

**WINCHESTER COMMON COUNCIL SPECIAL MEETING
COUNCIL CHAMBERS – ROUSS CITY HALL
TUESDAY, APRIL 1, 2014
AGENDA
6:00 p.m.**

1.0 CALL TO ORDER AND ROLL CALL

2.0 AGENDA

- 2.1 O-2014-08:** First Reading – AN ORDINANCE TO AUTHORIZE THE ACQUISITION OF PROPERTIES NECESSARY FOR THE REALIGNMENT OF NATIONAL AVENUE GATEWAY IMPROVEMENT PROJECT BY MEANS INCLUDING BUT NOT LIMITED TO CONDEMNATION AND ACCEPTANCE BY THE CITY OF SAID PROPERTY (pages 3-6)
- 2.2** Presentation of General Fund FY15 Proposed Budget Options – Dale Iman, City Manager; Mary Blowe, Finance Director; and Celeste Broadstreet, Assistant Finance Director (pages 7-11)

3.0 EXECUTIVE SESSION

- 3.1** MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(a)(7) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF RECEIVING LEGAL ADVICE AND STATUS UPDATE FROM THE CITY ATTORNEY AND LEGAL CONSULTATION REGARDING THE SUBJECT OF SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY THE CITY ATTORNEY AND MATTERS OF ACTUAL OR PROBABLE LITIGATION AND PURSUANT TO §2.2-3711(A) (1) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION AND CONSIDERATION OF INFORMATION REGARDING THE SUBJECT OF THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, AND PERFORMANCE OF SPECIFIC PUBLIC OFFICERS APPOINTEES, AND EMPLOYEES OF THE CITY OF WINCHESTER INCLUDING THE APPOINTMENT OF OR PROSPECTIVE APPOINTMENT OF MEMBERS TO CERTAIN BOARDS AND COMMISSIONS AND PURSUANT TO §2.2-3711(A)(3) AND (6) FOR THE PURPOSE OF DISCUSSION OR CONSIDERATION OF THE SUBJECT OF THE ACQUISITION OF AN INTEREST IN REAL PROPERTY AND FOR THE PURPOSE OF DISCUSSION OF THE SUBJECT OF INVESTMENT OF PUBLIC FUNDS WHERE BARGAINING IS INVOLVED, AND WHERE IF MADE PUBLIC, THE BARGAINING POSITION OR FINANCIAL INTEREST OF THE CITY WOULD BE ADVERSELY AFFECTED AND PURSUANT TO §2.2-3711(a) (29) FOR THE PURPOSE OF DISCUSSION OF THE AWARD OF A PUBLIC CONTRACT INVOLVING THE EXPENDITURE OF PUBLIC

FUNDS, INCLUDING INTERVIEWS OF BIDDERS OR OFFERORS, AND DISCUSSION OF THE TERMS AND SCOPE OF SUCH CONTRACT, WHERE DISCUSSION IN AN OPEN SESSION WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE CITY AND PURSUANT TO §2.2-3711(A)(40) FOR THE PURPOSE OF DISCUSSION OF RECORDS EXCLUDED FROM CHAPTER 37 OF TITLE 2.2 OF THE CODE OF VIRGINIA PURSUANT TO SUBDIVISION 3 of § 2.2-3705.6

4.0 DISCUSSION

4.1 Discussion of John Kerr Elementary School Comprehensive Agreement

5.0 ADJOURNMENT

0-2014-08

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: March 25, 2014 **CUT OFF DATE:** __

RESOLUTION __ **ORDINANCE** X **PUBLIC HEARING** X

ITEM TITLE: Ordinance to Authorize the Acquisition of Property Necessary for the Realignment of National Avenue-Piccadilly Street-East Lane

STAFF RECOMMENDATION: Authorize approval of condemnation to continue the implementation of the Realignment of National Avenue- Piccadilly Street- East Lane Project

PUBLIC NOTICE AND HEARING: Authorize advertisement of condemnation for purposes of receiving public comment and hold public hearing April 8, 2014.

ADVISORY BOARD RECOMMENDATION: The City of Winchester Economic Development Authority have discussed and recommend the attached Ordinance

FUNDING DATA: All funding necessary for the acquisition of the property identified in attached Ordinance have been included in the Budget Ordinance for FY14

INSURANCE: N/A

The initiating Department Director will place below, 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.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Economic Redevelopment	<i>JW</i>		3/18/14
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	<i>[Signature]</i>		3/18/2014
6. City Manager	<i>[Signature]</i>		3-18-14
7. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature: _____

APPROVED AS TO FORM:

3/18/14
Date



[Signature]
CITY ATTORNEY 3/18/2014

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council

From: Jim Deskins, Economic Redevelopment Director

Date: March 25, 2014

Re: Ordinance to Authorize the Acquisition of Property Necessary for the Realignment of National Avenue-Piccadilly Street-East Lane

THE ISSUE: City Staff is seeking the approval of the Common Council for the City of Winchester to take all necessary steps to acquire the property identified in the attached Ordinance in furtherance of the realignment of National Avenue-Piccadilly Street-East Lane for the public use described herein, by condemnation or other means.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2: Create a More Livable City for All

BACKGROUND: Common Council for the City of Winchester desires to realign National Avenue to connect to Piccadilly Street in a manner that will create a safer and more efficient traffic pattern thereby enhancing traffic flow into, out of and/or through the Old Town area of the City of Winchester. All properties necessary for completion of this project are under contract, except 228-232 E. Piccadilly Street. It is believed that the property owner may not accept the City's offer or allow voluntary acquisition of said property

BUDGET IMPACT: All funding necessary for the acquisition of the property identified in attached Ordinance have been included in the Budget Ordinance for FY14

OPTIONS: Council may approve or disapprove the Ordinance

AN ORDINANCE TO AUTHORIZE THE ACQUISITION OF PROPERTIES NECESSARY FOR THE NATIONAL AVENUE GATEWAY IMPROVEMENT PROJECT BY MEANS INCLUDING BUT NOT LIMITED TO CONDEMNATION AND ACCEPTANCE BY THE CITY OF SAID PROPERTY

WHEREAS, Common Council for the City of Winchester desires to realign National Avenue to connect to Piccadilly Street in a manner that will create a safer and more efficient traffic pattern thereby enhancing traffic flow into, out of and/or through the Old Town area of the City of Winchester; and

WHEREAS, a preliminary design concept has been developed realigning National Avenue to connect with Piccadilly Street as further detailed in (Exhibit A) attached hereto and titled "Proposed National-Piccadilly-East Ln., and Realignment"; and

WHEREAS, all funding necessary for the acquisitions of the properties to complete the Realignment of National Avenue- Piccadilly Street- East Lane Project have been included in the Budget Ordinance for the Fiscal Year Ending June 30, 2014 (O-2013-11); and

WHEREAS, the properties or designated portions thereof necessary for completion of this project are identified as follows: 216 East Piccadilly St., 222 East Piccadilly St., 226 East Piccadilly St., 228-232 East Piccadilly St., 236 East Piccadilly St., 209 East Ln., 211-13 East Ln., 215 East Ln., 219 East Ln., 221 East Ln., and 247 East Fairfax Lane; and

WHEREAS, the Economic Development Authority of the City of Winchester Virginia has negotiated to facilitate the voluntary acquisition and entered into contract for the same of 216 East Piccadilly St., 222 East Piccadilly St., 226 East Piccadilly St., 236 East Piccadilly St., 209 East Ln., 211-13 East Ln., 215 East Ln., 219 East Ln., 221 East Ln., and 247 East Fairfax Lane; and

WHEREAS, the property or designated portion thereof necessary for completion of this project is identified as follows:

*228-232 East Piccadilly Street, Winchester VA
TM -174-07-B
Instrument No.: 050004395 Land Records of City of Winchester, Va
Owned by: Piccadilly & East, LLC*

WHEREAS, it is believed that the owner of 228-232 E. Piccadilly Street may not accept the offers or allow voluntary acquisition of said property; and

WHEREAS, the City has obtained a proper Title Examination from Pratt's Title & Abstract, Inc., for each of the foregoing properties identifying the ownership of the respective properties; and

WHEREAS, the City has ordered the appraisal for 228-232 E. Piccadilly St. from McPherson & Associates, Inc.; and

WHEREAS, the City will provide all of the foregoing information to the respective owner, their designated employees, agents, or assigns in a bona fide offer to purchase letter in accordance with §§25.1-204; 25.1-417; and 25.1-303 of the code of Virginia; and

WHEREAS, such bona fide offer to purchase will be certified as having been reviewed by the City for the purposes of compliance with §1-219.1 of the Code of Virginia and it was determined that the proposed acquisitions are in compliance therewith; and

WHEREAS, the acquisition of property identified in this Ordinance is necessary for the completion of the project; and

WHEREAS, this Ordinance has been presented for adoption by Common Council in compliance with the provisions of §15.2-1903 of the Code of Virginia; and

WHEREAS, it is the wish of Common Council for the City of Winchester that the City proceed with completion of the Realignment of National Avenue- Piccadilly Street- East Lane Project as it is believed to be in the best interests of the City.

NOW THEREFORE BE IT ORDAINED, that Common Council hereby APPROVES the public use described in this Ordinance and DIRECTS the City Manager and City Attorney to take all necessary steps to acquire the properties identified in this Ordinance in furtherance of the Realignment of National Avenue- Piccadilly Street- East Lane Project for the public use described herein, by condemnation or other means, and that all properties acquired in furtherance of this project are hereby accepted by the City.

BE IT FURTHER ORDAINED that the bona fide offer to purchase previously issued by the Manger is hereby ratified and approved and that the City Attorney and City Manager are hereby authorized to negotiate on behalf of the City in furtherance of completion of this project and that non-substantial adjustments or amendments to the area may become necessary in proceeding on these matters, and which are approved as such by the City Attorney and City Manager are hereby authorized and accepted without the need for further action by Common Council.

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: April 1, 2014 CUT OFF DATE:

RESOLUTION ORDINANCE PUBLIC HEARING
Discussion X

ITEM TITLE:

Budget Options for FY 2015

STAFF RECOMMENDATION:

Review options to develop the FY 2015 budget, including supplemental information as requested

PUBLIC NOTICE AND HEARING:

N/A

ADVISORY BOARD RECOMMENDATION:

N/A

FUNDING DATA:

As presented

INSURANCE:

No liability assumed.

The initiating Department Director will place below, 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.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Finance Director _____	<u>DI</u>	_____	<u>3-26-14</u>
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	_____	_____	_____
6. City Manager	<u>DI</u>	_____	<u>3-27-14</u>
7. Clerk of Council	<u>DI</u>	_____	<u>3-27-14</u>
Initiating Department Director's Signature: _____	<u>[Signature]</u>		<u>3-27-14</u>
			Date

Dale Iman, City Manager



APPROVED AS TO FORM:

3/27/2014 *
 CITY ATTORNEY
 * CA Budget not reviewed

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Dale Iman, City Manager
Date: April 1, 2014
Re: Discussion on Budget Options

THE ISSUE: Council review of budget data to decide on revenues and expenditures.

RELATIONSHIP TO STRATEGIC PLAN: We address all of the current goals of 1. Grow the Economy 2. Develop a high performing organization 3. Continue revitalization of Historic Old Town and 4. Create a more livable City for all.

BACKGROUND: During the worksession of March 25, 2014 City Council reviewed budget options presented by the City Manager. Council held a discussion and staff took questions from Councilors. As a result, more data was requested which is included in this packet. The data for tonight's meeting consists of the following:

- Locality Comparison sheet showing the State median and the amount of revenue the City would receive if we took our rate to the State median. Also added was the annual yield to the City to raise the Machinery and tools tax and personal property taxes to the rate currently charged in Frederick County.
- Summary of Original requests and the City Managers Recommendation

BUDGET IMPACT: The summary attached outlines the budget options.

OPTIONS: Staff has prepared the following items in the attached summary:

- First column shows the original requests
- Second column shows the City Manager recommendation

RECOMMENDATIONS: Staff is seeking direction from City Council on our proposed options, or others that they may want staff to explore and present at a future worksession. The schedule is as following. Final recommendation at the April worksession, first reading May 13th Council meeting and budget adoption (and public hearing) at the June 10, 2014 Council meeting.

FY 2015 GENERAL FUND BUDGET SUMMARY
Work Session April 1, 2014

REVENUE

	<u>Original Requests</u>	<u>City Manager Recommendation</u>
FY 2014 Original Budget	80,000,000	80,000,000
Less One-time expenditures (Fund Balance)	<u>(4,573,500)</u>	<u>(4,573,500)</u>
FY 2015 Base Revenue Budget	75,426,500	75,426,500
 <i>Projected Revenue Increases/(Decreases)</i>		
FY 15 Revenue Projection Increase	1,353,500	1,353,500
Meals Tax Increase (0.50%)		600,000
Machinery & Tools Tax		No Change
Motel Tax (1%)		130,000
Cigarette Tax Increase (10 cents)		232,600
Personal Property Tax		No Change
Vehicle License Tax (\$1 increase)		22,400
Sanitation Fee (\$5 - 3/4 year)		420,000
Admissions Tax (2% increase)		No Change
Fund Balance*		150,000*
Total Increases/(Decreases)	<u>1,353,500</u>	<u>2,758,500</u>
 FY 2015 Projected Revenue	 <u>76,780,000</u>	 <u>78,185,000</u>

EXPENDITURES

FY 2015 Base Expenditures	75,426,500	75,426,500
 <i>Increases/(Decreases) to Base Expenditures</i>		
<u>Personnel</u>		
Salary Requests	1,456,745	
HR position added in FY14	112,626	112,626
Emergency Management Position (3/4 year funding)		37,000
EDA Position Part-time to Full-time		35,000
2 Firefighter Positions		100,000
Reclassification Requests/Part-time increases		31,246
Timbrook House	16,200	16,200
2% Salary Increase or Pay Scale Maint (2.5%)	360,000	360,000
WPS Increase	1,397,400	1,030,000
<u>Operating</u>		
Tax Relief	(250,000)	(250,000)
Operating Requests	3,281,372	26,225
Maintenance to Historic Buildings*		100,000*
Fire Grants	57,000	57,000
ITP Requests (\$490.00 in base expenditures)	416,881	-
Equipment Replacement (\$400,500 in base expenditures)	1,061,000	100,000
Capital Reserve**	-	(100,000)**
Social Services	175,200	175,200
Transit	4,600	4,600
<u>Outside Agencies</u>		
Outside Agencies	224,310	-
The Laurel Center*	50,000	50,000*
Discovery Museum - Capital	100,000	100,000
<u>Regional Agencies</u>		
Jail	399,901	139,901
Juvenile Detention Center - Operating	51,068	51,068
JDC - 3% Salary Incr (Request) - 2% (CM Rec)	10,863	7,242
EDC	(72,000)	(72,000)
Airport	(76,882)	(56,932)
Other Regional Agencies	64,190	45,694
<u>Debt</u>	628,430	628,430
<u>Carryforward Projects from FY14</u>		
World Series Expenditures	60,000	60,000
Time & Attendance Software	70,000	70,000
Professional Contracts	50,000	50,000
Total Increases/(Decreases)	<u>9,648,904</u>	<u>2,858,500</u>
 Total FY 2015 Expenditure Requests	 <u>85,075,404</u>	 <u>78,285,000</u>
 FY 2015 Operating Budget Surplus/(Deficit)	 (8,295,404)	 (100,000)

*One-time expenditures

**Capital Reserve will be pre-funded to meet the \$500,000 target in FY 2014.

FY 2015 CAPITAL IMPROVEMENT PLAN SUMMARY

CIP Projects - Carryforward from FY 2014

Bond Proceeds

Public Safety Communications Project	5,000,000
John Kerr Elementary School	20,000,000
Bond Proceeds Total	25,000,000

Fund Balance

Athletic Field Improvements	185,000
Green Circle	200,000
Fund Balance Total	385,000

CIP Projects - Additional Fund Balance

National Avenue Gateway Improvement	700,000
Hope Drive Extension	150,000
Entryway Welcome Signs	50,000
Traffic Synchronization	250,000
Meadow Branch Extension	350,000
Sidewalks	700,000
Paving (\$500,000 in base expenditures)	250,000
City Hall Brick Repairs	300,000
Park Roadway Resurfacing	150,000

Total CIP Projects - Additional Fund Balance	2,900,000
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****Approximately \$3.4 Million Fund Balance Available (Carryforward & Additional)***

Other Strategic Plan Items - Included in Base Budget/Other Funds

National Historic District Revisions	9,000
Parks & Recreation Needs Assessment	35,000
Enterprise Zone Incentives	100,000
Succession Plan/Organization Study	80,000
Leadership Training	13,000
Legal CEMS Review	67,000

Unfunded Requests

Personnel Requests (Includes 19 positions)	1,253,499
Equipment Requests	961,000
Outside Agencies	218,085
Other Regional Agencies	36,321
Department Information Technology Requests	416,881
Department Operating Requests	2,391,973
Paving (\$500,000 in base expenditures)	112,000
Sidewalks	150,000
City Hall Brick Repairs	300,000
City Hall HVAC	100,000
Parks ADA Phase 2	525,000
Park Shop Demo & Addition	350,000
Basketball Courts Renovation	60,000
War Memorial Brick Repairs	120,000
Indoor Pool Shell Resurface	65,000

Total Unfunded Requests	7,059,759
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2013 Locality Comparison

	Frederick	Clarke	Warren	Shenandoah	Fauquier	Loudoun	Harrisonburg	Fredericksburg	Charlottesville	Winchester	State Median	Yield (annually)
Real Estate	\$0.585	\$0.63	\$0.59	\$0.54	\$0.98	\$1.205	\$0.63	\$0.74	\$0.95	\$0.95	\$0.96	\$ 275,000
Personal Property	\$4.86	\$4.50	\$4.00	\$3.50 Up 35¢	\$4.65	\$4.20	\$3.00	\$3.40	\$4.20	\$4.50	3.06	\$ 412,000
Machinery & Tools	\$2.00	\$1.25	\$1.30	\$3.15	\$2.30	\$2.75	\$2.00	\$0.80	\$4.20	\$1.30	1.06	\$ 1,200,000 (at \$2.00 rate)
Business Licenses F	\$0/\$30/\$50	\$30	\$0/\$10/\$30/\$50	N/A	\$30 (Warrenton)	\$30 (Leesburg \$20)	\$0/\$25/\$50	\$25 (Min. tax)	\$35.00	\$15/\$50	\$50	See attachment
Motor Vehicle Fee	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$30.00	\$20.00	\$28.50	\$24.00	\$25.00	\$ 22,000
Meals	4%	N/A	4%	N/A 5%(Woodstock)	N/A 4%(Warrenton)	N/A 3.5%(Leesburg)	6.5%	6%	4%	5%	6%	\$ 1,200,000
Motel	2%	2%	2%	2%	2%	5%	6.5%	6%	6%	5%	6%	\$ 130,000
Admissions	N/A	N/A	N/A	N/A	N/A	N/A	5%	6%	N/A	5%	7%	\$ 40,000
Cigarette Tax	N/A Stephens City (25¢)	N/A	N/A	N/A (10¢ Woodstock) (25¢ Strasburg)	15¢ (Warrenton)	75¢ (Leesburg)	30¢	31¢	35¢	25¢	33¢	\$ 185,600
Sanitation Fee (Residential)	N/A	N/A	\$11 or \$12/month (Front Royal) Residential	\$8.00 (Woodstock) Residential	N/A	N/A	\$10.00 Residential	\$31.50 Residential	\$94.50/Annual 32 gallon \$283.50/Annual 96 gallon	N/A	Varies	See attachment

* Rates are based on 2013 Statistics From Weldon Cooper Center for Public Service Publication. All are nominal rates for comparison purposes.