



WINCHESTER COMMON COUNCIL
July 28, 2015
AGENDA
6:00 P.M.

CALL TO ORDER AND ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – July 14, 2015 Special Meeting, July 14, 2015 Regular Meeting and July 14, 2015 Work Session

REPORT OF THE MAYOR

REPORT OF THE CITY MANAGER

REPORT OF THE CITY ATTORNEY

1.0 PUBLIC HEARINGS

2.0 PUBLIC COMMENTS

3.0 CONSENT AGENDA

3.1 R-2015-27: Resolution – Approval of Amendments to the 2011, 2012, 2013, and 2014 Annual Action (pages 3-9)

4.0 AGENDA

4.1 R-2015-28: Resolution – Approval of modifications near the intersection of Cork Street and Indian Alley (pages 10-15)

4.2 Presentation: Operations of the City of Winchester Water/Sewer Utility (page 16-17)

5.0 EXECUTIVE SESSION

5.1 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.

6.0 ADJOURNMENT

B-2015-27

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: July 14, 2015 CUT OFF DATE: __

RESOLUTION X ORDINANCE ___ PUBLIC HEARING X

ITEM TITLE: Approval of Amendments to the 2011, 2012, 2013 and 2014 Annual Action Plans

STAFF RECOMMENDATION: Approval

PUBLIC NOTICE AND HEARING: NSVRC held a public hearing and held a public comment period that ran June 9, 2015 - July 9, 2015.

ADVISORY BOARD RECOMMENDATION: The City's Community Development Committee has discussed and recommends the attached amendment

FUNDING DATA: N/A

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. Finance	B		7-8-15
2. _____			
3. _____			
4. _____			
5. City Attorney	[Signature]		7/8/2015
6. City Manager	[Signature]		9 July 2015
7. Clerk of Council			
Initiating Department Director's Signature: [Signature]			7/7/15
	Interim Human Resources Director		Date



APPROVED AS TO FORM:

[Signature] 7/8/2015 CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Tyler Schenck, Interim Human Resources Director
Date: July 14, 2015
Re: Approval of Amendments to the 2011, 2012, 2013 and 2014 Annual Action Plans

THE ISSUE: Recipient jurisdictions of Community Development Block Grant, HOME Investment Partnership, Emergency Shelter or Housing for Persons with AIDS/HIV program funding must submit to the US Department of Housing and Urban Development (HUD) an Annual Action Plan every program year for use of specific allocations in a given year. All substantial changes or amendments to these Annual Action Plans must be approved by City Council before being submitted to HUD.

RELATIONSHIP TO STRATEGIC PLAN: The proposed amendments will be reallocating existing HOME funds to provide money for tenant based rental assistance in the Northern Shenandoah Valley Regional Commission's jurisdiction.

BACKGROUND: The amendments to the 2011, 2012, 2013 and 2014 Annual Action Plans are awaiting Council approval and will be final upon the conclusion of Council's adoption of the attached resolution. The proposed amendments regarding the aforementioned Annual Action Plans are listed below:

- Reallocation of \$583,254.42 from the 2011, 2012, and 2013 Annual Action Plans from Rental Housing Development (Luray Meadows Apartments) to Tenant Based Rental Assistance.
 - 2011: \$272,783.00 from Luray Meadows Rental Housing Project
 - 2012: \$224,070.60 from Luray Meadows Rental Housing Project
 - 2013: \$86,400.82 from Luray Meadows Rental Housing Project
- Total: \$583,254.42 to Tenant Based Rental Assistance
- This transferred balance, combined with the amount proposed for 2015 funding would be \$629,599.22.

BUDGET IMPACT: No impact on City's FY16 budget.

OPTIONS: Council may approve or disapprove the proposed amendments

RESOLUTION THAT AUTHORIZES THE NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION TO SUBMIT AMENDMENTS TO THE 2011, 2012, 2013 AND 2014 ANNUAL ACTION PLANS TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE REALLOCATION OF HOME FUNDS

WHEREAS, agencies that receive U.S. Department of Housing and Urban Development (HUD) funds must prepare and submit an Annual Action Plan every year; and

WHEREAS, the Northern Shenandoah Valley Regional Commission (NSVRC) desires to reallocate HOME funds from the Luray Meadows Apartments project that was allocated money in the 2011, 2012, 2013 and 2014 Annual Action Plans to general tenant based rental assistance; and,

WHEREAS, amendments to these Annual Action Plans require public comment and City Council approval; and

WHEREAS, the NSVRC Housing and Community Services Policy Board approved of staff's initiation of the required 30-day public comment which ran from June 9, 2015 – July 9, 2015.

NOW THEREFORE BE IT RESOLVED, that the adoption of this Resolution shall serve as approval of the aforementioned amendments to the 2011, 2012, 2013 and 2014 Annual Action Plans; and

BE IT FURTHER RESOLVED, that the Mayor, or presiding officer, is hereby authorized to affix their signature to this Resolution signifying its adoption by the City Council of the City of Winchester, and the City Clerk, or their appointed deputy, is directed to attest thereto.

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
FAX: (540) 722-3618
TDD: (540) 722-0782
Website: www.winchesterva.gov

TO: Common Council of the City Of Winchester

FROM: Tyler Schenck, Economic Development Coordinator

DATE: October 7, 2014

RE: Overview of the HOME Program

Background

The federal HOME Investment Partnerships Program allows local governments to form a regional "consortium" in order to receive federal funding for affordable housing. Forming a consortium enables local governments that would not otherwise qualify for HOME program funding under the formula criteria to join with other units of local government to receive a direct allocation of funds. This creates an opportunity for these jurisdictions to take a more regional, collaborative approach to meeting their affordable housing needs.

In 2007, the Northern Shenandoah Valley region jurisdictions adopted Resolutions of Support and executed a Cooperative Agreement establishing a regional HOME Consortium (renewed in 2013). The Cooperative Agreement names the Northern Shenandoah Valley Regional Commission (NSVRC) as the administering agency. Since 2008, NSVRC has provided over \$4 million dollars in project funding (which is used to leverage additional financial resources) to local housing agencies in support of affordable housing initiatives.

The members of the area consortium include the governments of the City of Winchester, and the Counties of Clarke, Frederick, Page, Shenandoah, and Warren, and the Towns of Berryville, Boyce, Edinburg, Front Royal, Luray, Middletown, Mount Jackson, New Market, Shenandoah, Stanley, Stephens City, Strasburg, Toms Brook and Woodstock.

The members designate the City of Winchester as the lead entity to act in a representative capacity for all members for the purpose of executing an annual agreement with the Northern Shenandoah Valley Regional Commission for administration of the HOME Program, and to assume overall responsibility for ensuring that the consortium's HOME Program is carried out in compliance with the HOME Program requirements.

The NSVRC serves as the managing body for the HOME program and is responsible for the development of the Consolidated Plan to include regional use of HOME funds.

The City of Winchester is the final approving body of actions relating to the HOME program in the region. Before any final plans are submitted to HUD, they must be approved by the Winchester City Council.

The Annual Action Plan describes the funding priorities for HOME (HOME Investments Partnership) and Community Development Block Grant (CDBG) program funding for activities in our region. Each year, a new Action Plan is developed, distributed for public comment, and adopted by the presiding bodies (NSVRC for allocation of HOME funding; Winchester City Council for CDBG funding).



NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION

400E Kendrick Lane
Front Royal VA 22630
Phone: 540-636-8800
Fax: 540-635-4147
www.NSVregion.org

OFFICERS

Dennis M. Morris
Chairman

Vice Chairman

Nora Belle Comer
Secretary/Treasurer

July 6th, 2015

To: Winchester City Council
From: Alex Schweiger, Project Manager, Northern Shenandoah Valley Regional Commission
Re: HOME Reallocation

COMMISSIONERS

CLARKE COUNTY
Bev McKay
Brandon Stidham*

FREDERICK COUNTY
Charles S. DeHaven, Jr.
Eric R. Lawrence
Robert Hess

PAGE COUNTY
Nora Belle Comer*
D. Keith Guzy, Jr.
David Wiatrowski

SHENANDOAH COUNTY
Brandon Davis
Conrad Helsley
Dennis M. Morris*
Dick Neese

WARREN COUNTY
Daniel J. Murray, Jr.
Richard H. Traczyk
John E. Vance*

BERRYVILLE
Mayor Wilson Kirby

FRONT ROYAL
Daryl L. Funk
Jeremy F. Camp

LURAY
Jerry Schiro

MIDDLETOWN
Carolyn Aliff

STRASBURG
Robert Baker

STEPHENS CITY

WINCHESTER
Evan H. Clark
Timothy A. Youmans*

WOODSTOCK
Jacqueline Lambert

*denotes Executive Committee Member

This memo summarizes the action taken by Northern Shenandoah Valley Regional Commission to recommend that the Winchester City Council approve substantial amendments to the 2011, 2012, 2013, and 2014 Action Plans for reallocation of HOME Program funds.

Proposed Amendments to the 2011, 2012, 2013, and 2014 Annual Action Plans

On May 18, 2015, NSVRC was notified by phone with a follow up letter on May 19, 2015 indicating that project bids were reviewed for the Luray Meadows Apartments Project and were in excess of the funds secured to complete the project. The letter indicated the project could not move forward given the funding timeframe for obligation. In order to avoid recapture of funds allocated to this project, NSVRC staff took quick action to begin the mechanism to reallocate the funding from the Luray Meadows project to another eligible activity.

The proposed Action Plan Amendments would include the reallocation of \$583,254.42 from 2011, 2012, and 2013 Action Plans from Rental Housing Development (Luray Meadows Apartments) to Tenant Based Rental Assistance.

2011:
\$272,783.00 from Luray Meadows Rental Housing Project

2012:
\$224,070.60 from Luray Meadows Rental Housing Project

2013:
\$86,400.82 from Luray Meadows Rental Housing Project

Total
\$583,254.42 to Tenant Based Rental Assistance

This transferred balance, combined with the amount proposed for 2015 would be **\$629,599.22.**



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NORTHERN SHENANDOAH VALLEY
REGIONAL COMMISSION

Staff has presented this plan to the US Department of Housing and Urban Development to confirm eligibility.

On June 4th, 2015, the Housing and Community Services Policy Board of the Northern Shenandoah Valley Regional Commission approved staff to initiate the required 30 day public comment period. The public comment period runs June 9- July 9, with a public hearing occurring at the June 18th NSVRC meeting.

There were no public comments received during the public hearing. The NSVRC board took action to approve these Annual Action Plan amendments and send to Winchester City Council for final approval.

Recommended Action

Staff is requesting that the Winchester City Council take action to authorize staff to proceed to with the reallocation and commitment of \$583,254.42 to Tenant Based Rental Assistance from the Luray Meadows Rental Development Project.

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: July 28, 2015 **CUT OFF DATE:** _____

RESOLUTION xx **ORDINANCE** ___ **PUBLIC HEARING** ___

ITEM TITLE: Proposed Safety Improvements at Cork Street/Indian Alley

STAFF RECOMMENDATION: See attached.

PUBLIC NOTICE AND HEARING: NA

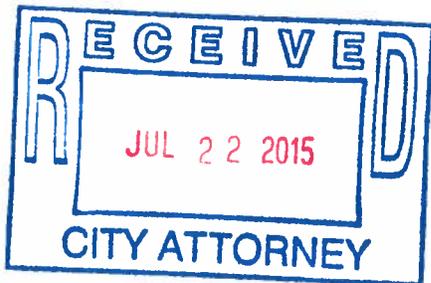
ADVISORY BOARD RECOMMENDATION: NA

FUNDING DATA: See attached.

INSURANCE: NA

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. City Attorney		_____	7/22/2015
2. City Manager		_____	22 July 2015
3. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature:		_____	7/22/15 Date



APPROVED AS TO FORM:


CITY ATTORNEY

7/22/2015

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Perry Eisenach, Public Services Director
Date: July 28, 2015 (Council work session)
Re: Indian Alley/Cork Street Safety Improvements

THE ISSUE: Addressing safety concerns for pedestrians and motorists near the intersection of Cork Street/Indian Alley in the vicinity of Shenandoah Valley Discovery Museum.

RELATIONSHIP TO STRATEGIC PLAN: Goal #3 – Advance the quality of life for Winchester residents.

BACKGROUND: At the Council work session on July 14, Council forwarded the attached resolution to the July 28 Council meeting for action with the following option:

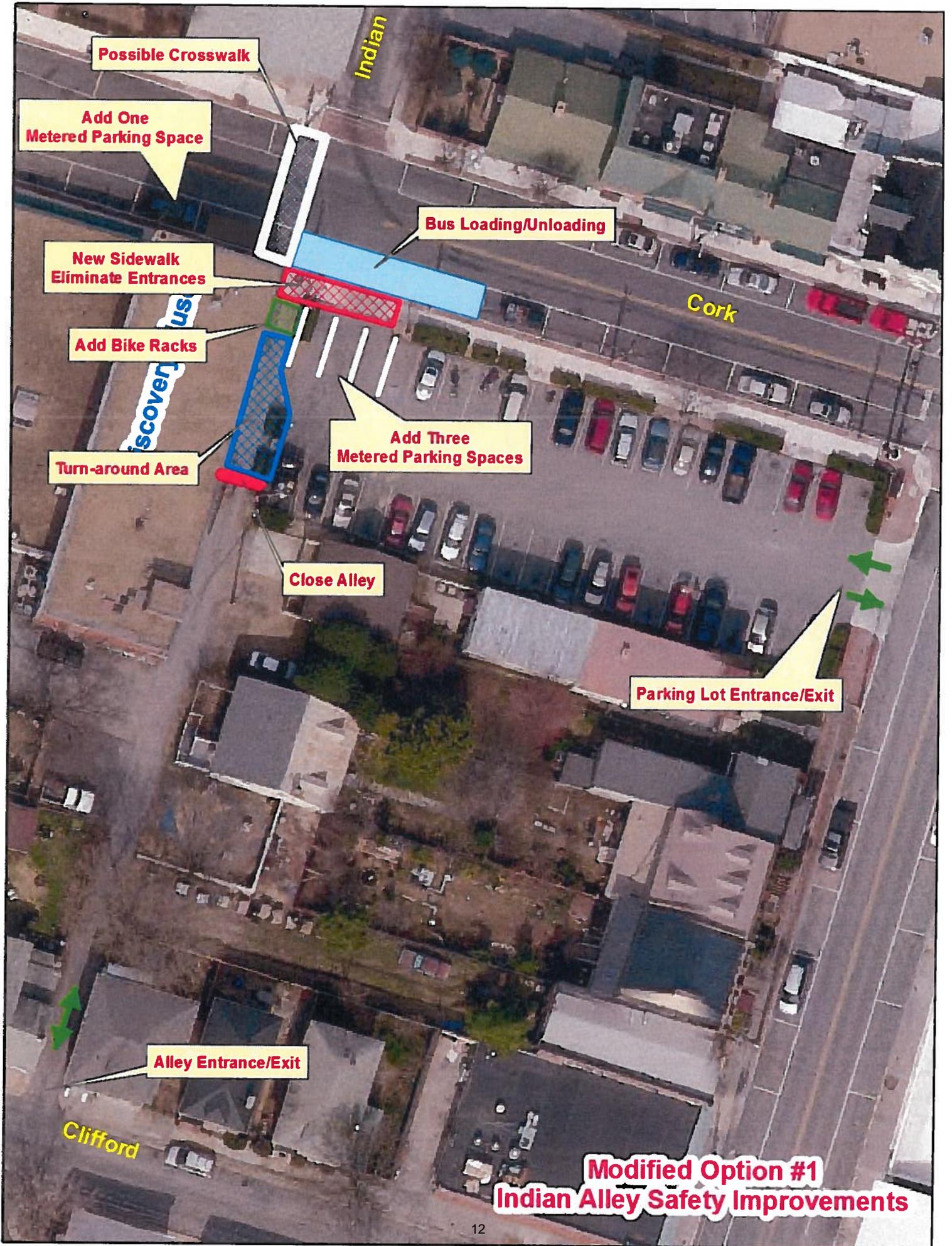
“Modified Option #1 without the area for motorcycle parking”

A revised schematic showing this option is attached based on the wording of the Council motion. Staff will review this option and schematic at the Council meeting to verify that it meets the intent of City Council.

City Council also mentioned at the work session that they would be willing to consider any additional options that may be developed. As such, a Modified Option #3 has been developed by the Planning Director that City Council may wish to consider. This option does have some additional benefits as compared to the original Option #3 as shown on the attached matrix.

OPTIONS: There are now eight options for City Council to consider that are summarized in a matrix on the attached sheet. This matrix provides the estimated cost, advantages, and disadvantages for each option. Staff believes that implementing any of the options (except the final one that makes no changes to the existing conditions) would improve overall safety of the area as compared to today.

BUDGET IMPACT: The estimated cost for the options ranges from \$0 to approximately \$20,000. Funds are available in the Highway Maintenance operating budget for this expenditure.



Possible Crosswalk

Add One Metered Parking Space

New Sidewalk Eliminate Entrances

Add Bike Racks

Turn-around Area

Close Alley

Bus Loading/Unloading

Add Three Metered Parking Spaces

Parking Lot Entrance/Exit

Alley Entrance/Exit

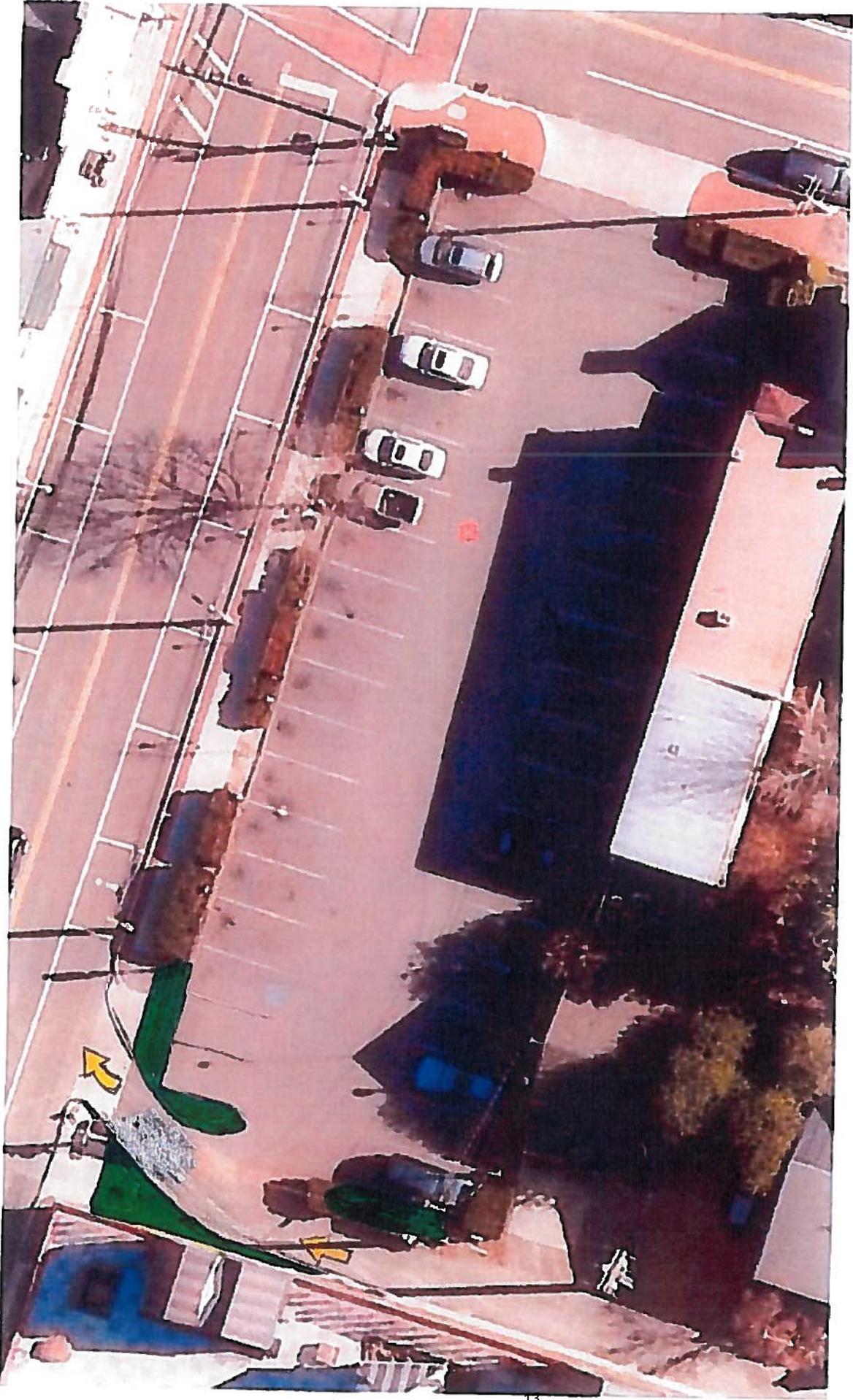
Indian

Cork

Clifford

Discover Us

**Modified Option #1
Indian Alley Safety Improvements**



Modified Option #3

**Options for Safety Improvements – Indian Alley/Cork Street
Modified 7/22/15**

Option Description	Advantages	Disadvantages	Estimated Cost
<p style="text-align: center;">#1</p> <p>Close the northern section of Indian Alley just south of Cork Street. Allow two-way traffic in Indian Alley off of Clifford.</p>	<ul style="list-style-type: none"> • Option that improves safety the most for pedestrians/motorists on Cork Street. • Low Cost 	<ul style="list-style-type: none"> • Alley is narrow. • Decreases access/connectivity. • Not supported by some adjacent property owners 	<p>< \$1,000</p>
<p style="text-align: center;">#1 – Modified</p> <p>Same as #1 (above) except closes off Cork Street entrance in parking lot.</p>	<ul style="list-style-type: none"> • Adds four additional meter spaces, motorcycle parking area, bike racks • Adds bus loading/unloading zone 	<ul style="list-style-type: none"> • Higher cost than #1 (above) 	<p>\$10,000</p>
<p style="text-align: center;">#2A</p> <p>Convert traffic flow on Indian Alley between Clifford and Cork from one-way north to one-way south.</p>	<ul style="list-style-type: none"> • Improves safety for pedestrians/motorists on Cork Street. 	<ul style="list-style-type: none"> • Limited sight distance at Clifford Street. • May create confusion for some. • Not supported by some adjacent property owners. • Need to move existing fire hydrant. 	<p>\$5,000</p>
<p style="text-align: center;">#2B</p> <p>Convert traffic flow on Indian Alley between Clifford and Piccadilly from one-way north to one way south.</p>	<ul style="list-style-type: none"> • Improve safety for pedestrians on sidewalk on south side of Cork. • Improve safety for motorists at Piccadilly Street. • Sight distance at Boscawen Street would be improved (green transformer box). 	<ul style="list-style-type: none"> • Sight distance at Cork Street is not any better than what exists at Piccadilly. • Would lose existing handicap parking space on Cork. • Wilkins Shoe Center would lose one parking space. • Parking at People's Cleaners would need to be reconfigured. Sight distance would be decreased. • Possible challenges for dumpster pickup. • Cost 	<p>\$15,000</p>
<p style="text-align: center;">#3</p> <p>Close the northern section of Indian Alley just south of Cork Street and divert traffic into the City owned parking lot</p>	<ul style="list-style-type: none"> • Increases sight distance at Cork for pedestrians/motorists. • Low Cost. 	<ul style="list-style-type: none"> • Increases traffic in the parking lot. • Possible conflict with vehicles entering the parking lot from Cork Street and vehicles from Indian Alley. 	<p>< \$1,000</p>
<p style="text-align: center;">#3 – Modified</p> <p>Same as #3 above except modifies the entrance on Cork Street to the parking lot so it is a right-turn exit only.</p>	<ul style="list-style-type: none"> • Improves safety as compared to #3 above. • Adds two additional parking spots in Cork Street lot. 	<ul style="list-style-type: none"> • Higher cost than #3 (above). 	<p>\$10,000</p>

<p>#4</p> <p>Extend the sidewalk in front of the alley and parking lot entrance farther north.</p>	<ul style="list-style-type: none"> • Improves sight distance/safety for pedestrians on Cork Street sidewalk. • No changes to traffic pattern on Indian Alley. 	<ul style="list-style-type: none"> • Highest cost. • Maintenance issues with drainage - trench drain. 	<p>\$20,000</p>
<p>#5</p> <p>Make no additional changes – leave speed bump in place in alley just south of Cork.</p>	<ul style="list-style-type: none"> • Lowest cost. • No changes to traffic pattern on Indian Alley. 	<ul style="list-style-type: none"> • Still have limited sight distance for pedestrians and motorists at Cork Street. 	<p>None</p>

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: July 28, 2015 CUT OFF DATE: _____

RESOLUTION ___ ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: Presentation on City's Water/Sewer Utility Operation

STAFF RECOMMENDATION: NA

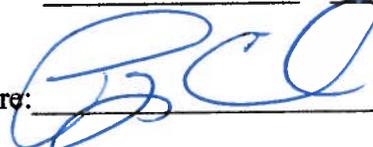
PUBLIC NOTICE AND HEARING: NA

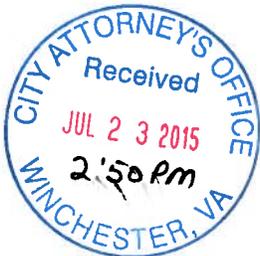
ADVISORY BOARD RECOMMENDATION: NA

FUNDING DATA: See attached.

INSURANCE: NA

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. City Attorney		_____	7/23/2015
2. City Manager		_____	23 July 2015
3. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature:		_____	7/23/15 Date



APPROVED AS TO FORM:

CITY ATTORNEY

7/23/2015

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Perry Eisenach, Public Services Director
Date: July 28, 2015 (Council meeting)
Re: **Presentation on the Operations of the City's Water/Sewer Utility**

THE ISSUE: Presentation on the operations of the City's Water/Sewer Utility.

RELATIONSHIP TO STRATEGIC PLAN: Goal #3 – Advance the quality of life for Winchester residents.

BACKGROUND: At City Council's request, staff will provide a presentation on the operations of the City's Water/Sewer Utility. This presentation is for information only and no action from Council is requested or needed.