.
  - o The City Manager will require monthly budget reports, monthly financial statements, and annual financial reports.
  - o Any amendments to the budget “which exceed one percent of total expenditures shown in the current adopted budget must be accomplished by publishing a notice of the meeting and a public hearing once in a newspaper having general circulation” at least seven days prior to the meeting date (State Code Section 15.2-2507).

## Capital Budget Policies

1. The City will approve an annual capital budget as an integral part of its operating budget. The capital budget will be in accordance with an adopted Capital Improvements Program.
2. The City Council will accept recommendations from the Planning Commission for the five-year Capital Improvements Program that are consistent with identified needs in the adopted comprehensive plan.
3. The City will coordinate the development of the capital budget with the development of the operating budget so that future operating costs, including annual debt service, associated with the new capital projects will be projected and included in operating budget forecasts.
4. Emphasis will continue to be placed upon a viable level of “pay-as-you-go” capital construction to fulfill needs in the Council’s approved Capital Improvement Program.
5. Financing plans for the five-year capital program will be developed based upon a five-year forecast of revenues and expenditures.
6. Upon completion of a capital project, any remaining appropriated funds in that project will be returned to the original appropriating fund. Any transfer of remaining funds from one project to another must be approved by the City Council in accordance with city code section 4-2-10.
7. The City will develop an understanding with the School Board regarding the development and coordination of the City’s Capital Improvement Program, which will address the following areas: a) plan for required capital improvements; b) debt ratio targets; c) debt issuance schedules.

## Asset Maintenance, ~~and Replacement~~ ~~and Enhancement~~ Policies

The City will maintain a system for maintenance, and replacement ~~and enhancement~~ of the City's and School Division's physical plant. This system will protect the City's capital investment and minimize future maintenance and replacement costs. The system will include the following:

1. The operating budget will provide for minor and preventive maintenance.
2. Within the Capital Improvement Program, the City will develop a Capital Plant and Equipment Maintenance/Replacement Schedule, which will provide a five-year estimate of the funds necessary to provide for the structural, site, major mechanical/electrical rehabilitation or replacement to the City and School physical plant requiring a total expenditure of \$~~3050~~50,000 or more with a useful life of ten year or more.
3. The City will follow a policy of attempting to ~~fund the repair and replacement of one and one-half (1½) bridges each fiscal year~~ prevent bridges within the City’s inventory from becoming structurally deficient.
4. The City will ~~develop and implement a street paving plan which will result in City streets being repaved on an average of every fifteen (15) years~~ follow a policy of attempting to ensure all public street pavement is at a satisfactory condition established by industry standards.

5. ~~The City will follow industry standards for asset management that incorporate asset inventory, condition assessment, level of service, life cycle costing, risk management, and long term financial management planning for water and sewer infrastructure. Approved water and sewer studies will be used as a basis for maintenance/replacement/enhancement schedules.~~
6. Appropriate vehicle and equipment replacement schedules will be followed.

### **Revenue Policies**

1. Reassessment of real property will be made every year.
2. The City will maintain sound appraisal procedures to keep property values current. The City's goal is to achieve an annual assessment to sales ratio of at least 95% under current real estate market conditions, when the January 1<sup>st</sup> assessment is compared to sales in the succeeding calendar years ~~when that year's is a reassessment year.~~
3. The City will maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any one fiscal year.
4. The City will estimate its annual revenues by an objective, analytical process.
5. The City will monitor all taxes to insure that they are equitably administered and collections are timely and accurate.
6. The City will follow an aggressive policy of collecting tax revenues. The percent of current property taxes collected should exceed 96% of the assessment within the first year of the assessment, unless caused by conditions beyond the City's control.
7. The City will where possible institute user fees and charges for specialized programs and services in the city based on benefits and/or privileges granted by the City or based on the cost of a particular service. Rates will be established to recover operational as well as capital or debt service costs.
8. The City will regularly (at least every 3 years) review user fee charges and related expenditures to determine if pre-established recovery goals are being met.
9. The city will identify all intergovernmental aid funding possibilities. However, before applying for or accepting either State or Federal fund, the City will assess the merits of the program as if it were to be funded with local dollars. No grant will be accepted that will incur management and reporting costs greater than the grant.
10. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment.
11. The City will attempt to recover all allowable costs, both direct and indirect, associated with the administration and implementation of programs funded through intergovernmental aid. In the case of State and Federally mandated programs, the City will attempt to obtain full funding for the service from the governmental entity requiring that the service be provided.

## **Investment Policies**

In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the policy of the City that all investable balances be invested with the same care, skill, prudence and diligence that a prudent and knowledgeable person would exercise when undertaking an enterprise of like character and aims. Further, it shall be the policy of the City that all investments and investment practices meet or exceed all statutes and guidelines governing the investment of public funds in Virginia.

### **1. Investment Objectives**

The primary investment objectives, in order of priority, shall be as follows:

a. **Safety**

The safeguarding of principal shall be the foremost objective of the investment program, and other objectives shall be subordinated to the attainment of this objective.

b. **Liquidity**

The investment portfolio shall be managed at all times with sufficient liquidity to meet all daily and seasonal needs, as well as special projects and other operational requirements either known or which might be reasonably anticipated.

c. **Return on Investment**

The investment portfolio shall be managed with the objective of obtaining no worse than a market rate of return over the course of budgetary and economic cycles, taking into account the constraints contained herein and the cash flow characteristics of the City.

### **2. Allowable Investments**

The following investment types are approved for use by the City in the investment of its public funds:

- a. The City will only invest in items which are approved by the Code of Virginia under the Investment of Public Funds Act, Sections 2.2-4500 through 2.2-4518 and the Local Government Investment Pool Act, Sections 2.2-4600 through 2.2-4606. These investments include obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper rated A-1 by Standard and Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers acceptances, repurchase agreements, the State Treasurer's Local Government Investment Pool (LGIP), including its Extended Maturity Fund and the State Non-Arbitrage Program (SNAP). The City may also invest in the VML/VACo Virginia Investment Pool (VIP) upon approval of a resolution by City Council.

- b. The City will not invest in derivatives or speculative investments, even if they comply with State Statutes concerning investment requirements.

### 3. Diversification

Investments shall be diversified by (1) limiting overconcentration in securities from a specific issuer or business sector, (2) limiting investment in securities that have higher credit risks, (3) investing in securities with varying maturities and (4) continuously investing a portion in readily available funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

<u>Instrument Type</u>	<u>Maximum Percent</u>
U.S. Treasury Obligations	100%
U.S. Government Agency Securities	100%
Municipal Bonds	20%
Commercial Paper	25%
Repurchase Agreements	35%
Certificates of Deposit (Commercial Bank)	75%
Certificates of Deposit (Savings & Loan Associations)	10%
Money Market Mutual Funds	100%
Virginia LGIP	100%
VML/VACo VIP	100%

#### Diversification of funds to be invested in any one issuer

No limit: FDIC, FSLIC, Collateralized Certificates of Deposits

No limit: U.S. Treasury Obligations and Agencies

Maximum 5% of total portfolio for any Commercial Paper or Municipal Bond.

### 4. Maturity Restrictions

It is recognized that prior to maturity date, the market value of securities in the City's portfolio may fluctuate due to changes in market conditions. In view of this and the City's primary investment objectives of liquidity and preservation of principal, every effort shall be made to manage investment maturities to be preceded or coincide with the expected need for funds. Further the City will only invest in securities which mature in three (3) years or less.

### 5. Additional Requirement, etc.

- a. A list of all individuals authorized to transfer funds or otherwise conduct investment transactions on behalf of the City shall be maintained and communicated to all affected parties.
- b. Bond proceeds shall typically be invested in the SNAP program unless, through consultation with the City's financial advisor, it is advantageous to purchase a separate portfolio of securities designed in such a manner that the corresponding maturities will match the cash flow needs of the project. In all instances, bond proceeds from each bond issue shall be invested separately from other investments for arbitrage rebate and yield restriction compliance pursuant to U.S. Treasury Regulations.

- c. In no event shall the City invest in any instrument that is prohibited by State law. In no event shall the maturities, percent portfolio diversification of instruments or the diversification of funds to be invested in any one issuer be in excess of any limitation imposed by State law.

## 6. Glossary of Terms

**U.S. Treasury Obligations** - Bonds, notes, bills and any other debt security issued by or backed by the full faith and credit of the United States Treasury.

**U.S. Government Agency Securities** - Bonds, notes and any other debt security issued by a federal or federally sponsored agency that is backed by the full faith and credit of the United States Government.

**Municipal Bonds** - Bonds, notes and any other debt security issued by the Commonwealth of Virginia or its agencies and a city, county or other local government in the Commonwealth of Virginia upon which there is no default. The security must have a credit rating of at least AA by Standard & Poor's and/or Aa by Moody's Investor Services.

**Commercial Paper** - An unsecured short-term promissory note issued by U.S. corporations with maturities ranging from 2 to 270 days.

**Repurchase Agreements** - An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified date.

**Money Market Mutual Funds** - A mutual fund that invests solely in short-term money market instruments such U.S. Treasury bills, Federal agency obligations, commercial paper, bankers' acceptances and repurchase agreements. The money market mutual fund must maintain a credit rating of AAAM by Standard & Poor's.

**Virginia Local Government Investment Pool (LGIP)** - An external investment pool established by the Commonwealth of Virginia that authorized the Treasury Board to administer the program which has delegated the administrative aspects to the Virginia State Treasurer. The LGIP was designed to offer a convenient and cost effective investment for Virginia public entities. The LGIP is a specialized money market mutual fund investing in short-term securities. The LGIP also provides an extended maturity pool that seeks to invest in securities with a longer maximum maturity to provide a higher yield. The LGIP must maintain a credit rating of AAAM by Standard & Poor's.

**Virginia State Non-Arbitrage Program (SNAP)** - An external investment pool established by the Commonwealth of Virginia and sponsored by the Virginia State Treasury Board. SNAP is designed to provide comprehensive investment management, accounting and arbitrage calculation services for the proceeds of tax-exempt financings of Virginia governments.

**VML/VACo Virginia Investment Pool (VIP)** - An external investment pool established by VML/VACo through the cooperation of Virginia local governments. The VIP was designed to offer an alternative to the LGIP by investing in securities with an average maturity of 1 to 2 years.

## Accounting, Auditing and Financial Reporting Policies

1. The City will establish and maintain a high standard of accounting practices in conformance with the Uniform Financial Reporting Manual of Virginia and Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).
2. Regular monthly financial statements and annual financial reports will present a summary of financial activity by governmental funds.
3. An independent firm of certified public accountants will perform an annual financial and compliance audit according to generally accepted auditing standards; Government Auditing Standards issued by the Comptroller General of the United States; and Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia.
4. The City will annually seek the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

### Debt Policies

1. The City will not fund current operations from the proceeds of borrowed funds.
2. The City will manage its financial resources in a way that prevents borrowing to meet working capital needs.
3. The City will confine long-term borrowing to the funding of capital improvements or projects that cannot be financed by current revenues.
4. To the extent feasible, any year that the debt service payment falls below its current level, those savings will be used to finance one-time capital needs.
5. When the City finances capital improvements or other projects through ~~bonds or capital leases~~ borrowed funds, it will repay the debt within a period not to exceed the expected useful life of the projects.
6. In order to retain maximum flexibility for each individual bond issuance, the City shall work with its municipal financial adviser to determine the best approach as to the structuring and method of sale for each specific bond issue.
- ~~67.~~ The City's debt offering documents will provide full and complete public disclosure of financial condition and operating results and other pertinent credit information in compliance with municipal finance industry standards for similar issues.
- ~~78.~~ Recognizing the importance of underlying debt to its overall financial condition, the City will set target debt ratios, which will be calculated annually and included in the annual review of fiscal trends; Tax-supported debt shall be exclusive of GASB Statement No. 75 for leases and GASB Statement No. 96 for subscription-based information technology agreements.
  - o Net ~~general bonded~~ tax-supported debt as a percentage of the assessed value of real taxable property should not exceed 6%.

- o Net ~~general bonded~~tax-supported debt service expenditures as a percentage of expenditures shall not exceed 15% (inclusive of the school board expenditures net of City transfer to the school board).
- o A 10-year payout ratio for tax-supported debt should be at least 50% with a target of 55% or better.
- o For both the Water and Sewer Funds, a debt service coverage target ratio should meet or exceed 1.25 of their respective charges for services revenue on a budgetary and actual basis.

89. The City's Director of Finance is responsible for monitoring the City's outstanding debt to assure that all post-issuance compliance matters are complied with such as arbitrage rebate calculations, material event notifications, etc.

### **Fund Balance or Reserve Policies**

1. The City does not intend, as a common practice, to use General Fund ~~equity (unassigned fund balance)~~ to finance current operations. The fund balance is built over years from savings to provide the City with working capital to enable it to finance unforeseen emergencies and for one-time capital purposes without borrowing funds.
2. The City will maintain a fund balance for cash liquidity purposes that will provide sufficient cash flow to minimize the possibility of short-term tax anticipation borrowing.
3. The ~~unassigned~~ General Fund unassigned fund balance at the close of each fiscal year should be equal to no less than 14% of the City's total General Fund budget. Further, an additional 4% should be available for cash liquidity purposes resulting in a total target amount of 18% of the General Fund budget.
4. In the event that the City is out of compliance, the Director of Finance shall within six months, submit a plan to the City Manager that will correct the noncompliance.
5. For both the Water and Sewer Funds, unassigned fund balance (unrestricted net position) at the close of each fiscal year should be equal to no less than 25% of their respective charges for services revenue.
46. Funds in excess of the required unassigned fund balance (unrestricted net position) should be considered for "pay as you go" capital expenditures while funds below the required amount should be considered for unforeseen emergencies.
57. When restricted and unrestricted fund balance is available to fund a particular expenditure, the City will first expend any restricted fund balance that is available and then in the following order if only

unrestricted fund balance is available: (1) committed fund balance, (2) assigned fund balance and (3) unassigned fund balance.

- 68. Committed fund balance can only be approved, modified or rescinded by formal action of City Council.

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**Previous revisions by Harrisonburg City Council were made on:**

**June 27, 2000**

**May 28, 2002**

**February 24, 2009**

**November 22, 2011**

# CITY OF HARRISONBURG, VIRGINIA

## Financial Management Policies



# Financial Management Policies

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## **Statement of Purpose**

The City of Harrisonburg has a responsibility to its citizens to account for public funds, to manage its finances wisely, and to allocate its resources efficiently and effectively in order to provide the services desired by the public. The primary objective of establishing Financial Management Policies is to provide a framework within which sound financial decisions may be made for the long-term betterment and stability of the City. This financial policy will provide these guidelines and goals to guide the financial practices of the City.

## **Policy Goals**

Financial policies which are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management. An effective policy should:

- o Provide council with a means of reaching a consensus of the kind of financial condition wanted for the City.
- o Provide a link between long-range financial planning and current operations.
- o Promote long term financial stability by establishing clear and consistent guidelines.
- o Provide for the total financial picture of the City rather than concentrating on single issue areas.
- o Enhance the City's short-term and long-term financial credit ability by helping to achieve the highest credit rating and bond rating as possible.
- o Provide a framework for measuring the fiscal impact of government service against established fiscal parameters and guidelines.
- o Insulate the City from fiscal crisis.

## **Operating Budget Policies**

1. The annual budget will be prepared consistent with guidelines established by the Code of Virginia and the Code of the City of Harrisonburg.
2. The budget will be structured so that the Council and the public can understand the relationship between revenues and expenditures.
3. The goal of the City is to fund all recurring expenditures with recurring revenues and to use non-recurring revenues only for non-recurring expenses.
4. When revenue shortfalls are anticipated in a fiscal year, spending during the fiscal must be reduced sufficiently to offset current year shortfalls.
5. The City will prepare the capital improvement budget in conjunction with estimates of available revenues in order to assure that the estimated costs and future impact of a capital project on the operating budget will be considered prior to its inclusion in the CIP.
6. The City will develop and annually update a financial trend monitoring system which will examine fiscal trends from the preceding 5 years. Where possible, trend indicators will be developed and tracked for specific elements of the City's fiscal policy.
7. The City will meet annually with the school board to discuss budget needs.

8. The operating budget preparation process will be conducted in such a manner as to allow decisions to be made regarding anticipated resource levels and expenditure requirements for the levels and types of services to be provided in the upcoming fiscal year. The following budget procedures will ensure the orderly and equitable appropriation of those resources:
- o Operating budget requests are initiated at the department level within target guidelines set by the City Manager. Priorities of resource allocation to divisions within a department are managed at the department level.
  - o In formulating budget requests, priority will be given to maintaining the current level of services. New services will be funded through identification of new resources or reallocation of existing resources.
  - o Proposed program expansions above existing service levels must be submitted as a budgetary increment requiring detailed justification. Every proposed program expansion will be scrutinized on the basis of its relationship to the health, safety and welfare of the City to include analysis of long-term fiscal impacts.
  - o Proposed new programs must also be submitted as budgetary increments requiring detailed justification. New programs will be evaluated on the same basis as program expansions to include analysis of long-term fiscal impacts.
9. The operating budget is approved and appropriated by the City Council at the department level. Total expenditures cannot exceed total appropriations of any department or fund. Total actual expenditures should not exceed total actual revenues within a fund at the end of a fiscal year with the exception of the Community Development Block Grant Fund which is a reimbursement based federal grant program.
- o The City Manager will submit a balanced budget to the City Council at least 60 days prior to June 30<sup>th</sup> (Chapter VI Section 60 of the City of Harrisonburg Charter).
  - o The City Council will adopt the budget no later than 30 days prior to June 30<sup>th</sup> (Chapter VI Section 61 of the City of Harrisonburg Charter).
  - o Transfers between departments within the same fund can be approved by the City Manager in accordance with city code section 4-2-6.
  - o Encumbered funds for active purchase orders can be carried forward into the next fiscal year with the approval of the City Council.
  - o The City Manager will require monthly budget reports, monthly financial statements, and annual financial reports.
  - o Any amendments to the budget “which exceed one percent of total expenditures shown in the current adopted budget must be accomplished by publishing a notice of the meeting and a public hearing once in a newspaper having general circulation” at least seven days prior to the meeting date (State Code Section 15.2-2507).

## **Capital Budget Policies**

1. The City will approve an annual capital budget as an integral part of its operating budget. The capital budget will be in accordance with an adopted Capital Improvements Program.
2. The City Council will accept recommendations from the Planning Commission for the five-year Capital Improvements Program that are consistent with identified needs in the adopted comprehensive plan.
3. The City will coordinate the development of the capital budget with the development of the operating budget so that future operating costs, including annual debt service, associated with the new capital projects will be projected and included in operating budget forecasts.
4. Emphasis will continue to be placed upon a viable level of “pay-as-you-go” capital construction to fulfill needs in the Council’s approved Capital Improvement Program.
5. Financing plans for the five-year capital program will be developed based upon a five-year forecast of revenues and expenditures.
6. Upon completion of a capital project, any remaining appropriated funds in that project will be returned to the original appropriating fund. Any transfer of remaining funds from one project to another must be approved by the City Council in accordance with city code section 4-2-10.
7. The City will develop an understanding with the School Board regarding the development and coordination of the City’s Capital Improvement Program, which will address the following areas: a) plan for required capital improvements; b) debt ratio targets; c) debt issuance schedules.

## **Asset Maintenance and Replacement Policies**

The City will maintain a system for maintenance and replacement of the City's and School Division's physical plant. This system will protect the City's capital investment and minimize future maintenance and replacement costs. The system will include the following:

1. The operating budget will provide for minor and preventive maintenance.
2. Within the Capital Improvement Program, the City will develop a Capital Plant and Equipment Maintenance/Replacement Schedule, which will provide a five-year estimate of the funds necessary to provide for the structural, site, major mechanical/electrical rehabilitation or replacement to the City and School physical plant requiring a total expenditure of \$50,000 or more with a useful life of ten year or more.
3. The City will follow a policy of attempting to prevent bridges within the City’s inventory from becoming structurally deficient.
4. The City will follow a policy of attempting to ensure all public street pavement is at a satisfactory condition established by industry standards.

5. The City will follow industry standards for asset management that incorporate asset inventory, condition assessment, level of service, life cycle costing, risk management, and long-term financial management planning for water and sewer infrastructure.
6. Appropriate vehicle and equipment replacement schedules will be followed.

### **Revenue Policies**

1. Reassessment of real property will be made every year.
2. The City will maintain sound appraisal procedures to keep property values current. The City's goal is to achieve an annual assessment to sales ratio of at least 95% under current real estate market conditions, when the January 1<sup>st</sup> assessment is compared to sales in the succeeding calendar.
3. The City will maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any one fiscal year.
4. The City will estimate its annual revenues by an objective, analytical process.
5. The City will monitor all taxes to ensure that they are equitably administered and collections are timely and accurate.
6. The City will follow an aggressive policy of collecting tax revenues. The percent of current property taxes collected should exceed 96% of the assessment within the first year of the assessment, unless caused by conditions beyond the City's control.
7. The City will where possible institute user fees and charges for specialized programs and services in the city based on benefits and/or privileges granted by the City or based on the cost of a particular service. Rates will be established to recover operational as well as capital or debt service costs.
8. The City will regularly (at least every 3 years) review user fee charges and related expenditures to determine if pre-established recovery goals are being met.
9. The city will identify all intergovernmental aid funding possibilities. However, before applying for or accepting either State or Federal fund, the City will assess the merits of the program as if it were to be funded with local dollars. No grant will be accepted that will incur management and reporting costs greater than the grant.
10. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment.
11. The City will attempt to recover all allowable costs, both direct and indirect, associated with the administration and implementation of programs funded through intergovernmental aid. In the case of State and Federally mandated programs, the City will attempt to obtain full funding for the service from the governmental entity requiring that the service be provided.

## Investment Policies

In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the policy of the City that all investable balances be invested with the same care, skill, prudence and diligence that a prudent and knowledgeable person would exercise when undertaking an enterprise of like character and aims. Further, it shall be the policy of the City that all investments and investment practices meet or exceed all statutes and guidelines governing the investment of public funds in Virginia.

### 1. Investment Objectives

The primary investment objectives, in order of priority, shall be as follows:

a. Safety

The safeguarding of principal shall be the foremost objective of the investment program, and other objectives shall be subordinated to the attainment of this objective.

b. Liquidity

The investment portfolio shall be managed at all times with sufficient liquidity to meet all daily and seasonal needs, as well as special projects and other operational requirements either known or which might be reasonably anticipated.

c. Return on Investment

The investment portfolio shall be managed with the objective of obtaining no worse than a market rate of return over the course of budgetary and economic cycles, taking into account the constraints contained herein and the cash flow characteristics of the City.

### 2. Allowable Investments

The following investment types are approved for use by the City in the investment of its public funds:

- a. The City will only invest in items which are approved by the Code of Virginia under the Investment of Public Funds Act, Sections 2.2-4500 through 2.2-4518 and the Local Government Investment Pool Act, Sections 2.2-4600 through 2.2-4606. These investments include obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper rated A-1 by Standard and Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers acceptances, repurchase agreements, the State Treasurer's Local Government Investment Pool (LGIP), including its Extended Maturity Fund and the State Non-Arbitrage Program (SNAP). The City may also invest in the VML/VACo Virginia Investment Pool (VIP) upon approval of a resolution by City Council.
- b. The City will not invest in derivatives or speculative investments, even if they comply with State Statutes concerning investment requirements.

### 3. Diversification

Investments shall be diversified by (1) limiting overconcentration in securities from a specific issuer or business sector, (2) limiting investment in securities that have higher credit risks, (3) investing in securities with varying maturities and (4) continuously investing a portion in readily available funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

<u>Instrument Type</u>	<u>Maximum Percent</u>
U.S. Treasury Obligations	100%
U.S. Government Agency Securities	100%
Municipal Bonds	20%
Commercial Paper	25%
Repurchase Agreements	35%
Certificates of Deposit (Commercial Bank)	75%
Certificates of Deposit (Savings & Loan Associations)	10%
Money Market Mutual Funds	100%
Virginia LGIP	100%
VML/VACo VIP	100%

#### Diversification of funds to be invested in any one issuer

No limit: FDIC, FSLIC, Collateralized Certificates of Deposits

No limit: U.S. Treasury Obligations and Agencies

Maximum 5% of total portfolio for any Commercial Paper or Municipal Bond.

### 4. Maturity Restrictions

It is recognized that prior to maturity date, the market value of securities in the City's portfolio may fluctuate due to changes in market conditions. In view of this and the City's primary investment objectives of liquidity and preservation of principal, every effort shall be made to manage investment maturities to be preceded or coincide with the expected need for funds. Further the City will only invest in securities which mature in three (3) years or less.

### 5. Additional Requirement, etc.

- a. A list of all individuals authorized to transfer funds or otherwise conduct investment transactions on behalf of the City shall be maintained and communicated to all affected parties.
- b. Bond proceeds shall typically be invested in the SNAP program unless, through consultation with the City's financial advisor, it is advantageous to purchase a separate portfolio of securities designed in such a manner that the corresponding maturities will match the cash flow needs of the project. In all instances, bond proceeds from each bond issue shall be invested separately from other investments for arbitrage rebate and yield restriction compliance pursuant to U.S. Treasury Regulations.
- c. In no event shall the City invest in any instrument that is prohibited by State law. In no event shall the maturities, percent portfolio diversification of instruments or the diversification of funds to be invested in any one issuer be in excess of any limitation imposed by State law.

## 6. Glossary of Terms

**U.S. Treasury Obligations** - Bonds, notes, bills and any other debt security issued by or backed by the full faith and credit of the United States Treasury.

**U.S. Government Agency Securities** - Bonds, notes and any other debt security issued by a federal or federally sponsored agency that is backed by the full faith and credit of the United States Government.

**Municipal Bonds** - Bonds, notes and any other debt security issued by the Commonwealth of Virginia or its agencies and a city, county or other local government in the Commonwealth of Virginia upon which there is no default. The security must have a credit rating of at least AA by Standard & Poor's and/or Aa by Moody's Investor Services.

**Commercial Paper** - An unsecured short-term promissory note issued by U.S. corporations with maturities ranging from 2 to 270 days.

**Repurchase Agreements** - An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified date.

**Money Market Mutual Funds** - A mutual fund that invests solely in short-term money market instruments such U.S. Treasury bills, Federal agency obligations, commercial paper, bankers' acceptances and repurchase agreements. The money market mutual fund must maintain a credit rating of AAAM by Standard & Poor's.

**Virginia Local Government Investment Pool (LGIP)** - An external investment pool established by the Commonwealth of Virginia that authorized the Treasury Board to administer the program which has delegated the administrative aspects to the Virginia State Treasurer. The LGIP was designed to offer a convenient and cost-effective investment for Virginia public entities. The LGIP is a specialized money market mutual fund investing in short-term securities. The LGIP also provides an extended maturity pool that seeks to invest in securities with a longer maximum maturity to provide a higher yield. The LGIP must maintain a credit rating of AAAM by Standard & Poor's.

**Virginia State Non-Arbitrage Program (SNAP)** - An external investment pool established by the Commonwealth of Virginia and sponsored by the Virginia State Treasury Board. SNAP is designed to provide comprehensive investment management, accounting and arbitrage calculation services for the proceeds of tax-exempt financings of Virginia governments.

**VML/VACo Virginia Investment Pool (VIP)** - An external investment pool established by VML/VACo through the cooperation of Virginia local governments. The VIP was designed to offer an alternative to the LGIP by investing in securities with an average maturity of 1 to 2 years.

### **Accounting, Auditing and Financial Reporting Policies**

1. The City will establish and maintain a high standard of accounting practices in conformance with the Uniform Financial Reporting Manual of Virginia and Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).

2. Regular monthly financial statements and annual financial reports will present a summary of financial activity by governmental funds.
3. An independent firm of certified public accountants will perform an annual financial and compliance audit according to generally accepted auditing standards; Government Auditing Standards issued by the Comptroller General of the United States; and Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia.
4. The City will annually seek the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

### **Debt Policies**

1. The City will not fund current operations from the proceeds of borrowed funds.
2. The City will manage its financial resources in a way that prevents borrowing to meet working capital needs.
3. The City will confine long-term borrowing to the funding of capital improvements or projects that cannot be financed by current revenues.
4. To the extent feasible, any year that the debt service payment falls below its current level, those savings will be used to finance one-time capital needs.
5. When the City finances capital improvements or other projects through borrowed funds, it will repay the debt within a period not to exceed the expected useful life of the projects.
6. In order to retain maximum flexibility for each individual bond issuance, the City shall work with its municipal financial adviser to determine the best approach as to the structuring and method of sale for each specific bond issue.
7. The City's debt offering documents will provide full and complete public disclosure of financial condition and operating results and other pertinent credit information in compliance with municipal finance industry standards for similar issues.
8. Recognizing the importance of underlying debt to its overall financial condition, the City will set target debt ratios, which will be calculated annually and included in the annual review of fiscal trends Tax-supported debt shall be exclusive of GASB Statement No. 75 for leases and GASB Statement No. 96 for subscription-based information technology agreements.
  - o Net tax-supported debt as a percentage of the assessed value of real taxable property should not exceed 6%.
  - o Net tax-supported debt service expenditures as a percentage of expenditures shall not exceed 15% (inclusive of the school board expenditures net of City transfer to the school board).
  - o A 10-year payout ratio for tax-supported debt should be at least 50% with a target of 55% or better.

- o For both the Water and Sewer Funds, a debt service coverage target ratio should meet or exceed 1.25 of their respective charges for services revenue on a budgetary and actual basis.
9. The City's Director of Finance is responsible for monitoring the City's outstanding debt to assure that all post-issuance compliance matters are complied with such as arbitrage rebate calculations, material event notifications, etc.

**Fund Balance or Reserve Policies**

1. The City does not intend, as a common practice, to use General Fund unassigned fund balance- to finance current operations. The fund balance is built over years from savings to provide the City with working capital to enable it to finance unforeseen emergencies and for one-time capital purposes without borrowing funds.
2. The City will maintain a fund balance for cash liquidity purposes that will provide sufficient cash flow to minimize the possibility of short-term tax anticipation borrowing.
3. The General Fund unassigned fund balance at the close of each fiscal year should be equal to no less than 14% of the City's total General Fund budget. Further, an additional 4% should be available for cash liquidity purposes resulting in a total target amount of 18% of the General Fund budget.
4. In the event that the City is out of compliance, the Director of Finance shall within six months, submit a plan to the City Manager that will correct the noncompliance.
5. For both the Water and Sewer Funds, unassigned fund balance (unrestricted net position) at the close of each fiscal year should be equal to no less than 25% of their respective charges for services revenue.
6. Funds in excess of the required unassigned fund balance (unrestricted net position) should be considered for "pay as you go" capital expenditures while funds below the required amount should be considered for unforeseen emergencies.
7. When restricted and unrestricted fund balance is available to fund a particular expenditure, the City will first expend any restricted fund balance that is available and then in the following order if only unrestricted fund balance is available: (1) committed fund balance, (2) assigned fund balance and (3) unassigned fund balance.
8. Committed fund balance can only be approved, modified or rescinded by formal action of City Council.

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**Previous revisions by Harrisonburg City Council were made on:**  
**June 27, 2000**  
**May 28, 2002**  
**February 24, 2009**  
**November 22, 2011**

# HARRISONBURG FINANCIAL MANAGEMENT POLICIES

March 24, 2026

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# Financial Management Policies

## Overview:

- Originally approved by City Council in 1995
- Most recent revision by City Council in 2014
- Establishes a framework within which sound financial decisions may be made for the long-term betterment and stability of the City



# Financial Management Policies

## **Why are financial management policies important:**

- Best Practices
- Fiscal Sustainability and Stability
- Decision-Making Boundaries
- Long-term Focus for Planning
- Accountability and Transparency for Public Funds
- Supports Strong Credit Ratings
- Compliance



# Financial Management Policies

## **Organization of the Policy (8 Sections):**

- Operating Budget Policies
- Capital Budget Policies
- Asset Maintenance and Replacement Policies
- Revenue Policies
- Investment Policies
- Accounting, Auditing and Financial Reporting Policies
- Debt Policies
- Fund Balance or Reserve Policies



# Financial Management Policies

## **Asset Maintenance and Replacement Policies:**

- Updated language to a policy of attempting to prevent bridges from becoming structurally deficient.
- Updated language to a policy of attempting to ensure all public street pavement is at a satisfactory condition.
- Updated language to a policy for water and sewer infrastructure that incorporates asset inventory, condition assessment, level of service, life cycle costing, risk management and long-term financial management.



# Financial Management Policies

## Debt Policies:

- Changed language from “general bonded” debt to “tax-supported” debt in several places.
- Added a 10-year payout ratio for tax-supported debt that should be at least 50% with a target of 55% or better.
- Added for both the Water and Sewer Fund, a debt service coverage target ratio that should meet or exceed 1.25 of their respective charges for services revenue on a budgetary and actual basis.



# Financial Management Policies

## **Fund Balance or Reserve Policies:**

- In the event that the City is out of compliance, the Director of Finance shall within six months, submit a plan to the City Manager that will correct the noncompliance.
- Both the Water and Sewer Funds unassigned fund balance (unrestricted net position) at the close of each fiscal year should be equal to no less than 25% of their respective charges for services revenue.
- Funds in excess of the required unassigned fund balance (unrestricted net position) should be considered for "pay as you go" capital expenditures while funds below the required amount should be considered for unforeseen emergencies.



## Legislation Text

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**File #:** ID 26-099, **Version:** 1

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**Subject:**

Consider Addendum to Downtown Harrisonburg Park Donation Agreement between the City of Harrisonburg and Build Our Park

Presented By: Chris Brown, City Attorney

At its meeting held on November 26, 2024, Council approved a Downtown Harrisonburg Park Donation Agreement (the Agreement) between the City and Downtown Harrisonburg Park Corporation, d/b/a/ Build Our Park (Build Our Park) under which Build Our Park would finance and otherwise participate in the construction of a new City Park to be located on City property beside City Hall. A copy of the Agreement is attached to this agenda item. Build Our Park has fulfilled its obligations set forth in Section 1(a)(i) of the Agreement and now is engaged in fundraising. Build Our Park believes that the Park may be designed, funded, and developed in a more efficient and economical manner through the Public-Private Education Facilities and Infrastructure Act (the "PPEA") than through the Agreement. Build Our Park representatives met with the City to request the option of using the PPEA. Staff is not opposed to the use of the PPEA. City staff and Build Our Park representatives have prepared an Addendum to the Agreement for Council's consideration.



**HARRISONBURG | VA**  
**FRIENDLY BY NATURE**



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March 24, 2026, City Council Meeting

**Title**

Consider Addendum to Downtown Harrisonburg Park Donation Agreement between the City of Harrisonburg and Build Our Park. Chris Brown, City Attorney.

**Summary**

At its meeting held on November 26, 2024, Council approved a Downtown Harrisonburg Park Donation Agreement (the Agreement) between the City and Downtown Harrisonburg Park Corporation, d/b/a/ Build Our Park (Build Our Park) under which Build Our Park would finance and otherwise participate in the construction of a new City Park to be located on City property beside City Hall. A copy of the Agreement is attached to this agenda item. Build Our Park has fulfilled its obligations set forth in Section 1(a)(i) of the Agreement and now is engaged in fundraising. Build Our Park believes that the Park may be designed, funded, and developed in a more efficient and economical manner through the Public-Private Education Facilities and Infrastructure Act (the “PPEA”) than through the Agreement. Build Our Park representatives met with the City to request the option of using the PPEA. Staff is not opposed to the use of the PPEA. City staff and Build Our Park representatives have prepared an Addendum to the Agreement for Council’s consideration.

**Recommendation**

Option 1. Staff recommends approval of the Addendum to the Agreement.

**Fiscal Impact**

None. Under both the Agreement and under any approved PPEA comprehensive agreement the costs related to the construction of the Park will be the obligation of Build Our Park, not the City.

**Context & Analysis**

The Agreement provides that Build Our Park will be responsible for all fundraising necessary for the construction of the Park. Build Our Park was responsible for preparing and submitting to the City Manager a detailed budget for all aspects of the Park’s construction, including the preparation of preliminary and construction plans. Build Our Park submitted the budget, which was approved by the City Manager after review by various City departments.

Build Our Park continues to engage in fundraising for the Park. Under the Agreement, once Build Our Park has secured the necessary funds they will be paid to the City. The City will then issue an RFP for final construction plans. Once the plans are approved the City will issue an RFP or Invitation to Bid for the actual construction of the Park and oversee the contracting and construction.

Build Our Park believes that the Park may be designed, funded, and developed in a more efficient and economical manner through the PPEA than through the Agreement and has requested the option of using the PPEA process. The PPEA would allow Build Our Park to assemble a design/construction team which could take advantage of donations or discounted costs of time and materials for the Park's construction. City staff and Build Our Park representatives have prepared an addendum to the Agreement permitting such an option. Build Our Park (or a contractor working with Build Our Park) would have the option to submit a proposal under the PPEA. Build Our Park would follow all requirements of the PPEA and the City's PPEA policy. Such proposal and any resulting comprehensive agreement would have to be approved by Council following a public hearing. Build Our Park would remain obligated to pay all costs associated with the construction of the Park, City staff would oversee and approve all aspects of the construction, and the City would require performance bonds to ensure that the Park is completed in a timely and professional manner at no cost to the City.

If Build Our Park elects not to submit a PPEA proposal, or if such proposal is not approved by City Council, the existing agreement remains in effect.

### **Options**

1. Approve Addendum
2. Decline to approve Addendum

### **Attachments**

1. Downtown Harrisonburg Park Donation Agreement
2. Proposed Addendum No. 1 to Agreement

## DOWNTOWN HARRISONBURG PARK DONATION AGREEMENT

This Downtown Harrisonburg Park Donation Agreement (“**Agreement**”) is entered into effective on the last date set forth below (the “**Effective Date**”) by and between City of Harrisonburg, a Virginia municipality (the “**City**”) and Downtown Harrisonburg Park Corporation, d/b/a Build Our Park, a Virginia nonstock corporation (“**Build Our Park**”).

**WHEREAS**, the Harrisonburg City Council (“**City Council**”) adopted a Donation Policy on July 26, 2022, which policy sets forth the terms and conditions upon which City Council will accept donations to support City programs and services, including the requirement that all donations of \$10,000 or more be documented by a legal agreement; and

**WHEREAS**, Build Our Park, an IRC § 501(c)(3) nonstock corporation that was incorporated for the purpose of assuring the construction of a City park in the location and generally of the nature depicted in **Exhibit A (the “Park”)** (which design was approved by vote of City Council on September 24, 2024), and which has begun raising funds from the general public to financially support this objective, wishes to enter into this Agreement, as required by the Donation Policy, in order to authorize Build Our Park to fund the construction of the Park without City financial support; and

**WHEREAS**, City Council and Build Our Park believe that the Park, as constructed and operated by City’s Department of Parks and Recreation (“**Parks & Rec**”), would greatly enhance the quality of life within the City of Harrisonburg for its citizens and visitors and serve as an economic development engine for downtown Harrisonburg and City in general;

**WHEREAS**, City, having obtained the applicable approval of its City Council by a vote held on [November 26, 2024], wishes to enter into this Agreement with Build Our Park in order to accomplish its objective that the Park be constructed and placed into operation as a City park;

**NOW THEREFORE**, for goods and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties hereto, the parties agree as follows:

### 1. Construction of the Park.

#### (a) Role of Build Our Park.

- (i) *Plans for Park:* Build Our Park shall make best efforts to prepare and submit to the City Manager, within one hundred and eighty (180) days after the Effective Date, a detailed projected budget for all aspects of the Park’s construction, including the preparation of conceptual and construction plans. The City Manager, making best efforts to do so within sixty (60) days, shall review the budget for completeness and reasonableness. The City Manager may utilize City staff and outside third parties in the review, at the City’s expense. If the City Manager’s review determines the submitted budget to be incomplete or fail to account for reasonably sufficient costs of construction of the Park, the projected budget will be revised as required by the City Manager to determine the projected costs of constructing the Park. The final budget approved by the City Manager shall be referred to as the “**Budget**” hereunder.

- (ii) *Fundraising for Park*: Build Our Park shall continue raising funds for the construction of the Park. At such time that Build Our Park can provide conclusive proof to the City Manager that it has raised sufficient funds for the construction of the Park, based on the Budget, such funds (the “**Park Funds**”) shall be paid to the City, solely to be used in the construction of the Park in accordance with this Agreement. City and Build Our Park will discuss in good faith the possibility of Build Our Park, after it has demonstrated to the City that its accounts contain sufficient Park Funds, transferring the funds to the City in tranches that correspond to identified phases of development and construction of the Park.
- (b) Role of City. Upon payment by Build Our Park to the City of the funding as set forth above, City shall, within ninety (90) days, issue a Request for Proposal or Invitation to Bid, as appropriate, to secure final plans (including construction plans) for the Park (“**Final Plans**”). The Final Plans will be shared with Build Our Park for comment and Build our Park shall make best efforts to provide comments to the City Manager within thirty (30) days. City Manager shall make best efforts to give final approval of the Final Plans with sixty (60) days of receiving Build Our Park’s comments. Within ninety (90) days of City Manager’s approval of the Final Plans, City shall issue a Request for Proposal or Invitation to Bid, as appropriate, to secure a general contractor for the Park’s construction. The City shall award the contract pursuant to its procurement policies promptly unless delayed pursuant to section 1(c) below. The City shall take all reasonable action to ensure the Park is constructed in accordance with the Final Plans and is completed within two (2) years of City’s receipt of all Park Funds from Build Our Park. The Park’s construction shall be contracted for and completed under the requirements of the Virginia Public Procurement Act and City procurement policies adopted pursuant thereto.
- (c) Revenue-Neutral Construction. It is understood by the parties that the Park will be constructed solely utilizing the funds of Build Our Park, which shall be duly and lawfully raised from donors through Build Our Park’s own efforts. The City is not obligated to provide funding for the construction of the Park. In the event the lowest bid received for the construction for the Park exceeds the Park Funds paid to the City by Build Our Park, Build Our Park will be responsible for securing the additional funding and the City may delay awarding a construction contract for the Park until the funding is received by the City. Any further funds raised by Build Our Park for the above-described purposes are the “**Additional Park Funds**” hereunder. It is further acknowledged by the parties that the City could choose to cooperate with Build Our Park, Harrisonburg Downtown Renaissance, or other entities or persons in applying for and securing Federal, state, or private grants directed at supporting the construction of the Park, in which event the parties will coordinate on assuring such funding, when received, is allocated to and utilized for Park construction and the intended Park-related purposes.
- (d) Naming Rights. City acknowledges that it may be advantageous for Build Our Park’s Park construction fundraising efforts, and thus advantageous for the City’s interest in

constructing the Park, that naming rights associated with particular features or amenities within the Park be extended in return for substantial contributions. In this event, City and Build Our Park shall reasonably coordinate on whether a particular naming right can be extended provided, however, that any naming right granted must comply with the City's then existing naming policy.

- (e) Time Limitations. This Agreement may be terminated by the City if Build Our Park fails to raise funds sufficient for the construction of the Park and transfer such funds to the City within three (3) years of the Effective Date. Further, this Agreement may be terminated by Build Our Park if (i) the City fails to issue the RFPs or ITBs described in Section (b) above and begin construction of the Park within nine (9) months of the transfer to the City of funds sufficient for the Park's construction, provided that, in the event that additional funds are deemed necessary to construct the Park under Section 1(c) above, this period will be tolled until City's receipt of Additional Park Funds. Upon such termination by Build Our Park the City shall refund to Build our Park all funds paid to the City under this Agreement.

## 2. Operation of the Park.

- (a) Operation; Build Our Park Role. Upon completion of the Park, the City, through Parks & Rec, shall operate the Park as a community Park facility in accordance with its duly adopted procedures. Upon completion of the Park and for a period of ten (10) years thereafter, Build Our Park has a right, for so long as the Park remains a City park, and subject of City Council approval of the individual and his or her successors, to have a non-voting seat on the Harrisonburg Parks and Recreation Committee.
- (b) Disqualifying Events. Build Our Park shall lose the right of appointment of a designated representative on the Parks and Recreation Committee hereunder if it (i) ceases to be designated as a charitable organization under IRS § 501(c)(3) or (ii) is dissolved pursuant to its Articles of Incorporation.

## 3. General Provisions.

- (a) Effectiveness. This Agreement is effective when executed by (i) the City Manager of City and (ii) the President of Build Our Park or another authorized person.
- (b) Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia.
- (c) Counterparts. This Agreement may be executed in counterparts.

[Signature Page Follows]

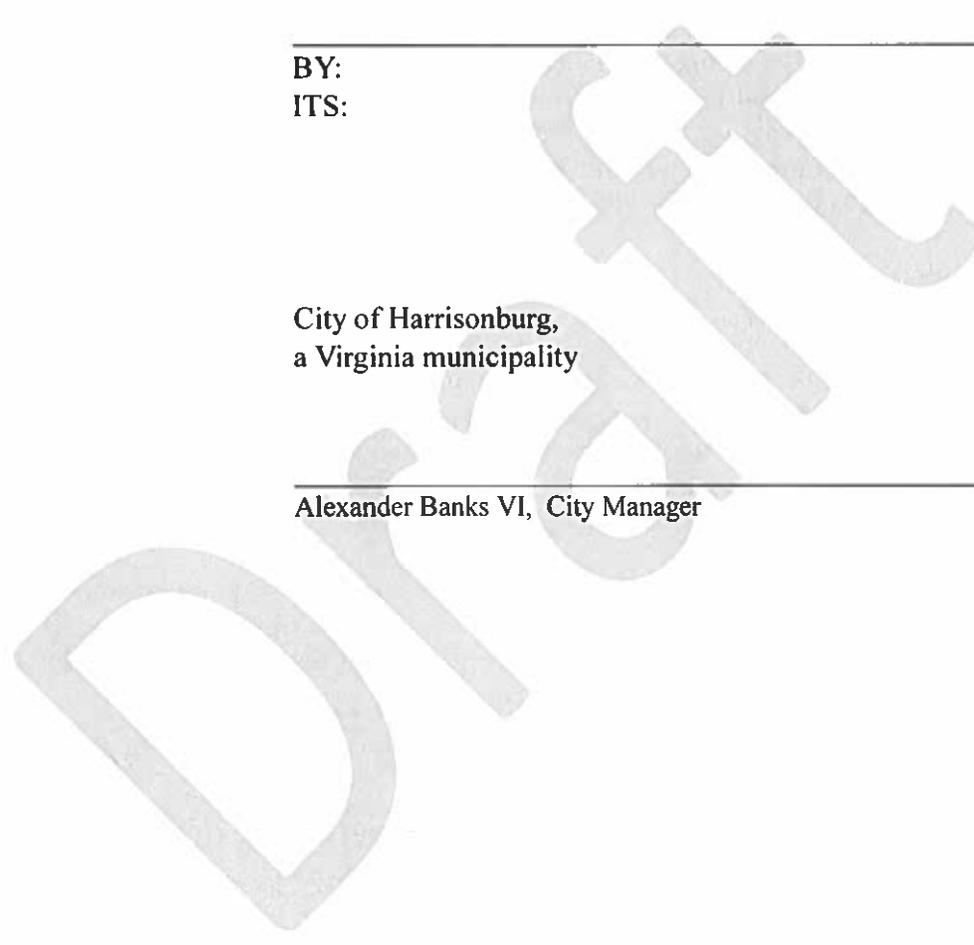
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last set forth below.

**Downtown Harrisonburg Park Corporation,  
d/b/a Build Our Park, a Virginia nonstock corporation**

\_\_\_\_\_  
BY: (SEAL)  
ITS:

**City of Harrisonburg,  
a Virginia municipality**

\_\_\_\_\_  
Alexander Banks VI, City Manager (SEAL)



**EXHIBIT A**  
**Park Location and Design**

Draft



## **ADDENDUM No. 1 to**

### **DOWNTOWN HARRISONBURG PARK DONATION AGREEMENT**

This Addendum No.1 to Downtown Harrisonburg Park Donation Agreement (the “Addendum”), is entered into as of March \_\_, 2026 by and between the City of Harrisonburg, a Virginia municipality (the “City”) and Downtown Harrisonburg Park Corporation, d/b/a Build Our Park, a Virginia nonstock corporation (“Build Our Park”). All terms in this Addendum shall have the same meaning as set forth in the Agreement unless noted otherwise.

#### **RECITALS**

1. The City and Build Our Park entered into that Downtown Harrisonburg Park Donation Agreement (the “Agreement”) on \_\_\_\_ . 2024 in order to set forth the rights and obligations of the Parties regarding the funding for, and construction of, the Park (as defined in the Agreement).
2. The Parties have fully performed the obligations set forth in Section 1(a)(i) of the Agreement regarding the preparation and approval of the Park’s Budget.
3. Build Our Park believes that the Park may be designed, funded, and developed in a more efficient and economical manner through the Public-Private Education Facilities and Infrastructure Act (the “PPEA”) than through the Agreement.
4. The City is willing to accept and review a proposal made by Build Our Park and/or a third party contractor for the development of the Park in accordance with the PPEA and the City’s guidelines adopted thereunder (the “Guidelines”).

#### **ADDENDUM**

In consideration of the Agreement and Build Our Park’s efforts thereunder, the Parties agree as follow:

1. Build Our Park and/or a third party contractor may submit a proposal (a “Proposal”) for the development of the Park which meets the requirements of the PPEA and the Guidelines.
2. The City will accept and review the Proposal in accordance with the PPEA and the Guidelines. Approval of the Proposal and authorization to enter into a comprehensive agreement under the PPEA will be in the sole discretion of the Harrisonburg City Council.
3. If the Proposal is approved by the Harrisonburg City Council and a comprehensive agreement is entered into by the Parties, such comprehensive agreement shall replace the Agreement and this Addendum, which shall be deemed terminated.
4. If the submitted proposal is not approved by the Harrisonburg City Council and a comprehensive agreement is not entered into by the Parties, or if Build Our Park and/or a third party contractor does not submit a proposal under the PPEA for the development of the Park, then the Agreement shall remain in full force and effect.

5. This Addendum is effective when executed by the City Manager of the City and the President of Build Our Park or other duly authorized person and may be executed in counterparts.

Downtown Harrisonburg Park Corporation,  
d/b/a Build Our park, a Virginia nonstock corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

City of Harrisonburg,  
a Virginia municipality

\_\_\_\_\_  
Alexander Banks, VI, City Manager



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ID 26-094, **Version:** 1

---

**Subject:**

Consider a supplemental appropriation for the General Fund and the Water Capital Projects Fund

Presented By: City Staff

Recently the City has negotiated the purchase of property adjacent Fire Station No. 4 from the 7-11 convenience store in the amount of \$250,000. City Council approved a resolution ratifying the purchase at its March 10, 2026 meeting. Additionally, all remaining interest earnings from the 2021 bond issue are being appropriated into the Eastern Source Water Supply project.



March 24, 2026 City Council Meeting

## **Title**

Consider a supplemental appropriation for the General Fund and the Water Capital Projects Fund  
— Larry Propst, Department of Finance

## **Summary**

This supplemental appropriation request will appropriate \$255,000 to the General Fund and \$174,403.77 to the Water Capital Projects Fund.

## **Recommendation**

Option 1. Approve the supplemental appropriation.

## **Fiscal Impact**

This supplemental appropriation will increase the General Fund budget by \$255,000 and the Water Capital Projects Fund budget by \$174,403.77.

## **Context & Analysis**

Recently the City negotiated the purchase of property adjacent to Fire Station No. 4 from the 7-11 convenience store in the amount of \$250,000. This supplemental includes the purchase price and estimated closing costs. City Council approved a resolution ratifying the purchase at its March 10, 2026 meeting. Additionally, all remaining interest earnings from the 2021 bond issue are being appropriated into the Eastern Source Water Supply project.

## **Options**

1. Approve the supplemental appropriation request
2. Do not approve the supplemental appropriation request

## **Attachments**

1. Supplemental Appropriation

**CITY OF HARRISONBURG, VIRGINIA**  
**REQUEST FOR: SUPPLEMENTAL APPROPRIATION**  
**For Fiscal Year Ended June 30, 2026**

**Revenues:**

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1000	31513	INVESTMENT EARNINGS	255,000.00
1321	31010	AMOUNT FROM FUND BALANCE	112,307.21
1321	31514	INTEREST EARNINGS - BONDS	62,096.56
		<b>TOTAL</b>	<b>174,403.77</b>

**Expenditures:**

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1000	430241-48282	LAND	255,000.00
1321	910161-48654	EASTERN SOURCE DEVELOPMNT	174,403.77

**Reason:** To appropriate funds to purchase additional land for Fire Station No. 4 and interest earnings from the 2021 bond issue for the eastern source water supply project.

**Funds Available:** Approved Through Legistar \_\_\_\_\_  
 Director of Finance Date

**Recommended & Approved:** Approved Through Legistar \_\_\_\_\_  
 City Manager Date

**City Council Approval:** \_\_\_\_\_  
 (1st reading)

**City Council Approval:** \_\_\_\_\_  
 (2nd reading)

FINANCE DEPARTMENT'S POSTING

\_\_\_\_\_  
 NAME DATE JV #



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ID 26-095, **Version:** 1

---

**Subject:**

Consider a supplemental appropriation for the General Fund, Water Fund and the Stormwater Fund  
Presented By: City Staff

This supplemental appropriation request will appropriate \$476,000 to the General Fund and \$980,000 to the Stormwater Fund for the purchase of City owned land from the Water Fund. In addition, the Water Fund will in turn will repay a loan from the Sewer Fund in the amount of \$1,456,000. Additional information regarding this supplemental appropriation is provided in the attached memorandum.



March 24, 2026 City Council Meeting

## **Title**

Consider a supplemental appropriation for the General Fund, Water Fund and the Stormwater Fund  
— Larry Propst, Department of Finance

## **Summary**

This supplemental appropriation request will appropriate \$476,000 to the General Fund and \$980,000 to the Stormwater Fund for the purchase of City owned land from the Water Fund.

## **Recommendation**

Option 1. Approve the supplemental appropriation.

## **Fiscal Impact**

This supplemental appropriation will increase the General Fund budget by \$476,000, the Stormwater Fund by \$980,000 and the Water Fund budget by \$1,456,000.

## **Context & Analysis**

In 2020, the City's Water Fund purchased the Saufley Farm in Rockingham County for its Eastern Source Water Supply project. Since this time, the use of the farm for the Eastern Source Water Supply project has now been completed and a new use has been identified to convert the pasture land to forested cover for the Stormwater Fund's TMDL stormwater compliance requirements. As such, the Stormwater Fund will purchase approximately 118.5 acres of the property to convert the pasture land into forested cover for \$980,000 and the General Fund will purchase the remaining property (which includes the farmette) for \$476,000. Finally, the Water Fund will repay the Sewer Fund \$1,456,000 for funds loaned by the Sewer Fund to the Water Fund for the original purchase of the property.

## **Options**

1. Approve the supplemental appropriation request
2. Do not approve the supplemental appropriation request

## **Attachments**

1. Supplemental Appropriation

**CITY OF HARRISONBURG, VIRGINIA**  
**REQUEST FOR: SUPPLEMENTAL APPROPRIATION**  
**For Fiscal Year Ended June 30, 2026**

**Revenues:**

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1000	31513	INVESTMENT EARNINGS	476,000.00
2011	34012	SALE OF LAND	1,456,000.00
2018	31010	AMOUNT FROM FUND BALANCE	980,000.00

**Expenditures:**

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1000	430241-48282	PURCHASE OF LAND	476,000.00
2011	990111-49242	TR TO SEWER FUND	1,456,000.00
2018	472041-48282	PURCHASE OF LAND	980,000.00

**Reason:** To appropriate funds for the purchase of the Saufley Farm from the Water Fund.

**Funds Available:** Approved Through Legistar \_\_\_\_\_  
 Director of Finance Date

**Recommended & Approved:** Approved Through Legistar \_\_\_\_\_  
 City Manager Date

**City Council Approval:** \_\_\_\_\_  
**(1st reading)**

**City Council Approval:** \_\_\_\_\_  
**(2nd reading)**

FINANCE DEPARTMENT'S POSTING \_\_\_\_\_  
 NAME DATE JV #



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ID 26-097, **Version:** 1

---

**Subject:**

Consider a supplemental appropriation for the Harrisonburg City School Board (HCPS)

Presented By: City Staff

This supplemental appropriation request will appropriate \$1,192,138.12 in additional state and federal funds provided during the current fiscal year to HCPS for instructional needs. These funds may only be expended for these purposes. In addition, \$206,369.17 in funding will be appropriated to fund several CIP projects. **This request will require no additional local dollars from the city.**



March 24, 2026 City Council Meeting

## **Title**

Consider a supplemental appropriation for the Harrisonburg City School Board (HCPS) — Larry Propst, Department of Finance

## **Summary**

This supplemental appropriation request will appropriate additional funds provided during the current fiscal year to HCPS. In addition, funding will be appropriated to fund several CIP projects. **This request will require no additional local dollars from the city.**

## **Recommendation**

Option 1. Approve the supplemental appropriation.

## **Fiscal Impact**

This supplemental appropriation will increase the School Fund and School Capital Projects budgets by \$1,398,507.29 and \$56,369.17, respectively.

## **Context & Analysis**

The HCPS has been awarded additional funding from state and federal sources for various instructional needs. These funds may only be expended for these purposes. In addition, funding will be appropriated to the School Capital Projects Fund for several projects from the HCPS approved CIP list.

## **Options**

1. Approve the supplemental appropriation

## **Attachments**

1. Supplemental Appropriation
2. School Finance Director Memorandum

**CITY OF HARRISONBURG, VIRGINIA  
 REQUEST FOR: SUPPLEMENTAL APPROPRIATION  
 For Fiscal Year Ended June 30, 2026**

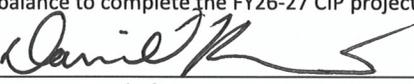
**Revenues:**

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1111	31010	AMOUNT FROM FUND BALANCE	206,369.17
1111	32442	SCHOOL REVENUE-STATE	1,076,921.51
		SCHOOL REVENUE-LOCAL	27,697.50
		SCHOOL REVENUE-FEDERAL	87,519.11
		<i>SUBTOTAL</i>	1,398,507.29
1311	34215	TR FROM SCHOOL FUND	56,369.17

**Expenditures:**

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1111	111114-40610	INSTRUCTION	1,164,530.91
1111	111114-40620	ADMIN, ATTEND & HEALTH	23,557.21
1111	111114-40630	TRANSPORTATION	4,050.00
1111	111114-40640	OPERATIONS & MAINTENANCE	150,000.00
1111	111114-49225	TR TO CAPITAL PROJECTS	56,369.17
		<i>SUBTOTAL</i>	1,398,507.29
1311	910114-48757	FACILITIES	56,369.17

**Reason:** To appropriate funds for the Math Innovation Grant and various small instructional grants received during this fiscal year.  
 To appropriate additional monies from the fund balance to complete the FY26-27 CIP projects.

**Requested by:**  3/19/20  
 Head of Department Date

**Funds Available:** Approved Through Legistar \_\_\_\_\_  
 Director of Finance Date

**Recommended & Approved:** Approved Through Legistar \_\_\_\_\_  
 City Manager Date

**City Council Approval:** \_\_\_\_\_  
 (1st reading)

**City Council Approval:** \_\_\_\_\_  
 (2nd reading)

FINANCE DEPARTMENT'S POSTING

\_\_\_\_\_  
 NAME DATE JV #



# Harrisonburg City Public Schools

One Court Square • Harrisonburg, VA 22801  
Phone: 540.434.9916 • Fax: 540.434.5196

"A place where learning has no limits and together we work for the success of all."

**TO:** Mr. Ande Banks, City Manager  
Mr. Larry Propst, City Finance Director

**FROM:** Daniel Kirwan, Executive Director of Finance

**DATE:** March 18, 2026

**SUBJECT:** Supplemental Appropriation – Operating Fund (1111), Capital Fund (1311)

The Harrisonburg City Public School Board requests a supplemental appropriation for the School Operating Fund (1111) and the School Capital Fund (1311) in the amount **\$1,454,876.46**

The supplemental appropriation for the School Operating Fund (1111) for **\$1,398,507.29** is the result of additional revenues awarded to the Harrisonburg City School division after the last supplemental appropriation was approved. Grant allocations are listed below. An additional **\$56,369.17** is requested for the Capital Fund (1311) from the unappropriated fund balance to complement the reallocation of funds for capital projects.

Allocation requests are listed below:

Source of Revenue	Fund, Expenditure Function, and Use of Funds	Supplemental Appropriation Amount
<b>State Funds</b>	<b>Fund 1111 – Operating Fund</b>	<b>\$1,076,921.51</b>
Math Innovations Grant	61 – Instruction - Purchased Services, Stipends	\$1,044,835.95
Middle School Math Grant	61 - Instruction - Stipends, Assessments, Licensure	\$5,466.56
VECF Dev Screen Grant	61 - Instruction - Purchased Services	\$14,119
National Board Certification Grant	61 -Instruction - Stipends	\$12,500
<b>Federal Funds</b>	<b>Fund 1111 – Operating Fund</b>	<b>\$87,519.11</b>
School-Based Health Workforce Grant	61 - Instruction - Materials and Supplies	\$23,557.21
Gear Up Grant	61 - Instruction - Materials, Supplies, Stipends, Travel	\$35,117.72
Forestry Grant	61 - Instruction - Materials, Supplies, Stipends	\$28,844.18
<b>Local Other Funds</b>	<b>Fund 1111 – Operating Fund</b>	<b>\$27,697.50</b>
Shen Valley Pure Water Grant	61 - Instruction - Materials and Supplies	\$1,250
ASLama Photovoice Grant	61 - Instruction - Materials and Supplies	\$10,000
TRIO Grant	61 - Instruction - Materials, Supplies, Stipends, Travel	\$16,447.50
<b>Fund Balance</b>	<b>Fund 1111 – Operating Fund</b>	<b>\$150,000</b>
Transfer to Oper and Maint	64 - Operations and Maintenance-- small CIP	\$150,000
<b>Fund Balance</b>	<b>Fund 1311 – Operating Fund</b>	<b>\$56,369.17</b>
TR to Capital Projects from RHS	Additional funding to support capital projects in CIP	\$56,369.17

This supplemental appropriation was approved by the Harrisonburg City School board on March 17, 2026, and **requires no new local tax dollars from the city**. Thank you for your consideration of this request.



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

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**File #:** ID 26-096, **Version:** 1

---

**Subject:**

Consider a reallocation of funds for the Harrisonburg City School Board (HCPS)

Presented By: City Staff

This request will reallocate \$1,481,630.83 from the completed Rocktown High School capital project to the Facilities project to fund various projects from the HCPS approved CIP. The CIP projects include a boiler replacement and three air handler replacements at various schools. Additional information provided in the attached memorandum.



March 24, 2026 City Council Meeting

## **Title**

Consider a reallocation of funds for the Harrisonburg City School Board (HCPS) — Larry Propst, Department of Finance

## **Summary**

This request will reallocate \$1,481,630.83 from the completed Rocktown High School (RHS) capital project to the Facilities project to fund various projects from the HCPS approved CIP.

## **Recommendation**

Option 1. Approve the reallocation of funds.

## **Fiscal Impact**

N/A.

## **Context & Analysis**

The RHS project is now completed. This reallocation, in addition to the \$56,369.17 supplemental appropriation, will provide a total of \$1,538,000 in funding for various HCPS CIP items. These projects include a boiler replacement at Harrisonburg High School and air handler replacements at Spotswood Elementary School, Keister Elementary School and Waterman Elementary School.

## **Options**

1. Approve the reallocation of funds

## **Attachments**

1. Reallocation of Budget Funds
2. School Finance Director Memorandum

**CITY OF HARRISONBURG, VIRGINIA**  
**REQUEST FOR: REALLOCATION OF PRESENT BUDGET ESTIMATES**  
**For Fiscal Year Ended June 30, 2026**

**From:**

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1311	910114-48693	CAPITAL PROJECT - NEW HS	1,481,630.83

**To:**

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1311	910114-48757	FACILITIES	1,481,630.83

Reason: To transfer funds to reallocate remaining projects funds from the Rocktown High School project.  
**\*No new dollars requested from city council to make this transfer.**

Requested by: *Daniel K...* 3/17/26  
 Head of Department Date

Funds Available: \_\_\_\_\_  
 Director of Finance Date

Recommended & Approved: \_\_\_\_\_  
 City Manager Date

City Council Approval: N/A  
 (1st reading)

City Council Approval: N/A  
 (2nd reading)

FINANCE DEPARTMENT'S POSTING \_\_\_\_\_  
 NAME DATE JV #



One Court Square • Harrisonburg, VA 22801  
 Phone: 540.434.9916 • Fax: 540.434.5196

“A place where learning has no limits and together we work for the success of all.”

**TO:** Mr. Ande Banks, City Manager  
 Mr. Larry Propst, City Finance Director

**FROM:** Daniel Kirwan, Executive Director of Finance

**DATE:** March 18, 2026

**SUBJECT:** Reallocation – Capital Fund (1311)

The Harrisonburg City Public Schools’ School Board is requesting a reallocation totaling **\$1,481,630.83**.

This request allocates funding from the Capital Projects - New High School fund to the Capital Projects - Facilities fund to provide funding for the approved Capital Improvement Plan.

Allocation requests are listed below:

Source of Revenue	Fund, Expenditure Function, and Use of Funds	Supplemental Appropriation Amount
<b>Local Funds</b>	<b>Fund 1311 – Operating Fund</b>	<b>\$1,481,630.83</b>
Capital Projects - Facilities	48 - Boilers (HHS), Elevator (KES), Airhandlers (KES, WES, SES)	\$1,481,630.83

**This reallocation request was approved by the Harrisonburg City Public Schools’ School Board on March 17, 2026 and requires no new local tax dollars from the city. Thank you for your consideration of these requests.**



# City of Harrisonburg

City Hall  
409 South Main Street  
Harrisonburg, VA 22801

## Legislation Text

---

**File #:** ID 26-074, **Version:** 1

---

**Subject:**  
Economic Development Advisory Committee  
**Presented By:** Pamela Ulmer - City Clerk

EDAC has two full term vacancies. The City Clerk has received one application and has been recommended by EDAC and by Mr. Brian Shull. The clerk has no other applications on file.

# Application Form

## Profile

Prefix	Ryan	Middle Initial	Silver	Suffix
	First Name		Last Name	

silver.ryan.j@gmail.com  
Email Address

132 Sharon St	
<small>Home Address</small>	<small>Suite or Apt</small>

Harrisonburg	VA	22801
<small>City</small>	<small>State</small>	<small>Postal Code</small>

### How many years have you been a resident of Harrisonburg?

10

Home: (540) 779-4402	
<small>Primary Phone</small>	<small>Alternate Phone</small>

Virginia Department of Workforce Development and Advancement	Program Manager
<small>Employer</small>	<small>Job Title</small>

**Demographics** - *(Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)*

### Ethnicity

None Selected

### Gender

None Selected

### What is your age?

30-40 years old

### Are you reapplying for a current position you hold? \*

No

### Which Boards would you like to apply for?

Economic Development Advisory Committee (EDAC): On Agenda

## Interests & Experiences

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

---

I want to see my community grow and develop--I think that Harrisonburg (and the greater Shenandoah valley) is a great place to live and I want to see its residents attain and sustain gainful employment and continue to develop skills that keep up with economic trends.

**What other interests or concerns do you have regarding the community?**

---

Within the workforce and economic development space, I am also concerned about access to reliable transportation (to/from work and school), childcare, mental health resources, and technology/computer literacy. My time at the Virginia Career Works office provided me with on-the-ground experience working with people in the Cities of Harrisonburg, Staunton, and Waynesboro and the Counties of Rockingham, Augusta, Page, and Shenandoah, so I know firsthand what some of the common barriers to employment are not only in Harrisonburg, but the larger Shenandoah Valley. In my current role with Virginia Works, I catch wind of funding opportunities early on, and my greatest desire is to see our community apply for available funding to benefit our workforce and economy.

**What relevant experience or education do you have to this board or commission?**

---

I have a background in workforce development and have worked with several states and state agencies to analyze and promote workforce development programs. In addition to working in higher education for several years (at JMU and George Mason), I am also formerly worked in the Virginia Career Works offices in both Harrisonburg and Fishersville, providing job services to individuals in 4 counties and 3 cities. During my time at Deloitte, I engaged with employers, education institutions, and workforce programs (including workforce development boards) to develop the business case that established the new Virginia Department of Workforce Development and Advancement (Virginia Works). I also served as a workforce development SME for reviews of NTIA BEAD grant applications by providing states with strategies on how they could create pipelines for training into broadband careers, as well as ideas on who they could partner with to provide wraparound services (childcare, transportation, etc) to workers in broadband careers. Most recently at Deloitte, I led a project with North Dakota's Department of Commerce Workforce Development Division to analyze the state's workforce programs. I did this by coordinating and facilitating interviews with key leaders/employers/industry representatives/education providers in the state, leading stakeholder focus groups, and designing strategic planning workshops to identify key findings (strengths and opportunities) in the workfroce ecosystem and develop strategies to help North Dakota's workforce programs thrive. The final report for North Dakota, detailing the approach and findings, can be found here:

<https://www.commerce.nd.gov/sites/www/files/documents/Workforce%20Development/ND%20>

Presently, I work with Virginia Works as a Program Manager, overseeing statewide funding for workforce development. My work requires me to coordinate with employers, education providers, industry associations, research and advocacy groups, and local workforce boards to leverage state funds for workforce training. I have also served as a project manager, childcare team lead, and member of Harrisonburg Mennonite Church and am working with Valley Interfaith Action to open a childcare site at HMC. I am especially passionate about childcare access because I believe it not only promotes the economic livelihood of families, but also sets children up for long-term academic success which ultimately benefits us all.

**Please list any past or present community involvement e.g. City Council, Boards and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:**

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Graduate of the citizen's academy, Fall 2025.

[Special\\_Projects\\_Program\\_Manager\\_Resume\\_R.\\_Silver.pdf](#)

Upload a Resume

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**EPSAC Applicants only**

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**Bike/Pedestrian Subcommittee Applicants only**

# RYAN SILVER, MSeD, PMP

SILVER.RYAN.J@GMAIL.COM | (540) 779-4402 | HARRISONBURG, VA

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## PROFESSIONAL SUMMARY

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Workforce development and program management professional with 10+ years of experience supporting WIOA-funded initiatives, special projects, and cross-sector partnerships across state government, higher education, and public-sector consulting. Experienced in stakeholder engagement, program design, compliance monitoring, and performance tracking. Strong background in managing complex initiatives from planning through implementation within the workforce development ecosystem.

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## PROFESSIONAL EXPERIENCE

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### VIRGINIA WORKS

Remote

*Maritime Industry & Nuclear Energy Accelerator – Project Manager*

*Dec 2025 – Present*

- Provide project management and coordination for a statewide, industry-focused workforce accelerator supporting maritime and nuclear energy employers
- Lead stakeholder engagement efforts with employers, training providers, state agencies, and regional partners to assess workforce needs and align training strategies
- Support planning, implementation, and tracking of program activities under Title I WIOA and related workforce initiatives
- Monitor project milestones, deliverables, and outcomes to support reporting
- Coordinate across internal Virginia Works teams to ensure alignment with statewide workforce priorities and system integration

### DELOITTE CONSULTING LLP

Rosslyn, VA

*Senior Consultant/Project Manager - Government and Public Service*

*Aug 2022 – July 2025*

- Managed WIOA-related initiatives for state agencies, including statewide training compliance strategies, stakeholder engagement, and training data tracking
- Supervised 3–5 employees and coordinated cross-functional teams on public workforce projects
- Led qualitative and quantitative analysis to support workforce strategy, training program performance, and funding recommendations
- Supported proposal submissions for federal workforce grants and contributed to publications on service delivery for vulnerable populations
- Oversaw compliance-focused review of grant applicant processes, identifying non-compliance issues and working with teams to document corrective actions
- Coordinated stakeholder interviews, focus groups, strategic planning sessions, and large-scale convenings with state leaders, employers, and workforce boards
- Represented the firm on disability inclusion panels and mentored neurodiverse staff

### CAREER SUPPORT SYSTEMS

Harrisonburg, VA

*Work-Based Skills Instructor*

*June 2022 – Aug 2022*

- Delivered employment readiness and skills instruction to individuals with disabilities in grant-funded vocational rehabilitation programs
- Coordinated with state agency partners to align services with participant goals and program requirements
- Maintained accurate documentation and case notes to support reporting and compliance

### INDEPENDENT CONSULTANT | LEARNING & DEVELOPMENT

Harrisonburg, VA

*Freelance/Contract*

*Sept 2017 – June 2022*

- Developed training workshops and digital resource guides for adult learners and jobseekers
- Designed 508-compliant learning materials and facilitated sessions on inclusive leadership
- Provided one-on-one career coaching on resumes, interviewing, and job search strategies

**JAMES MADISON UNIVERSITY**

Harrisonburg, VA

*Career Advising Graduate Assistant – University Career Center*

Sept 2021 – May 2022

- Analyze learner knowledge gaps and department objectives to develop content on career readiness topics: showcasing experience, networking strategies, and career exploration
- Partner with departments across the university to achieve shared student development goals
- Work with team to develop workshops, presentations, and career fairs for students
- Coordinate professional development to address skills gaps and interests for student employees

**VIRGINIA EMPLOYMENT COMMISSION**

Harrisonburg, VA

*Reemployment Services & Eligibility Assessment (RESEA) Specialist*

Sept 2020 – Sept 2021

- Worked one-on-one with job seekers to assess individual employment barriers and developed personalized reemployment plans to meet their needs
- Delivered weekly presentations on RESEA program policies, requirements, and resources
- Facilitated one-on-one progress reviews to provide accountability and connect program participants with further resources and instruction as needed
- Located and develop job seeker resources, including screenshot guides and instructional handouts, for a diverse clientele across four counties in Virginia
- Maintained records for 100+ program participants according to state and federal regulations
- Trained local center staff on using Virginia Workforce Connection, Virginia Automated Benefits System, and Virginia Unemployment Insurance System

**JAMES MADISON UNIVERSITY**

Harrisonburg, VA

*Program Coordinator – Adult Degree Program*

Jan 2020 – Sept 2020

- Assisted the Director/AUH in program coordination, strategic planning, and implementation of assessment measures with a focus on access, retention and student success
- Collected student data from 18 courses over the course of four semesters to ensure strategic goals were met
- Managed three program orientation courses on Canvas LMS for students by facilitating discussion boards, providing feedback to students on assignments, and updating course content
- Locate and develop resources, both on- and off-campus, for distance-learning students

*Operations Technician – Office of Residence Life*

Jan 2019 – Jan 2020

- Developed and delivered presentations to 60+ stakeholders on early move-in process
- Developed training materials for student staff to familiarize them with the office space and the department's resident management software

**GEORGE MASON UNIVERSITY**

Fairfax, VA

*Administrative Specialist | Housing and Residence Life*

Dec 2015 – Aug 2017

- Supervised 15+ student employees, managing hiring documentation and training
- Coordinated department-wide professional development events and semester training sessions
- Served as liaison for parent and student inquiries related to housing operations

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**EDUCATION**

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**PROJECT MANAGEMENT INSTITUTE**

Online

*Project Management Professional (PMP), Expiration: October 2028***JAMES MADISON UNIVERSITY**

Harrisonburg, VA

*M.S.Ed. in Adult Education/Human Resource Development (GPA: 4.0)***JAMES MADISON UNIVERSITY**

Harrisonburg, VA

*B.S. in Sociology; Philosophy and Religion | Minor: Mathematics*