

**MINUTES OF THE COMMON COUNCIL  
WORK SESSION  
March 19, 2013  
City Council Chambers – Rouss City Hall**

**PRESENT:** Councilor Jeff Buettner, Evan Clark, John Tagnesi and Ben Weber; Vice-President Milt McInturff; Mayor Elizabeth Minor; Vice-Mayor Les Veach; President John Willingham (8)

**ABSENT:** Councilor John Hill (1)

**1.0** President Willingham called the meeting to order at 6:01 p.m.

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

*No citizens came forward to address Council and the President declared the public comment period closed at 6:02 p.m.*

President Willingham asked for a motion to add an executive session for consultation with legal counsel and the disposition of real property to the agenda. *The motion was made by Councilor Weber, seconded by Mayor Minor, then approved 8/0.*

**3.0 Items for Discussion:**

**3.1** FY2014 Review of General Fund Budget Options

City Manager Dale Iman presented a draft budget for the General Fund for review. He stated the driving force behind the budget is the Strategic Plan. This is not a revision of last year's budget. Every department head sat down with Mary Blowe, Celeste Broadstreet and himself and went line by line to discuss their priorities and how to work them. He stated to the right of each item is the goal it relates to. Mr. Iman presented a summary of the revenues estimated for FY14. He stated a big hit will be taken in the grant funding due to the COPS grant that will go away. Two options are being presented for council consideration tonight. Option 1 includes under personnel a proposed 2% pay increase for employees, a decrease in the cost of health insurance, a 2% attrition factor, an increase in parking, an increase in OPEB, an addition of 2 firefighter positions, a decrease in grant funding for 4 officers and 1 gang position, an addition of the Network Systems Administrator identified in the IT plan, a shared position between the EDA Director and the Downtown Manager, a full time position at the Voter Registrar's office, a Benefit Program Specialist for Social Services, and reclassification for a few employees. Under operating, option 1 includes implementation of the IT plan, an update in the

Comprehensive Plan, revisions to the National Historic District, a decrease in school transfer one time modular funding, a decrease in CSA transfer for Social Services, and an increase in regional agencies requests. One time expenditures included in option 1 are the bond refunding, paving funding, police equipment, and athletic field improvements. Under capital, an addition \$100,000.00 amount will be added to the fund started last year to reach \$500,000 by FY15. Currently, there is a \$63.00 surplus. Option 2 is very similar but would not include a pay increase. It would buy additional equipment throughout the city and fund additional IT requests and paving demands. Both options include Strategic Plan projects of the gateway enhancements, the wellness plan, the OT Winchester branding. Dale reviewed the capital projects being proposed for funding to include the emergency communications, a generator for city yards, storm drainage projects, Hope Drive and Meadow Branch extensions, ADA improvements in the parks, time/attendance software, and sidewalk improvements. Mr. Iman reviewed the equipment requests and the plan for future years and the position requests and reclassifications. He presented a copy of the outside agencies funding and proposed funding the same as last year.

Councilor Buettner asked if the salary increase is a 2% across the board or if it is a merit pay increase. Mr. Iman stated the merit system only works if doing evaluations which this organization has not been doing. Staff will be going through training in April to implement a new evaluation system.

Councilor Weber stated the recommendation indicates a drop in personal property taxes and asked if that could be explained. Mr. Iman stated it has to do with the vehicles that people are keeping longer. Finance Director Mary Blowe added it is also a combination of the City Treasurer being aggressive in the collections so it is normalizing and the personal property tax relief from last year that has an impact.

President Willingham stated the Discovery Museum put forward a request for \$820,000 for capital improvements for their location downtown. There has been some discussion on how to fund it. Council was supportive of them staying in the city. He opened up the floor for discussion on what type of support Council wants to give to them.

Councilor Tagnesi stated Council gave guidance to the City Manager not to fund bricks and mortar and suggested not changing it. Mr. Iman stated in his recommendation he put forward he would not approve bricks and mortar. He was given direction to form the policy but it has not been adopted.

Councilor Buettner stated he understands the bricks and mortar position and Council has not done it in the past. He looks at the Discovery Museum in a different way. The city gave land and Frederick County gave \$500,000. When this body decided not to renew the lease, there were discussions about matching Frederick County's amount if they located in the city. One of the reasons why

they located in the city is we inferred to match that amount. He suggested supporting them \$500,000 over a period of 5 years.

Mayor Minor stated she would like to see Council make a contribution to them. They made a huge commitment to stay in downtown Winchester and she would like to see the city do what we can to support them.

Vice-President McInturff stated Council made it clear to the Discovery Museum that we would help in some way. They are a part of Winchester and at the end of the day they are here and close to downtown. He is not sure how the city is going to be able to distribute the money to them whether it is over a period or now. Even though they talked to councilors, it does not put them on the list for money. They still need to apply in a timely fashion but we also need to support them.

Vice-Mayor Veach stated he struggled with this and has talked to the Discovery Museum. He supports the phasing out of outside agency funding. He sees the Discovery Museum as a way to get people downtown to our businesses so he would like to see some funding go to them but would also like to see some options to phase out their operating budget.

President Willingham directed staff to have a discussion on the allocation of the pool of funds for outside agencies at the next meeting with options.

Councilor Buettner moved to put \$500,000 for the Discovery Museum into the budget in \$100,000 increments for 5 years. He stated he would propose it come out of reserves but would ask staff to look at other options. The motion was seconded by Vice-Mayor Veach.

Vice-President McInturff asked if that would include the continuation of what seems to be \$10,000 a year or would it be just the \$100,000. Councilor Buettner stated the motion is strictly for the capital contribution but he would be very interested in a discussion for operations across the board.

*The motion to fund the Discovery Museum \$500,000 over 5 years passed 6/2 with Councilors Tagnesi and Weber voting in the negative.*

Mr. Iman stated there will be a logistical problem with the timing of the distribution of the agenda for the next week.

Vice-President McInturff suggested closing the loop on the outside agencies and moving forward without putting an extra burden on staff. He moved to accept staff's proposal to freeze funding to the outside agencies as it is and for staff to come back with a funding policy for the future. *The motion was seconded by Councilor Buettner then approved 7/1 with Councilor Weber voting in the negative.*

Vice-Mayor Veach moved to approve option 1 with the condition the schools do a pay increase. *The motion was seconded by Councilor Buettner then approved 8/o.*

### **3.2 Major Capital Projects Update**

Utilities Director Perry Eisenach presented an update on the major capital projects that are in motion. He stated the Old Town Mall is on schedule and budget. All underground water and sewer lines are done. The brick is laid up to the restrooms. The restrooms and splash pad are in construction. The bricks and pavers are being laid on the north end now. The design for the drainage improvements on South Loudoun near Abrams Creek will be completed in the next month or so. The consultant is working on appraisals for the easements. The goal is to complete construction this summer. All funding for this project is coming from state funds. The Monticello project design and layout is done and the appraisals are being worked on now. The Taylor Hotel construction continues to move along well. The crew has worked through the unexpected things that came up. Phase 1 should be done in a month or so and phase 2 will begin right after. The new Transit office project has a little paving left to do and staff should be moving in at the end of the month. The new City Hall generator is finished except for landscaping.

### **3.3 R-2013-14: Resolution – Authorization to amend the City of Winchester CEMS manual, Section 3.8 Salary Actions, K Career Development**

Police Chief Kevin Sanzenbacher presented the request to create a career plan in the CEMS for the Emergency Communications Center employees.

Vice-Mayor Veach moved to forward R-2013-14 to Council. *The motion was seconded by Mayor Minor then approved 8/o.*

### **3.4 R-2013-15: Resolution – Approval to host the 2014 Cal Ripken 10-year-old World Series**

Parks Director Brad Veach stated he has been contacted by Robert Faherty to host the 2014 Cal Ripken 10 Year Old World Series. He shared comments received from the participants from the last tournament held in 2011. He stated this works toward the goals of drawing more people to Winchester and expanding the events held in Winchester. He reviewed the investments made on improvements done in 2011 that would not have to be done again, the proposed revenue excluding revenue from taxes, and the economic impact from the 2011 event.

Mayor Minor moved to forward R-2013-15 to Council. *The motion was seconded by Vice-Mayor Veach then approved 8/o.*

**3.5 R-2013-16:** Resolution – Adoption of the 2012 Updated Version of the Northern Shenandoah Valley Regional Mitigation Plan

Emergency Management Coordinator Lynn Miller presented the updated Regional Hazard Mitigation Plan for approval.

Mayor Minor moved to forward R-2013-16 to Council. *The motion was seconded by Vice-President McInturff then approved 8/o.*

MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(A)(7) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF RECEIVING LEGAL ADVICE AND STATUS UPDATE FROM THE CITY ATTORNEY AND LEGAL CONSULTATION REGARDING THE SUBJECT OF SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY THE CITY ATTORNEY AND FOR THE PURPOSE OF DISCUSSION OR CONSIDERATION OF THE SUBJECT OF THE DISPOSITION OF AN INTEREST IN REAL PROPERTY FOR A PUBLIC PURPOSE WHERE IF MADE PUBLIC, THE BARGAINING POSITION OR FINANCIAL INTEREST OF THE CITY WOULD BE ADVERSELY AFFECTED.

Vice-President McInturff moved to convene into executive session at 7:47 p.m. *The motion was seconded by Mayor Minor then approved 8/o.*

Vice-Mayor Veach moved to reconvene in open session at 8:19 p.m. *The motion was seconded by Vice-President McInturff then approved 8/o.*

Upon returning, each member certified that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were discussed during the closed meeting, and that only those public business matters identified in the motion which convened the closed meeting were heard, discussed, or considered during the closed meeting.

*A roll call vote was taken, the ayes and nays being recorded as shown below:*

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Councilor Buettner	Aye
Councilor Clark	Aye
Councilor Hill	Absent
Vice-President McInturff	Aye
Mayor Minor	Aye
Councilor Tagnesi	Aye
Vice-Mayor Veach	Aye
Councilor Weber	Aye
President Willingham	Aye

#### **4.0 Liaison Reports**

Councilor Weber reported the members of the OTDB were asked for their opinion on the upcoming potential parking changes at their meeting. The members did not see an issue with the increase in rates and liked the increase in time.

#### **5.0 Monthly Reports**

**5.1** Fire & Rescue Department

**5.2** Police Department

#### **6.0 Adjourn**

Councilor Clark moved to adjourn the meeting at 8:19 p.m. *The motion was seconded by Councilor Buettner then approved 8/0.*