



Jim Barnett Park
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FOR IMMEDIATE RELEASE

From: City of Winchester Parks & Recreation Department
Date: February 20, 2013
Contact: Bradley S. Veach, Parks & Recreation Director
540-662-4946
bveach@ci.winchester.va.us

Parks & Recreation Advisory Board Meeting

The Winchester Parks and Recreation Department would like to announce the date and time for the Parks & Recreation Advisory Board meeting for the month of February 2013.

Park Advisory Board Meeting February 25, 2013 6:30 p.m. Lord Fairfax Room- War Memorial Building-Jim Barnett Park

Meeting agendas, supporting documents and meeting minutes are available on on-line at <http://www.winchesterva.gov/parks/park-board-meetings>.

Winchester Parks & Recreation
Advisory Board Agenda
Monday, February 25, 2013
Lord Fairfax Room-War Memorial Building
6:30 p.m.

Agenda

Welcome	Krista Farris
Approval of January Minutes	Krista Farris
Public Comments	
Chair's Report	Krista Farris
Director's Report	Brad Veach
a. Park Master Plan Discussion	
b. City of Winchester Strategic Plan Review	
c. R/C Car Track	
d. Upcoming Special Events	
March Park Board Meeting Date & Time	Krista Farris
Adjournment	
Supporting Documents	
January Meeting Minutes	
Strategic Plan Handout	

Winchester Parks and Recreation
Advisory Board Meeting
Monday, January 28, 2013
6:30pm

Meeting Location: Lord Fairfax Room

Present: Krista Farris (Chair), John Elliott, (Vice-Chair), Jules Bacha, Kyle Homan, Matt Mintschenko, John Bentley, Catherine Mattens and Brian Wigley

Absent: None

City Staff: Brad Veach (Director) and Lisa Hamaker (Assistant Director)

Council: Milt McInturff

Media: Vic Bradshaw, Winchester Star

Guests: Tim Painter

Krista Farris called the meeting to order at 6:30pm. John Elliott, Vice-Chair conducted the meeting after 7:00pm.

Approval of November 2012 Minutes

A motion made by John Elliott and a second by Matt Mintschenko to approve the November 2012 minutes was carried.

Public Comments:

Racy Meadows Master Plan Presentation- Mr. Tim Painter

Mr. Painter brought before the Park Advisory Board the Racy Meadows Master Plan and the concept of a developer maintained public green space with amenities.

The developer (Valley View Management) is proposing a bike trail connector, tennis and ½ basketball court, some dedicated parking spaces and the idea of making the recreational area within the development open to the public. The developer is also committing that the maintenance plan remain as part of his responsibility and not the park system's. Estimated annual maintenance and amenities repair/replacement costs were handed out to Advisory Board members as costs the developer will incur based on other park system areas.

Chair's Report: Krista Farris

No report this month.

Director's Report: Brad Veach

City Board Consolidation Discussion:

As part of the City's strategic plan; City Council is reviewing various boards and commissions that serve within the City. There are currently approximately 30 vacancies on boards and commissions. The Parks and Recreation Advisory Board is a board that is mandated by state code. City Council has started discussions of possible consolidations which include the consolidation of the Park Advisory Board, Tree Commission and the Natural Resources Advisory Board into one body.

Krista Farris submitted her written comments to the Park Advisory Board and asked for her document to become part of the meeting minutes pertaining to the proposed consolidation of these boards. Her comments included citizens with expertise having a voice on the board or commission they serve on, the countless hours spent talking with citizens, a job vacancy lasting 3 months or more verses a board vacancy with no outlet for a citizen to communicate and the importance of citizen opinions.

Mr. Wigley asked if a citizen had to be a resident of the City to serve on such boards and commissions. Currently they have to be a resident of the City or own a business in the City.

Mrs. Mattens asked if there were reasons for not currently interviewing every application.

Mr. McInturff addressed the question that the application process is being placed on hold due to the fact they are looking at the whole board and commission subject matter, the code of ethics, legal training and the legislative items that need to be determined before moving forward.

If consolidation moves forward the Park Advisory Board will not expand. The City currently has a City Arborist that provides recommendations to the City Manager concerning City trees. The Tree Commission's position on tree decisions has changed since the City Code changed in September 2011, the tree decisions are made solely by the City Arborist and the Tree Commission has become a body to handle legislative requirements, such as pre-approval of grants. The Naturalist Resource Advisory Board has not been in action for a while now.

No recommendation will be necessary as the decision will be City Councils.

Park Facilities CIP Fund Options:

City Council has requested that City Staff and the Parks and Recreation Advisory Board provide alternatives to the concept of incorporating a mandatory CIP fee within the new park user group fee formula.

Three options were presented to the Advisory Board to review with considerations to budgetary impacts on the park system if projects are approved, a comprehensive review of the citizen benefit with the project and private contributions towards projects not accounting for the user groups operational costs responsibilities.

- 1) Do not charge groups the CIP fee but instead require they retain the funds in their private accounts for future capital projects.
- 2) Require the user groups to place CIP funds collected from their use in the Winchester Parks Foundation for future capital projects.
- 3) The City collects the CIP fee and places funds into an established CIP budget allowing funds to be carried forward each year for projects.

Mrs. Mattens asked if the fees could be placed in the Foundation since it was a 501-C3. Brad stated he would contact the City Attorney.

A motion was made by John Elliott and seconded by Brian Wigley to request a first and second choice for the CIP component fund options. Motion carried 7-0.

A motion to approve option 2 as the first choice; (allowing funds to be placed in the Parks Foundation) was made by John Bentley and seconded by Kyle Homan, the motion carried by a 6-1 vote with Jules Bacha in opposition. Option 3 as the second choice; (allowing the funds to be placed in an established Park budget CIP fund) was carried by a vote of 6-1 with John Bentley in opposition.

Racy Meadows Plan Discussion

Questions and comments such as citizens being informed of the public area, signage, MOU's, the developer's promise to maintain the land and amenities and the Advisory's Boards advice for amenities were discussed.

A motion to endorse the concept of a private landowner placing and maintaining a park for public use in Racy Meadows was made by Kyle Homan, seconded by Jules Bacha with Catherine Mattens abstaining, the motion carried 6-1.

Park Master Plan Updated Timeline & Discussion:

Based on previous discussions a new timeline and revised responsibilities plan was handed out for review.

The new timeline was pushed back some and now includes 3 areas of responsibility: staff and board, staff and board with a consultant, and work being done solely by a consultant.

Any consultant work would not begin until FY14 budget if City Council approves the funding.

Assistant Director's Report: Lisa Hamaker

Quarterly Reports:

Mrs. Hamaker handed out quarterly facility and program reports noting some differences from 2011 to 2012.

She also told the Park Advisory Board that the department responded to 156 Santa letters and the December Candlelight Ball had 175 people in attendance.

A Park Advisory Board member's contact listing was handed out for their review; updates and or corrections are to be made.

Advisory Board Meeting Dates:

Advisory Board Meeting: Monday, February 25, 2012 @ 6:30pm

Board Comments: None

Adjournment: With no further business to discuss John Elliott asked for a motion to adjourn the meeting; Brian Wigley made the motion and it was seconded by John Bentley. The motion was approved and the meeting was adjourned at 7:55pm.

Respectfully submitted; Jennifer Stotler; Park Administration Coordinator, February 18, 2013.



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To: Parks & Recreation Advisory Board Members

From: Bradley Veach, Parks & Recreation Director *BSV*

Date: January 28, 2013

Subject: Board Consolidation Recommendation

CC: Dale Iman, City Manager
Milt McInturff, Council Vice-President and Liaison to the Park Board
Anthony Williams, City Attorney

On, Friday, January 11, 2013 I notified the Parks & Recreation Advisory Board Members that Winchester City Council would be discussing the potential consolidation of the Tree Commission and the Natural Resources Advisory Board into the Parks & Recreation Advisory Board. Council also discussed the Code of Ethics for board and commission members and the role and responsibilities of City staff when it comes to working with volunteer boards. Per City Code, all three of these boards and commissions advise and take direction from City Council. In addition, these boards and commissions are expected to support and carry out Council decisions even if they do not always agree with the outcomes. These expectations are outlined in the Board Member Responsibilities endorsed by the Parks & Recreation Advisory Board on December 11, 2008. I have attached a copy of this document for your review.

You may ask why there is a desire or need to consolidate boards and commissions. There are nearly 30 vacancies on the various City boards and commissions with very few applications. Furthermore, such consolidation supports the approved strategic plan goal of developing a high performing organization and providing more efficient and effective services to our citizens. The consolidation of the Tree Commission will not adversely affect the City's designation as a Tree City USA or overburden staff and the Parks & Recreation Advisory Board. The primary responsibilities that may be passed along to the Parks & Recreation Advisory Board will be to occasionally, at the request of the arborist or City Manager, provide input with regard to the planting and preservation of trees in the City of Winchester. There are no adjudicatory, executive, or legislative responsibilities associated with Tree Commission duties. It would simply involve the WPRD Board providing its input to the Manager or Arborist upon their request. Just like any other City employee, the City Arborist has a responsibility to provide a deliverable service to our citizens. The City Arborist is trained and educated on tree matters and

"Dedicated to providing comprehensive, quality, and safe recreation and park programs, facilities and services that enrich the quality of life for the Winchester community and beyond."

makes decisions based upon experience and education. City Code revisions will be presented for Council's consideration at its February meeting. Once I have further direction from City Council, I will provide a report to the Park Advisory Board at its February meeting. In the meantime, I encourage you to review the Winchester City Code section related to the Tree Commission and its responsibilities.

http://www.winchesterva.gov/documents/government/city_code/CH30.pdf

The City of Winchester is very rich with professionals who have experience and expertise in the field of environmental issues. Shenandoah University offers an Environmental Studies major that has collaborated with the City in the past to offer an environmental perspective on sensitive issues. Not only is the University's program a resource for the City of Winchester and its citizens, it is a tremendous opportunity for the students and professors to engage in hands-on experiences outside the classroom and provide a valuable service to the City and our citizens. The Winchester Parks & Recreation Department has reached out to the Environmental Studies program at Shenandoah University on numerous occasions and we have been very pleased with and grateful for the level of support. Examples of this effective collaboration include environmental research and the creation of informational kiosks, signage, and promotional materials for the Shawnee Springs Preserve and the Abrams Creek Wetlands Preserve. In the past, citizens have gotten involved and formed an ad-hoc committee to develop the management plan for the Wetlands Preserve. All of these examples benefited the City and were clearly defined tasks during a clearly defined period of time. Ad-hoc committees can continue to be organized as needed in the future to serve in an advisory role on environmental matters to staff, boards and City Council. Most of the City's sensitive environmental areas are within City-owned property and managed by the Parks & Recreation Department so it is fitting that such issues would fall under the Department's scope.

I do not anticipate that the proposed consolidation of boards and commissions will create a larger workload for the Park Advisory Board. I consider this as an opportunity and a gesture of confidence that City Council trusts the Parks & Recreation Advisory Board and its members will effectively manage additional responsibilities and continue to provide a high level of service to our citizens.

WINCHESTER PARKS AND RECREATION BOARD
BOARD MEMBER RESPONSIBILITIES
DECEMBER 11, 2008

I. RESPONSIBILITIES:

- a.) The Winchester Parks and Recreation Board (Board) is an advisory board to the Winchester City Council (Council). Communicate with and advise your Councilor.
 - Know his/her views on the issues and express the Board's opinion accordingly.
- b.) Always act for the betterment of the Park System. Work to positively affect its programs, facilities and policies.
 - On action items, vote your conscience and voice your opinions in a professional and respectful manner.
 - Support the Board and the Winchester Parks and Recreation Department staff (Department) even if a vote goes against your views.
- c.) The Board must support Council even if its final decisions or votes go against that of the Board or its individual members.
 - Disagreements with Council will occur at times and therefore the views of the Board will not always coincide with Council. This is certainly acceptable and tends to promote a healthy debate. The Board can disagree but support is needed to ensure that the best interests of the City and the Park System are maintained.
 - Take time to know the votes of Council that relate to the Park System and Department. Question your individual councilors about their decisions and positions on the issues to obtain their points of view.
- d.) Always represent the Park System well by being its spokesman. Provide information to its patrons, staff, user groups, community, etc.
 - A Board member is also a representative of Council and should act accordingly.
 - Take time to speak to Civic Organizations and local communities on behalf of the Department and Park System.
- e.) Know the Park System policies, procedures, and function.
 - Have a basic knowledge of department programs and Park System facilities.
 - Know the basic fee schedules, rules, philosophies, etc.
- f.) Know all parts of the Park System (Jim Barnett Park and all of the satellite parks.)
 - Review the Park System facilities periodically and advise the Department of the conditions and its use (activity).
- g.) Be an active user of the Park System.
 - Use the facilities and participate in its programs, special events, etc.
 - When time is available, volunteer to help with Park System programs and functions.
- h.) Address any issues that involve the Park System with the Department.
 - Programs, facilities, personnel, etc.
- i.) Attend as many meetings and Board functions, as possible.
 - In accordance with the code of the City of Winchester, Virginia, a Board member is allowed to miss two (2) Board meetings per year.
 - Please be prompt for all meetings and functions.

Comments Submitted by Krista Farris

January 28, 2013

Pertaining to: Parks and Rec Advisory Board Discussion on Tree Commission and NRAB

I believe the Parks and Recreation Advisory Board is able to focus on the topics it needs to address and its decisions are strengthened and best informed by drawing on the knowledge afforded by citizen members of the Tree Commission and NRAB.

It is my current opinion that it is not in the best interest of the citizens of Winchester to do away with the Tree Commission and have the Parks and Recreation Advisory Board address issues about trees. Nor is it advisable to give a city arborist an "only say" regarding city trees when there are a number of qualified individuals interested in serving on the Tree Commission. I also think it is advisable to consider reconstituting the Natural Resources Advisory Board. Both entities draw-in an educated citizenry who has historically shared their knowledge with the Parks and Recreation Board and helped forge meaningful action in regards to healthy landscapes and natural areas.

I believe both boards are, or have been, comprised of expert citizens who are "up to speed" on landscape, health, and safety issues regarding the treescape and naturalized areas in Winchester. These people are smart and passionate and it is a great service to Winchester to have them "at the ready" volunteering and staying abreast of environmental issues. As a city with limited greenspace, it is essential we pay close attention to all environmental issues and the more energies and minds addressing this topic, the better.

While the NRAB is currently partially defunct, the Tree Commission is comprised of individuals who are master gardeners, who work at the Virginia State Arboretum at Blandy Experimental Farm and who have volunteered for years in various garden clubs, arboretums, and the like. The citizens of Winchester are lucky to have such educated citizens who are committed to the health and welfare of the city's citizens and trees.

While it might be assumed the Tree Commission doesn't have a full agenda due to the micro-focus of the board. That is not the case. Tree Commissioners meet regularly and address many different issues monthly. All minutes are available on the City's website and can be reviewed for verification. Likewise, the Parks and Recreation Advisory Board has specific issues it addresses. I believe it is wise to let the Tree Commission continue to function as a board, so as not to overtax the Parks Board and under represent the trees.

While the Parks and Recreation Advisory Board is an eclectic group, there does not exist on the board the expertise concerning trees or the environment. Even though parks and trees go hand in hand, I as a Parks Board member appreciate the input and opinions rendered by the *many* members of the Natural Resources Advisory Board and the Tree Commission. More citizen perspectives are better than a single perspective rendered by a paid staff member, like a single arborist, or a single individual on a board when it comes to decisions about tax payer's money, neighborhoods, parks and streetscapes.

On a final note, doing away with the Tree Commission and/or not reestablishing the Natural Resources Advisory Board, I believe, might also put the city at a disadvantage when it comes to successfully applying for grant monies. Citizen commitment to the environment demonstrated by way of service on boards is meaningful and practical when marketing the city to businesses, newcomers, and the existing citizenry.

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Dale Iman
Date: 01/10/13
Re: Council Appointed Boards and Commissions

THE ISSUE: To review the City's current composition and operation of Council Appointed Boards and Commissions.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 – Develop a High Performing Organization

BACKGROUND:

Council Vice President, Willingham and Vice Mayor, McInturff were assigned the task of reviewing the Council process of soliciting, appointing and training members of the City's numerous Boards and Commissions. Working closely with the City Manager and City Attorney the attached report and recommendation has been developed which is designed to improve the appointment process and improve the flow of information between boards, commissions and the City Council. In addition, the proposed policy addresses the feasibility of combining the responsibilities of some boards and commissions in an effort to reduce the total number of boards and commissions required.

BUDGET IMPACT:

There will be no impact on the Budget.

OPTIONS:

1. Implement the recommended procedural changes.
2. Do not change the existing procedure.

RECOMMENDATIONS:

It is recommended that Council direct staff to make the required changes and implement the recommendations outlined in the report.



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To: Honorable Members of Common Council

From: Vice President Willingham and Vice Mayor McInturff

Subj.: Council Appointed Boards and Commissions

Date: December 21, 2012

MEMORADUM

On August 21, 2012, Vice President Willingham and Vice Mayor McInturff were asked to work with the City Manager, City Attorney, and City Staff to review the City's current composition and operation of Council Appointed Boards and Commissions. Through a review of available materials and a series of individual and group discussions, this report was generated as an update and recommendation to Common Council focusing on the following areas:

1. Composition/Operations

There are currently thirty-six (36) Council Appointed Boards and Commissions identified on the City's Boards and Commissions List. With very few exceptions, these bodies are either statutorily required entities (such as the Planning Commission and School Board), or otherwise required as part of a program that the City has chosen to undertake (such as the Board of Architectural Review and Community Development Committee). There are very few Council Appointed Boards and Commissions which are purely discretionary in nature (such as the

"To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners."

Natural Resources Advisory Board) or not mandated but established by choice as part of a program or initiative that the City is participating in (such as the Old Town Development Board).

In order to ensure that all Council Appointed Boards and Commission positions are adequately filled and in timely fashion, with the most qualified personnel, we recommend that the City Manager be tasked with initiating an ongoing process to encourage and solicit citizen involvement in appointed boards and commissions. In addition, the President shall annually appoint two (2) members of Council to serve as the Council Liaisons for handling all matters associated with reviewing applications and conducting preliminary interviews of candidates.

The recommended process would be as follows:

1. The Manager shall ensure that a Staff Liaison is appointed to every Board and Commission.
2. The Staff appointed liaison would be responsible for collecting and reviewing qualifications of candidates for their respective boards and to notify the Assistant City Manager of Board and Commission vacancies 60 days prior to the expiration date.
3. The Assistant City Manager would then contact the Council Liaisons to make them aware of applications and any open positions that need to be filled and to provide application material of citizens who have expressed formal interest in serving.
4. The Assistant City Manager would be responsible for conveying this to the Council Liaisons in a timely manner to ensure adequate time for review of applications and interviewing of candidates.
5. The Assistant City Manager would be responsible to keep the Council Liaisons up to date on the status of board participants, vacancies, expiration of terms, etc.
6. The Staff Liaison would contact board members eligible for reappointment and determine their interest and report findings to the Assistant City Manager .
7. At the end of the term of each member, the staff liaison will give a report to the Assistant City Manager on the board members participation, attendance, performance, etc. The Assistant City Manager would be responsible to keep the Council Liaisons up to date on the status of board participants, attendance, performance etc.

8. The Council Liaisons shall be responsible for reviewing this information and recommending to Council timely appointments to the various Boards and Commissions.
9. Staff Liaisons shall prepare a "Council Appointed Board Report" on a monthly basis, or as frequently as deemed necessary by the Manager, which shall be submitted to the City Manager for inclusion with the Written Reports submitted for Council review on monthly Work Session Agendas. The reports shall include actions and items of interest currently underway with regard to Council Appointed Boards as well as Board vacancies and other operational concerns.

This process would ensure that Council maintains involvement and awareness of the needs of the various boards and commissions while ensuring that City Staff personnel are continuing to address the needs of the boards as well as the needs of the City's Administration.

Consistent with the second goal discussed during the 2012 Council Strategic Planning Process ("To develop a high performing City Organization"), we would recommend that Council consider reorganizing some of its appointed Boards and Commissions which are not specifically mandated by state legislation.

For example, we would recommend the elimination of the Natural Resources Advisory Board and Tree Commission and the consolidation of the responsibilities and resources of these two individual boards under the umbrella of the Parks and Recreation Board. It is believed that this reallocation of resources will provide for more efficient and effective local governance of the issues faced by these three individual Council Appointed Boards.

If Council decides to move forward with this recommendation, the Department of Parks and Recreation will be called upon to work with the City Attorney and Public Services Department to incorporate the necessary revisions into the City Code.

Finally, while this Report has been drafted specifically to address issues related to Council Appointed Boards and Commissions, during the review of these matters, it was concluded that the appointment of the Mayor, Members of Council, or other City Officials to serve in their official capacities as participating and voting members of non-governmental organizations may create significant conflicts of interest and should be avoided. This should not be construed as a recommendation to preclude the Mayor, Members of Council, or other City Officials from volunteering to serve in their individual and personal capacities on such organizations, nor preclude the appointment by Council of non-voting liaisons who do not participate directly in the organizational operations of these entities.

2. Training / Orientation

A formal Orientation shall be required for all new members of Council Appointed Boards and Commissions. The orientation shall identify and train new members regarding the Goals and Objectives of Common Council, their responsibilities as appointed members of the respective Boards and Commissions, describe the general functioning of the City's Administration, and introduce new members to the general operation of local government in the City of Winchester.

This presentation shall be organized by the City Manager, and shall include presentations from the City Attorney, City Staff, and member(s) of Council at the discretion of the governing body.

3. Code of Ethics

The City currently has a Code of Ethics embodied within its Comprehensive Employee Management System ("CEMS") in Section 7.16 which applies to all City Employees, Members

of Council, and Members of Council Appointed Boards and Commissions. The section reads as follows:

7.16 Code of Ethics

The Code of Ethics is intended to provide ethical guidelines for City Councilors, employees and Council appointed Board and Commission members that are responsive to the public needs and preclude even the appearance of impropriety in the performance of their duties. All City Councilors, employees and Council appointed Board and Commission members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City's resources. To this end, City Councilors, employees and Council appointed Board and Commission members have a responsibility to:

- 1. Perform their duties to the very best of their abilities, treating the public and each other in a courteous manner that is fair and equitable, without regard to race, color, gender, age, religion, national origin, disability, political affiliation, or any other factor unrelated to the impartial conduct of City business.*
- 2. Demonstrate integrity, honesty, and ethical behavior in the conduct of all City business.*
- 3. Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the City.*
- 4. Ensure that they do not accept any gift, favor or thing of value that may tend to, or be reasonably perceived to, influence the discharge of their duties, or grant any improper favor, service or thing of value in the discharge of their duties. This shall include the acceptance of a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor. This prohibition shall not apply to the acceptance of any gift, favor or thing of value that benefits the City and/or the community as a whole.*
- 5. Ensure that information concerning the property, government or affairs of the City is held confidential, disclosed only with proper legal authorization, and never to advance the financial or other special interest of themselves or others.*
- 6. Ensure that all City resources, including City funds, equipment, vehicles and other property, are used in strict compliance with City policies and solely for the benefit of the City.*

7. Avoid any behavior that could fall under the definitions of misconduct in Section 7.2 Discipline of the City's Comprehensive Employee Management System.

Councilors, Board and Commission members, Department Heads, and supervisors must take a leadership role in the promotion and execution of the Code of Ethics. All City officials and employees have a responsibility to place cooperation, trust, and respect at the head of all they do.

But despite the formal incorporation of these provisions into the CEMS, which has been adopted and approved by a Resolution of Common Council, members of Council Appointed Boards and Commissions do not receive exposure or any formal training on this upon their appointment. As such, it is very likely that few members are even aware of their duties and responsibilities consistent with the foregoing Code of Ethics.

Accordingly, it is recommended that all members of Council Appointed Boards and Commissions consent to and follow, as a condition precedent to participation, the Code of Ethics as approved by the Governing Body. This consent shall be memorialized in a signed document prepared by the City Attorney reflecting the provisions of Section 7.16 of the CEMS and may include any additional provisions deemed necessary by Council to create a uniform Code of Ethics that embodies the expectations of Council and the Community with regard to service on a Council Appointed Board or Commission. Service on such bodies should be viewed and acknowledged as a privilege with accompanying responsibilities of appropriate conduct. The Code of Ethics should be signed by all appointed members prior to their formal appointment and should be enforced where violations occur.

Additionally, it is recommended that the Manager be directed to expand the CEMS provisions to include a non-comprehensive list of causes for removal or other forms of

disciplinary action available to Common Council to address instances of improper conduct by an appointed member of a Board or Commission.

CONCLUSION

The City should require all new members of Council Appointed Boards and Commissions to execute a written Agreement prepared by the City Attorney memorializing that they are aware of, and will abide by the Code of Ethics in Section 7.16 of the CEMS and any other ethical requirements that the governing body may adopt as applicable to such members. The CEMS should be expanded to include causes for removal and other disciplinary measures for members who do not abide by these rules.

New members should receive training through a formal Orientation process which shall be organized by the Manager or his designee and should include presentations by City Staff, the City Attorney and members of Council (at Council's discretion) on topics including ethical responsibilities as an appointed board member and the general operation of City government.

Finally, a Council Liaison system should be established to continually work with the Assistant City Manager to ensure that vacancies to various the boards and commissions are properly filled. An outline of one possible system is included in Section 3 of this Memorandum.

Respectfully Submitted:


John Willingham, Vice President



Milt McInturff, Vice Mayor

Racey Meadows Proposal

- ❖ As stated above, a fifty foot (50') active recreation and landscaping buffer shall be provided along the Cedar Creek Grade Right-of-Way. Twenty-five feet (25') of this buffer shall be dedicated to active recreation for use by the residents of this development and the local public. The active recreation element shall consist of an eight foot (8') walking trail that will become part of the City of Winchester's local trail system.
- ❖ Additionally, a combination tennis/basketball court shall be constructed as part of this development that shall be available for public use as well.
- ❖ At their completion and in accordance with the directives of the Winchester Parks and Recreation Department (WP&RD), these active recreation structures shall be conveyed to the City of Winchester for its use and to become part of the City-wide satellite parks system.

6. Storm Water Management:

- ❖ All storm water management and storm water quality facilities shall be installed underground in accordance with the standards and specifications of the Winchester Public Works Department. These facilities shall be maintained by the owner of the development and be constructed so as to secure the safety of the public at all times.

Density

Total Number of One-Bedroom Units:	72
Total Number of Two-Bedroom Units:	42
Total Number of Three-Bedroom Units:	18
Percentage of Tract to be Occupied by Structures:	—%
Percentage of Tract to be Open Space:	—%

Phasing

Applicant proposes to commence construction on all units within this complex at the same time but does expect that certain units will be delivered for occupancy before others. As part of the overall construction, however, the roadway connections as depicted on the attached and incorporated layout plan will be installed and will have at least a base coat of asphalt on them at the time of occupancy of the first apartment building. *Rec facilities completion*

The conditions proffered above and in accordance with the accompanying rezoning exhibit, entitled Racey Meadows Apartment Complex Conceptual Layout Plan Exhibit "A" dated December 3, 2012, and as prepared by Painter-Lewis, PLC, shall be binding upon the heirs, executors, administrators, assigns and successors in interest of the Applicant and Owner. In the event the Council grants said rezoning and accepts these conditions, the proffered conditions shall apply to the land rezoned in addition to other requirements set forth in the City of Winchester Code.

Racy Meadows Development (< 1.0 Acres)

Estimate for Annual Maintenance & Amenities Repair/Replacement

Estimated Annual Maintenance Costs	Approx. \$2,000.00/YR
Trash Removal (2-3x Week)	\$500.00
General Equipment Repairs	\$600.00
Mowing (Once Every 14 Days)	\$700.00
Dog Mitt Gloves	\$150.00

Estimated 10-15 Year Replacement/Repair Costs	\$32,800.00-\$35,000.00
Park Benches (3)	\$6,000.00
Trash Cans (3)	\$3,000.00
Dog Mitt Stations	\$300.00
Tennis/Basketball Court Resurfacing & Lines	\$10,000.00
Tennis Court Fence Repairs	\$3,000.00
Basketball Goals/Backboards/Nets Replacement	\$1,000.00
Tennis Net Replacement	\$1,000.00
Resurface Trail	\$5,000.00
Signage Replacement	\$2,500.00
Sidewalk Repairs	\$1,000.00

Also factor in the developer's costs to build the park, landscaping and amenities

Facility and Pass Report
October - December 2012

	Hours Used					
	October		November		December	
	2011	2012	2011	2012	2011	2012
Facilities						
Social Hall	241.50	240.73	303.50	257.25	221.50	201.25
Other Rooms	350.75	378.50	553.50	522.75	247.00	318.00
Gym	68.50	251.98	150.00	287.00	107.75	260.48
Shelters	950.00	837.00	213.00	200.50	0.00	0.00

	Fees Collected					
	October		November		December	
	2011	2012	2011	2012	2011	2012
Facilities						
Social Hall	\$1,436.30	\$2,013.72	\$2,282.50	\$2,482.15	\$1,321.40	\$309.00
Other Rooms	\$953.40	\$1,058.60	\$1,358.80	\$1,093.45	\$588.60	\$644.55
Gym	\$2,219.40	\$96.00	\$201.00	\$0.00	\$472.80	\$2,197.00
Shelters	\$258.00	\$915.50	\$0.00	\$145.35	\$0.00	\$165.00
	Winchester Storm Payment		Pancake Day and Pottery Show Payments		Pancake Day and Winc. Storm Payments	
			Church Rental Payment			

	October		November		December	
	2011	2012	2011	2012	2011	2012
Passes						
Male Visits	823	761	805	618	752	565
Female Visits	486	563	534	446	364	367
Resident Visits	593	634	735	518	653	503
Non-resident Visits	716	690	604	546	463	429
New Memberships	66	44	48	21	27	18
Membership Renewals	77	104	90	67	80	78
Total Visits	1307	1324	1337	1064	1116	932
Total Pass Income	\$6,175.00	\$6,630.00	\$3,302.00	\$2,512.00	\$2,258.00	\$2,841.00
Total Punch Pass Income	\$221.50	\$540.00	\$337.50	\$369.00	\$409.50	\$450.00

Park Board Report
October - December 2011

Number of Programs		Number of Participants		Total Participant Hours	Total Revenue Generated
2011	2012	2011	2012	2011	2012

Athletics		Number of Programs		Number of Participants		Total Participant Hours	Total Revenue Generated
2011	2012	2011	2012	2011	2012	2011	2012
October	14	14	170	104	804	\$3,277.09	\$2,279.48
November	10	7	202	89	1167	\$4,545.63	\$1,627.25
December	9	7	120	88	1011	\$2,363.04	\$1,334.90

Program moved to winter

Childcare		Number of Programs		Number of Participants		Total Participant Hours	Total Revenue Generated
2011	2012	2011	2012	2011	2012	2011	2012
October	4	4	397	478	3758	\$13,125.70	\$15,209.40
November	5	4	353	396	3141	\$10,809.80	\$13,238.30
December	6	4	260	250	2308	\$9,868.00	\$10,172.00

Aquatics		Number of Programs		Number of Participants		Total Participant Hours	Total Revenue Generated
2011	2012	2011	2012	2011	2012	2011	2012
October	14	8	252	153	698.39	\$6,725.00	\$6,911.00
November	14	8	299	144	730.82	\$5,239.00	\$5,627.00
December	7	8	149	126	675.07	\$4,634.00	\$6,020.00

Special Events		Participants
October		47 units
Christmas Parade		175
Candlelight Ball		1500
Int. Childrens Fest.		

December	30 - City Residents
Santa Letters	113 - Couy Residents
	13 - Other



City of Winchester: Strategic Plan

VISION 2028

*WINCHESTER 2028 is a
Beautiful, Historic City
and a Hometown for Families*

*WINCHESTER 2028 has a
Vibrant Downtown,
a Growing Economy,
Great Neighborhoods with a
Range of Housing Choices
and Easy Movement.*

GOALS 2018

Grow the Economy

Develop a High Performing Organization

Continue Revitalization of Historic Old Town

Create a More Livable City for All

POLICY AGENDA 2013 – 2014

Top Priority

Career Training Education/Center: Health Professionals
Taylor Hotel Project: Completion
John Kerr Elementary School: Direction, Funding
School Funding: Direction, Proposal, Decision
Ward Plaza Development
Conference Center Strategy: Concept/Market Analysis,
Study Location, Discussion with Potential Partner, Direction,
Plan, Actions

High Priority

Northend Redevelopment Strategy with Action
Plan: Development
Historic Old Town Gateway Enhancements: Direction
National Historic District: Direction
City Gateway Beautification Project (landscaping and
Signage): Definition, Development, Actions, Funding
Comprehensive Zoning Ordinance: Rewrite
South Pleasant Valley Development
Meadow Branch Avenue Development

Moderate Priority

Amphitheater: Concept Definition, Direction, City's Role,
Partners, Actions, MOU and Funding
Winchester Towers Redevelopment
Sidewalk and Street Master Plan: Development, Policy
Direction, Project Priority, Funding Mechanism
Community Events Policy: Direction
Stormwater Management Policy and Plan: Development,
Policy Direction, Project Priority, Funding

MANAGEMENT AGENDA 2013 – 2014

Top Priority

Major Employer Attraction Strategy: Pillars of the Economy,
Direction/Goals, Plan, Actions

Comprehensive Capital Improvement Plan: Direction
(Overall), Development, Project Identification and Priority,
Funding Mechanisms

City Reorganization Plan: Development/ Implementation

Events Coordinator and Community Events Expansion
Strategy: Assessment of Current Activities, Direction,
Partners, Actions

High Priority

Economic Development Performance Standards and Metrics:
Development, Reporting

Enterprise Zone Implementation Plan

Downtown Branding: Development

IT Master Plan: Implementation, Funding

Communications and Marketing Plan with Specific
Actions: Development

**MANAGEMENT IN PROGRESS
2013 – 2014**

Cancer Center: Development, Monitoring

317 S. Cameron Street Redevelopment

Recreation Fees: Review

Employee Wellness Program

Public Safety Communication System

City Boards and Commissions: Direction

Comprehensive Fee and Other Taxes Review

Walking Mall Zoning Amendments

Night Club Ordinance

Zoning Amendments

ADA Compliance: Parks

Millwood Avenue Project

**MAJOR PROJECTS
2013 – 2014**

Pedestrian Mall (6/13)

Green Circle Trail (Downtown Part) (9/13)

Old Star Building (including Welcome
Center/Restrooms) (7/13)

**CITY OF WINCHESTER
MISSION**

The mission of the City of Winchester is to be a

Financially Sound City

providing Top Quality Municipal Services

while Focusing on the Customer

and Engaging our Community.