

City Council Work Session

Tuesday, April 22, 2014

6:00 p.m.

Exhibit Hall – Rouss City Hall

AGENDA

1.0 Call to Order

2.0 Public Comments: (Each person will be allowed 3 minutes to address Council with a maximum of 10 minutes allowed for everyone)

3.0 Items for Discussion:

3.1 Presentation: Historic Old Town Winchester Branding Campaign – Jennifer Bell, Downtown Manager, and Ben Muldrow, Arnett Muldrow (pages 4-6)

3.2 Presentation: Update on Comprehensive Radio Communications Project and consideration of R-2014-20 to endorse and authorize the funding for the Comprehensive Radio Communications Project – Lynn Miller, Emergency Management Coordinator (pages 7-22)

3.3 O-2014-12: AN ORDINANCE TO AUTHORIZE THE ADDITIONAL APPROPRIATION OF FUNDS FOR NECESSARY EXPENDITURES OF THE CITY OF WINCHESTER, VIRGINIA FOR THE FISCAL YEAR ENDING JUNE 30, 2014 – Mary Blowe, Finance Director (pages 23-32)

3.4 FY15 Proposed Budget – Dale Iman, City Manager; Mary Blowe, Finance Director; and Celeste Broadstreet, Assistant Finance Director (pages 33-43)

3.5 O-2014-15: AN ORDINANCE TO APPROVE THE APPLICATION OF THE SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS OF WINCHESTER, FREDERICK AND CLARKE COUNTIES FOR TAX EXEMPT STATUS BY DESIGNATION PURSUANT TO CHAPTER 27 DIVISION 5 OF CODE OF THE CITY OF WINCHESTER – Ann Burkholder, Commissioner of Revenue (pages 44-52)

3.6 CU-14-143: Conditional Use Permit – Request of Ryan Hoover dba Vintage Bavarian LLC for a conditional use permit for auto service use at 24-26 West Hart Street (*Map Number 212-01-M-2*) zoned Central Business (B-1) District. – Tim Youmans, Planning Director (pages 53-57)

3.7 O-2014-14: AN ORDINANCE TO AMEND AND REENACT ARTICLES 1, 6, 7, 8, 9, 10, 13, 15.1 OF THE WINCHESTER ZONING ORDINANCE PERTAINING

TO DEFINITIONS, PERMITTED USES, AND USES REQUIRING A CONDITIONAL USE PERMIT FOR ALTERNATIVE FINANCIAL INSTITUTIONS **TA-14-118** – Aaron Grisdale, Director of Zoning & Inspections (pages 58-66)

3.8 O-2014-13: AN ORDINANCE TO AMEND ARTICLES 1 AND 13 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO THE DEFINITION OF MEDICAL CARE FACILITY AND PERMITTED USES IN THE PLANNED COMMERCIAL (PC) DISTRICT **TA-14-120** – Aaron Grisdale, Director of Zoning & Inspections (pages 67-73)

3.9 R-2014-18: Resolution – Approval of the Annual Action Plan for the use of CDBG and HOME Allocation for FY15 – Tyler Schenck, Grants Coordinator and Project Specialist (pages 74-111)

3.10 R-2014-19: Resolution – Approval of an amendment to the 2013-2017 Consolidated Plan – Tyler Schenck, Grants Coordinator and Project Specialist (pages 112-114)

4.0 Liaison Reports

5.0 Executive Session

5.1 MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 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

6.0 Monthly Reports

6.1 Finance Department (pages 115-128)

7.0 Adjourn

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: April 22, 2014 **CUT OFF DATE:** _____

RESOLUTION ___ **ORDINANCE** ___ **PUBLIC HEARING** ___ **PRESENTATION** X

ITEM TITLE: Historic Old Town Winchester Branding Campaign

STAFF RECOMMENDATION: The Branding Concept is memorable and flexible for a variety of situations. A new brand will be helpful in the continued marketing of the downtown as a great place to live, work, invest and enjoy. The firm of Arnett Muldrow, which has been retained to conduct a Branding Campaign, will present their branding concept to Council with the intent of receiving feedback and direction from Council.

PUBLIC NOTICE AND HEARING:

ADVISORY BOARD RECOMMENDATION: The OTDB Chair Lauri Bridgeforth sits on the Branding Task Force as does OTDB member Marilyn Finnemore. The Branding Task Force selected the firm of Arnett Muldrow & Associates to conduct the Old Town Branding Campaign. The Task Force and OTDB have approved the brand concept developed by Arnett Muldrow & Associates.

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. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. <u>Old Town Winchester</u>	<u>JB</u>		<u>4/7/14</u>
2. <u>Public Information Officer</u>	<u>AJ</u>		<u>4/9/14</u>
3. _____			
4. _____			
5. City Attorney	<u>AM</u>		<u>4/9/2014</u>
6. City Manager	<u>[Signature]</u>		<u>4-9-14</u>
7. Clerk of Council	<u>[Signature]</u>		<u>4-9-14</u>
Initiating Department Director's Signature:	<u>[Signature]</u>		<u>4/2/14</u>



APPROVED AS TO FORM:



[Signature] 4/9/2014
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Jennifer Bell, Downtown Manager
Date: April 7, 2014
Re: Old Town Branding Campaign Presentation

ISSUE:

Downtown Winchester is undergoing a dynamic revitalization and the brand should reflect the changing identity. The Old Town Winchester website, Old Town Guide and other marketing items currently use the old fashioned preservation based skyline logo. The City does not retain the ownership of the current Old Town Logo (red skyline). While the city has permission to use the logo in certain situations it does not have full ownership of this logo. The logo is also of an old architectural style which does not reflect the new vibrant downtown image and the changes taking place in the downtown. A logo and tag line are only one part of a branding campaign, the branding is also important to establish where we are going and what our competitive advantages are and how best to promote Downtown Winchester.

RELATIONSHIP TO STRATEGIC PLAN:

Council has requested the development of a Downtown Brand as a High Management Priority as part of the Strategic Plan Goal of Revitalization of Historic Old Town Winchester.

BACKGROUND:

A Branding Task Force, led by Full Circle Marketing, has been working to develop a new Brand for Old Town Winchester since early 2013. The exceptionally qualified firm of Arnett Muldrow and Associates was selected in late November, 2013. They visited Old Town to conduct the Branding Campaign on February 18-20, 2014. They held a series of public meetings during their visit and presented their Brand Concept to the Task Force. The Brand Concept was well received and the OTDB has reviewed and approved the concept. Arnett Muldrow & Associates will present to Council on April 22, 2014 with the intent of receiving direction and feedback.

BUDGET IMPACT:

Initial funds for the branding campaign have been received through a special appropriation. However, for the implementation and roll out of the new brand once it is established, additional funds will be necessary.

Greatness
Begins Here

Old Town

WINCHESTER

Proposed Primary Logo



Variations.....



CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 04.22.2014 CUT OFF DATE: 04.14.2014_

RESOLUTION ___ ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: Comprehensive Radio Communications Project

STAFF RECOMMENDATION: Informational Purposes - Appropriate Funding to Proceed with Project

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: Will require increase in appropriation to complete project. Mary Blowe will address the funding.

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. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	<i>[Signature]</i>		4/15/2014
6. City Manager	<i>[Signature]</i>		4-16-14
7. Clerk of Council	<i>[Signature]</i>		4-16-14

Initiating Department Director's Signature: *[Signature]* 4.10.2014 Date



APPROVED AS TO FORM: *[Signature]* 4/15/2014 CITY ATTORNEY

**A RESOLUTION TO ENDORSE AND AUTHORIZE THE
CONTINUATION, COMPLETION AND FUNDING OF THE
COMPREHENSIVE RADIO COMMUNICATIONS PROJECT**

WHEREAS, the City of Winchester has embarked on a comprehensive radio communications project; and

WHEREAS, it has been determined that a single site, trunked, Project 25, digital system has been deemed unacceptable in accordance with FAA tower regulations; and

WHEREAS, research and design has identified that a two site, simulcast, trunked, Project 25, digital system will be necessary to fulfill the system's performance specifications; and

WHEREAS, staff members from the City, R. L. Kimball and Associates., Motorola Solutions and Teltronics have diligently worked to create an operationally functional and fiscally responsible solution; and

WHEREAS, the minimum performance standard of the system as designed and applied will be 95% coverage, 95% reliability with 20Db utilizing portable, handheld radios inside structures: and

WHEREAS, the City of Winchester is in critical need of replacing the current outdated non-compliant system; and

WHEREAS, the projected cost of the completed operational system is projected at \$5.4 million and will be included within the Fiscal Year 2015 budget.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Winchester hereby endorses the conceptual design of a two site, simulcast, trunked, Project 25, digital system with a cost not to exceed \$5.4 million, and

BE IT FURTHER RESOLVED that the Common Council hereby authorizes the City Manager to execute all documents necessary to pursue and complete the Comprehensive Radio Communication System as prescribed.

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Lynn Miller, Emergency Management Coordinator
Date: April 10, 2014
Re: Comprehensive Radio Communications Project

THE ISSUE: Review Re-engineered/designed project

RELATIONSHIP TO STRATEGIC PLAN: Objective 2 – Develop a High Performing Organization, Objective 4 – Create a More Livable City for All

BACKGROUND: See Attached

BUDGET IMPACT: Will require an additional appropriation to existing project budget

OPTIONS: Other options have been examined and determined to be inadequate and non-compliant with federal regulator issues. The presented proposal addresses the basic needs, meet performance specifications, creates compliance with regulator issues and is fiscally responsible.

RECOMMENDATIONS: Endorse engineering and design as presented with overall project cost not to exceed \$5.4 million.

Comprehensive Radio Communication Project

Executive Summary

Introduction:

The following will provide insight into the City of Winchester's Comprehensive Radio Communications Project. It will provide an abbreviated review of the background and history of the project since inception, the current status, pricing information and a projected date for project conclusion. Several exhibits are attached that should provide backup data relating to the project.

Background:

The Comprehensive Communication Project was initiated in 2005 consisting of a preliminary review of the current radio communications system. This review identified many deficiencies in the system including but not limited to age, overall condition of fixed network equipment and subscriber units, lack of coverage and lack of interoperability. The preliminary review resulted in a comprehensive study of the system conducted by L. R. Kimball and Associates. The purpose of this study was to fully review of the system, consult with system users to identify deficiencies and desired corrective action and to create a conceptual design of a system accompanied by estimated pricing. During the course of the study it was determined that Federal Communications Commission (FCC) regulations had been modified to require VHF radio systems to be compliant with Narrowbanding on or before January 1, 2013. The study was completed and presented to City Council in 2007. The conceptual design was based on a Trunked, Project 25, Digital System having a projected cost of between \$5 - \$6 million dollars. Following much discussion City Council authorized the crafting of an RFP for the system. The RFP was distributed in accordance with procurement statutes and responses received on February 29, 2012. Following review and discussion the RFP was presented to City Council and a contract was executed with Motorola Solutions. The system as designed was to fully comply with the performance standards contained within the RFP and address regulatory issues.

The system as specified and designed by Motorola was to consist of a Single Tower Site, Trunked, Project 25 Digital System providing 95% Reliability and 95% Coverage throughout the operational area utilizing portable handheld radios inside of structures within the 800Mhz frequency spectrum, City Council authorized the system to be installed and appropriated an expenditure not to exceed \$3.5 million. The Contract Review Design (CDR) portion of the project was initiated and particulars of the project were discussed, field testing utilizing various portable handheld radios was conducted in Hanover County utilizing a similar system as planned for the city. The project schedule was formulated projecting completion during early spring of 2014. While CDR was being conducted other elements of the project were progressing simultaneously including but not limited to licensing, finalization of tower site design, Federal Aviation Administration (FAA) pertaining to the position and erection of the tower on Jefferson Street, FCC variance relating to the Narrowbanding compliance issue and other items.

The Conditional Use Permit (CUP) application for the 250' tower was filed with the Zoning and Inspections Department and was presented to the Planning Commission during a work session on Tuesday August 13, 2013 and addressed at the regular meeting of the Planning Commission on August 20, 2013. The Planning Commission with some reservation approved the installation of the tower at the Jefferson Street site although several comments objecting to the tower were received during the public comment period of both meetings. The CUP was then scheduled for presentation during the August 27, 2013 City Council Work Session. During this meeting several comments registering objections were received from the public. At this time a favorable ruling had not yet been received from the FAA. Council action moved the CUP forward to the September 10, 2013 Council meeting. During the September 10, 2013 meeting City Council tabled the CUP application and requested staff to review other options. Alternate sites were examined and were determined not to be feasible either operationally or fiscally appropriate. The CUP was included in the December 10, 2013 Council Agenda for consideration and action by Council. Literally in the eleventh hour the City was notified by the FAA that a favorable ruling would not be issued by the FAA relating to the tower. As explained by the FAA representative

the lack of a favorable ruling was the result of a concern expressed by the Winchester Regional Airport Manager as the erection of the tower would create a hazard to aviation as the structure would protrude into the Minimum Decent Altitude (MDA) for circling aircraft staging to land at the airport. Additionally, regulations relating to MDA had been issued by the FAA during May of 2013 which reduced the MDA as related to the airport. Based on this information the item was not addressed by Council. The lack of a favorable ruling by the FAA basically precluded the 250' tower from consideration and an alternate plan of action would be necessary.

The communications implementation committee in concert with the City's consulting firm (R. L. Kimball & Assoc.) and Motorola Solutions initiated research into an alternate plan. It was identified that the alternate plan must comply with the performance standards as specified in the RFP, must meet regulatory issues, be compatible with the needs of the users and be fiscally responsible. The research was to consider all notable technologies, additional tower sites whether new, existing or leased space, provide a long term solution to the radio communication situation and be community and fiscally responsible.

Solution:

Following a great deal of research and discussion the communications implementation committee including the consulting firm and Motorola Solutions arrived at a viable solution that addressed all of the required criteria. The proposed system will utilize two sites in lieu of a single site. Each of the sites is owned by the City and will provide sufficient area and resources to permit the project to be initiated and completed in accordance with the performance specifications. The following addresses the revised conceptual design.

- **System Design** – System is a Two Site, Simulcast, Trunked, Project 25, Digital System utilizing the 800Mhz frequency spectrum
- **Performance Specifications** – System is designed to fully comply with the performance specifications of 95% - 95% with 20 dB in building utilizing portable hand held radios
- **Sites** – System will utilize two (2) sites; the primary site is planned to be located at the Timbrook Public Safety Center while the second site will be located at the Utilities Compound located at 700 Jefferson Street
 - **Timbrook Public Safety Center** – The existing communication tower located to the rear of the building will be dismantled and replaced with a 140' Monopole structure having a 10' antenna on the top and an array of antennas located vertically on the monopole. The Zoning at the Timbrook site is B1 permitting a maximum structure height of 100'. The 100' height will not provide micro wave connectivity to the Jefferson site thus the need for the 140' monopole zoned for 150'. The project team will submit an application to the Zoning Board of Appeals for a variance permitting the 150' overall structure height. As the City owns the property in all directions from the tower site there is no impact relating to fall zone. Also, as this is a business district and it is replacing an existing tower there should be little or no impact relating to the surrounding area. The proposed tower has been submitted to the FAA for review and has met with a favorable ruling and does not provide a hazard to aviation. The tower will not require illumination or painting to meet FAA standards.
The equipment will be located within the Timbrook structure in a secure area located on the ground level. This will eliminate the need for an exterior structure to house the equipment as building utilities will be utilized.
The utilization of the Timbrook site eliminates the need for a new external shelter and supporting backup power equipment creating a substantial cost savings.

- **Jefferson Street, Utilities Compound** – The Jefferson Street site continues to be a vital location as related to the overall project due to the geographical location and elevation. However, based on two (2) sites the overall height of the antennas can be reduced and the performance specification achieved. The preferred design is to utilize the existing elevated tank to mount the antennas and place a prefabricated shelter at the base of the tank to house the required equipment. The really good news is there will be minor modification in the appearance of the tank. As the tank is an existing structure with an overall height of 182' and there is no modification in the height the existing ruling of the FAA is applicable. The existing antenna array located on the tank will be removed and a new antenna array serving the new system installed. The new array will incorporate three additional antennas. In essence this is simply the replacement of the existing antennas. Issues related to a fall zone are not applicable.

As mentioned this is the preferred design, however the installation of new antennas will require a structural analysis of the elevated tank be performed as the method of mounting will be different from the existing. Should the structural analysis determine the tank cannot support the antenna array the alternate will be to erect a 174' self supporting tower on the site. Should this be necessary due to the 174' height the FAA requirement to illuminate and/or paint aviation orange and white will not be applicable. Additionally, as the overall height of the tower has been reduced the issue of a fall zone will have been eliminated.

- **Schedule** -The project based on the conceptual two site design is scheduled for completion no later than October 1, 2015. The schedule is extremely ambitious but through discussions with the contractor and the internal implementation team it is their opinion this schedule can be met.
- **Budgetary Impact** – Due to the necessity to revise the initial single site design in lieu of a two site design the proposed budget for the project has increased from the proposed \$3.5m to a maximum of \$5.4. This includes all aspects of the project including professional services, electrical and bonding corrective actions, etc. Each of these items is identified on Exhibit 5 as attached. Although the cost exceeds the cost of \$3.5m for a single site system I am pleased with the performance of the overall team performance and the ability to hold the pricing to this level. The input and overall cooperation between the internal team, consulting services and Motorola Solutions have provided a pricing format similar in nature to that presented to City Council during 2007. The original conceptual design for a multi site system as submitted by the consulting firm indicated a price range of between \$5m - \$6m and a projected 10% increase per year. The current design and pricing is at the lower end of the originally projected range.
- **Exhibits** – The following exhibits have been attached to provide additional data relating to the project.
 - Exhibit 1 - Propagation Studies relating to 800 Mhz Simulcast, Two Site, Trunked, Project 25 Digital Radio System:
 - 1A – Portable Roundtrip Coverage, Two Site, Radio Worn on Hip w/Swivel Case and RSM 20dB Building Loss over entire Service Area.

- Exhibit 2 – Potential Tower Site Considerations – Identifies potential tower sites that were considered for a single and multi site system and information relating to each sites that was considered in the selection process.
- Exhibit 3 - Proposed mounting design pertaining to Elevated Tank located at 700 Jefferson Street, Utilities Compound
- Exhibit 4 - Motorola Solutions Pricing Summary
- Exhibit 5 - Project Pricing Sheet including all pricing information and itemization of each component.

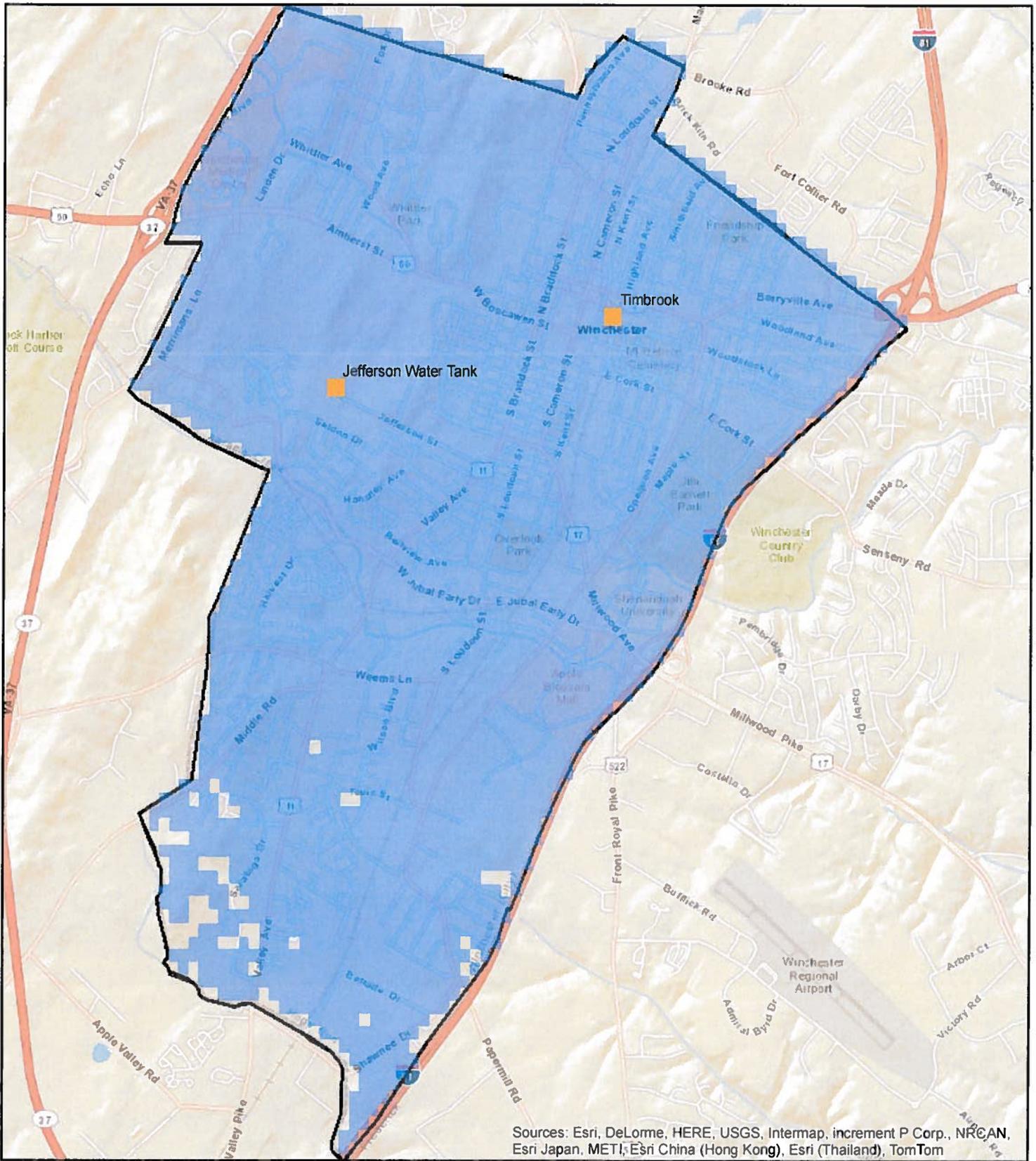
Summary:

The Comprehensive Radio Communication Project is a vital element of Public Safety Operations as well as day to day operations of all city entities. The current system is antiquated in relationship to the fixed network equipment (FNE), subscriber equipment (portable/handheld) and all associated equipment. The system is undependable, in some cases non-repairable, is not interoperable and creates an inherent danger to the users and the public. Additionally, the city is presently utilizing the existing system through a waiver from the FCC in relationship to Narrowbanding regulations. The waiver was originally granted during 2012 based on a petition prepared and submitted by the City. The original waiver expired January 1, 2014 and an extension of the waiver was requested and granted through December 31, 2014. The FCC also informed the City on April 9, 2014 that the licenses issued to the City for the 800Mhz frequency spectrum were in jeopardy of being revoked as the construction/compliance build out of between June/July of 2014 would not be completed. The FCC afforded the City the opportunity to request an extension of the construction/compliance period. The extension request was completed and submitted on April 9, 2014 and receipt of such confirmed by the FCC. Although it is anticipated the extension will be granted we have not yet received notification.

I respectfully recommend City Council consider the overall positive impact to safety and service delivery derived from a comprehensive radio communications system and endorse the program authorizing the additional funding necessary to move the project forward.

Should members of Council have questions members of the project team are present and available for comment.

2 Site Digital 800MHz ASTRO Voice Simulcast System w/TTA - DAQ 3.4



Sources: Esri, DeLorme, HERE, USGS, Internap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom

0 0.125 0.25 0.5 Miles



1 inch = 0.57 miles

Portable Roundtrip Coverage, Radio Worn on Hip w/ Swivel Case and RSM
20dB Building Loss Over Entire Service Area

Winchester Tower Site Selection Justification Matrix

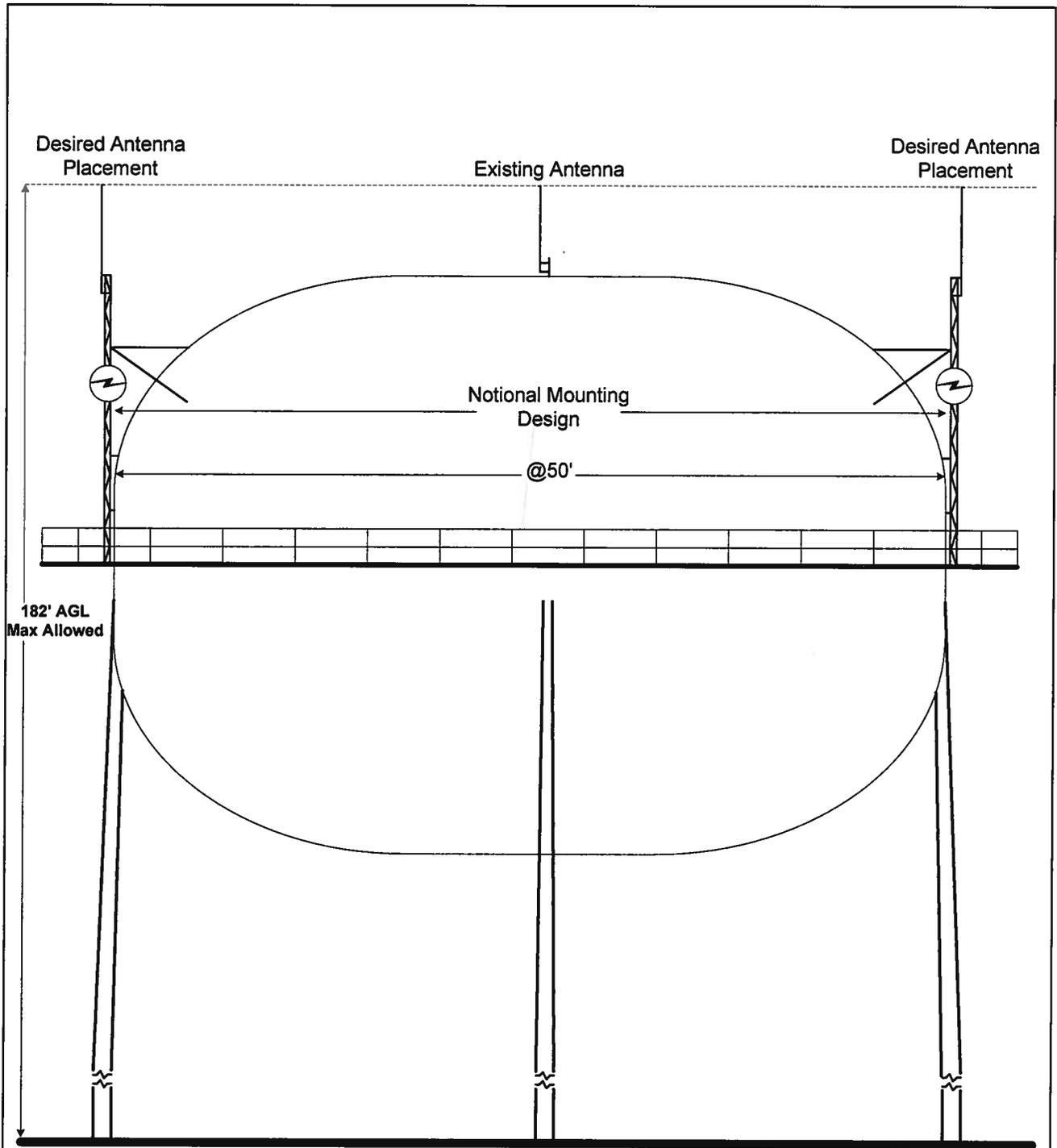
Site, Address	Ranking	Tower New/Existing	Tower Height	Tower TCO	Zoning Height Restricted	Ground Space Avail	Comm. Shelter Reqd	New Generator Required	Meets Coverage Requirement	MW Path Available	FAA Approved
Coordinates		Availability		(10 year)	Var Reqd	(City Owned)				(to site)	
Single Site System											
Utilities Dept (Compound) 700 Jefferson Street 39°-10'-49" N 78°-11"-01" W	Not Acceptable (FAA)	New	250'	\$394,646 Proposed Cost	EIP No Max Height - Educational, Institutional, Public	Yes (City Owned)	Yes	Yes	Yes	Yes	No (Timbrook)
National Fruit Products (Shentel) 799 Fairmont Ave. 39°-19'-92" N 78°-16'-92" W	Not Acceptable	Existing	180'	\$240,000* Lease	M1	Yes	Yes	Yes	No	Unknown (Timbrook)	Yes
Timbrook Public Safety Center 231 E. Piccadilly Str. 39°-11'-10" N 78°-09'-35" W	Not Acceptable	New	350'	\$605,000 Purchase	B1 Max. Height 100' Variance Required	Yes (City Owned)	NO	NO	Yes	N/A	Yes
Winchester Medical Center 1840 Amherst Stre 39°-12'-01" N 78°-11'-04" W	Not Acceptable (tower ht)	New	450'	\$778,910 Purchase	TBD	Yes	Yes	Yes	Yes	Yes (Timbrook)	TBD (FCC applic)

Winchester Tower Site Selection Justification Matrix

Site, Address Coordinates	Ranking	Tower New/Existing Availability	Tower Height	Tower TCO (10 year)	Zoning Height Restricted Var Reqd	Ground Space Avail (City Owned)	Comm. Shelter Reqd	New Generator Required	Meets Coverage Requirement	MW Path Available (to site)	FAA Approved
Multiple Site System											
700 Jefferson St -Option #1 (Elevated Water Tank) 39°-10'-49" N 78°-11'-01" W	1	Existing	182' (tip)	Existing (no cap exp)	EIP No Max. Height FAA 182' AGL FAA 1052 AMSL	Yes (City Owned)	Yes	Yes	Yes @ 2-site system (with Timbrook)	Yes (Timbrook)	Yes
700 Jefferson St -Option #2 (New Tower) 39°-10'-49" N 78°-11'-01" W	2	New	182' (tip)	\$351,205 Purchase	EIP - No Max. Height FAA 1052 AMSL	Yes (City Owned)	Yes	Yes	Yes @ 2-site system (with Timbrook)	Yes (Timbrook)	Yes (pending)
Timbrook Public Safety Center (New Monopole) 231 E. Piccadilly St 39°-11'-10" N 78°-09'-35" W	1	New	150' (tip)	\$286,405 Purchase	B-1 Max. Height 100' Variance Reqd.	Yes (City Owned)	NO	NO	Yes @ 2-site system (with Jefferson)	Yes (Jefferson)	Yes
Frederick Douglas Park 798 N. Kent Street 39°-11'-30" N 78°-09'-23" W	Low (poor location)	New	TBD (per cvg)	N/A	EIP No Max. Height	Yes (City Owned)	Yes	Yes	TBD - Utilize as 2nd or 3rd site. Coverage Northern Area Would not allow coverage southern area	TBD (Path Analysis Required)	TBD (applic)
Friendship Fire Company 627 N. Pleasant Valley Rd. 30°-11'-30" N 78°-09'-23" W	Low	New	TBD (per cvg)	N/A	EIP No Max. Height	Yes	Yes	Yes	TBD - Utilize as 2nd or 3rd site. Coverage Northern Area Would not allow coverage southern area without 3rd site	TBD (Path Analysis Required)	TBD (applic)

Winchester Tower Site Selection Justification Matrix

Site, Address Coordinates	Ranking	Tower New/Existing Availability	Tower Height	Tower TCO (10 year)	Zoning Height Restricted Var Reqd	Ground Space Avail (City Owned)	Comm. Shelter Reqd	New Generator Required	Meets Coverage Requirement	MW Path Available (to site)	FAA Approved
National Fruit Products (Shentel) 799 Fairmont Ave. 39°-19'-92" N 78°-16'-92" W	Low	Existing No Available Space	180'	\$240,000*	M-1 Max. Height 200'	TBD	Yes	Yes	TBD - Utilize as 2nd or 3rd site. Coverage northern area would not allow coverage southern area without 3rd site	TBD (Path Analysis Required)	Yes
WINC Radio 520 N. Pleasant Valley Rd. 39°-11'-15" N 78°-09'-10" W	Low	Existing Available Space Unknown	150' (ASR)	\$240,000* Lease	MR - Med. Density Max. Height 75'	TBD	Yes	Yes	TBD - Utilize as 3rd site. Coverage northern area would not allow coverage southern area utilizing only Timbrook	TBD (Path Analysis Required)	Yes
South End Fire Co. 17 W. Monmouth Street 39°-10'-43" N 78°-10'-06" W	Low	New (proposed cell tower)	TBD (zoning)	\$240,000* (if leased)	RB-1 Max. Height 75'. Within Historical District, Requires BAR Review	TBD	Yes	Yes	TBD - Utilize as 2nd site. Coverage southern area not acceptable	TBD (Path Analysis Required)	TBD (applic)
Shawnee Fire Co. 2210 Valor Drive 39°-09'-36" N 78°-10'-50" W	Low	New	TBD (per cvg)	\$240,000* (if leased)	B-2 Hightway Commercial. Max. Height 100'	TBD	Yes	Yes	TBD - Coverage as 2nd site southern area. Central area questionable w/out 3rd site.	TBD (Path Analysis Required)	TBD (applic)



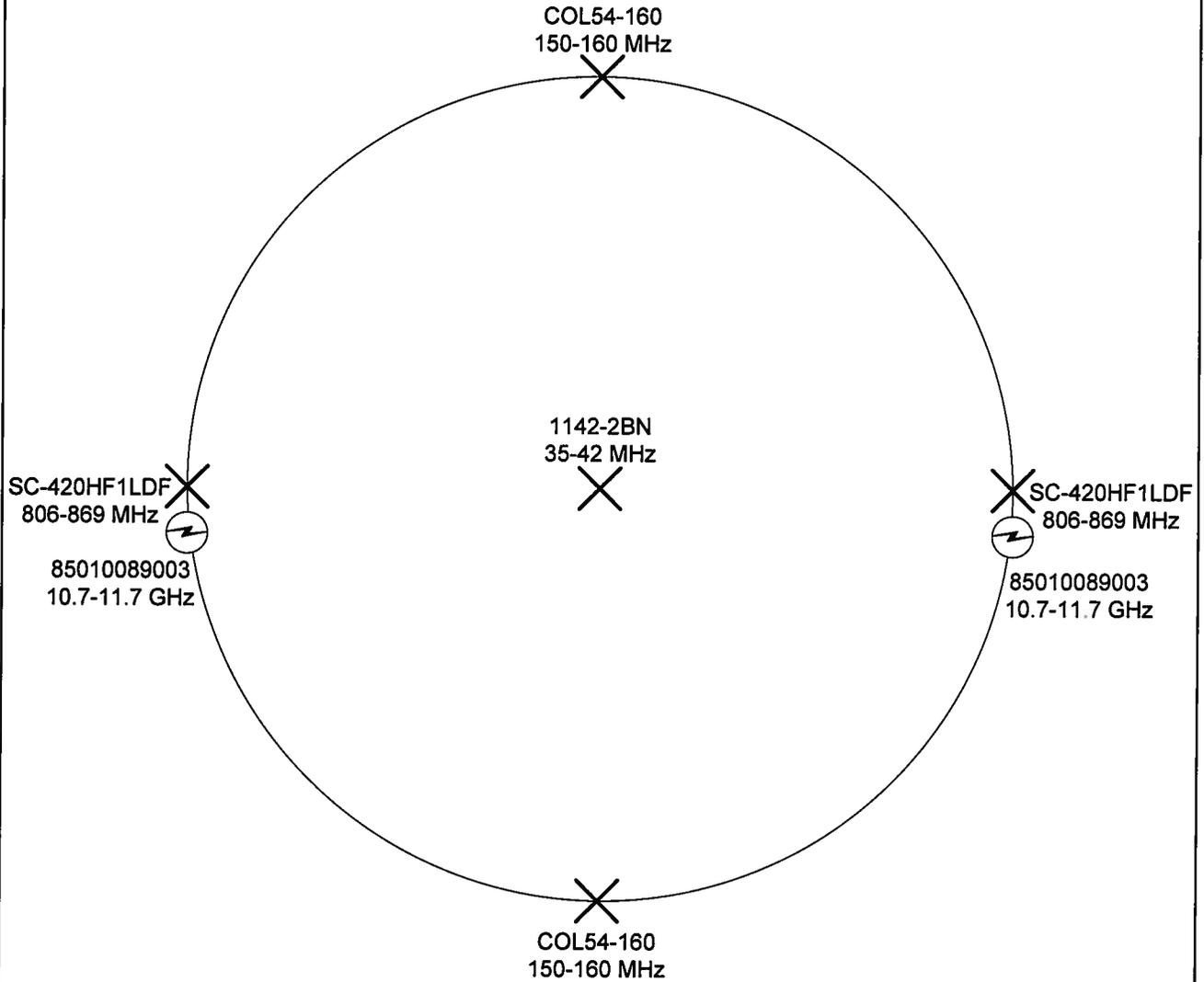
There will be a total of seven antennas on the tank.

- Qty. 2 SC-420HF1LDF
- Qty. 2 COL54-160
- Qty. 1 1142-2BN
- QTY. 2 85010089003

 = 2.6' Antenna Dish

Teltronic 		7051 Muirkirk Meadows Dr Beltsville, MD 20705 (301)468-6500	
DESCRIPTION			
City of Winchester Jefferson Street Elevated Water Tank Desired Antenna Placement			
ENGINEER	DRAWN BY	REVISED	REV
.....	MARK.SCHROEDER	03/11/14	A
FILENAME		SCALE	SIZE
Antenna Placement on Tank		NONE	A

View from top of tank
looking down to represent
antenna placement



There will be a total of
seven antennas on the
tank.

Qty. 2 SC-420HF1LDF
806-869 MHz

Qty. 2 COL54-160
150-160 MHz

Qty. 1 1142-2BN
35-42 MHz

Qty. 2 85010089003
10.7-11.7 GHz

 = 2.6' Dish 10.7-11.7 GHz

Teltronic		7051 Muirkirk Meadows Dr Beltsville, MD 20705 (301)468-6500	
DESCRIPTION			
City of Winchester Jefferson Street Elevated Water Tank Desired Antenna Placement			
ENGINEER	DRAWN BY	REVISED	REV
	MARK.SCHROEDER	03/11/14	A
FILENAME	SCALE	SIZE	
Antenna Placement on Tank	NONE	A	

COMPREHENSIVE COMMUNICATION PROJECT PRICING

Motorola (Utilizing Elevated Tank)	\$4,174,560.02	
L. R. Kimball (Engineering/Design)	155,483.00	
Consolidated Electric (Timbrook Elec. & Bond.)	40,000.00	
HVAC (Engineering & Install)	30,000.00	
UPS Replacement	50,000.00	
Elevated Tank Maintenance	<u> ?</u>	
	\$ 4,450,043.00	
174' Unsupported Tower	<u>351,205.00</u>	
	\$ 4,801,248.00	Sub Total
Elevated Tank Credit	<u>(?)</u>	
Contingencies	<u>445,000.00</u>	
	\$5,246,496.00	Total

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: April 22, 2014 **CUT OFF DATE:**

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

ITEM TITLE: Authorize Supplemental Appropriations for the FY 2014 budget

STAFF RECOMMENDATION: Approve as recommended; send to public hearing

PUBLIC NOTICE AND HEARING: June 10, 2014

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA:
See attached contract

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. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	_____	_____	_____
6. City Manager	<i>[Signature]</i>	_____	<u>4-16-14</u>
7. Clerk of Council	<i>[Signature]</i>	_____	<u>4-16-14</u>

Initiating Department Director's Signature: *[Signature]* 4-15-14
Date

Finance Director



CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Mary Blowe, Finance Director
Date: April 22, 2014
Re: Ordinance to authorize the additional appropriation of funds for necessary expenditures for Fiscal Year 2014

THE ISSUE: The FY 2014 budget needs to be amended to account for additional revenues and proposed expenditures.

RELATIONSHIP TO STRATEGIC PLAN: These budget amendments help to create a more livable City for all, particularly objective 1, to upgrade City school facilities and also develop a high performing organization with the use of grant funds.

BACKGROUND: City Staff is requesting the following amendments to the FY 2014 budget:

- 1. General Fund** to increase by **\$209,960** for the following items: \$17,100 increase to the Information Technology department from \$8,550 grant proceeds and \$8,550 reserves to supply the Emergency Operations Center (EOC) with computer equipment; \$86,771 increase for the Fire Department from state grant funds for computers and Training Officer salary; and \$106,089 from reserves including \$24,878 for Airport operating and \$81,211 for Airport capital projects.
- 2. School Funds** – see attached School Board Resolutions dated March 3, 2014, March 31, 2014 and April 14, 2014.

BUDGET IMPACT: The City's budget will increase to allow for the expenditure of grant funds and bond proceeds.

OPTIONS: Adopt ordinance as presented or amend the ordinance.

RECOMMENDATIONS: Staff recommends the adoption of this ordinance.

**WINCHESTER PUBLIC SCHOOLS
SCHOOL BOARD RESOLUTION
MARCH 3, 2014**

Be it resolved that the Winchester City School Board requests the following budget amendments for fiscal year 2013-2014:

SCHOOL OPERATING FUND

PROJECT GRADUATION INCREASE OF \$4,800. These reimbursable state funds will target students who have not achieved a verified credit in English, Writing, Reading, and/or Algebra.

DONATION FROM WINCHESTER MEDICAL CENTER FOR \$11,250. These funds will be used to offset the cost of the Health Science Teacher at Handley High School.

DONATION FROM MR. AND MRS. GERALD SMITH FOR \$50,000. This donation will be used to fund the teacher salary for the Porterfield Endowment Chair at Handley High School.

INCREASED STATE FUNDING FOR THE REGIONAL PROGRAMS OF \$97,800. These funds will be used to purchase marching band uniforms for Daniel Morgan Middle School (\$35,800) and Handley High School (\$37,000). Also it will fund the VSBA study (\$5,000) and the Superintendent search (\$20,000).

INCREASED STATE FUNDING FOR THE CAREER SWITCHER NEW TEACHER MENTOR PROGRAM OF \$1,000. These funds were used to award a \$1,000 to a new teacher enrolled in the Career Switcher Program.

INCREASED STATE FUNDING AWARD BONUS FOR NATIONAL BOARD CERTIFICATIONS OF \$30,000. These funds will be awarded to National Board Certified teachers. WPS currently has ten teachers with National Board certifications: eight continuing awards of \$2,500 each and two initial awards of \$5,000.

DONATION FROM THE ADAMS FAMILY FOUNDATION OF \$13,500. These funds will be used mainly in our early childhood literacy initiatives, with the majority of the funding going to Quarles Elementary (QES) and Va. Avenue Charlotte DeHart Elementary Schools (VACDES). These funds were distributed as follows: QES \$5,000, VACDES \$5,000, Frederick Douglass Elementary \$1,000 and John Kerr Elementary \$1,000. \$1,500 was also distributed to Daniel Morgan Middle School for tutoring programs.

DONATION FROM THE UNITED WAY THROUGH THE WINCHESTER EDUCATION FOUNDATION OF \$10,000. The majority of the funding will be used to purchase equipment for the health science classroom. Remainder of the funds will be spent on consumable goods for those students to earn CPR.

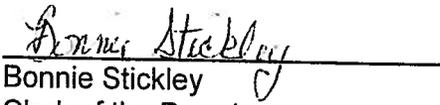
**BUDGET AMENDMENTS
MARCH 3, 2014**

INCREASED STATE FUNDING AWARD BONUS FOR STEM TEACHER RECRUITMENT AND RETENTION INCENTIVE AWARDS OF \$10,000. Successful teachers participating in the pilot program will be eligible to receive a \$5,000 initial incentive award after the completion of the first year of teaching with a satisfactory performance evaluation and a contract for the following year in our division. WPS had two teachers that are tentatively eligible for this award in June

DONATIONS FOR THE HOMELESS OF \$1,629. Selma employees donated \$1,629 for the homeless for Thanksgiving and Christmas to purchase meals and gifts.



Erica Truban
Chairman



Bonnie Stickley
Clerk of the Board

**WINCHESTER PUBLIC SCHOOLS
SCHOOL BOARD RESOLUTION
MARCH 31, 2014**

Be it resolved that the Winchester City School Board requests the following budget amendments for fiscal year 2013-2014:

SCHOOL OPERATING FUND

ADDITIONAL STATE FUNDING OF \$129,235 DUE TO INCREASED ADM (Average Daily Membership). The budgeted ADM for FY 2014 was 4,060 and it is estimated to be 4,116 at March 31, 2014 (see attachment). Revenues from the state for FY 2014 are based on the average daily membership from September 2013 through March 31, 2014. The State also decreased the estimated sales tax by \$115,910. These reimbursable state funds will be used for:

DESCRIPTION	AMOUNT
Transfer to textbook fund	\$129,235
TOTAL	\$129,325

State funded in FY 2014 \$369,329 for textbook funds. \$197,776 is the state share and \$171,553 is the local share. These textbook funds will be carried forward in FY 2015 for purchase of textbooks.

WORKER'S COMPENSATION DIVIDENDS OF \$36,888. These funds will be used to increase funding in the payroll accounts.

SURPLUS FUNDS AT YEAR-END. Any remaining surplus funds for fiscal year 2014 will be transferred to the Capital Improvement Fund (CIP) and Textbook fund.

FOOD SERVICES FUND

Fund balance transfer of \$90,750. These funds will be used to purchase the following equipment and will also help to offset food purchase cost and labor costs.

School	Description
QES	POS computer for another breakfast tray line
	Steamer
	2 door reach-in Refrigerator
	2 door reach-in Freezer
HHS	New steam table tray line
FDES	Upgraded Manager's computer to be compatible with new Software
	New Milk Cooler
All Schools	Upgraded all school POS computers on the tray lines to all touch screen
	Computers. This was needed to make them faster and more compatible to our current software and networking.

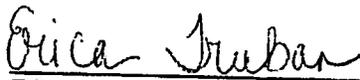
The current fund balance for the food services fund totals \$607,762.

ADDITIONAL STATE FUNDING OF \$90. These reimbursable state funds will be used for salaries.

BUDGET AMENDMENTS
MARCH 31, 2014

SCHOLARSHIP FUNDS

INTERNAL TRANSFER OF FUNDS FROM CHECKING TO THE INVESTMENT POOLED SCHOLARSHIP FUNDS OF \$13,465. These funds were received from a trust fund set-up by Della Stine and held by BB&T for scholarships for students attending Dowell J. Howard from Frederick County, Clarke County, and Winchester. These funds were distributed to each locality by BB&T since this regional program no longer exists. They will be used to provide Scholarships to Handley High School Students in the future.



Erica Truban
Chairman



Bonnie Stickley
Clerk of the Board

Finance\RS\03.31.2014 budget amendments

**WINCHESTER PUBLIC SCHOOLS
SCHOOL BOARD RESOLUTION
APRIL 14, 2014**

Be it resolved that the Winchester City School Board requests the following budget amendments for fiscal year 2013-2014:

SCHOOL CONSTRUCTION FUND

BOND PROCEEDS AND ACCUMULATED INTEREST OF \$20,006,700. The bond proceeds of \$20,000,000 for John Kerr Elementary School was received by the City of Winchester on October 30, 2013. Accumulated estimated interest to-date is \$6,700. City Finance department transferred these funds to the School Construction fund on April 10, 2014.

Erica Truban
Chairman

Bonnie Stickley
Clerk of the Board

Finance\RS\04.14.2014 budget amendments

COMMON COUNCIL



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
540-667-1815
TDD 540-722-0782
www.ci.winchester.va.us

AN ORDINANCE TO AUTHORIZE THE ADDITIONAL APPROPRIATION OF FUNDS FOR NECESSARY EXPENDITURES OF THE CITY OF WINCHESTER, VIRGINIA FOR THE FISCAL YEAR ENDING JUNE 30, 2014

WHEREAS, Council approves the following additional funds for the purposes herein specified for the fiscal year ending June 30, 2014:

GENERAL FUND

REVENUE

State	40,771
Federal	8,550
Fire Program Reserves	46,000
Fund Balance/Supplemental Appropriation	<u>114,639</u>
TOTAL GENERAL FUND REVENUE	209,960

EXPENDITURES

General Government	17,100
Public Safety	86,771
Community Development	<u>106,089</u>
TOTAL GENERAL FUND EXPENDITURES	209,960

SCHOOL OPERATING FUND

REVENUE

Local	123,267
State	<u>272,835</u>
TOTAL SCHOOL OPERATING REVENUE	396,102

EXPENDITURES

Instruction	215,979
Administration, Attendance & Health	35,000
Transportation	2,000
Operations	13,888
Debt & Fund Transfers	<u>129,235</u>
TOTAL SCHOOL OPERATING EXPENDITURES	396,102

SCHOOL FOOD SERVICES FUND

REVENUE

Federal	90
Fund Balance	<u>90,750</u>
TOTAL SCHOOL FOOD SERVICES REVENUE	90,840

EXPENDITURES

Food Services	<u>90,840</u>
TOTAL SCHOOL FOOD SERVICES EXPENDITURES	90,840

SCHOOL TEXTBOOK FUND

REVENUE

Transfers	<u>129,235</u>
TOTAL SCHOOL TEXTBOOK REVENUE	129,235

EXPENDITURES

Instruction	<u>129,235</u>
TOTAL SCHOOL TEXTBOOK EXPENDITURES	129,235

SCHOOL CONSTRUCTION FUND

REVENUE

Local	6,700
Transfers	<u>20,000,000</u>
TOTAL SCHOOL CONSTRUCTION REVENUE	20,006,700

EXPENDITURES

Facilities	<u>20,006,700</u>
TOTAL SCHOOL CONSTRUCTION EXPENDITURES	20,006,700

SCHOOL SCHOLARSHIP FUNDS

REVENUE

Local	13,465
Transfers	<u>13,465</u>
TOTAL SCHOOL SCHOLARSHIP REVENUE	26,930

EXPENDITURES

Transfer out	13,465
Other	<u>13,465</u>
TOTAL SCHOOL SCHOLARSHIP EXPENDITURES	26,930

WHEREAS, there is available in the general fund an unencumbered and unappropriated sum sufficient to meet such appropriations, and

WHEREAS, all appropriations shall lapse at the end of the budget year to the extent that they shall not have been expended or lawfully obligated or encumbered, and

WHEREAS, all ordinances and parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

NOW THEREFORE BE IT ORDAINED, by the Common Council of the City of Winchester that the additional appropriations specified herein are hereby appropriated for the purposes specified for the fiscal year ending June 30, 2014.

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Dale Iman, City Manager
Date: April 22, 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 April 15, 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:

1. CIP List
2. Outside Agency List
3. Debt Capacity & Impact Schedules
4. The \$67,000 CEMS Legal Review is actually two items:
 - a. \$47,000 for a Class/Compensation Study (carry forward from FY14 Budget)
 - b. \$20,000 for a Legal Review of the CEMS

BUDGET IMPACT: The summary attached outlines the budget options.

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

- First column shows the City Manager recommendation
- Second column shows the Increased meals tax option with raises in the amount of 3%.
- Items as noted above

RECOMMENDATIONS: Staff is seeking direction from City Council on our proposed options. The schedule is as follows: Final recommendation at the April 22, 2014 worksession, first reading May 13th Council meeting and budget adoption (and public hearing) at the June 10, 2014 Council meeting. The appropriate personnel will also run the ordinances for any tax increases with the same schedule as the budget adoption process.

FY 2015 GENERAL FUND BUDGET SUMMARY

April 22, 2014

REVENUE

	<u>Original Requests</u>	<u>City Manager Recommendation</u>	<u>Council Option</u>
FY 2014 Original Budget	80,000,000	80,000,000	80,000,000
Less One-time expenditures (Fund Balance)	<u>(4,573,500)</u>	<u>(4,573,500)</u>	<u>(4,573,500)</u>
FY 2015 Base Revenue Budget	75,426,500	75,426,500	75,426,500
Projected Revenue Increases/(Decreases)			
FY 15 Revenue Projection Increase	1,353,500	1,353,500	1,353,500
Meals Tax Increase (0.50%; 1%)		600,000	1,200,000
Machinery & Tools Tax		No Change	No Change
Motel Tax (1%)		130,000	130,000
Cigarette Tax Increase (10 cents)		232,600	232,600
Personal Property Tax		No Change	No Change
Vehicle License Tax (\$1 increase -1/2 year)		12,400	12,400
Sanitation Fee (\$5 - 3/4 year)		420,000	420,000
Admissions Tax (2% increase)		No Change	No Change
Fund Balance*		150,000	150,000
Total Increases/(Decreases)	<u>1,353,500</u>	<u>2,898,500</u>	<u>3,498,500</u>
FY 2015 Projected Revenue	<u>76,780,000</u>	<u>78,325,000</u>	<u>78,925,000</u>

EXPENDITURES

FY 2015 Base Expenditures	75,426,500	75,426,500	75,426,500
Increases/(Decreases) to Base Expenditures			
<u>Personnel</u>			
Salary Requests	1,456,745		
HR position added in FY14	112,626		
Emergency Management Position (3/4 year funding)		37,000	37,000
EDA Position Part-time to Full-time		35,000	35,000
2 Firefighter Positions		100,000	100,000
Reclassification Requests/Part-time increases		31,246	43,725
Timbrook House	16,200	16,200	16,200
2% Salary Increase or Pay Scale Maint (2.5%)	360,000	360,000	
3% Salary Increase - 2% pay scale maint			540,000
WPS Increase	1,397,400	1,020,000	1,397,400
<u>Operating</u>			
Tax Relief	(250,000)	(250,000)	(250,000)
Operating Requests	3,281,372	31,865	31,865
Maintenance to Historic Buildings*		100,000	100,000
Fire Grants	57,000	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	126,500
Capital Reserve**	-	(100,000)	(100,000)
Social Services	175,200	175,200	175,200
Transit	4,600	4,600	4,600
<u>Outside Agencies</u>			
Outside Agencies	224,310	-	-
The Laurel Center*	50,000	50,000	50,000
Discovery Museum - Capital	100,000	100,000	100,000
<u>Regional Agencies</u>			
Jail	399,901	139,901	139,901
Juvenile Detention Center - Operating	51,068	51,068	51,068
JDC - 3% Salary Incr (Request) - 2% (CM Rec)	10,863	7,242	10,863
EDC	(72,000)	(72,000)	(72,000)
Airport	(76,882)	(62,572)	(62,572)
Other Regional Agencies	64,190	45,694	45,694
<u>Debt</u>	628,430	628,430	628,430
<u>Carryforward Projects from FY14</u>			
World Series Expenditures	60,000	60,000	60,000
Time & Attendance Software	70,000	70,000	70,000
Professional Contracts	50,000	50,000	50,000
Total Increases/(Decreases)	<u>9,648,904</u>	<u>2,898,500</u>	<u>3,498,500</u>
Total FY 2015 Expenditure Requests	<u>85,075,404</u>	<u>78,325,000</u>	<u>78,925,000</u>
FY 2015 Operating Budget Surplus/(Deficit)	(8,295,404)	-	-

*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
Class/Compensation Study	47,000
Legal CEMS Review	20,000

Unfunded Requests

Personnel Requests (Includes 19 positions)	1,253,499
Equipment Requests	934,500
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	7,033,259
--------------------------------	------------------

City of Winchester Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2015	2016	2017	2018	2019	Future	Total Project
General Government									
Public Safety Radio Network	Bond Proceeds		5,000,000						5,000,000
	CIP Fund	400,000							400,000
Training Center Burn Building	Gen Fund			600,000					600,000
	State			430,000					430,000
JJC Improvements	Bonds			3,000,000					3,000,000
	CIP Fund	37,500	150,000						187,500
	Other	37,500	150,000						187,500
City Hall Brick Repairs	Gen Fund		300,000	300,000					600,000
City Hall HVAC	Gen Fund			100,000					100,000
Entryway Welcome Signs	Gen Fund		50,000	200,000					250,000
National Ave Gateway Improv	Bonds	1,000,000							1,000,000
	State		700,000						700,000
	Gen Fund	750,000	700,000						1,450,000
Green Circle	Federal	2,000,000	920,000	500,000	500,000	500,000	500,000		4,920,000
	Gen Fund	753,000	200,000	125,000	125,000	125,000	125,000		1,453,000
Meadow Branch Ave Ext	Gen Fund	50,000	350,000	300,000					700,000
	State	50,000	1,650,000	300,000					2,000,000
	Other		1,650,000						1,650,000
Hope Drive Extension	Bonds			3,800,000					3,800,000
	Gen Fund	50,000	150,000						200,000
	State	50,000	150,000	3,800,000					4,000,000
Monticello Street Extension	State	1,000,000	4,000,000						5,000,000
Tevis Extension	Other		700,000						700,000
	State		700,000						700,000
Middle Road Improvements	Bonds							1,050,000	1,050,000
	State							1,050,000	1,050,000
Weems Lane Improvements	Bonds							550,000	550,000
	State							550,000	550,000
Intersection Improvements	Gen Fund				300,000	300,000			600,000
Featherbed Lane Improv	Gen Fund							750,000	750,000
Taft Avenue Extension	Other							8,000,000	8,000,000
Pleasant Valley Road Realignment/Extension	Other							6,000,000	6,000,000
Shawnee Drive Improvements	Bonds							2,000,000	2,000,000
Papermill Road Improvements	Bonds							3,500,000	3,500,000
Valley Ave/Tevis Drainage & Sidewalks	Bonds			2,500,000					2,500,000
	State		700,000	2,500,000					3,200,000
Valley Ave/Whitlock Storm Drainage	Bonds			385,000					385,000
	State			385,000					385,000
N Kent Drainage Improv	Bonds				50,000	1,000,000			1,050,000
	State				50,000	1,000,000			1,050,000
Traffic Signal Improvements	State	1,700,000							1,700,000
	Federal	200,000							200,000
	Gen Fund	4,650,000		220,000	225,000	230,000	460,000	550,000	6,335,000

City of Winchester Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2015	2016	2017	2018	2019	Future	Total Project
Traffic Signal Synchronization	Gen Fund		250,000						250,000
	State		250,000						250,000
Athletic Field Renovations	Gen Fund	15,000	185,000						200,000
Parks Roadway Resurfacing	Gen Fund		150,000	150,000					300,000
Parks ADA Phase #2	Gen Fund			525,000					525,000
Park Shop Demo & Addition	Gen Fund			350,000					350,000
Basketball Courts Renov	Gen Fund			60,000					60,000
War Memorial Brick Repairs	Gen Fund			120,000					120,000
Indoor Pool Shell Resurface	Gen Fund			65,000					65,000
Playground Equipment	Gen Fund			36,000	35,000				71,000
Parks Waterline Repl	Bonds				1,750,000				1,750,000
Frederick Douglass Park	Gen Fund			217,500	217,500				435,000
Outdoor Pool Sprayground	Gen Fund			275,000					275,000
Amphitheater Renov	Gen Fund			15,000	150,000				165,000
	Other					500,000			500,000
	Bonds					1,000,000			1,000,000
Lowry Tennis Court	Gen Fund				10,000				10,000
	Other				300,000				300,000
Sidewalk Replacement	State	1,000,000							1,000,000
	Gen Fund	1,330,000	700,000	800,000	1,750,000	1,525,000	1,000,000	10,000,000	17,105,000
Total General Government		15,073,000	19,755,000	22,058,500	5,462,500	6,180,000	2,085,000	34,000,000	104,614,000
Winchester Public Schools									
New Elementary School	Bond Proceeds		17,000,000	3,000,000					20,000,000
Furnishings & Equipment	Bonds			1,000,000					1,000,000
Disposition of Old JKES	Bonds			700,000	2,600,000				3,300,000
DMMS Roof Replacement	Schools				310,000				310,000
VACD Roof Replacement	Schools					150,000			150,000
QES Chiller Overhaul	Schools		50,000						50,000
Patsy Cline Theatre - ADA	Schools			250,000					250,000
FDES Expansion & Renov	Bonds						15,400,000		15,400,000
DCLC Renovations	Bonds						3,000,000		3,000,000
Total Winchester Public Schools		-	17,050,000	4,950,000	2,910,000	150,000	-	18,400,000	43,460,000

City of Winchester Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2015	2016	2017	2018	2019	Future	Total Project
Utilities									
Municipal Service Center	Rev Bonds			550,000	7,500,000				8,050,000
	Utilities	100,000	25,000						125,000
New Utility Billing System	Utilities		400,000						400,000
S. Kent Infrastructure Improv	Rev Bonds			1,600,000					1,600,000
	Gen Fund			400,000					400,000
Water Meter Replacements	Rev Bonds			1,500,000	1,500,000				3,000,000
Sanitary Sewer System Improv	Rev Bonds			750,000	750,000	750,000	750,000	10,000,000	13,000,000
N. Loudoun/S. Loudoun Water&Sewer Lines/Sidewalks	Rev Bonds				2,200,000				2,200,000
	Gen Fund				800,000				800,000
Fox Drive Improvements Water&Sewer Lines/Sidewalks	Rev Bonds							3,650,000	3,650,000
	State							1,600,000	1,600,000
Dam & Intake Structure Rep	Utilities					100,000	650,000		750,000
Watermain - SU/Under I81	Rev Bonds					2,000,000			2,000,000
Amherst/Stewart/Washington Water&Sewer Lines/Sidewalks	Rev Bonds					1,800,000			1,800,000
	Gen Fund					700,000			700,000
York Avenue Improvements	Rev Bonds							2,650,000	2,650,000
	State							1,600,000	1,600,000
Bellview Avenue Improvements	Rev Bonds						150,000	1,500,000	1,650,000
	State						100,000	1,000,000	1,100,000
Water Storage Tank Repl	Rev Bonds						250,000	4,000,000	4,250,000
Parkway/Shenandoah Water&Sewer Lines/Sidewalks	Rev Bonds						1,550,000		1,550,000
	Gen Fund						450,000		450,000
Kinzel/Allen Water&Sewer Lines/Sidewalks	Rev Bonds						2,500,000		2,500,000
	Gen Fund						650,000		650,000
Total Utilities		100,000	425,000	4,800,000	12,750,000	5,350,000	7,050,000	26,000,000	56,475,000
Total CIP		15,173,000	37,230,000	31,808,500	21,122,500	11,680,000	9,135,000	78,400,000	204,549,000

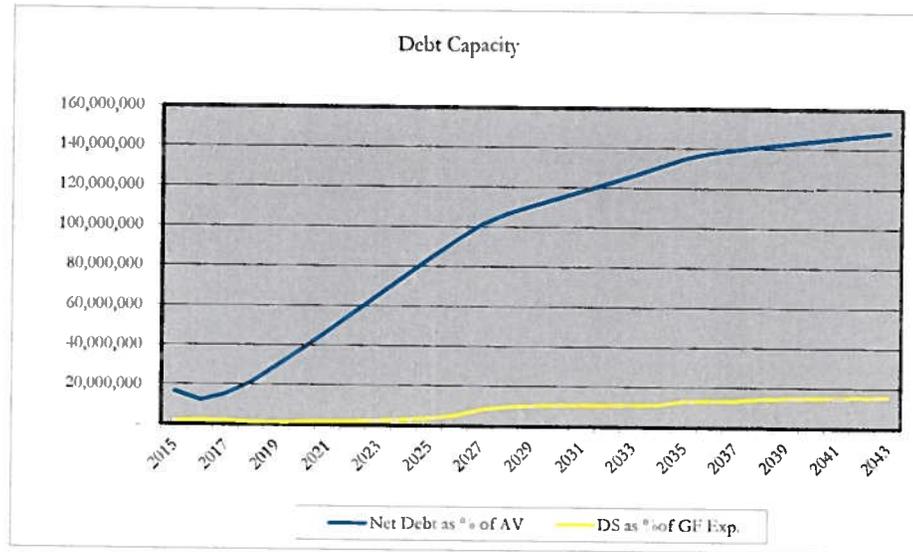
Funding Summary

	Prior	FY2015	FY2016	FY2017	FY2018	FY2019	Future	
Gen Fund	7,635,500	3,035,000	4,858,500	3,612,500	2,880,000	2,685,000	11,300,000	36,006,500
CIP Fund	437,500	150,000						587,500
Bonds	1,000,000	-	11,385,000	4,400,000	2,000,000		25,500,000	44,285,000
Rev Bonds			4,400,000	11,950,000	4,550,000	5,200,000	21,800,000	47,900,000
Bond Proceed	-	22,000,000	3,000,000					25,000,000
Utilities	100,000	425,000	-	-	100,000	650,000		1,275,000
Schools		50,000	250,000	310,000	150,000			760,000
State	3,800,000	8,150,000	7,415,000	50,000	1,000,000	100,000	5,800,000	26,315,000
Federal	2,200,000	920,000	500,000	500,000	500,000	500,000		5,120,000
Contr/Other		2,500,000	-	300,000	500,000	-	14,000,000	17,300,000
Total	15,173,000	37,230,000	31,808,500	21,122,500	11,680,000	9,135,000	78,400,000	204,549,000

Agency Requests for Funding Summary

	FY 2012 Actual	FY 2013 Actual	FY 2014 Budget	FY 2015 Request	Request Incr/(Decr)	FY 2015 Proposed	Proposed Incr/(Decr)
Outside Agencies							
Access Independence	-	-	-	10,000	10,000	-	-
Blue Ridge Legal Services	-	-	-	4,873	4,873	-	-
Boys & Girls Club	10,000	10,000	10,000	20,000	10,000	10,000	-
Clean Inc.	-	-	-	15,000	15,000	-	-
Concern Hotline	-	-	-	2,000	2,000	-	-
Cedar Creek Battlefield Foundation	-	-	-	10,000	10,000	-	-
Discovery Museum	10,000	10,000	10,000	30,000	20,000	10,000	-
Discovery Museum - Capital	-	-	100,000	100,000	-	100,000	-
Fremont Street Nursery	10,000	10,000	10,000	10,000	-	10,000	-
Healthy Families	10,000	10,000	10,000	10,000	-	10,000	-
Help With Housing, Inc.	-	-	-	5,000	5,000	-	-
Lord Fairfax Small Business Center*	-	-	-	9,400	9,400	-	-
Literacy Volunteers	-	-	-	10,000	10,000	-	-
Our Health, Inc	20,188	20,188	20,188	25,000	4,812	20,188	-
Shenandoah Apple Blossom Festival	-	-	-	5,000	5,000	-	-
Shenandoah Area Agency on Aging	20,000	20,000	20,000	35,000	15,000	20,000	-
Shenandoah Valley Battlefields	-	-	-	50,000	50,000	-	-
The Laurel Center	3,000	3,000	3,000	5,000	2,000	3,000	-
The Laurel Center - Capital	-	-	-	50,000	50,000	50,000	50,000
Winchester Day Nursery	10,000	10,000	10,000	10,000	-	10,000	-
Win-Fred Co Hist Society - Capital	-	-	-	45,000	45,000	-	-
Youth Development Center	10,000	10,000	10,000	10,000	-	10,000	-
Total Outside Agencies	103,188	103,188	203,188	471,273	268,085	253,188	50,000
<i>*Forwarded to EDA for funding consideration</i>							
Other Agencies							
CFFW Regional Jail	3,495,106	3,473,847	3,549,207	3,949,108	399,901	3,689,108	139,901
Handley Library	385,026	390,334	390,334	390,334	-	390,334	-
Handley Library - Capital	48,708	-	-	-	-	-	-
Lord Fairfax Community College	31,255	37,391	37,391	55,216	17,825	55,216	17,825
Lord Fairfax EMS Council	8,306	8,306	8,306	9,137	831	8,306	-
LF Soil and Water Conservation	-	-	1,000	4,500	3,500	1,000	-
Northwestern Community Services	183,307	183,307	183,307	192,472	9,165	183,307	-
NSV Regional Commission	15,078	15,198	15,178	15,178	-	15,178	-
NW Regional Juvenile Detention Center	215,127	267,090	299,751	361,682	61,931	361,682	61,931
S.P.C.A.	115,000	115,000	115,000	120,000	5,000	115,000	-
Winchester Health Department	257,884	258,766	266,701	294,570	27,869	294,570	27,869
Winchester Regional Airport	10,413	10,413	18,250	20,181	1,931	17,649	(601)
Winchester Regional Airport - Capital	44,766	17,836	88,616	9,803	(78,813)	26,645	(61,971)
Win-Fred Co EDC	72,000	72,000	72,000	-	(72,000)	-	(72,000)
Win-Fred Metropolitan Planning Org	8,210	13,379	20,000	20,000	-	20,000	-
Total Other Agencies	4,890,186	4,862,867	5,065,041	5,442,181	377,140	5,177,995	112,954
TOTAL AGENCIES	4,993,374	4,966,055	5,268,229	5,913,454	645,225	5,431,183	162,954

Fiscal Year	New Debt	4.0% Net Debt as % of A.V. (\$)	15% Debt Service as % of GF Exp. (\$)
2015	-	16,507,228	1,737,871
2016	11,385,000	12,227,104	2,137,888
2017	4,400,000	15,303,378	1,921,569
2018	2,000,000	21,317,397	1,346,407
2019	-	29,706,361	1,187,692
2020	-	38,449,120	1,421,831
2021	-	47,351,994	1,774,013
2022	-	56,368,557	1,913,858
2023	-	65,703,821	2,481,790
2024	-	74,944,018	3,111,678
2025	-	84,036,666	3,741,994
2026	-	93,009,600	5,141,347
2027	-	101,070,424	8,218,590
2028	-	106,451,465	9,728,780
2029	-	110,622,518	10,404,669
2030	-	114,381,003	10,540,315
2031	-	118,263,733	10,675,621
2032	-	122,277,598	10,815,714
2033	-	126,424,561	10,961,046
2034	-	130,701,667	11,101,196
2035	-	135,121,043	13,147,204
2036	-	137,744,905	13,292,837
2037	-	139,597,828	13,439,960
2038	-	141,148,178	14,409,564
2039	-	142,559,660	14,889,691
2040	-	143,985,256	15,196,819
2041	-	145,425,109	15,348,787
2042	-	146,879,360	15,502,275
2043	-	148,348,154	15,657,298
2044	-	-	-
2045	-	-	-
2046	-	-	-
2047	-	-	-



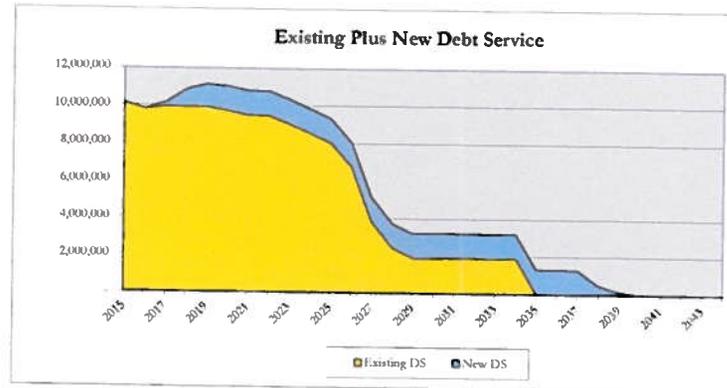
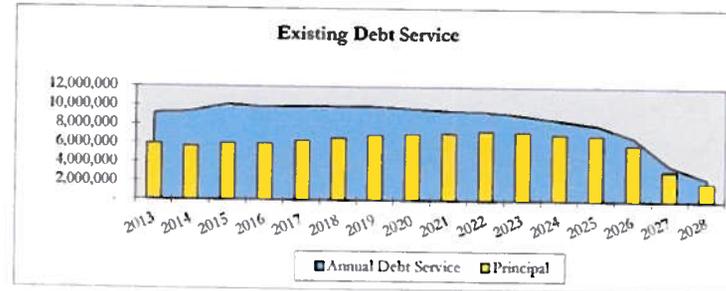
Debt Policy Guidelines:
 * Net Debt as a percentage of assessed value will not exceed 4%
 * General obligation debt and capital lease payments as a percentage of general government expenditures will not exceed 15%

Red text below means over the City's existing debt policy guideline

Fiscal Year	New Debt	4% Net Debt as % of A.V.	15% Debt Service as % of GF Exp.
2015	-	3.41%	12.80%
2016	11,385,000	3.57%	12.32%
2017	4,400,000	3.47%	12.62%
2018	2,000,000	5.26%	13.35%
2019	-	2.98%	13.56%
2020	-	2.70%	13.29%
2021	-	2.41%	12.88%
2022	-	2.13%	12.74%
2023	-	1.84%	12.10%
2024	-	1.56%	11.40%
2025	-	1.29%	10.71%
2026	-	1.03%	9.17%
2027	-	0.80%	5.77%
2028	-	0.67%	4.18%
2029	-	0.57%	3.54%
2030	-	0.49%	3.51%
2031	-	0.41%	3.48%
2032	-	0.32%	3.44%
2033	-	0.23%	3.40%
2034	-	0.15%	3.37%
2035	-	0.05%	1.36%
2036	-	0.02%	1.35%
2037	-	0.00%	1.33%
2038	-	0.00%	0.49%
2039	-	0.00%	0.16%
2040	-	0.00%	0.00%
2041	-	0.00%	0.00%
2042	-	0.00%	0.00%
2043	-	0.00%	0.00%

Projects	Include 0=No, 1=Yes	FY Financed	Project Cost (\$)	Cash	Term	Interest Rate
FY 2015 New Money	0	2015	-	-	20	4.00%
FY 2016 New Money	1	2016	11,385,000	-	20	4.00%
FY 2017 New Money	1	2017	4,400,000	-	20	4.50%
FY 2018 New Money	1	2018	2,000,000	-	20	5.00%
FY 2019 New Money	0	2019	-	-	20	5.00%
Project 5	0	2013	-	-	20	5.00%
Project 6	0	2013	-	-	20	5.00%
Project 7	0	2013	-	-	20	5.00%
Total Cost Financed			17,785,000	-		

* Estimated issuance size which includes required reserves.



City of Winchester, Virginia
Projected Financial Ratios for FY 2015 and Beyond

Debt Policy Guidelines:

- * Net Debt as a percentage of assessed value will not exceed 4% (3.5% Target)
- * General obligation debt and capital lease payments as a percentage of general government expenditures will not exceed 15% (12.5% Target)

Key Assumptions:

- Red text below means over the City's existing debt policy guideline
- * Budgeted FY 2015 GF Expenditures are \$82,000,000 and estimated to increase at 1% a year.
 - * Assumes Level Debt Service with 1st principal payment in the following fiscal year
 - * Self supporting GO Debt is excluded from calculations.

1. Current Situation assuming No New Debt

Fiscal Year	New Debt	Net Debt as % of A.V.	Debt Service as % of GF Exp.
2015	-	3.41%	12.33%
2016	-	3.17%	11.87%
2017	-	2.93%	11.88%
2018	-	2.68%	11.76%
2019	-	2.43%	11.64%
2020	-	2.17%	11.27%
2021	-	1.91%	10.89%
2022	-	1.65%	10.77%
2023	-	1.39%	10.17%
2024	-	1.14%	9.51%

2. Borrow \$11.11m in FY 2016 at 4%, \$14.78m in FY 17 at 4.5%, and \$2m in FY 18 at 5%

Fiscal Year	New Debt	Net Debt as % of A.V.	Debt Service as % of GF Exp.
2015	-	3.41%	12.33%
2016	11,110,000	3.56%	11.87%
2017	14,780,000	3.82%	12.15%
2018	2,000,000	3.60%	13.11%
2019	-	3.31%	13.96%
2020	-	3.01%	13.70%
2021	-	2.70%	13.30%
2022	-	2.40%	13.15%
2023	-	2.10%	12.52%
2024	-	1.80%	11.84%

3. Borrow \$5.2m in FY 15 at 4%, \$11.11m in FY 2016 at 4%, \$14.78m in FY 17 at 4.5%, and \$2m in FY 18 at 5%

Fiscal Year	New Debt	Net Debt as % of A.V.	Debt Service as % of GF Exp.
2015	5,200,000	3.60%	12.46%
2016	11,110,000	3.74%	12.33%
2017	14,780,000	3.99%	12.60%
2018	2,000,000	3.76%	13.56%
2019	-	3.46%	14.41%
2020	-	3.15%	14.13%
2021	-	2.84%	13.73%
2022	-	2.53%	13.58%
2023	-	2.22%	12.95%
2024	-	1.91%	12.26%

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 04/22/2014 CUT OFF DATE: _____

RESOLUTION ___ ORDINANCE X PUBLIC HEARING ___

ITEM TITLE: Application for Real Estate Tax Exemption for Property Owned by the Society for the Prevention of Cruelty to Animals (SPCA)

STAFF RECOMMENDATION: Approve

PUBLIC NOTICE AND HEARING:

ADVISORY BOARD RECOMMENDATION:

FUNDING DATA:

INSURANCE:

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. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Finance	<u>JS</u>	_____	<u>4/16/14</u>
2. Treasurer _____	<u>Pth</u>	_____	<u>4/16/14</u>
3. _____	_____	_____	_____
4. City Attorney	_____	_____	_____
5. City Manager	<u>DPH</u>	_____	<u>4.16.14</u>
6. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature: <u>_____</u>	<u>_____</u>	_____	<u>4/16/14</u> Date

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Ann T. Burkholder, Commissioner of the Revenue
Date: 04/16/2014 *ATB*
Re: Application for Real Estate Tax Exemption by SPCA of Winchester, Frederick and Clarke Counties

THE ISSUE: The Society for the Prevention of Cruelty to Animals (SPCA) of Winchester, Frederick and Clarke Counties has submitted to the Commissioner of the Revenue an application for real estate tax exemption by designation on property at 111 Featherbed Lane and 1944 Abrams Creek Drive. In order to be eligible for exemption, both the ownership and use of the property must meet certain state and local criteria.

This organization already enjoys real estate tax exemption on the adjoining parcel, 115 Featherbed Lane, which has been exemption by designation since purchase by the SPCA in 2004

RELATIONSHIP TO STRATEGIC PLAN: As the SPCA provides core services which the City would otherwise have to provide, this relates to Goal 2: Create a high-performing City organization and to Goal 4: Create a more livable City for all.

BACKGROUND: Pursuant to Code of the City of Winchester §27-32, any organization seeking an exemption by designation shall file an application with the Commissioner of the Revenue by November 1 preceding the year for which property tax exemption is sought. Following review and approval by various offices and departments, the City Manager shall present an ordinance proposal for exemption, together with estimated revenue impact and other pertinent information, to the City Council for consideration as part of the annual budget.

It is the determination of the Commissioner of the Revenue that the SPCA has complied with all application requirements and meets all state and local qualifications for exemption as a charitable organization.

In May of 2013, the SPCA purchased the parcel under consideration, known as 111 Featherbed Lane (Building 1) and 1944 Abrams Creek Drive (Building 2).

BUDGET IMPACT: Building 1 is commonly known as the former Impressions Plus site and will be used solely and exclusively by the SPCA in furtherance of its mission. This portion of the property is eligible for exemption. Current assessed value: \$889,700. Annual taxes at 2013 rate of \$0.95/\$100 = \$8,452.15.

Building 2 is under lease to another entity at a rate which can be considered market value. Although the lessee is a not-for-profit entity, the lease itself is a profitable transaction, and thus this portion of the property is not currently eligible for exemption. Current assessed value: \$822,700

OPTIONS: City Council has the option to approve or deny this request.

RECOMMENDATION: Pursuant to Code of the City of Winchester §27-32 et seq, the Commissioner of the Revenue and City Manager request that City Council approve this request.

**AN ORDINANCE TO APPROVE THE APPLICATION
OF THE SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS OF
WINCHESTER, FREDERICK AND CLARKE COUNTIES
FOR TAX EXEMPT STATUS BY DESIGNATION
PURSUANT TO CHAPTER 27 DIVISION 5 OF CODE OF THE CITY OF
WINCHESTER**

WHEREAS, The Society for the Prevention of Cruelty to Animals (SPCA) of Winchester, Frederick and Clarke Counties is a charitable not-for-profit organization which provides core services to the City; and

WHEREAS, The SPCA has previously been granted tax exemption for property owned at 115 Featherbed Lane and used directly for its mission; and

WHEREAS, The SPCA has properly submitted a request for tax exemption by designation pursuant to Chapter 27 Division 5 of Code of the City of Winchester for property recently purchased at 111 Featherbed Lane and 1944 Abrams Creek Drive; and

WHEREAS, in accordance with codified requirements, the Office of the Commissioner of Revenue, the Office of the Treasurer and City Attorney have reviewed the request and based upon this review, the Manager has submitted a recommendation to Common Council of approval of said request for those portions of the property owned by the SPCA and used directly in furtherance of its mission; and

WHEREAS, proper Notice and a Public Hearing have been held as required by Code of the City of Winchester §27-32(b),

NOW therefore be it ordained that the request for tax exempt status of the SPCA is hereby granted. In accordance with §27-36 of Code of the City of Winchester, this property shall be subject to a triennial review of exemptions.



Ann T. Burkholder, Commissioner of the Revenue
15 North Cameron Street
Winchester, VA 22601
Email: commrevenue@winchesterva.gov

Telephone: (540) 667-1815
FAX: (540) 667-8937
TDD: (540) 722-0782
Website: www.winchesterva.gov

To: Jeff Barbour, Treasurer
Tony Williams, City Attorney
Dale Iman, City Manager

From: Ann T. Burkholder

Date: January 02, 2014

**SUBJECT: Application for Real Estate Tax Exemption by SPCA
of Winchester, Frederick and Clarke Counties**

The Society for the Prevention of Cruelty to Animals (SPCA) of Winchester, Frederick and Clarke Counties has submitted to the Commissioner of the Revenue an application for real estate tax exemption by designation on property at 111 Featherbed Lane and 1944 Abrams Creek Drive. In order to be eligible for exemption, both the ownership and use of the property must meet certain state and local criteria.

This organization already enjoys real estate tax exemption on the adjoining parcel, 115 Featherbed Lane, which has been exemption by designation since purchase by the SPCA in 2004.

Eligibility for Exemption - Organization

It is the determination of the Commissioner of the Revenue that the SPCA has complied with all application requirements and meets all state and local qualifications for exemption as a charitable organization.

Eligibility for Exemption – Real Property

In May of 2013, the SPCA purchased the parcel under consideration, known as 111 Featherbed Lane (Building 1) and 1944 Abrams Creek Drive (Building 2).

Building 1 is commonly known as the former Impressions Plus site and will be used solely and exclusively by the SPCA in furtherance of its mission. This portion of the property is eligible for exemption. Current assessed value: \$889,700. Annual taxes at 2013 rate of \$0.95/\$100 = \$8,452.15.

Building 2 is under lease to another entity at a rate which can be considered market value. Although the lessee is a not-for-profit entity, the lease itself is a profitable transaction, and thus this portion of the property is not currently eligible for exemption. Current assessed value: \$822,700.

Procedure for Application for Exemption by Designation

Pursuant to Code of the City of Winchester §27-32, any organization seeking an exemption by designation shall file an application with the Commissioner of the Revenue by November 1 preceding the year for which property tax exemption is sought. Following review and approval by various offices and departments, the City Manager shall present an ordinance proposal for exemption, together with estimated revenue impact and other pertinent information, to the City Council for consideration as part of the annual budget

Conclusion

It is the conclusion of the Commissioner of the Revenue that the City Manager present to the Common Council, as part of the annual budget process, consideration of real estate tax exemption on the eligible portion of the parcel owned by the SPCA at 111 Featherbed Lane.

Review Required:

Commissioner of the Revenue: *Andrew T. Bell*

Date: 01/02/2014

Treasurer: *John L. Blum*

Date: 1/3/2014 Comments Attached (Y/N): _____

City Attorney: *[Signature]*

Date: 02/07/2014 Comments Attached (Y/N): *CONCUR BASED ON INFO. PRESENTED*



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
Email: commrevenue@ci.winchester.va.us

Telephone: (540) 667-1815
FAX: (540) 667-5298
TDD: (540) 722-0782
Website: www.winchesterva.gov

APPLICATION FOR REAL ESTATE TAX EXEMPTION BY QUALIFYING CLASSIFICATION OR DESIGNATION

For any answers that require more space, please include attachments

Tax Parcel ID#: 14812 Acreage: 1.799ac

Property Owner: SPCA of Winchester, Frederick and Clarke Counties

Name of Organization (if different from Property Owner): _____

Mailing Address Street: 115 Featherbed Lane

Mailing Address City, State, Zip: Winchester, VA 22601

Property Address: 111 Featherbed Lane (Bldg 1) & 1944 Abrams Creek Drive (Bldg 2)

Legal Description of Property: 1.799 acres of land with improvements of two buildings

1. Indicate the type of exemption desired: Classification _____ Designation X
Exemptions by classification shall be strictly construed in accordance with Article X, Section 6(f) of the Constitution of Virginia.
2. By what specific section of the Constitution and the Code of Virginia do you claim this exemption?
Chap 36 Code of the Code of Virginia 58.1
3. Is the property ownership chartered or incorporated under the laws of the Commonwealth of Virginia?
Yes X No _____ (If yes, attach a copy of the charter)
4. For what purpose is the ownership chartered, incorporated or otherwise in existence?
"...to organize a Society for the Prevention of Cruelty to Animals within the Corporate limits of the City of Winchester, Virginia with all such powers as are now, and may hereafter be conferred upon such Corporation by Law" as set forth in the original Certificate of Incorporation dated
February 11, 1907

To be a financially sound city providing top quality municipal services while focusing on the customer and engaging our community

5. For what purpose is the property being used? Please be specific and include use of acreage, if applicable. If there are several types of use, indicate such usages by areas of the building, floor locations and land allocations.

Acreage/Portion	Description of Use	Beginning Date
<u>approx 1/2</u>	<u>Bldg 1 - Animal Adoption Center per submitted</u>	<u></u>
<u></u>	<u>plans to include 1) areas for housing animals,</u>	<u></u>
<u></u>	<u>2) areas providing interaction of animals and potential</u>	<u></u>
<u></u>	<u>adopters, and</u>	<u></u>
<u></u>	<u>3) offices for the adoptions process and</u>	<u>7/15/2013</u>

6. Does any other individual, organization, association or corporation occupy or use any part of the premises? Yes X No

If yes, give details: (How often, what part of the building or property, name of organization)
Bldg 2 (Known as 1944 Abrams Creek Drive) is a warehouse leased to another IRS approved
not-for-profit organization under IRC Section 501(c)(3) - Habitat for Humanity- for their Restore
function.

Based upon the City Assessor's records and the appraisal done for financing the purchase, the
valuation of Bldg 1 and Bldg 2 are approximately equal.

7. Is any income, be it earnest money or in kind services, received from the use of any portion of the property by other individuals or groups, whether considered as rent or reimbursement for necessary expenses for services incurred? Yes X No

If yes, please give details:

The Restore building used by Habitat for Humanity is leased from the SPCA.

The SPCA Adoption Center will not be used by other organizations

8. Does your ownership group have an exemption under U. S. Internal Revenue code so that gifts to your group are deductible by the donor? Yes X No

(a) If yes, give date of Internal Revenue ruling: March 7, 1986

(b) Give Internal Revenue Identification number: 54-6053158

9. REQUIRED DOCUMENTATION

- (a) Attach to this application your most recent financial statement, including, where applicable, IRS Forms 900; 990; 990EZ; 990T; reflecting income and expenditures for the most current twelve (12) month reporting period, which statement will become a part of this application. The attached financial statement is for the period from July 1, 2012 to June 30, 2013. (See Cover letter.)
- (b) Attach a copy of the organization's Constitution, By-Laws, Articles of Incorporation, and/or other related documents.
- (c) Attach a list reflecting the names of all trustees or corporate/organization officers, the date appointed or elected, and the court in which they qualified or identify the instrument in which they were officially appointed.
- (d) If investments, such as stock or bonds, are reflected on the financial statement, attach a list of all such investments, including name of stock, date received and value.
- (e) If applying for exemption by designation, please attach a check or money order made payable to the 'Commissioner of the Revenue' in the amount of \$350.00 for the applicable deposit for publication as required under Section 27-32 of the City Code.

10. FILING DEADLINE AND EFFECTIVE DATE OF EXEMPTION

- (a) For exemption by classification, the applicant may file at any time. The Commissioner of the Revenue shall determine effective date of exemption based upon dates of qualifying ownership and usage.
- (b) For exemption by designation, the applicant must submit a completed application with all supporting documentation on or before November 1. Applications, if fully approved, shall then take effect July 1 of the following year.

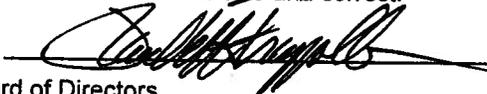
For additional information, please refer to Code of the City of Winchester §§27-31 - 27-37, available on the City's website. The office of the Commissioner of the Revenue will gladly provide assistance with the application process.

Application completed by: William Nordman

Title: Accountant Date Submitted: _____

Contact person: Paul Frappollo Telephone Number: 540-662-8616

I, Paul Frappollo, an appointed or elected Trustee/Officer for the above named organization, certify under penalty of law that this application and all attachments hereto have been examined by me and all information is true and correct.

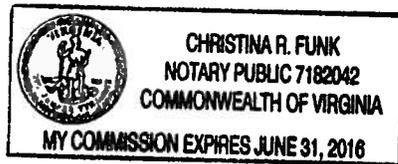
Signature of Trustee/Officer: 

Title: President of the Board of Directors Date: _____

Subscribed and sworn to before me this 31st day of October 2013

Notary Public: Christina R Funk

My commission expires: June 31, 2016



CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 4/22/14 (work session), **CUT OFF DATE:** 4/16/14
5/13/14 (regular mtg)

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

ITEM TITLE:

CU-14-143 Request of Ryan Hoover dba Vintage Bavarian LLC for a conditional use permit for auto service use at 24-26 West Hart Street (*Map Number 212-01-M-2*) zoned Central Business (B-1) District.

STAFF RECOMMENDATION:

Approval with conditions

PUBLIC NOTICE AND HEARING:

Public hearing for 5/13/14 Council mtg

ADVISORY BOARD RECOMMENDATION:

Planning Commission recommended approval with conditions

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. Zoning & Inspections	<u>Ang</u>	<u> </u>	<u>4/15/14</u>
2. City Attorney	<u> </u>	<u> </u>	<u> </u>
3. City Manager	<u>[Signature]</u>	<u> </u>	<u>4-16-14</u>
4. Clerk of Council	<u>[Signature]</u>	<u> </u>	<u>4-16-14</u>
	<u> </u>	<u> </u>	<u> </u>

Initiating Department Director's Signature: [Signature] 4/15/14
(Planning)



CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Will Moore, Planner
Date: April 15, 2014
Re: **CU-14-143** Request of Ryan Hoover dba Vintage Bavarian LLC for a conditional use permit for auto service use at 24-26 West Hart Street (*Map Number 212-01-M-2*) zoned Central Business (B-1) District.

THE ISSUE:

The request is to allow conversion of 3600sf of currently vacant space in a strip commercial building on W Hart St to an auto service establishment.

RELATIONSHIP TO STRATEGIC PLAN:

N/A

BACKGROUND:

Staff met with the applicant on a pre-application basis and subsequently received the request to establish the auto service use, requiring a CUP, in addition to retail parts sales. The main issues identified by staff were potential noise impacts if service were to occur with overhead doors open and the potential of inoperable vehicle storage. Conditions were recommended by the Planning Commission to address these potential impacts. There is a history of auto service uses in the subject building; staff is unaware of any past issues or complaints pertaining to such uses. (See staff report for additional information).

BUDGET IMPACT:

No funding is required.

OPTIONS:

- Approve with conditions as recommended by the Planning Commission
- Approve with revised conditions
- Deny the application

RECOMMENDATIONS:

Planning Commission and staff recommend approval with conditions as noted within the staff report.

Council Work Session
April 22, 2014

CU-14-143 Request of Ryan Hoover dba Vintage Bavarian LLC for a conditional use permit for auto service use at 24-26 West Hart Street (*Map Number 212-01-M-2*) zoned Central Business (B-1) District.

REQUEST DESCRIPTION

The request is for a conditional use permit to convert 3600sf of currently vacant space in the existing building to an auto service establishment.

AREA DESCRIPTION

The subject site is zoned Central Business, B-1. Uses in the strip building include a nonconforming auto service establishment, a carpet cleaning service and storage uses. Property directly to the north and east is also zoned B-1 and consists of row houses fronting on W. Bond St. and a commercial strip fronting on S. Loudoun St. All of these properties within the subject block bound by W. Hart St, S. Braddock St, W. Bond St and S. Loudoun St are under common ownership. Properties on the opposite (west) side of S. Braddock St and the opposite (south) side of W. Hart St consist of HR-1 zoned residential uses.



STAFF COMMENTS

An automobile service establishment may be considered as a conditional use within the B-1 District provided that all service and repair is within a building enclosed on all sides. There is a history of auto service uses in the existing, strip commercial building, including an existing nonconforming use and one that received a conditional use permit to operate in 2010 that is no longer in operation. Staff finds no record of known complaints regarding these uses.

The conditional use approved in 2010 for the space at 30 W. Hart St included the following imposed conditions:

1. All service and repair of vehicles is to occur inside the building;
2. The overhead door is to remain closed during all service and repair of vehicles;
3. Hours of operation shall be no earlier than 7am and no later than 10pm.
4. No inoperable vehicles shall be stored outside unless a revised site plan showing provision of required screening per the Ordinance is approved and implemented; and,
5. Staff review and approval of the related site plan.

The applicant outlines his proposal to operate a vintage BMW parts sales and automotive repair facility in a letter received on March 4, 2014. He acknowledges within the letter that all repair will occur within the enclosed building, as required, and that there will be no outside storage of tools, equipment, chemicals/fluids, or inoperable vehicles. His intent is to initially have hours of operation from 8am-6pm

on weekends, eventually extending throughout the week and until as late as 10pm. The CUP approved in 2010, as noted above, included a similar proposal for more narrow initial hours of operation; in that case, the Commission recommended, and Council approved, a wider range of hours (7am-10pm) to accommodate possible expansion in the future.

The tenant spaces (24-26 W. Hart St) in this request are at the east end of the building and were most recently occupied by a seafood/produce market. These spaces contain overhead doors on both the east and north elevations of the building facing the adjoining parking areas. If favorable consideration is given to the request, a condition pertaining to the overhead doors remaining closed during service and repair would be appropriate to mitigate any potential impact on nearby residential uses.

The applicant does not propose any site improvements in conjunction with the use. Sufficient illumination of the off-street parking area is already provided. If favorable consideration is given to the request, staff would recommend a condition that inoperable motor vehicles not be permitted to be stored outside unless a revised site plan showing provision of required screening per the Ordinance is approved and implemented. This would allow for the applicant, should his business expand to the point where such storage is necessary, to submit and implement a revised plan providing required screening without having to reapply for a revised CUP.

RECOMMENDATION:

In order for a CUP to be issued, a finding must be made that the proposal as submitted or modified will not adversely affect the health, safety or welfare of residents and workers in the neighborhood nor be injurious to adjacent properties or improvements in the neighborhood.

At its April 15, 2014 meeting, the Planning Commission forwarded **CU-14-143** to City Council recommending approval because the use, as proposed, should not adversely affect the health, safety, or welfare of residents and workers in the neighborhood nor be injurious to adjacent properties or improvements in the neighborhood. The recommendation is subject to:

1. All service and repair of vehicles is to occur inside the building;
2. Overhead doors are to remain closed during all service and repair of vehicles;
3. Hours of operation shall be no earlier than 7am and no later than 10pm.
4. No inoperable vehicles shall be stored outside unless a revised site plan showing provision of required screening per the Ordinance is approved and implemented; and,
5. Staff review and approval of the related site plan.

Letter addressing Section 18-2 Winchester City Zoning Ordinance

Vintage Bavarian LLC
24 W Hart St. Winchester VA 22601
Ryan Hoover (Member)



Scope:

Vintage Bavarian LLC is a company that was started to sell vintage BMW car parts to the growing vintage BMW enthusiast community. I would like to eventually move my company toward automotive repair, mainly BMWs produced before 1991 as these are in my area of expertise. My proposed use of the property at 24 W. Hart St. would be a vintage BMW parts sales and automotive repair facility. I would not be engaging in any body repair, upholstery, paint or any other intensive repairs. I propose to install two vehicle lifts in the building, one in the front bay of the building and another in the rear perpendicular to the west wall. These proposed lifts would be completely screened from view as they are contained within the building. The areas where the lifts are installed would be considered the primary bays used for automotive repair. The rest of the building would be used primarily for storage of vehicles both personal and for business use, storage for vehicle parts, tools and some office space. Any vehicles parked outside of the building would be in my personal possession or customer vehicles with current tags and inspection stickers.

Equipment and supplies:

My business would utilize several pieces of equipment including a 33 gallon air compressor and air tools, a bench grinder, a metal chop saw and various battery powered hand tools. These tools generate some level of noise but not enough to penetrate the exterior walls of the building and cause a nuisance to the adjacent businesses or residences. All automotive repair will take place within the building so as to not cause any safety hazards to the immediate community. No tools or equipment will be located outside the building. No additional lighting will be installed to the exterior of the building. All new automotive chemicals and waste fluids such as oil and coolant would be stored inside the building in appropriate containers.

Hours of operation:

The hours of operation for the store front and shop will initially be Saturday and Sunday 8am- 6pm. The hours will eventually be extended into the week, Mon-Sun beginning at 8am and could conclude as late as 10pm. The owner may stay after hours on occasion for special projects etc. that will not constitute normal business activity (ie: personal automotive projects, shop maintenance and cleaning etc.)

Parties of Real interest.

Hables Real Estate

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 4/22/14 (Work Session), CUT OFF DATE: 4/16/14
5/13/14 (First Reading) 6/10/14 (Second Reading/Public Hearing)

RESOLUTION ___ ORDINANCE X PUBLIC HEARING X

ITEM TITLE:

TA-14-118 AN ORDINANCE TO AMEND AND REENACT ARTICLES 1, 6, 7, 8, 9, 10, 13, 15.1 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO DEFINITIONS, PERMITTED USES, AND USES REQUIRING A CONDITIONAL USE PERMIT FOR ALTERNATIVE FINANCIAL INSTITUTIONS (Proposal establishes definitions for several short term lending operations and establishes the uses as permissible with a conditional use permit in several commercial districts.)

STAFF RECOMMENDATION:

Approval.

PUBLIC NOTICE AND HEARING:

Public hearing required at second reading on 6/10/14.

ADVISORY BOARD RECOMMENDATION:

Planning Commission unanimously recommended approval.

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. Planning	<u>[Signature]</u>	_____	<u>4/15/14</u>
2. Commissioner of the Revenue	<u>ATB [Signature]</u>	_____	<u>4/15/14</u>
2. City Attorney	_____	_____	_____
3. City Manager	<u>[Signature]</u>	_____	<u>4-16-14</u>
4. Clerk of Council	<u>[Signature]</u>	_____	<u>4-16-14</u>

Initiating Department Director's Signature: [Signature] 4/15/2014
(Zoning and Inspections)



CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Aaron Grisdale, Director of Zoning and Inspections *AMG*
Date: April 22, 2014
Re: Zoning Text Amendment (TA-14-118) – Alternative Financial Institutions

THE ISSUE:

The proposed Zoning Ordinance text amendment will modify the existing Zoning Ordinance language pertaining to *Short-term loan establishments* and replace the term with *Alternative Financial Institutions* by establishing several uses that will be included within the broader *Alternative Financial Institution* use. The existing provisions that require a conditional use permit for *short-term loan establishments* will be kept for *alternative financial institutions*.

RELATIONSHIP TO STRATEGIC PLAN:

This text amendment correlates to the 2018 Goal #4 of "Create a More Livable City For All" by providing for adequate review and discretion of potential loan establishments of a short term nature.

BACKGROUND:

In April 2010, City Council adopted a zoning text amendment that established provisions for *Short-Term Loan Establishments* within the Zoning Ordinance. As a result of this text amendment, several commercial districts (B-2, B-1, and CM-1) permitted *Short-Term Loan Establishments* with a conditional use permit provided that no such use is located within 500-feet of a similar establishment or residentially-zoned property.

Not long after this amendment was adopted by Council, the General Assembly adopted the *Motor Vehicle Title Loan Act*, which changed some of the operational standards for some of these types of lenders. For example, the act changed the length of time for motor vehicle title loans to no less than 120 days and no more than 12 months. This time frame falls outside the 31-day period that is provided for in the current Zoning Ordinance definition (1-2-86.2), thereby making our ordinance out of date and unenforceable. This amendment aims to bring the Zoning Ordinance back into conformity with the original desires of City Council. (Full staff report attached.)

BUDGET IMPACT:

No funding is required.

OPTIONS:

- Adopt the Zoning Ordinance Text Amendment
- Decline to adopt the Zoning Ordinance Text Amendment

RECOMMENDATIONS:

The Planning Commission recommended approved unanimously.

City Council Work Session
April 22, 2014

TA-14-118 AN ORDINANCE TO AMEND AND REENACT ARTICLES 1, 6, 7, 8, 9, 10, 13, 15.1 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO DEFINITIONS, PERMITTED USES, AND USES REQUIRING A CONDITIONAL USE PERMIT FOR ALTERNATIVE FINANCIAL INSTITUTIONS

REQUEST DESCRIPTION

This publicly sponsored text amendment was initiated by the Planning Commission at its March 18, 2014 meeting. The proposed amendment involves establishing definitions regarding several types of alternative financial institutions (AFI), modifying the existing provisions pertaining to short-term loan establishments and permitting AFI's with a conditional use permit in several districts provided the proposed use meets a separation requirement from similar uses and residential districts.

STAFF COMMENTS

In April 2010, City Council adopted a zoning text amendment that established provisions for *Short-Term Loan Establishments* within the Zoning Ordinance:

1-2-86.2 SHORT-TERM LOAN ESTABLISHMENT: a business engaged in providing short-term loans of money of an original term of less than 31 days, with or without security given by the borrower or with or without a co-maker, guarantor, endorser or surety, to members of the general public as an element of its operation and which is not a bank or a savings and loan association. Short-term loan establishments shall include businesses offering what is, or is marketed as, payday loans, signature loans, title (to vehicles, boats or other personal property, but not real estate) loans, cash advances, check-cashing loans, small loans and other similar loans; but, does not include pawnshops.

As a result of this text amendment, several commercial districts (B-2, B-1, and CM-1) permitted *Short-Term Loan Establishments* with a conditional use permit provided that no such use is located within 500-feet of a similar establishment or residentially-zoned property.

Not long after this amendment was adopted by Council, the General Assembly adopted the *Motor Vehicle Title Loan Act*, which changed some of the operational standards for some of these types of lenders. For example, the act changed the length of time for motor vehicle title loans to no less than 120 days and no more than 12 months. This time frame falls outside the 31-day period that is provided for in the current Zoning Ordinance definition (1-2-86.2), thereby making our ordinance out of date and unenforceable.

The proposed text amendment will establish several definitions for *Alternative Financial Institutions*, *Check Cashing Establishments*, *Incidental Check Cashing Establishments*, *Motor Vehicle Title Lender*, and *Payday Lender*, along with eliminating the current definition of *Short-Term Loan Establishment*. The term *Alternative Financial Institutions* will encompass each of the various types of lending establishments listed above, with the exception of *Incidental Check Cashing Establishments*. Most of these definitions are set up to reflect the definitions established in the Code of Virginia, to enable our local ordinance to be flexible and reflect any future changes to their definitions at the state level.

This text amendment will also modify the existing by-right and conditional use provisions that presently refer to *Short-term Loan Establishments* and change the language to AFI's.

At their April 15, 2014 meeting, the Planning Commission forwarded **TA-14-118** identified as "Draft 2 – 4/15/14" with a favorable recommendation because the amendment aligns our local Ordinance with revised language in the Code of Virginia.

ORDINANCE AMENDING AND REENACT ARTICLES 1, 6, 7, 8, 9, 10, 13, 15.1 OF THE WINCHESTER
ZONING ORDINANCE PERTAINING TO DEFINITIONS, PERMITTED USES, AND USES REQUIRING A
CONDITIONAL USE PERMIT FOR ALTERNATIVE FINANCIAL INSTITUTIONS

TA-14-118

WHEREAS, the City of Winchester is entrusted by the Commonwealth with protecting the public health, safety, and welfare within the community through the application of such tools as the Zoning Ordinance; and,

WHEREAS, the Zoning Ordinance is further designated with the responsibility of promoting the objectives of the Comprehensive Plan and overall sustainability of the community; and,

WHEREAS; Winchester Common Council previously identified an interest in establishing a conditional use requirement for uses that pertain to short-term loans and other high-rate lenders due to disproportionate negative impacts on low-income and elderly populations.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Winchester hereby amends and re-adopts the following Zoning Ordinance provisions:

AN ORDINANCE TO AMEND AND REENACT ARTICLES 1, 6, 7, 8, 9, 10, 13, 15.1 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO DEFINITIONS, PERMITTED USES, AND USES REQUIRING A CONDITIONAL USE PERMIT FOR ALTERNATIVE FINANCIAL INSTITUTIONS

TA-14-118

Draft 2 – 4/15/14

*Ed. Note: The following text represents excerpts of the Zoning Ordinance that are subject to change. Words with strikethrough are proposed for repeal. Words that are **boldfaced and underlined** are proposed for enactment. Existing ordinance language that is not included here is not implied to be repealed simply due to the fact that it is omitted from this excerpted text.*

- 1-2-7.1** **ALTERNATIVE FINANCIAL INSTITUTION: Any check cashing establishment, motor vehicle title lender, or payday lender, as defined in this Chapter.**
- 1-2-18.1** **CHECK CASHING ESTABLISHMENTS: Any person or establishment engaged in the business of cashing checks, drafts or money orders for compensation, and registered with the State Corporation Commission pursuant to Code of Virginia, § 6.2-2100 et. seq. This shall not include Incidental Check Cashing Services, as defined.**
- 1-2-18.2** **CHECK CASHING SERVICES, INCIDENTAL: Cashing of checks, drafts or money orders for compensation, other than “check cashing establishments.” This use shall be permitted by-right with a permitted use, provided that such use (i) is secondary and accessory to a permitted use, (ii) is located internal to the primary structure occupied by the permitted use(s), and (iii) is operated by the primary user.**
- 1-2-67.1** **MOTOR VEHICLE TITLE LENDER: Any establishment engaged in the business of lending money secured by a non-purchase interest in a motor vehicle, and registered with the State Corporation Commission pursuant Code of Virginia § 6.2-2200 et. seq.**
- 1-2-67.12** MUSEUM OR ART GALLERY: An organized and permanent nonprofit institution, open to the public, which is essentially educational or aesthetic in purpose, with professional staff, and which is devoted to the procurement, care, study, and display of objects of lasting interest or value. (05/12/98, TA-98-01, Ord. No. 013-98)
- 1-2-73.2** **PAYDAY LENDER: Any establishment, other than a bank, credit union, or savings and loan, engaged in the business of making short-maturity loans on the security of (i) a check, (ii) any form of assignment of an interest in the account of an individual at a depository institution, or (iii) any form of assignment of income payable to an individual, other than loans based on income tax refunds, and required to be registered with the State Corporation Commission pursuant to Code of Virginia § 6.2-1800 et seq.**

1-2-73.23 PET DAYCARE CENTER: An establishment that provides daily care, supervision, and grooming of up to fifty (50) animals at any one time; and, which does not provide for overnight accommodation of animals, as would otherwise be associated with a *kennel* or *animal shelter*. (8/12/08, Case TA-08-04, Ord. No. 2008-33)

~~1-2-86.2~~ ~~SHORT TERM LOAN ESTABLISHMENT: a business engaged in providing short-term loans of money of an original term of less than 31 days, with or without security given by the borrower or with or without a co-maker, guarantor, endorser or surety, to members of the general public as an element of its operation and which is not a bank or a savings and loan association. Short term loan establishments shall include businesses offering what is, or is marketed as, payday loans, signature loans, title (to vehicles, boats or other personal property, but not real estate) loans, cash advances, check-cashing loans, small loans and other similar loans; but, does not include pawnshops. (4/3/10, Case TA-10-21, Ord. No. 2010-06)~~

**ARTICLE 6
RESIDENTIAL OFFICE DISTRICT - RO-1**

SECTION 6-2. USES PERMITTED WITH A CONDITIONAL USE PERMIT.

6-2-3 Banks and financial institutions, not including alternative financial institutions ~~short term loan establishment~~, as defined in Article 1. (11/18/86, Ord. No. 018-86; 4/13/10, Case TA-10-21, Ord. No. 2010-06)

**ARTICLE 7
RESIDENTIAL BUSINESS DISTRICT - RB-1**

SECTION 7-1. USE REGULATIONS.

7-1-7 Branch Banks and financial institutions, not including alternative financial institutions ~~short term loan establishment~~, as defined in Article 1. (4/3/10, Case TA-10-21, Ord. No. 2010-06)

**ARTICLE 8
HIGHWAY COMMERCIAL DISTRICT - B-2**

SECTION 8-1. USE REGULATIONS.

8-1-9 Banks and financial institutions, not including alterntive financial institutions ~~short term loan establishment~~, as defined in Article 1. (4/3/10, Case TA-10-21, Ord. No. 2010-06)

SECTION 8-2. USES REQUIRING A CONDITIONAL USE PERMIT

- 8-2-22 ~~Alternative financial institutions Short-term loan establishment~~, provided that no such use is located within 500 feet of any other ~~short-term loan establishment~~ alternative financial institution or residentially-zoned property. (4/3/10, Case TA-10-21, Ord. No. 2010-06)

**ARTICLE 9
CENTRAL BUSINESS DISTRICT - B-1**

SECTION 9-1. USE REGULATIONS.

- 9-1-7 Banks and financial institutions, not including alternative financial institutions ~~short-term loan establishment~~, as defined in Article 1. (4/3/10, Case TA-10-21, Ord. No. 2010-06)
- 9-2-21 Alternative financial institutions ~~Short-term loan establishment~~, provided that no such use is located within 500 feet of any other ~~short-term loan establishment~~ alternative financial institutions or residentially-zoned property. (4/3/10, Case TA-10-21, Ord. No. 2010-06)

**ARTICLE 10
COMMERCIAL INDUSTRIAL DISTRICT - CM-1**

SECTION 10-1. USE REGULATIONS.

- 10-1-3 Banks and financial institutions, not including alternative financial institutions ~~short-term loan establishment~~, as defined in Article 1. (4/3/10, Case TA-10-21, Ord. No. 2010-06)

SECTION 10-2. USES REQUIRING A CONDITIONAL USE PERMIT.

- 10-2-13 Alternative financial institutions ~~Short-term loan establishment~~, provided that no such use is located within 500 feet of any other ~~short-term loan establishment~~ alternative financial institution or residentially-zoned property. (4/3/10, Case TA-10-21, Ord. No. 2010-06)

**ARTICLE 13
PLANNED DEVELOPMENT**

SECTION 13-2. PLANNED COMMERCIAL DISTRICT – PC

- 13-2-3.2 Banks and financial institutions, not including alternative financial institutions ~~short-term loan establishment~~, as defined in Article 1. (4/3/10, Case TA-10-21, Ord. No. 2010-06)

**ARTICLE 15.1
MEDICAL CENTER DISTRICT – MC**

SECTION 15.1-2. USES PERMITTED BY CONDITIONAL USE PERMIT.

- 15.1-2-2 Personal service and retail establishments (including banks and branch banks; but not including alternative financial institutions ~~short-term loan establishments~~, as defined in Article 1) serving the District when located within freestanding structures not physically connected to the main hospital structure. (4/3/10, Case TA-10-21, Ord. No. 2010-06)

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Aaron Grisdale, Director of Zoning and Inspections
Date: April 22, 2014
Re: Zoning Text Amendment (TA-14-120) – Medical Care Facility

THE ISSUE:

The proposed Zoning Ordinance text amendment will modify the existing Zoning Ordinance language pertaining to *Medical Care Facilities* by creating a use as well as allowing the use as a permitted by-right use in the Planned Commercial (PC) district.

RELATIONSHIP TO STRATEGIC PLAN:

This text amendment correlates to the 2018 Goal #1 of "Grow the Economy" as well as Goal #4 of "Create a More Livable City For All" by providing additional opportunities for medical based businesses within the City of Winchester.

BACKGROUND:

This request is a privately sponsored text amendment pertaining to the definition and proposed use of *Medical Care Facility* within Articles 1 and 13 of the Zoning Ordinance.

The current Zoning Ordinance provisions for the Planned Commercial (PC) district allow for *Professional Offices*, which include doctor's offices and related accessory and incidental uses. However, moderately more involved medical uses including outpatient surgical centers were determined to not be a permitted use within the PC district. As a result the applicant desired to submit a privately sponsored zoning text amendment application to modify the Zoning Ordinance to define and allow for such uses within the PC district. Presently, the only areas that are zoned Planned Commercial are properties in the 400 and 600 blocks of Jubal Early Drive, west of Valley Avenue. (Full staff report attached).

BUDGET IMPACT:

No funding is required.

OPTIONS:

- Adopt the Zoning Ordinance Text Amendment
- Decline to adopt the Zoning Ordinance Text Amendment

RECOMMENDATIONS:

The Planning Commission recommended approved unanimously.

City Council Work Session
April 22, 2014

TA-14-120 AN ORDINANCE TO AMEND ARTICLES 1 AND 13 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO THE DEFINITION OF MEDICAL CARE FACILITY AND PERMITTED USE IN THE PLANNED COMMERCIAL (PC) DISTRICT

REQUEST DESCRIPTION

This request is a privately sponsored text amendment pertaining to the definition and proposed use of *Medical Care Facility* within Articles 1 and 13 of the Zoning Ordinance.

STAFF COMMENTS

The current Zoning Ordinance provisions for the Planned Commercial (PC) district allow for *Professional Offices*, which include doctor's offices and related accessory and incidental uses. However, moderately more involved medical uses including outpatient surgical centers were determined to not be a permitted use within the PC district. As a result the applicant desired to submit a privately sponsored zoning text amendment application to modify the Zoning Ordinance to define and allow for such uses within the PC district. Presently, the only areas that are zoned Planned Commercial are properties in the 400 and 600 blocks of Jubal Early Drive, west of Valley Avenue.

The applicant submitted a matrix detailing how several other localities in Virginia define and treat comparable medical care uses. Many other jurisdictions have an intermediate definition that falls between professional offices/medical offices and hospital uses, which staff believes is the general area that the applicant is proposing to define and allow for use in the instant case. Presently, outpatient surgical uses are permitted by-right within the Health Services (HS) and Medical Center (MC) districts, but are not permitted in other commercial districts where *Professional Offices* are permitted (such as PC, B-2, B-1, and CM-1 districts). The proposed definition of *Medical Care Facility* provided by the applicant, closely mirrors similar definitions for Loudoun County, Fairfax County, and the City of Alexandria.

This type of medical care use is not intended to be utilized for emergency care, but rather for scheduled outpatient procedures. Ambulances would not be regularly visiting the facility, but only on an as needed basis if there is an emergency during one of the procedures.

The Director of Zoning and Inspections and the Planning Director have reviewed the application and believe that the proposal presents good planning practice and could be considered a potential by-right use within the PC district. The Zoning Ordinance would be positively served by adding the proposed definition and use provisions by providing for clearer definitions pertaining to medical uses.

RECOMMENDATION

At their April 15, 2014 meeting, the Planning Commission unanimously forwarded **TA-14-120** with a favorable recommendation because the amendment, as proposed, presents good planning practice by providing for clearer standards for potential medical uses, as well as providing for expanded opportunities for medical services within the City.



LITTLEJOHN ENGINEERING ASSOCIATES

February 28, 2014

Mr. Aaron Grisdale, Director of Zoning & Inspections
City of Winchester, Planning & Zoning Department
Rouss City Hall
15 North Cameron Street, Suite 318
Winchester, VA 22601

RE: Text Amendment Request

Dear Mr. Grisdale,

Please consider the attached package as a formal submittal for a Zoning Ordinance Text Amendment. From a recent zoning determination request, it is our understanding that the current zoning ordinance does not allow for outpatient surgical hospitals or ambulatory surgery centers within the Planned Commercial (PC) District.

Winchester and the immediate surrounding community have long been served by Valley Health (VH), and more specifically Winchester Medical Center (WMC). The overwhelming issue that has impacted physicians and patients alike is that the community has no alternative for medical care. Like any other business or industry, choice to consumers (or patients and physicians), or competition can and should drive a market to offer the highest quality product or service, at the lowest possible cost.

Previously, VH and WMC operated an ambulatory surgery center (WASC), which physicians utilized for appropriate outpatient surgical procedures. Even though WASC was still owned and run by VH, by running as an ASC, it offered lower cost to its patients. Furthermore, ASC's generally run more efficiently than hospitals by specializing in these certain procedures; all while still offering the same high quality outcomes. In 2013, VH and WMC elected to convert WASC to a department of the hospital, effectively wiping out choice to patients and physicians, and raising costs and inefficiencies to all those concerned.

The proposed Winchester Surgery Center addresses the needs of the community with a highly efficient, lower-cost alternative that will serve both patients and the medical community.

These market conditions and other data indicate there is a need for outpatient surgical hospitals or ambulatory surgery centers in Winchester, VA. However as previously stated, under the current zoning ordinance, in a PC zone, the use of property for outpatient surgical hospitals or ambulatory surgery centers is not addressed. The amendment will allow the operation of such businesses in the City of Winchester

Please review and let me know if you need any additional information.

Sincerely,

LITTLEJOHN ENGINEERING ASSOCIATES

Jack Parker, PE

1935 21ST AVENUE SOUTH, NASHVILLE, TENNESSEE 37212
T 615.385.4144 F 615.385.4020

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Economic Development

	Medical Office	Outpatient	Hospital
City of Winchester	PROFESSIONAL OFFICE: The office, studio, or professional room of a doctor, architect, artist, musician, lawyer, or similar professional person, except in any funeral home, or any establishment where goods are offered for sale.	N/A	HOSPITAL, GENERAL: An institution rendering medical, surgical, obstetrical, or convalescent care, including nursing homes, homes for the aged, and sanatoriums, but in all cases excluding institutions primarily for mental or feeble-minded patients, epileptics, alcoholics, or drug addicts. (Certain nursing homes and homes for the aged may be "home occupation" if they comply with the definitions herein.)
Loudoun County	Office, Medical: Any room, studio, clinic, suite or building wherein individuals licensed in the State practice medicine, osteopathy, dentistry, chiropractic, podiatry, physical therapy, psychiatry, clinical psychology, or other health-related professions on an out-patient basis. A medical office shall not be deemed to include a hospital, veterinary service or animal hospital.	Medical Care Facility, Outpatient Only: Any institution, place, building, or agency, whether or not licensed or required to be licensed by the State Board of Health or the State Hospital Board, by or in which facilities are maintained, furnished, conducted, operated, or offered for the prevention, diagnosis or treatment of human disease, pain, injury, deformity or physical condition, whether medical or surgical, of two or more non-related mentally or physically sick or injured persons; or for the care of two or more non-related persons requiring or receiving medical, surgical or nursing attention or service as acute, chronic, convalescent, aged, or physically disabled, including but not limited to intermediate care facility, mental retardation facility, outpatient surgery centers, chiropractic, birthing, diagnostic imaging, radiation therapy, dialysis, medical/physical rehabilitation and trauma units, and other related institutions and facilities offering treatment on an outpatient basis, whether operated for profit or nonprofit and whether privately owned or operated by a local government unit (this term shall not include a physician's or medical office).	Hospital: Any licensed and Commonwealth of Virginia accredited health care institution with an organized medical and professional staff and with inpatient beds available around-the-clock whose primary function is to provide inpatient medical, nursing, and other health-related services to patients for both surgical and nonsurgical conditions and that usually provides some outpatient services, particularly emergency care.
Fairfax County	OFFICE: Any room, studio, clinic, suite or building wherein the primary use is the conduct of a business such as accounting, correspondence, research, editing, administration or analysis; or the conduct of a business by salesmen, sales representatives or manufacturer's representatives; or the conduct of a business by professionals such as engineers, architects, land surveyors, artists, musicians, lawyers, accountants, real estate brokers, insurance agents, certified massage therapists in accordance with Chapter 28.1 of The Code, dentists or physicians, urban planners and landscape architects.	MEDICAL CARE FACILITY: Any institution, place, building, or agency, whether or not licensed or required to be licensed by the State Board of Health or the State Hospital Board, by or in which facilities are maintained, furnished, conducted, operated, or offered for the prevention, diagnosis or treatment of human disease, pain, injury, deformity or physical condition, whether medical or surgical, of two (2) or more non-related mentally or physically sick or injured persons, or for the care of two (2) or more non-related persons requiring or receiving medical, surgical or nursing attention or service as acute, chronic, convalescent, aged, physically disabled, or crippled, including but not limited to general hospitals, sanatorium, sanitarium, assisted living facility, nursing home, intermediate care facility, extended care facility, mental hospital, intellectual disability care facility, medical schools and other related institutions and facilities, whether operated for profit or nonprofit, and whether privately owned or operated by a local government unit. This term shall not include a physician's office, first aid station for emergency medical or surgical treatment, medical laboratory, CONGREGATE LIVING FACILITY, GROUP RESIDENTIAL FACILITY, or INDEPENDENT LIVING FACILITY.	HOSPITAL: Any institution receiving in-patients and rendering medical, surgical or obstetrical care, to include general hospitals and specialized institutions in which care is oriented to cardiac, eye, ear, nose, throat, pediatric, orthopedic, skin and cancer and obstetric cases.

Chesterfield County	No definition, but some office uses referred to as "offices: dental, general, medical, property management, temporary real estate." Other uses also listed include medical or dental laboratories as an accessory use and "hospitals and other medical facilities."	Clinic: An establishment where patients who are not lodged overnight are admitted for examination or treatment by physicians, dentists or veterinarians.	Hospital: An institution providing primary health services and medical or surgical care to persons, primarily in-patients, suffering from illness, disease, injury, deformity and other abnormal physical or mental conditions and including, as an integral part of the institution, related facilities such as laboratories, out-patient facilities or training facilities.
Hanover County	No definition, but permitted uses include "Medical office" and "Offices, business, governmental, medical, or professional"	Clinic: An establishment where human patients who are not lodged overnight are admitted for examination or treatment by physicians or dentists.	Hospital: A building or group of buildings, having room facilities for overnight patients, used for providing services for the in-patient medical or surgical care of sick or injured humans, and which may include related facilities, central service facilities, and staff offices; provided, however, that such related facility must be incidental and subordinate to the main use and must be an integral part of the hospital operation.
City of Manassas	Professional office means any office for the practice of a profession, including, but not limited to, architecture, engineering, law, medicine, psychology, theology, real estate and accounting.	N/A	Hospital means an institution, licensed by the State of Virginia, that renders two or more of the following services: medical and surgical services with associated bed space, obstetrical or convalescent care, or urgent care services, including facilities such as, nursing homes, convalescent, rehabilitation and sanitariums.
City of Alexandria	Medical Office: The use of space by individuals licensed in the Commonwealth of Virginia to practice medicine, osteopathy, dentistry, chiropractic, podiatry, psychiatry, clinical psychology or other health-related professions on an outpatient basis. The professional services provided in the medical office space is for the occupant's own patients and not for patients of unrelated outside practitioners.	Medical Care Facility. Any installation, place, building, or agency, whether or not licensed or required to be licensed by the State Board of Health or the State Hospital Board, by or in which facilities are maintained, furnished, conducted, operated, or offered for the prevention, diagnosis or treatment of human disease, pain, injury, deformity or physical condition, whether medical or surgical, of two or more non-related mentally or physically sick or injured persons, or for the care of two or more non-related persons requiring or receiving medical, surgical or nursing attention or service as acute, chronic, convalescent, aged, or physically disabled, including but not limited to intermediate care facility, extended care facility, mental hospital, mental retardation facility, medical school, outpatient surgery centers, birthing, diagnostic imaging, radiation therapy, dialysis, medical/physical rehabilitation and trauma units, substance abuse outpatient or day programs, and other related institutions and facilities, whether operated for profit or nonprofit, and whether privately owned or operated by a local government unit. This term shall not include a physician's or medical office, first aid station for emergency medical treatment, housing for the elderly, medical laboratory, hospital, nursing home or a facility which has as its primary purpose residential accommodation. Nothing in this definition is intended to interfere with or restrict the use of a dwelling unit by a family as that term is defined in this article, wherever such use is allowed in the zones.	Hospital: A health care institution with an organized medical and professional staff and with inpatient beds available on a 24 hour basis, which has as its primary function to provide inpatient medical, nursing, and other health-related services to patients for both surgical and nonsurgical conditions, and which usually provides some outpatient services, particularly emergency care.

AN ORDINANCE TO AMEND ARTICLES 1 AND 13 OF THE WINCHESTER ZONING ORDINANCE
PERTAINING TO THE DEFINITION OF MEDICAL CARE FACILITY AND PERMITTED USE IN THE
PLANNED COMMERCIAL (PC) DISTRICT

TA-14-120

Draft 2 – 3/28/14

Ed. Note: The following text represents excerpts of the Zoning Ordinance that are subject to change. Words with strikethrough are proposed for repeal. Words that are boldfaced and underlined are proposed for enactment. Existing ordinance language that is not included here is not implied to be repealed simply due to the fact that it is omitted from this excerpted text.

ARTICLE 1

DEFINITIONS

SECTION 1-2 DEFINITIONS

1-2-7.2 **Medical Care Facility: A structure or building or portion thereof used to provide facilities and services, on an outpatient basis (fewer than 24 hours), for the treatment, prevention and diagnosis of human disease, pain, injury, deformity or physical condition, whether medical or surgical, including but not limited to outpatient surgery centers, chiropractic, birthing, diagnostic imaging, radiation therapy, dialysis, medical/physical rehabilitation and trauma units, and other related institutions and facilities.**

ARTICLE 13

PLANNED DEVELOPMENT

SECTION 13-2. PLANNED COMMERCIAL DISTRICT – PC

13-2-3.17 **Medical Care Facility**

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Tyler Schenck, Grants Coordinator and Project Specialist
Date: April 22, 2014
Re: The City of Winchester's Adoption of the Annual Action Plan

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 for use of CDBG and HOME allocations in a given fiscal year.

RELATIONSHIP TO STRATEGIC PLAN: Goal 2: Create a More Livable City for All

BACKGROUND: FY15 allocations from HUD have not been announced at this time, and the CDBG and HOME proposed activities are subject to the availability of funding and subject to revisions. The Annual Action Plan is awaiting provisional Council approval and will be final upon the conclusion of the public comment period. The Plan is subject to final revisions by staff and public comment after Council approval until the conclusion of the public comment period at 11:59PM on April 23rd, 2014. The proposed breakdown of this year's Annual Action Plan for CDBG and HOME funding is displayed below:

- 90% to repayment of Section 108 Loan for the Taylor Hotel Rehabilitation Project
- 10% to program administration

- In the Northern Shenandoah Valley Region the Policy Board recommended the following allocation of HOME funds for FY15:
 - Up to 55% to Homeownership Activities
 - Up to 20% to Tenant Based Rental Assistance
 - Minimum of 15% to local CHDO's as the eligible set-aside
 - Maximum of 10% to Administrative Activities

BUDGET IMPACT: The adoption of the Annual Action Plan dictates how CDBG and HOME funds will be allocated for FY15.

OPTIONS: Council may approve or disapprove the Annual Action Plan

RESOLUTION

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

WHEREAS, the City of Winchester desires to receive HUD funds to develop a viable urban community and to expand economic opportunities; and

WHEREAS, the City of Winchester has developed an Action Plan and has satisfactorily followed HUD requirements for the creation of each.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINCHESTER, AS FOLLOWS:

SECTION 1. The adoption of this Resolution shall serve as provisional approval of the Annual Action Plan pending final public comment.

SECTION 2. The Mayor, or presiding officer, is hereby authorized to affix his or her signature to this Resolution signifying its adoption by the City Council of the City of Winchester, and the City Clerk, or his or her duly appointed deputy, is directed to attest thereto.

SECTION 3. The City Manager, or his designee, is directed to submit the Annual Action Plan to the U.S. Department of Housing and Urban Development.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The purpose of the 2014 Annual Action Plan is to continue to develop specific objectives and projects to meet goals identified in the 2013-2017 Consolidated Plan. CDBG priorities were identified by the Winchester Community Development Committee. 2014 HOME funding priorities were identified by the Housing & Community Services Policy Board to address: HOME program administration, CHDO eligible activities, homeownership development, and tenant based rental assistance.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

CDBG priorities were identified by the Winchester Community Development Committee. For 2014 this includes the 90% use of funds for the repayment of the Section 108 Loan Repayment and 10% for CDBG program administration. 2014 HOME funding priorities were identified by the Housing & Community Services Policy Board to address: HOME program administration, CHDO eligible activities, homeownership development, and tenant based rental assistance. Specifically, the following objectives and outcomes were prioritized for the 2014 Annual Action Plan:

CDBG PROGRAM

90% to repayment of Section 108 Loan for the Taylor Hotel Rehabilitation Project

10% to Administrative Activities

HOME PROGRAM

Up to 65% to Homeownership Activities

Up to 20% Tenant Based Rental Assistance

Minimum of 15% to local CHDO's as the eligible set-aside

Maximum of 10% to Administrative Activities

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The 2013-2017 Consolidated Plan proposes the following objectives & outcomes; which in turn drives the development of the Annual Action Plan goals identified in the preceeding response.

- Increasing availability of safe, decent, affordable housing.
- Providing variety of housing choices throughout the region.
- Addressing special needs populations (homeless, elderly, disabled, veterans, HIV/Aids).
- Providing supportive services in housing options.
- Planning for community infrastructure

Below is a summary of funded expended to date meeting the 2013-2017 Consolidated Plan Goals for the HOME program:

- Homebuyer 20%
- O.O. Rehab 35%
- TBRA/ Rental 25%
- CHDO 10%
- Administration 10%

Special considerations given to past performance objectives include: filling vacant units, expanding rental and homebuyer assistance; conscientious funding for rental development (market conditions).

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen Participation is a vital part of the Annual Action Planning Process. Citizen Participation was solicited and welcomed through a number of avenues throughout the Consolidated Planning process. An advertisement for public comment was solicited through two (2) locally circulated newspapers (Winchester Star & Northern VA Daily) from March 24 to April23, 2014. The Winchester Community Development Committee and regional Housing and Community Service Policy Board meetings are open to the public and advertised with local media outlets. In addition, anyone may request to be added to the distribution list for meeting notices, discussion topics and program updates.

The Northern Shenandoah Valley Regional Commission (NSVRC) in its role as a local body for regional collaboration has actively solicited input from public and private entities to enhance its consolidated

planning activates. The NSVRC has a regional Housing & Community Services Policy Board (HCSPB) that meet's bi-monthly and is composed of local leaders representing the health care, education, social services, real estate, workforce investment, economic development, special interest, government and planning sectors. This body serves as the principle group for the evaluation for the consortiums effort to undertake housing and development activities with federal funds (primarily HOME). Advising the process is a stakeholder Technical Advisory Network (TAN) comprise of regional housing, homelessness and other service providers. This regional forum meets bi-monthly and advises the HCSPB on housing and community development activities. This coordination creates a comprehensive network of local experts providing input, outreach and feedback on HOME funded activities to meet the local market conditions.

The City of Winchester utilizes a Community Development Committee (CDC) comprised of City elected officials, key staff, non-profits, and other local stakeholders to inform community development activities, primarily those related to public infrastructure, within the City of Winchester.

Public Comment period ended with a public hearing at the regular City Council meeting in May 2014. Public comment is summarized below.

Finally, the Citizen Participation Plan calls for specific meetings where public input may be heard by elected officials. To date, the City Council had a 30 day public comment period as well as public hearings regarding the Plan at their regular meetings.

A draft summary of the proposed 2014 Annual Action Plan was published on March 24, 2014 in the area's local newspapers. Copies of the proposed plan were also made available at government offices as well as on the City of Winchester and NSVRC Community websites. Public

Comment is received year-round, but was particularly solicited during the 30 day public comment period from March 24 to April 23, 2014. The

Public Comment period ended with a public hearing at the regular City Council meeting in May 2014. Public comment is summarized below.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were no comments recieved on the 2014 Annual Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments recieved on the 2014 Annual Action Plan.

7. Summary

N/A

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	WINCHESTER	
CDBG Administrator	WINCHESTER	Department of Finance
HOPWA Administrator		
HOME Administrator		Community Development
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

CDBG Program: Tyler Schenck (Tyler.Schenck@winchesterva.com)

HOME Program: M. Tyler Klein, AICP (TKlein@NSVRegion.org)

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Consultation with a variety of stakeholder groups is vital to the successful development and implementation of a Annual Action Plan. The Northern Shenandoah Valley Regional Commission (NSVRC) in its role as the lead for the Consolidated Plan utilized consultation from federal, state and local governments, local planners, housing providers, service providers, human health providers and homeless service providers in the development of the Plan.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The Northern Shenandoah Valley Regional Commission (NSVRC) in its role as a local body for regional collaboration has actively solicited input from public and private entities to enhance its consolidated planning activities. The NSVRC has a regional Housing & Community Services Policy Board (HCSPB) that meets bi-monthly and is composed of local leaders representing the health care, education, social services, real estate, workforce investment, economic development, special interest, government and planning sectors. This body serves as the principle group for the evaluation for the consortiums effort to undertake housing and development activities with federal funds (primarily HOME). Advising the process is a stakeholder Technical Advisory Network (TAN) comprised of regional housing, homelessness and other service providers. This regional forum meets bi-monthly and advises the HCSPB on housing and community development activities. This coordination creates a comprehensive network of local experts providing input, outreach and feedback on HOME funded activities to meet the local market conditions.

The City of Winchester utilizes a Community Development Committee (CDC) comprised of City elected officials, key staff, non-profits, and other local stakeholders to inform community development activities, primarily those related to public infrastructure, within the City of Winchester.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

To better inform the process, the HCSPB (described above) utilizes the Northern Shenandoah Valley Homeless Coalition which also serves a dual role as the region's Continuum of Care (CoC) to address the needs of homeless persons and persons at risk of homelessness. The CoC in 2012 merged with the Rockingham/Harrisonburg CoC to form the Northern Shenandoah Valley CoC (VA-513) and partnered with the Virginia Coalition to End Homelessness (VCEH) to serve as the staff to the CoC. The Northern

Shenandoah Valley Regional Commission continues to serve as the lead agency for the CoC, providing staff and financial support.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Currently, the Northern Shenandoah Valley CoC does not utilize Emergency Shelter Grant (ESG) funds. In the past ESG funds were pursued by individual organizations through the TAN/CoC and the Regional Commission through the City of Winchester certified that the applications for funding were consistent with the 2008-2012 Consolidated Plan. The CoC is the primary body responsible for developing, maintaining and reporting data through the Homeless Management Information Systems (HMIS). To better utilize existing data, the CoC through the lead agency (NSVRC) contracted in 2011 with Homeward, VA (and Service Point) for HMIS services, training and database management. Performance standards were developed by Homeward to meet US Department of Housing and Urban Development (HUD) requirements. As part of the Ten (10) Year Plan to End Homelessness the CoC plans to develop and adopt performance standards to evaluate outcomes of the Region's Ten Year Plan.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	Northern Shenandoah Valley Continuum of Care (CoC) VA-513
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuum of Care provided input specifically regarding homelessness, homeless facilities and services. CoC also confirmed housing needs assessment information.
2	Agency/Group/Organization	City of Winchester
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Grantee for both CDBG & HOME Program; set CDBG priorities for Annual Action Plan.
3	Agency/Group/Organization	NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION
	Agency/Group/Organization Type	Regional organization

What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lead entity for HOME program; set priorities for HOME program.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Consultation with a variety of stakeholder groups is vital to the successful development and implementation of a Consolidated Plan. The Northern Shenandoah Valley Regional Commission (NSVRC) in its role as the lead for the Consolidated Plan utilized consultation from federal, state and local governments, local planners, housing providers, service providers, human health providers and homeless service providers in the development of the Plan. NSRC used a variety of outreach and marketing types to ensure comprehensive coverage for consultation. No agency types were directly omitted from the consultation process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Northern Shenandoah Valley Regional Commission	10 Year Plan to End Homelessness data was utilized for Homeless Needs Assessment section of the Consolidated Plan.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

N/A

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen Participation is a vital part of the Annual Action Planning Process. Citizen Participation was solicited and welcomed through a number of avenues throughout the Consolidated Planning process. An advertisement for public comment was solicited through two (2) locally circulated newspapers (Winchester Star & Northern VA Daily) from March 24 to April 23, 2014. The Winchester Community Development Committee and regional Housing and Community Service Policy Board meetings are open to the public and advertised with local media outlets. In addition, anyone may request to be added to the distribution list for meeting notices, discussion topics and program updates.

Finally, the Citizen Participation Plan calls for specific meetings where public input may be heard by elected officials. To date, the City Council had a 30 day public comment period as well as public hearings regarding the Plan at their regular meetings.

A draft summary of the proposed 2014 Annual Action Plan was published on March 24, 2014 in the area's local newspapers. Copies of the proposed plan were also made available at government offices as well as on the City of Winchester and NSVRC Community websites. Public

Comment is received year-round, but was particularly solicited during the 30 day public comment period from March 24 to April 23, 2014. The

Public Comment period ended with a public hearing at the regular City Council meeting in May 2014. Public comment is summarized below.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community	See attached advertisement.	No public comments were received.	N/A	www.NSVcommunity.org & www.winchesterva.gov

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

Anticipated resources identified below were prorated based on 2013 CDBG and HOME entitlement allocations. All anticipated resources are estimates; leveraged funds will also be necessary to ensure project implementation and meeting Consolidated Plan goals.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	237,014	0	0	237,014	0	Anticipated resources for CDBG funds will be utilized over the next five (5) years for the re-payment of the Section 108 Loan awarded to the City of Winchester in 2012.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	459,682	0	0	459,682	0	Anticipated resources for HOME funds estimated using 2013 allocation prorated at a equal amount of the five (5) year period of the Consolidated Plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds will be leverage to supplement resources to achieve goals outlined in the Consolidated Plan. Additional resources (private, state and local funds) will be necessary to implement projects and programs on a annual basis. Subsidy layer analysis will be conducted for all funded projects to ensure that federal funds represent a small percentage of all project funding.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is no public owned lane or property located within the appropriate jurisdictions that will be used to address the needs identified in the plan.

Discussion

N/A

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

No Goals Found

Table 6 – Goals Summary<TYPE=[text] REPORT_GUID=[9B4786E64DDAC839A8E119B13CB7DB46]>

Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Extremely Low-Income:36 persons

Low-Income:5 persons

Moderate-Income:5 persons

AP-35 Projects – 91.220(d)

Introduction

2014 Annual Action Plan priorities are as follows:

CDBG PROGRAM

90% to repayment of Section 108 Loan for the Taylor Hotel Rehabilitation Project

10% to Administrative Activities

HOME PROGRAM

Up to 65% to Homeownership Activities

Up to 20% Tenant Based Rental Assistance

Minimum of 15% to local CHDO's as the eligible set-aside

Maximum of 10% to Administrative Activities

#	Project Name
1	TENANT BASED RENTAL ASSISTANCE
2	DOWN-PAYMENT ASSISTANCE
3	CHDO
5	SECTION 108 LOAN RE-PAYMENT

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

CDBG priorities were identified by the Winchester Community Development Committee. For 2014 this includes the 90% use of funds for the repayment of the Section 108 Loan Repayment and 10% for CDBG program administration. 2014 HOME funding priorities were identified by the Housing & Community Services Policy Board to address: HOME program administration, CHDO eligible activities, homeownership development, and tenant based rental assistance.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	TENANT BASED RENTAL ASSISTANCE
	Target Area	HOME TARGET AREA
	Goals Supported	
	Needs Addressed	
	Funding	:
	Description	Tenant Based Rental Assistance program serving: City of Winchester, Clarke, Frederick, Warren, Shenandoah & Page Counties. Program provides short-term rental assistance in the form of security deposits and first-months rent to qualified low-income persons (including homeless and nearly homeless persons). Program also will provide security deposits for utilities and first-months payments.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	36 extremely-low and low-income persons (and families)
	Location Description	TBRA will serve: City of Winchester, Clarke, Frederick, Warren, Shenandoah & Page Counties.
	Planned Activities	Program also will provide security deposits for utilities and first-months payments.
2	Project Name	DOWN-PAYMENT ASSISTANCE
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	:
	Description	Program to cover City of Winchester, Clarke, Frederick, Page, Shenandoah & Warren Counties. Program provides down-payment and closing cost assistance to first-time low-income home buyers.

	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Up to 5 households will recieved down-payment & closing-cost assistance.
	Location Description	Program to cover City of Winchester, Clarke, Frederick, Page, Shenandoah & Warren Counties.
	Planned Activities	Program provides down-payment and closing cost assistance to first-time low-income home buyers.
3	Project Name	CHDO
	Target Area	
	Goals Supported	
	Needs Addressed	Addressing Substandard Housing
	Funding	:
	Description	Homeownership development funding and pre-development loan to qualified CHDO organization.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Up to 15 properties will be acquired, rehabbed and sold to qualified first-time homebuyers
	Location Description	Frederick, Shenandoah & Warren Counties
	Planned Activities	Acquistion, rehabilitation and down-payment & closing cost assistance.
4	Project Name	SECTION 108 LOAN RE-PAYMENT
	Target Area	CDBG TARGET AREA
	Goals Supported	
	Needs Addressed	Create Economic Development Opportunities
	Funding	:
	Description	Re-payment of Section 108 Loan for rehabilitation of the Taylor Hotel property in Downtown Winchester, VA.
	Target Date	7/2/2018
	Estimate the number and type of families that will benefit from the proposed activities	

Location Description	119-129 N. Loudoun Street
Planned Activities	Re-payment of Section 108 Loan for rehabilitation of the Taylor Hotel property in Downtown Winchester, VA.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The Taylor Hotel is located in the City’s pedestrian mall which is in the historic downtown district. The Taylor Hotel was finished in 1848 and has served as a hotel, Civil War headquarters and hospital, theater, department store and telecom center. The building has been vacant since 2004, and its condition has rapidly deteriorated since then, especially after a partial roof collapse in 2007. The property was condemned by the City in 2010, but a substantial investment has been made in the property by the City and redevelopment efforts began in late 2012.

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Old Town Development Board, Community Development Committee, and Economic Development Authority identified the Taylor Hotel located in the historical district as a prime location for redevelopment. The 19th century property had fallen into severe disarray after sitting vacant since 2007. The combined efforts of these public entities helped identify the Taylor Hotel as a target area and initiate its redevelopment.

Discussion

N/A

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

2014 Annual Action Plan priorities are as follows:

CDBG PROGRAM

90% to repayment of Section 108 Loan for the Taylor Hotel Rehabilitation Project

10% to Administrative Activities

HOME PROGRAM

Up to 65% to Homeownership Activities

Up to 20% Tenant Based Rental Assistance

Minimum of 15% to local CHDO's as the eligible set-aside

Maximum of 10% to Administrative Activities

One Year Goals for the Number of Households to be Supported	
Homeless	36
Non-Homeless	10
Special-Needs	0
Total	46

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	36
The Production of New Units	5
Rehab of Existing Units	5
Acquisition of Existing Units	5
Total	51

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

N/A

AP-60 Public Housing – 91.220(h)

Introduction

There is no public housing in the Northern Shenandoah Valley.

Actions planned during the next year to address the needs to public housing

There is no public housing in the Northern Shenandoah Valley.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

There is no public housing in the Northern Shenandoah Valley.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

There is no public housing in the Northern Shenandoah Valley.

Discussion

N/A

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Outlined below are the one-year goals and the specific actions steps the Northern Shenandoah Valley region will undertake in the program year to carry out the homeless and other special needs strategy outlined in the Consolidated Plan. Specific goals for the program year include: homeless prevention and rapid-rehousing, expansion of outreach and services to special needs populations and strengthening strategic and organization capacity of the Continuum of Care (CoC) and partner organizations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

As outlined in the region's Ten (10) Year Plan to End Homelessness, the Continuum of Care (COC) is committed to forming a broad-based advisory committee comprised of members throughout the community, including elected officials, representatives of local government, the United Way, community and health foundations, and other influential community leaders who are dedicated to ending homelessness. The advisory committee will assist the COC to raise awareness of the problem of and solutions to homelessness in the community as well as to increase and leverage resources to achieve the goals of the ten year plan. The COC will seek out a prominent

Addressing the emergency shelter and transitional housing needs of homeless persons

The COC is working towards strengthening capacity of existing emergency shelter and transitional housing providers in the region. Recent changes in the US Department of Housing & Urban Development's (HUD) programming for homelessness has lead the COC, through the 10-Year Plan to End Homelessness, to begin actively transitioning shelter and service providers from emergency shelters and transitional housing operations towards permanent supportive housing. Over the next ten (10) years the COC looks to successfully transition existing providers to permanent supportive housing and create new permanent supportive housing facilities throughout the region.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The region's Ten (10) Year Plan to End Homelessness proposes the following goals to address helping

homeless persons and families access affordable housing options:

Permanent Supportive Housing – Permanent supportive housing has been identified as a solution to homelessness for a sub-set of the population – those who experience homelessness for long periods of time (chronic homelessness) with multiple barriers to housing stability, including mental disabilities, chemical dependence, and other chronic health conditions. Permanent supportive housing provides first a home and then continuing supportive services to help individuals maintain a home. These support services either directly provide or connect individuals to services in the community. Support services include direct or coordinated care in the areas of mental health, substance abuse, health care, dental care, education, employment, and access to benefits.

Rapid Re-Housing – Rapid re-housing is a strategy to assist families and individuals experiencing homelessness to access housing as quickly as possible and then deliver uniquely tailored services to help them maintain stable housing. It follows a “housing first” philosophy which says that individuals and families experiencing homelessness need housing first, and then they need services.

Rapid re-housing differs from traditional homeless assistance in that it does not require a family or individual to live in emergency shelter or transitional housing for a certain length of time prior to returning to permanent housing. It can, however, be delivered in an emergency shelter or transitional housing setting and is not mutually exclusive from emergency shelter and transitional housing settings.

Services are consumer-driven in that the person, with the help of a case manager, determines the services that she or he needs to maintain their housing. Services are critical to help a family maintain their housing, access and maintain employment, and increase their self-sufficiency and well-being. It is the housing *and* services that make rapid re-housing an effective permanent solution to homelessness.

Partnering with Landlords – Many agencies and community organizations have developed partnerships with landlords, and these partnerships have resulted in access to affordable housing options for those experiencing and at risk of homelessness. The partnership is an agreement that the landlord will rent to this population and, in some cases, the service agency agrees to maintain contact and provide services to help the household remain stably housed. It is a win-win situation for all parties in that the person accesses affordable housing, the service agency helps to house their clients, and the landlord has a source of support if any problems with the tenant arise.

Partnering with Affordable Housing Developers – Non-profit and for-profit affordable housing developers can be important partners in the financing and development of affordable, subsidized, and permanent supportive housing that can serve as a resource to homeless assistance agencies who wish to increase housing available to people experiencing homelessness.

Partnering with Veterans Administration Medical Centers to access HUD VASH vouchers – Case managers at Veterans Administration (VA) Medical Centers may refer eligible veterans experiencing homelessness to receive vouchers for supportive housing. To end veteran homelessness it is therefore

imperative to partner with case management staff at the Martinsburg VA Medical Center to assure veterans experiencing homelessness in Northern Shenandoah Valley receive HUD VASH vouchers to which they are eligible.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The COC, in meeting the goals and strategies outline in the Ten (10) Year Plan to End Homelessness, proposes creating a "Supportive Services" and "Prevention" committee's, which will be tasked with meeting their respective goals. The Supportive Services committee will be responsible for:

- Overseeing the implementation of strategies that increase income through employment;
- Overseeing the creation of a system of centralized intake and assessment;
- Overseeing the implementation of strategies that increase access to disability and other benefits for those who are eligible;
- Overseeing increased access to supportive services.

The Prevention committee will be responsible for:

- Overseeing strategies that prevent the homelessness of people being discharged from hospitals and mental health institutions;
- Overseeing strategies that prevent the homelessness of people exiting from jails;
- Overseeing strategies that prevent the homelessness of youth aging out of foster care;
- Overseeing strategies that prevent the homelessness of unaccompanied youth.

Discussion

N/A

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Local and regional public policies, as well as national, regional, and local trends and conditions, can affect a region's ability to provide and maintain a viable affordable housing stock. Local policies especially tax policy on property, land use controls, zoning ordinances, building codes, development fees and charges, growth limits, and policies that affect return on residential investment. The Northern Shenandoah Valley Regional Commission, in partnership with the Continuum of Care (COC) and Virginia Fair Housing Office have informed the state-wide Housing Affordability Index (HAI) being assembled by Housing Virginia, which provides a comprehensive guide to policies, regulations and programs to further the development of affordable housing units and programs in the region.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Northern Shenandoah Valley HOME Consortium and the City of Winchester recognize that impediments to fair housing choice do exist and are working to improve fair housing choice. The Northern Shenandoah Valley Regional Commission will hold fair housing workshops to educate local officials, housing providers, service providers and the public at-large are aware of fair housing law. Additionally, the City of Winchester and NSVRC are working to update the region's Analysis of Impediments to Fair Housing Choice report (expected completion fall 2014). Outlined below are proposed strategies to be undertaken in reducing fair housing impediments:

1. Increase transparency surrounding fair housing and complaint process.
2. Increase landlords' and property managers' knowledge of fair housing.
3. Assist persons with disabilities to obtain access to housing and services.
4. Work to reduce NIMBYism by encouraging neighborhood diversity.
5. Encourage affordable housing development.

Discussion

N/A

AP-85 Other Actions – 91.220(k)

Introduction

This section outlines the regions planned actions for 2014-2015 to carry out strategies outlined in the Consolidated Plan for: meeting underserved needs, furthering affordable housing development, reducing lead-based paint hazards, reducing poverty, developing institutional structure and enhancing coordination among agencies.

Actions planned to address obstacles to meeting underserved needs

2014 is the fourth year in which priority special needs populations are identified for project funding, including those individuals and families transitioning from homelessness. It is the intention annually that increased integration between the annual action planning process and the continuum of care planning process we can achieve a higher level of coordination and efficiency of resource allocation and service delivery. The CoC/TAN will continue to work, with support of NSVRC staff, to implement a strategic plan to end homelessness in the Northern Shenandoah Valley

Actions planned to foster and maintain affordable housing

Actions planned to foster and maintain affordable housing

Actions planned to foster and maintain affordable housing in the Northern Shenandoah Valley region for the upcoming program year include: building organizational capacity for housing providers to carry out affordable housing development (homeownership), rehabilitation of substandard housing, and assistance to at-risk persons of homelessness through down-payment and TBRA programs.

Actions planned to reduce lead-based paint hazards

As part of the monitoring and compliance activities, NSVRC will assure that all subgrantees, subrecipients and CHDOs conform to the lead based paint requirements associated with rehabilitation. There is little data available to suggest that lead based paint hazards are a major concern in the Northern Shenandoah Valley, but we do encourage identification of such potential hazards for consideration in our Home Repair Programs.

Actions planned to reduce the number of poverty-level families

As part of the work program, NSVRC will be coordinating with the region's economic development directors to identify strategies to promote economic development and redevelopment opportunities throughout the region, including identification of resources available to persons who are at risk of poverty. Strategies might include job retraining programs, small business development programs, micro-lending and general self-sufficiency programs.

Actions planned to develop institutional structure

NSVRC continues to coordinate with area stakeholders, namely human service providers, through staff support provided to the Housing and Community Services Technical Advisory Network. Currently in the midst of a ongoing “membership drive”, we hope to engage additional agencies not directly related to the provision and development of affordable housing but those who serve primarily low and moderate income individuals and families, or members of the prioritized special needs populations.

NSVRC will continue to host and promote training opportunities, particularly those focused on resource development, capacity building, and sustainability.

Actions planned to enhance coordination between public and private housing and social service agencies

NSVRC continues to coordinate with area stakeholders, namely human service providers, through staff support provided to the Housing and Community Services Technical Advisory Network/Continuum of Care.

Discussion

N/A

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

The purpose of this section is to outline program-specific requirements for the Annual Action Plan and ensure program compliance for the Community Development Block Grant (CDBG) and HOME Investment Partnership Funds. Specifically these program requirements align with the Consolidated Plan Final Ruling.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

Annual Action Plan	32
2014	

as follows:

As outlined in the Northern Shenandoah Valley HOME Manual: because HOME funds are only one source of funding, applicants are required to utilize leverage to complete the project. Leverage is all other sources of funding in a project or activity (excluding HOME funds). Leverage includes match. The application process requires a project to successfully utilize leverage. Leverage is essential for a successful project.

- bank loans or other loans not repayable to the HOME account
 - CDBG funds
 - Contributions to units that are not HOME-assisted or HOME-eligible
 - Federal funds, either grants or loans
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

In order to assure continued affordability of HOME assisted housing units, the Northern Shenandoah Valley (NSV) HOME Consortium imposed a recapture provision by which all or a portion of the direct subsidy for housing be recaptured from the net proceeds of the sale in the event a sale occurs during the affordability period.

For HOME assisted homebuyer projects/activities, recaptured funds will be based on net proceeds from the sale of the HOME assisted housing (either voluntary or involuntary) and be reduced on a pro rata basis for the time the homeowner has owned and occupied the housing measured against the affordability applicable period. For example, if \$15,000 in HOME assistance is provided and the unit sells in year four of ownership, the Consortium will require that \$3,000 be returned, if net proceeds are equal to or exceed this amount.

All HOME agreements with homebuyers and with CHDO's/subrecipients will include these resale/recapture provisions to ensure compliance with regulation.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

In order to assure continued affordability of HOME assisted housing units, the Northern Shenandoah Valley (NSV) HOME Consortium imposed a recapture provision by which all or a portion of the direct subsidy for housing be recaptured from the net proceeds of the sale in the event a sale occurs during the affordability period.

For HOME assisted projects where funds were used for acquisition, recaptured funds will be based on net proceeds from the sale of the HOME assisted housing (either voluntary or involuntary) and be reduced on a pro rata basis for the time the homeowner has owned and occupied the housing measured against the affordability applicable period. For example, if \$15,000 in HOME assistance is provided and the unit sells in year four of ownership, the Consortium will require that \$3,000 be returned, if net proceeds are equal to or exceed this amount.

All HOME agreements with CHDO's/subrecipients will include these resale/recapture provisions to ensure compliance with regulation.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

following plans to refinance existing debt as consistent with 24 CFR 92.206(b) and adopted in the NSV HOME Consortium Manual:

As required by the HOME regulations, to be funded under the CHDO set-aside category, a CHDO must assume the role of owner, developer and/or sponsor. In this scenario, the nonprofit is not assuming any of these three roles, as defined by the regulations. As a result, this unit in question would be classified as homeowner rehabilitation, which is not a CHDO-eligible activity

Furthermore, if a nonprofit was funded for homebuyer activity, but under the CHDO set-aside category, the scenario would still be classified as homeowner rehabilitation and would not be eligible.

Discussion

N/A

3-2014-19

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: April 22, 2014 **CUT OFF DATE:** __

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

ITEM TITLE: Approval of Amendment to the 2013-2017 Consolidated Plan

STAFF RECOMMENDATION: Provisional Approval Pending Future Public Comment

PUBLIC NOTICE AND HEARING: Authorize advertisement of proposed amendment of the use of CDBG funds for the 2013-2017 Consolidated Plan for purposes of receiving public comment and hold public hearing May 13th, 2014.

ADVISORY BOARD RECOMMENDATION: The City's Community Development Committee have discussed and recommend the attached proposal

FUNDING DATA: Reprioritization of CDBG allocation priorities during the life of the 2013-2017 Consolidated Plan.

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	<u> D </u>	<u> </u>	<u> 7-7-14 </u>
2. _____	<u> </u>	<u> </u>	<u> </u>
3. _____	<u> </u>	<u> </u>	<u> </u>
4. _____	<u> </u>	<u> </u>	<u> </u>
5. City Attorney	<u> AW </u>	<u> </u>	<u> 4/8/2014 </u>
6. City Manager	<u> [Signature] </u>	<u> </u>	<u> 4-9-14 </u>
7. Clerk of Council	<u> [Signature] </u>	<u> </u>	<u> 4-9-14 </u>
Initiating Department Director's Signature: <u> [Signature] </u>			<u> 4/4/14 </u> Date



APPROVED AS TO FORM:

 [Signature] 4/8/2014
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Tyler Schenck, Grants Coordinator and Project Specialist
Date: April 22, 2014
Re: Approval of Amendment to the 2013-2017 Consolidated Plan

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) a Consolidated Plan for use of federal funds on a 3, 4, or 5-year frequency for use of specific allocations in a given fiscal year. Should different funding priorities arise during the life of the Plan, amendments to the Consolidated Plan must be approved by City Council before being submitted to HUD

RELATIONSHIP TO STRATEGIC PLAN: Allocations will be used to help create a more livable City for all.

BACKGROUND: FY15 allocations from HUD have not been announced at this time, and the CDBG and HOME proposed activities are subject to the availability of funding and subject to revisions. The amendment to the Consolidated Plan is awaiting provisional Council approval and will be final upon the conclusion of the public comment period. The amendment is subject to final revisions by staff and public comment after Council approval until the conclusion of the public comment period at 11:59PM on April 23rd, 2014. The current allocation breakdown of the 2013-2017 Consolidated Plan for CDBG funding is displayed below:

- 100% to repayment of Section 108 Loan for the Taylor Hotel Rehabilitation Project

The proposed amendment regarding the allocation of CDBG and HOME funds over the life of Consolidated Plan (five years) is listed below:

- 90% to repayment of Section 108 Loan for the Taylor Hotel Rehabilitation Project
- 10% to program administration

Approval of the amendment will have little impact on the City's ability to repay the outstanding balance on its HUD Section 108 Loan. To date, the City has repaid \$403,213.07 of the \$1,000,000 loan. At current/expected CDBG allocation rates, the City will be able to repay the remaining balance in 3-4 years.

BUDGET IMPACT: The adoption of this amendment to the 2013-2017 Consolidated Plan will dictate how CDBG funds will be allocated for the life of the Plan.

OPTIONS: Council may approve or disapprove the proposed amendment

RESOLUTION

WHEREAS, agencies that receive U.S. Department of Housing and Urban Development (HUD) funds must prepare and submit a Consolidated Plan every five years; and

WHEREAS, the City of Winchester desires to receive HUD funds to develop a viable urban community and to expand economic opportunities; and

WHEREAS, the City of Winchester has developed a Consolidated Plan and has satisfactorily followed HUD requirements for the creation of each; and

WHEREAS, the City of Winchester Community Development Committee and Winchester Common Council desire to reprioritize CDBG funding during the life of the 2013-2017 Consolidated Plan; and

WHEREAS, amendments to the 2013-2017 Consolidated Plan require public comment and Common Council approval.

WHEREAS, the proposed amendment to the 2013-2017 Consolidated Plan for CDBG allocation during the life of the Plan is as follows:

- 90% to repayment of Section 108 Loan for the Taylor Hotel Rehabilitation Project
- 10% to program administration

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINCHESTER, AS FOLLOWS:

SECTION 1. The adoption of this Resolution shall serve as provisional approval of the amendment to the Consolidated Plan pending final public comment.

SECTION 2. The Mayor, or presiding officer, is hereby authorized to affix his or her signature to this Resolution signifying its adoption by the City Council of the City of Winchester, and the City Clerk, or his or her duly appointed deputy, is directed to attest thereto.

SECTION 3. The City Manager, or his designee, is directed to submit the amendment to the Consolidated Plan to the U.S. Department of Housing and Urban Development.

Budget Summary

July 1, 2013- March 31, 2014

General Fund Revenue & Exp. Summary

To date in fiscal year 2014 (July 2013 through March 31, 2014) the G F revenues are \$50,724,618 representing 63.00% of the budget. Prior period last year was \$49,239,611 or 61.72%. Expenditures in the General fund are currently at \$54,570,567 representing 54.38% of the budget. Last year, in FY 2013 for the same period, our expenses were at \$55,038,789 or 68.90%. Sales Tax receipts for Jan. 2014 were \$929,133. Sales Tax receipts for Jan. 2013 were \$1,004,936.

Old Town Information	Feb-13	Feb-14
Meals tax Primary Dist.	\$ 31,727	\$ 34,293
Meals tax Second Dist	\$ 16,451	\$ 19,978

Amended	Bgt. (9 mos)	Actual
Revenue	\$52,499,990	\$50,724,618
Expenditures	\$52,499,990	\$54,570,567

Utility Fund Revenue & Exp. Summary

To date in fiscal year 2014 (July 2013 through March 31, 2014) the Utility fund revenues are \$15,391,317, representing 74.39% of the budget. Prior period last year was \$13,608,390 or 70.48%. Expenditures in the Utility fund are currently at \$17,118,004 representing 82.74% of the budget. Last year, in FY 2013 for the same period, our expenses were at \$16,988,519 or 87.99%.

Operating	Bgt. (9 mos)	Actual
Revenue	\$15,516,759	\$15,391,317
Exp.	\$15,516,759	\$17,118,004

Highlights

- 1 February Sales tax is \$605,245
- 2 Personal Property tax is strong up \$491,021
- 3 Sales Tax down \$128,736 from last year
- 4 Reserved cash below reflects \$20,191,249 bond proceeds
- 5 Real Estate up \$169,928 from last year

Highlights

- 1 Water & Sewer collections up \$1,789,090 from the same period last year.
- 2 Availability fees up \$47,190 from same period last fiscal year.
- 3 Capital expenditures to date are \$116,163

Operating Cash

* Total Cash:	\$38,423,487	Fund balance	
Reserved		Committed to date	
cash:	(23,740,609)		
Available cash:	\$14,682,878		\$2,117,975

* March-14 (General fund only)

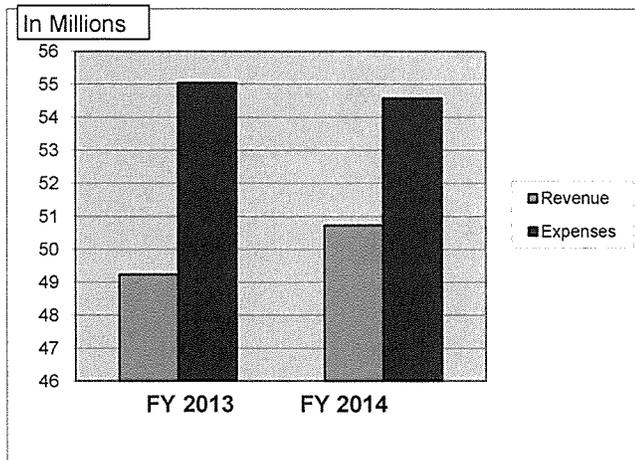
Cash & Investments

Operating Cash:	(\$1,132,588)
Reserves for CIP:	0
Bond Proceeds:	0
Total:	(\$1,132,588)

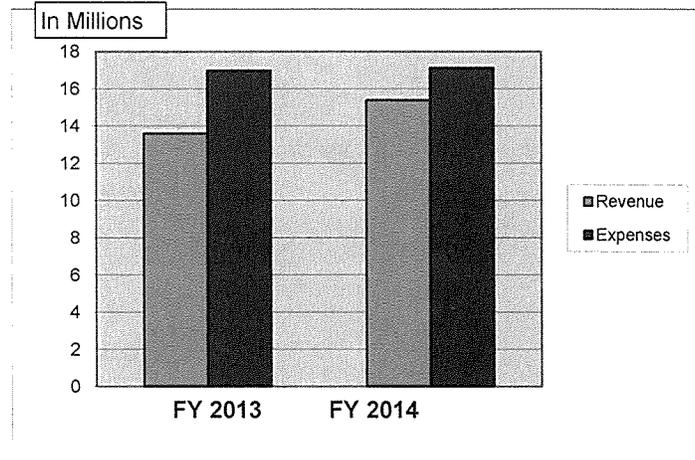
As of Mar 2014

Period to Period Comparison FY 2013 to FY 2014

General Fund



Utilities Fund



PROGRAM GM601L

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 YTD 7/1 - 3/31	FY 2013 Year-end Actual	FY 2014 Original Budget	FY 2014 Amended Budget	FY 2014 YTD 7/1 - 3/31	FY 2014 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 1 GENERAL PROPERTY TAXES							
111-0000-311.01-01	CURRENT	12,009,834	24,647,530	25,539,000	25,539,000	12,179,762	47.69
111-0000-311.01-02	DELINQUENT	879,785	1,195,411	900,000	900,000	982,214	109.13
111-0000-311.01-03	DELINQUENT-PRIM/SECOND	9,535	11,410	10,000	10,000	8,380	83.80
111-0000-311.01-04	PRIMARY DISTRICT	36,218	70,321	70,000	70,000	36,376	51.97
111-0000-311.01-05	SECONDARY DISTRICT	41,081	82,567	80,500	80,500	40,898	50.81
111-0000-311.01-06	PENALTIES	87,132	112,900	92,000	92,000	92,676	100.74
111-0000-311.01-07	INTEREST	45,092	87,861	50,000	50,000	87,332	174.66
111-0000-311.02-01	REAL ESTATE	686,590	686,590	670,000	670,000	641,635	95.77
111-0000-311.02-03	PERSONAL PROPERTY	247	247	500	500	267	53.42
111-0000-311.03-01	CURRENT	6,147,979	7,100,416	7,300,000	7,300,000	6,639,000	90.95
111-0000-311.03-02	DELINQUENT	233,504	308,397	250,000	250,000	304,134	121.65
111-0000-311.03-03	MOBILE HOME TAXES	1,866	1,866	1,000	1,000	1,372	137.21
111-0000-311.03-04	MACHINERY & TOOLS	1,636,534	1,636,534	1,900,000	1,900,000	1,898,608	99.93
111-0000-311.03-06	PENALTIES	115,226	141,455	120,000	120,000	88,315	73.60
111-0000-311.03-07	INTEREST	17,627	31,929	50,000	50,000	43,377	86.75
* GENERAL PROPERTY TAXES		21,948,251	36,115,434	37,033,000	37,033,000	23,044,348	62.23
SUB 2 OTHER LOCAL TAXES							
111-0000-312.01-01	STATE SALES TAX	5,225,726	8,718,682	8,500,000	8,500,000	5,096,990	59.96
111-0000-312.01-02	COMMUNICATIONS TAXES	1,481,329	2,199,696	2,200,000	2,200,000	1,427,520	64.89
111-0000-312.02-01	ELECTRIC UTILITY	888,348	1,325,208	1,300,000	1,300,000	876,991	67.46
111-0000-312.02-02	TELEPHONE UTILITY	0	0	0	0	62	.00
111-0000-312.02-03	GAS UTILITY	339,909	530,538	390,000	390,000	342,876	87.92
111-0000-312.02-51	ELECTRIC CONSUMPTION	91,198	136,308	135,000	135,000	86,796	64.29
111-0000-312.02-52	GAS CONSUMPTION	14,211	22,210	25,000	25,000	11,541	46.16
111-0000-312.03-01	CONTRACTING	342,746	346,846	400,000	400,000	157,869	39.47
111-0000-312.03-02	RETAIL	2,032,874	2,065,382	2,150,000	2,150,000	2,065,286	96.06
111-0000-312.03-03	PROFESSIONAL	2,194,798	2,245,940	2,200,000	2,200,000	2,172,045	98.73
111-0000-312.03-04	REPAIR & PERSONAL	721,312	757,698	800,000	800,000	775,130	96.89
111-0000-312.03-05	WHOLESALE	182,793	183,222	200,000	200,000	393,571	196.79
111-0000-312.03-06	OTHER	1,841	2,531	4,000	4,000	3,959	98.97
111-0000-312.03-07	PENALTIES	38,580	54,949	75,000	75,000	45,967	61.29
111-0000-312.03-09	TELEPHONE	80,153	80,321	80,000	80,000	87,515	109.39

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FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 2 OTHER LOCAL TAXES							
111-0000-312.04-01	CABLE	19,949	0	0	0	0	.00
111-0000-312.04-02	ELECTRICAL	105,771	216,259	200,000	200,000	147,080	73.54
111-0000-312.04-03	TELEPHONE ROW	60,020	95,021	70,000	70,000	74,573	106.53
111-0000-312.04-05	GAS	48,750	48,750	50,000	50,000	36,563	73.13
111-0000-312.05-01	LICENSES	386,175	518,723	550,000	550,000	423,389	76.98
111-0000-312.05-03	PENALTIES	28,195	39,080	40,000	40,000	34,550	86.38
111-0000-312.06-01	BANK FRANCHISE	21,038	490,943	430,000	430,000	1,586	.37
111-0000-312.07-01	RECORDATION	134,910	218,429	200,000	200,000	163,888	81.94
111-0000-312.07-02	WILL PROBATE	3,260	5,485	10,000	10,000	4,200	42.00
111-0000-312.08-02	CIGARETTES	381,147	530,667	580,000	580,000	381,640	65.80
111-0000-312.09-01	ADMISSIONS	4,044	6,645	100,000	100,000	100,850	100.85
111-0000-312.09-02	PENALTIES	0	65	0	0	854	.00
111-0000-312.09-03	INTEREST	0	7	0	0	0	.00
111-0000-312.10-01	MOTEL	424,026	678,881	650,000	650,000	464,544	71.47
111-0000-312.10-02	PENALTIES	370	856	0	0	618	.00
111-0000-312.10-03	INTEREST	62	108	0	0	42	.00
111-0000-312.11-01	MEALS	3,573,725	5,516,918	5,500,000	5,500,000	3,744,105	68.07
111-0000-312.11-02	PENALTIES	11,853	19,937	20,000	20,000	13,278	66.39
111-0000-312.11-03	INTEREST	684	925	1,000	1,000	128	12.82
111-0000-312.12-01	SHORT TERM	3,446	8,029	15,000	15,000	4,439	29.59
111-0000-312.12-02	PENALTIES	26	26	0	0	28	.00
111-0000-312.12-03	INTEREST	0	0	0	0	3	.00
* OTHER LOCAL TAXES		18,843,269	27,065,285	26,875,000	26,875,000	19,140,475	71.22
SUB 3 PERMITS, PRIVILEGE FEES							
111-0000-313.01-01	DOG	3,908	12,611	11,000	11,000	2,811	25.55
111-0000-313.03-03	ON STREET PARKING	120	135	100	100	65	65.00
111-0000-313.03-05	TRANSFER FEES	407	627	1,000	1,000	407	40.68
111-0000-313.03-24	EROSION, SEDIMENT CONTROL	2,400	3,750	6,000	6,000	2,713	45.21
111-0000-313.03-28	WEAPONS	5,744	7,406	6,500	6,500	5,005	77.00
111-0000-313.03-30	RE TAX APPLICATION FEE	140	160	0	0	20	.00
111-0000-313.03-31	RE PUBLIC HEARING FEE	0	0	0	0	390	.00
111-0000-313.03-36	HAZARDOUS USE	650	1,850	1,000	1,000	500	50.00

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FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 3 PERMITS, PRIVILEGE FEES							
111-0000-313.03-37	TAXI	288	360	800	800	738	92.25
111-0000-313.03-50	STREET PERMITS	1,590	3,310	2,000	2,000	2,295	114.75
111-0000-313.04-08	BUILDING	84,575	115,661	100,000	100,000	57,190	57.19
111-0000-313.04-10	ELECTRICAL	475	702	600	600	487	81.13
111-0000-313.04-12	PLUMBING	15,236	23,391	20,000	20,000	14,714	73.57
111-0000-313.04-14	MECHANICAL	18,603	28,146	25,000	25,000	19,219	76.88
111-0000-313.04-15	ELEVATOR	2,620	3,600	3,000	3,000	2,900	96.67
111-0000-313.04-23	OCCUPANCY	150	300	1,500	1,500	700	46.67
111-0000-313.04-32	FIRE PROTECTION	4,965	7,205	7,000	7,000	6,649	94.99
111-0000-313.04-35	GAS	309	363	500	500	381	76.20
111-0000-313.04-37	BUILDING PERMITS - SIGNS	3,722	5,042	4,000	4,000	3,601	90.03
111-0000-313.05-04	LAND USE APPLICATION FEES	21,950	26,675	30,000	30,000	30,700	102.33
111-0000-313.05-06	PLANNING ADVERTISING FEES	525	625	1,000	1,000	425	42.50
111-0000-313.05-07	RE-ZONING & SUBDIV PERMIT	12,000	16,600	10,000	10,000	9,300	93.00
111-0000-313.05-19	SIGNS, PERMITS & INSPECTI	1,500	2,040	3,000	3,000	750	25.00
111-0000-313.05-33	ARCHITECTURAL REVIEW	600	900	600	600	0	.00
111-0000-313.05-34	BOARD OF ZONING APPEALS	4,600	4,600	10,000	10,000	5,000	50.00
111-0000-313.05-40	MISC FEES	1,250	2,100	2,500	2,500	2,550	102.00
111-0000-313.05-41	CIVIL PENALTIES	800	2,200	1,000	1,000	3,500	350.00
111-0000-313.06-02	RNTL HOUSING/INSPECTIONS	5,425	8,940	35,000	35,000	25,240	72.11
111-0000-313.06-03	RNTL HOUSING/PENALTIES	1,875	3,425	4,000	4,000	5,400	135.00
111-0000-313.06-05	MISC FEES	1,607	3,023	10,000	10,000	3,062	30.62
* PERMITS, PRIVILEGE FEES		198,033	285,747	297,100	297,100	206,712	69.58
SUB 4 FINES AND FORFEITURES							
111-0000-314.01-01	COURTS	120,071	157,394	300,000	300,000	99,342	33.11
111-0000-314.01-03	REGISTRAR	100	100	0	0	100	.00
111-0000-314.01-10	INTEREST	2,645	3,909	3,000	3,000	2,737	91.22
* FINES AND FORFEITURES		122,816	161,403	303,000	303,000	102,179	33.72
SUB 5 REVENUE-USE OF MONEY/PROP							
111-0000-315.01-01	INTEREST EARNINGS	64,395	65,775	130,000	130,000	53,714	41.32

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FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 5 REVENUE-USE OF MONEY/PROP							
111-0000-315.02-01	RENTAL - GENERAL PROPERTY	0	500	0	0	0	.00
111-0000-315.02-02	RENTAL REC PROP/FACILITY	92,646	143,401	145,000	145,000	77,618	53.53
111-0000-315.02-03	CONCESSION RENTALS	50	50	0	0	0	.00
* REVENUE-USE OF MONEY/PROP		157,091	209,726	275,000	275,000	131,331	47.76
SUB 6 CHARGES FOR SERVICES							
111-0000-316.01-03	SHERIFF FEES	2,949	2,949	3,000	3,000	2,949	98.29
111-0000-316.01-05	CASE ASSESSMENT	21,341	28,781	30,000	30,000	21,031	70.10
111-0000-316.01-09	COURTHOUSE SECURITY FEE	37,339	50,360	60,000	60,000	34,423	57.37
111-0000-316.01-11	MISCELLANEOUS FEES	5,938	8,731	7,000	7,000	5,465	78.07
111-0000-316.01-12	COURTHOUSE COMPLIANCE FEE	29,600	39,757	50,000	50,000	28,095	56.19
111-0000-316.02-01	COMMONWEALTH ATTORNEY FEE	4,977	7,333	6,000	6,000	4,546	75.76
111-0000-316.03-02	MISC POLICE FEES	2,717	3,679	4,000	4,000	4,476	111.90
111-0000-316.03-10	POLICE O/T REIMBURSEMENT	4,275	17,459	0	0	7,034	.00
111-0000-316.04-03	HAZ/MAT	49,433	61,774	5,000	5,000	4,826	96.52
111-0000-316.04-05	LEPC FUNDS	0	8,135	7,000	7,000	4,692	67.02
111-0000-316.04-06	ALARM FEES	3,000	3,000	5,000	5,000	0	.00
111-0000-316.04-07	FALSE ALARM FEES	13,300	16,300	20,000	20,000	10,300	51.50
111-0000-316.04-08	FIRE INSPECTION FEES	0	0	50,000	50,000	0	.00
111-0000-316.06-01	ANIMAL IMPOUNDING FEES	1,337	1,914	2,000	2,000	1,322	66.10
111-0000-316.06-18	GAS INSPECTION	40,500	54,000	54,000	54,000	40,500	75.00
111-0000-316.08-02	WASTE COLL/DISPOSAL FEES	2,392	3,100	4,000	4,000	2,284	57.10
111-0000-316.08-05	SALE OF RECYCLE MATERIAL	19,700	30,203	50,000	50,000	16,390	32.78
111-0000-316.13-01	RECREATION ACTIVITIES	3,000	2,900	5,000	5,000	6,206	124.12
111-0000-316.13-02	INDOOR POOL	66,965	87,010	112,150	112,150	49,310	43.97
111-0000-316.13-06	OUTDOOR POOL	27,601	48,359	91,000	91,000	36,304	39.89
111-0000-316.13-21	ADMISSIONS & MEMBERSHIPS	74,318	98,064	135,000	135,000	73,688	54.58
111-0000-316.13-24	ATHLETICS	31,056	62,440	115,850	115,850	36,592	31.59
111-0000-316.13-26	CHILD CARE	133,130	184,592	180,000	180,000	127,878	71.04
111-0000-316.13-28	CONCESSION SALES	19,778	27,829	28,000	28,000	15,132	54.04
111-0000-316.13-30	PARKS CAPITAL REPL FEES	0	0	0	0	5,292	.00
111-0000-316.13-31	SPECIAL EVENTS	0	0	0	0	688	.00

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FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 6 CHARGES FOR SERVICES							
*	CHARGES FOR SERVICES	594,646	848,669	1,024,000	1,024,000	539,421	52.68
SUB 8 MISCELLANEOUS REVENUE							
111-0000-318.01-01	PAYMENT IN LIEU OF TAXES	425,175	800,175	845,000	845,000	447,915	53.01
111-0000-318.04-01	SPECIAL EVENTS	0	0	155,000	155,000	106,375	68.63
111-0000-318.04-03	OLD TOWN WINCHESTER MISC	0	5,000	0	0	1,110	.00
111-0000-318.04-04	ARTSCAPE PROGRAM	2,550	2,550	1,000	1,000	0	.00
111-0000-318.04-05	OLD TOWN PUBLIC RESTROOM	0	335	0	0	2,460	.00
111-0000-318.98-01	BAD CHECKS	305	455	1,000	1,000	575	57.50
111-0000-318.98-02	ADMIN & COLLECTION FEES	36,015	48,795	40,000	40,000	34,346	85.86
111-0000-318.99-05	SALE OF SUPPLIES	546	769	1,000	1,000	385	38.51
111-0000-318.99-06	SALE OF SURPLUS PROPERTY	4,619	4,649	10,000	18,400	27,318	148.47
111-0000-318.99-14	SALE OF COPIES & DOCUMENT	477	688	2,000	2,000	613	30.65
111-0000-318.99-22	DONATIONS-FIRE DEPT	500	500	0	0	1,485	.00
111-0000-318.99-23	DONATIONS-POLICE DEPT.	0	2,870	0	0	0	.00
111-0000-318.99-32	PARKS & RECREATION	2,452	2,467	60,000	60,000	31,445	52.41
111-0000-318.99-33	SHERIFF	1,250	1,250	0	0	1,000	.00
111-0000-318.99-99	MISCELLANEOUS	231	262	0	0	193	.00
* MISCELLANEOUS REVENUE		474,120	870,765	1,115,000	1,123,400	655,220	58.32
SUB 9 RECOVERED COSTS							
111-0000-319.02-01	MISCELLANEOUS	1,827	2,095	0	0	932	.00
111-0000-319.02-05	REBATES	0	2,103	0	0	0	.00
111-0000-319.02-21	PUBLIC WORKS	0	0	0	0	741	.00
111-0000-319.02-22	FIRE DEPARTMENT	124	186	0	0	5,710	.00
111-0000-319.02-24	SOCIAL SERVICES	0	52,875	62,000	62,000	0	.00
111-0000-319.02-25	COMMISSIONER OF REVENUE	0	0	0	0	14,905	.00
111-0000-319.02-34	CIRCUIT COURT	69,057	72,586	70,000	70,000	68,851	98.36
111-0000-319.02-35	JJC BUILDING	140,671	328,187	416,000	416,000	132,870	31.94
111-0000-319.02-40	LANDFILL-RECYCLING	0	165,280	170,000	170,000	0	.00
111-0000-319.02-43	POLICE DEPARTMENT	50,397	45,265	0	0	1,897	.00
111-0000-319.02-45	PARKS & RECREATION	249	249	0	0	143	.00
111-0000-319.02-51	DATA PROCESSING	0	54,150	40,000	40,000	40,000	100.00

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FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 9 RECOVERED COSTS							
* RECOVERED COSTS		262,326	722,976	758,000	758,000	266,047	35.10
** REVENUE FROM LOCAL SOURCE		42,600,551	66,280,005	67,680,100	67,688,500	44,085,733	65.13
BASIC 32 REVENUE FROM COMMONWEALTH							
SUB 2 NON-CATEGORICAL AID							
111-0000-322.01-01 ABC PROFITS		0	664	0	0	0	.00
111-0000-322.01-05 MOBILE HOME TITLING TAXES		360	1,800	0	0	180	.00
111-0000-322.01-06 TAX ON DEEDS		38,764	76,009	100,000	100,000	44,407	44.41
111-0000-322.01-08 RAILROAD ROLLING STOCK TX		7,501	7,530	7,000	7,000	8,251	117.87
111-0000-322.01-10 GRANTOR'S TAX		48,386	71,859	75,000	75,000	42,078	56.10
111-0000-322.01-11 RENTAL CARS TAX		139,422	186,910	175,000	175,000	138,439	79.11
111-0000-322.01-12 PERSONAL PROPERTY REIMB.		2,622,084	2,622,084	2,622,100	2,622,100	2,622,084	100.00
* NON-CATEGORICAL AID		2,856,517	2,966,856	2,979,100	2,979,100	2,855,439	95.85
SUB 3 SHARED EXPENSES							
111-0000-323.01-01 COMMONWEALTH'S ATTORNEY		511,628	713,945	630,000	630,000	454,426	72.13
111-0000-323.02-01 SHERIFF		245,344	344,376	300,000	300,000	227,350	75.78
111-0000-323.02-02 SHERIFF MILEAGE		2,343	2,889	3,000	3,000	3,420	114.00
111-0000-323.03-01 COMMISSIONER OF REVENUE		84,343	116,055	85,000	85,000	67,618	79.55
111-0000-323.04-01 TREASURER		62,539	93,697	83,000	83,000	62,041	74.75
111-0000-323.06-01 REGISTRAR/ELECTORAL BOARD		3,790	41,755	40,000	40,000	0	.00
111-0000-323.07-01 CLERK OF CIRCUIT COURT		251,644	367,632	324,000	324,000	224,802	69.38
111-0000-323.07-02 JURY REIMBURSEMENT		3,780	5,760	5,000	5,000	0	.00
111-0000-323.10-01 SHARED-VICTIM WITNESS		12,505	25,010	25,000	25,000	6,253	25.01
111-0000-323.10-03 SHARED-WITNESS FEES		0	0	0	0	75	.00
* SHARED EXPENSES		1,177,917	1,711,119	1,495,000	1,495,000	1,045,984	69.97
SUB 4 STATE CATEGORICAL FUNDS							
111-0000-324.02-35 DEPT OF HEALTH		0	2,000	0	0	0	.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013 YTD 7/1 - 3/31	FY 2013 Year-end Actual	FY 2014 Original Budget	FY 2014 Amended Budget	FY 2014 YTD 7/1 - 3/31	FY 2014 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 32 REVENUE FROM COMMONWEALTH							
SUB 4 STATE CATEGORICAL FUNDS							
111-0000-324.04-02	EMERGENCY SERVICES GRANTS	1,136	0	0	0	0	.00
111-0000-324.04-04	JUV & DOMESTIC RELATIONS	5,466	11,848	10,000	10,000	5,908	59.08
111-0000-324.04-07	LITTER CONTROL	7,575	7,575	6,000	6,000	6,682	111.37
111-0000-324.04-12	FIRE PROGRAMS FUND	63,042	74,733	70,000	70,000	66,253	94.65
111-0000-324.04-13	TWO FOR LIFE GRANT	0	23,291	20,000	20,000	0	.00
111-0000-324.04-17	HAZ MAT FUNDING	15,000	15,000	24,300	24,300	15,000	61.73
111-0000-324.04-23	POLICE	590,714	775,025	820,000	820,000	609,603	74.34
111-0000-324.04-25	JAIL	21,327	21,327	20,000	20,000	19,098	95.49
111-0000-324.04-42	HEALTH DEPARTMENT	185,408	248,064	252,000	252,000	187,969	74.59
111-0000-324.04-44	GENERAL DISTRICT COURT	3,610	7,684	8,000	8,000	4,040	50.49
111-0000-324.04-98	MISC STATE FUNDS	290	290	0	0	0	.00
111-0000-324.05-23	ASSET FORFEITURE POLICE	3,253	5,430	0	7,500	8,842	117.90
111-0000-324.05-45	ASSET FORFEITURE COMM ATY	744	4,785	0	0	1,596	.00
111-0000-324.10-38	WIRELESS E911 SERVICE BD	34,475	83,500	49,000	49,000	35,300	72.04
111-0000-324.10-61	PUBLIC ASSISTANCE GRANT	61,947	90,375	0	0	0	.00
* STATE CATEGORICAL FUNDS		993,987	1,370,927	1,279,300	1,286,800	960,291	74.63
** REVENUE FROM COMMONWEALTH		5,028,420	6,048,902	5,753,400	5,760,900	4,861,714	84.39
BASIC 33 REVENUE FROM FEDERAL GOVT							
SUB 3 CATEGORICAL AID							
111-0000-333.01-13	EMERGENCY SERVICE GRANT	8,905	8,905	0	0	8,905	.00
111-0000-333.01-14	ASSET FORFEITURE FUNDS	519	636	0	90,000	29,813	33.13
111-0000-333.04-15	COMMISSION OF ARTS GRANT	0	5,000	5,000	5,000	5,000	100.00
111-0000-333.06-04	CHILD/ADULT CARE FOOD	3,571	5,407	5,000	5,000	2,640	52.80
111-0000-333.10-08	JUVENILE JUSTICE	0	0	0	0	538	.00
111-0000-333.10-11	POLICE - DCJS GRANTS	6,486	16,926	0	4,237	4,150	97.94
111-0000-333.10-28	JUSTICE ASSISTANCE GRANTS	0	250	0	0	0	.00
111-0000-333.10-30	COPS	105,270	166,136	0	0	0	.00
111-0000-333.10-40	CDBG GRANT	0	125,525	213,000	213,000	321,178	150.79
111-0000-333.10-42	HAZ/MAT EMERGENCY PLANNIN	2,476	2,476	0	0	0	.00
111-0000-333.10-46	BALLISTIC VEST PROGRAM	0	0	5,000	5,000	5,463	109.26

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FUND 111 GENERAL OPERATING FUND							
BASIC 33 REVENUE FROM FEDERAL GOVT							
SUB 3 CATEGORICAL AID							
111-0000-333.10-49	VICTIM WITNESS	37,516	75,032	75,000	75,000	62,519	83.36
111-0000-333.10-55	DMV GRANTS	14,217	25,057	25,000	25,000	15,056	60.22
111-0000-333.10-61	PUBLIC ASSISTANCE GRANT	137,356	327,529	0	0	0	.00
111-0000-333.10-63	HOMELAND SECURITY/ODP	27,833	43,394	15,000	15,000	17,253	115.02
111-0000-333.10-64	NVRDTF GRANT	20,193	75,657	0	0	33,162	.00
* CATEGORICAL AID		364,342	877,930	343,000	437,237	505,676	115.65
** REVENUE FROM FEDERAL GOVT		364,342	877,930	343,000	437,237	505,676	115.65
BASIC 34 OTHER FINANCING SOURCES							
SUB 1 NON-REVENUE RECEIPTS							
111-0000-341.01-01	INSURANCE RECOVERIES	45,283	47,216	0	0	21,244	.00
111-0000-341.04-04	CDBG LOANS PRINCIPAL	957	1,000,127	0	0	195	.00
111-0000-341.04-11	CDBG LOANS INTEREST	13	63	0	0	55	.00
111-0000-341.04-20	PREMIUMS ON BONDS	4,837,787	4,837,787	0	1,481,730	1,481,730	100.00
111-0000-341.04-58	SALE OF BONDS	22,125,285	22,125,285	0	18,709,519	18,709,518	100.00
111-0000-341.05-27	UTILITIES FUND	1,200,000	1,600,000	1,600,000	1,600,000	1,200,000	75.00
111-0000-341.05-45	OTDB	0	50,000	50,000	50,000	50,000	100.00
111-0000-341.06-01	FUND BALANCE	0	0	1,084,500	1,084,500	0	.00
111-0000-341.06-04	ASSIGNED FIRE PROGRAMS	0	0	89,000	89,000	0	.00
111-0000-341.07-01	SUPPLEMENTAL APPROP	0	0	0	53,459	0	.00
111-0000-341.07-02	CARRY FORWARD	0	0	3,400,000	3,400,000	0	.00
* NON-REVENUE RECEIPTS		28,209,325	29,660,478	6,223,500	26,468,208	21,462,743	81.09
** OTHER FINANCING SOURCES		28,209,325	29,660,478	6,223,500	26,468,208	21,462,743	81.09
*** GENERAL OPERATING FUND		76,202,638	102,867,315	80,000,000	100,354,845	70,915,866	70.67

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
		YTD	Year-end	Original	Amended	YTD	% of Budget
		7/1 - 3/31	Actual	Budget	Budget	7/1 - 3/31	Realized
FUND 111	GENERAL OPERATING FUND						
BASIC 34	OTHER FINANCING SOURCES						
SUB 1	NON-REVENUE RECEIPTS	76,202,638	102,867,315	80,000,000	100,354,845	70,915,866	70.67
						50,724,618	63%

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ACCOUNT DESCRIPTION	FY 2013 YTD 7/1 - 3/31	FY 2013 Year-end Actual	FY 2014 Original Budget	FY 2014 Amended Budget	FY 2014 YTD 7/1 - 3/31	FY 2014 % of Budget Realized
FUND 111 GENERAL OPERATING FUND						
DEPT 11 LEGISLATIVE						
* CITY COUNCIL	88,683	114,936	122,400	122,400	100,752	82.31
* CLERK OF COUNCIL	27,695	37,034	36,600	36,600	29,996	81.96

** LEGISLATIVE	116,378	151,970	159,000	159,000	130,748	82.23
DEPT 12 GENERAL & FINANCIAL ADMIN						
* CITY MANAGER	194,148	299,268	387,000	387,000	306,641	79.24
* CITY ATTORNEY	213,036	283,752	343,400	343,400	217,520	63.34
* INDEPENDENT AUDITORS	49,480	63,700	80,000	80,000	55,100	68.88
* HUMAN RESOURCES	258,120	373,712	453,600	453,600	273,380	60.27
* COMMISSIONER OF REVENUE	367,882	508,317	521,400	521,400	365,691	70.14
* EQUALIZATION BOARD	0	0	0	0	72	.00
* TAX FIELD OFFICE	100	0	0	0	0	.00
* TREASURER	329,096	438,887	439,100	439,100	277,659	63.23
* FINANCE	366,873	508,336	565,000	565,000	337,910	59.81
* INFORMATION TECHNOLOGY	708,296	1,308,607	1,740,800	1,674,800	818,327	48.86
* RISK MANAGEMENT	48,535	48,535	50,000	50,000	45,767	91.53

** GENERAL & FINANCIAL ADMIN	2,535,566	3,833,114	4,580,300	4,514,300	2,698,067	59.77
DEPT 13 BOARD OF ELECTIONS						
* ELECTORAL BOARD OFFICIALS	38,979	60,680	51,000	51,000	25,435	49.87
* REGISTRAR	78,536	104,690	140,600	140,600	87,902	62.52

** BOARD OF ELECTIONS	117,516	165,370	191,600	191,600	113,337	59.15
DEPT 21 COURTS						
* CIRCUIT COURT	56,904	78,101	81,800	81,800	58,065	70.98
* GENERAL DISTRICT COURT	15,009	18,958	28,800	28,800	16,696	57.97
* J & D RELATION DIST COURT	31,468	45,564	50,400	50,400	32,964	65.41
* CLERK OF CIRCUIT COURT	356,935	501,747	503,100	503,100	346,560	68.88
* CITY SHERIFF	722,146	991,391	1,032,400	1,092,400	797,066	72.96
* COURTHOUSE SECURITY	123,911	172,332	173,500	173,500	114,657	66.08
* JUROR SERVICES	20,000	20,000	26,000	26,000	4,500	17.31

** COURTS	1,326,374	1,828,093	1,896,000	1,956,000	1,370,508	70.07
DEPT 22 COMMONWEALTH'S ATTORNEY						
* COMMONWEALTH ATTORNEY	790,995	1,095,657	1,085,100	1,111,275	774,572	69.70

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FUND 111 GENERAL OPERATING FUND						
DEPT 22 COMMONWEALTH'S ATTORNEY						
* VICTIM WITNESS PROGRAM	101,834	139,874	141,100	141,100	103,126	73.09
** COMMONWEALTH'S ATTORNEY	892,829	1,235,531	1,226,200	1,252,375	877,698	70.08
DEPT 31 LAW ENFORCEMENT & TRAFFIC						
* POLICE DEPARTMENT	5,077,654	7,194,380	7,500,200	7,574,600	5,298,947	69.96
* INVESTIGATION DIVISION	0	0	0	0	8,293	.00
* POLICE GRANTS	261,159	301,207	47,200	66,762	81,947	122.74
** LAW ENFORCEMENT & TRAFFIC	5,338,813	7,495,587	7,547,400	7,641,362	5,389,187	70.53
DEPT 32 FIRE AND RESCUE SERVICES						
* FIRE DEPARTMENT	3,403,578	4,684,185	4,923,700	4,923,700	3,691,874	74.98
* EMERGENCY MEDICAL	34,532	53,697	0	0	40	.00
* FIRE GRANTS	50,822	80,274	203,100	203,100	83,732	41.23
** FIRE AND RESCUE SERVICES	3,488,931	4,818,156	5,126,800	5,126,800	3,775,646	73.65
DEPT 33 CORRECTION AND DETENTION						
* PROBATION OFFICE	1,674	2,567	3,500	3,500	1,694	48.41
** CORRECTION AND DETENTION	1,674	2,567	3,500	3,500	1,694	48.41
DEPT 34 INSPECTIONS						
* INSPECTIONS DEPARTMENT	321,524	449,706	466,000	485,459	343,818	70.82
** INSPECTIONS	321,524	449,706	466,000	485,459	343,818	70.82
DEPT 35 OTHER PROTECTION						
* ANIMAL CONTROL	95,592	137,768	165,600	165,600	130,479	78.79
* EMERGENCY SERVICES CD	61,904	77,098	47,000	47,000	43,135	91.78
* HAZARDOUS MATERIAL	46,664	66,397	41,800	41,800	36,014	86.16
* COMMUNICATION OPERATIONS	684,260	898,264	930,100	930,100	685,266	73.68
** OTHER PROTECTION	888,420	1,179,527	1,184,500	1,184,500	894,895	75.55
DEPT 41 MAINT HIGHWAY, STREET ETC						
* STREETS	22,336	29,219	23,600	23,600	15,424	65.36
* STORM DRAINAGE	23,676	35,978	35,000	35,000	18,336	52.39
* LOUDOUN MALL	35,453	51,695	70,800	70,800	51,144	72.24

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FUND 111 GENERAL OPERATING FUND						
DEPT 41 MAINT HIGHWAY, STREET ETC						
** MAINT HIGHWAY, STREET ETC	81,466	116,892	129,400	129,400	84,903	65.61
DEPT 42 SANITARY & WASTE REMOVAL						
* REFUSE COLLECTION	943,174	1,315,126	1,388,300	1,388,300	969,661	69.85
** SANITARY & WASTE REMOVAL	943,174	1,315,126	1,388,300	1,388,300	969,661	69.85
DEPT 43 MAINT GENERAL BLDG/GROUND						
* JOINT JUDICIAL CENTER	340,555	515,138	705,400	705,400	348,491	49.40
* FACILITIES MAINTENANCE	822,952	1,094,213	1,117,300	1,117,300	823,414	73.70
** MAINT GENERAL BLDG/GROUND	1,163,508	1,609,351	1,822,700	1,822,700	1,171,905	64.29
DEPT 53 WELFARE/SOCIAL SERVICES						
* ELDERLY - PROP TAX RELIEF	0	496,565	520,000	520,000	0	.00
** WELFARE/SOCIAL SERVICES	0	496,565	520,000	520,000	0	.00
DEPT 71 PARKS & RECREATION						
* SUPERVISION PARKS & REC	320,596	454,602	567,700	580,200	337,502	58.17
* SPECIAL EVENTS TROLLEY	0	0	0	0	3,815	.00
* MAINTENANCE	1,113,165	1,326,365	971,430	958,930	606,706	63.27
* COMMUNITY REC PROGRAMS	55,316	75,651	73,100	73,100	56,266	76.97
* OUTDOOR SWIMMING POOL	62,849	106,824	110,600	110,600	57,709	52.18
* INDOOR POOL	115,284	161,304	226,450	226,450	133,755	59.07
* WAR MEMORIAL & ADDITIONS	267,600	386,838	377,825	377,825	242,183	64.10
* SCHOOL AGE CHILD CARE	123,037	170,973	183,650	183,650	126,215	68.73
* ATHLETIC PROGRAMS	124,385	174,639	199,525	199,525	120,536	60.41
** PARKS & RECREATION	2,182,233	2,857,196	2,710,280	2,710,280	1,684,689	62.16
DEPT 72 CULTURAL ENRICHMENT						
* APPLE BLOSSOM FESTIVAL	17,464	55,996	29,500	29,500	10,481	35.53
** CULTURAL ENRICHMENT	17,464	55,996	29,500	29,500	10,481	35.53
DEPT 81 PLANNING & COMMUNITY DEVL						
* PLANNING DEPARTMENT	147,671	227,002	278,900	278,900	205,310	73.61
* REDEVELOPMENT & HOUSING	1,087,168	1,087,168	21,500	21,500	15,090	70.19
* ZONING DEPARTMENT	106,437	141,175	211,200	241,200	134,047	55.57
* ECONOMIC DEVELOPMENT	701,885	1,384,953	799,500	799,500	210,737	26.36

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FUND 111 GENERAL OPERATING FUND						
DEPT 81 PLANNING & COMMUNITY DEVL						
* OLD TOWN WINCHESTER ADMIN	151,140	292,870	437,100	437,100	317,148	72.56
* GIS	61,202	81,259	89,300	89,300	59,035	66.11

** PLANNING & COMMUNITY DEVL	2,255,504	3,214,427	1,837,500	1,867,500	941,366	50.41
DEPT 91 NONDEPARTMENTAL						
* OTHER	105,855	456,937	588,144	588,144	110,645	18.81
* OUTSIDE AGENCIES	157,832	182,713	282,713	282,713	247,832	87.66
* REGIONAL AGENCIES	4,519,180	4,862,867	5,065,041	5,065,041	4,633,160	91.47

** NONDEPARTMENTAL	4,782,867	5,502,517	5,935,898	5,935,898	4,991,636	84.09
DEPT 93 TRANSFERS						
* INTERFUND	20,064,152	30,493,422	33,989,702	53,989,702	19,801,652	36.68

** TRANSFERS	20,064,152	30,493,422	33,989,702	53,989,702	19,801,652	36.68
DEPT 95 DEBT SERVICE						
* DEBT	35,467,525	36,195,347	9,255,420	9,446,669	9,318,678	98.65

** DEBT SERVICE	35,467,525	36,195,347	9,255,420	9,446,669	9,318,678	98.65

*** GENERAL OPERATING FUND	81,985,915	103,016,460	80,000,000	100,354,845	54,570,567	54.38

	81,985,915	103,016,460	80,000,000	100,354,845	54,570,567	54.38