

City Council Work Session
Tuesday, March 19, 2013
6:00 p.m.
Council Chambers – 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 FY2014 Review of General Fund Budget Options – Dale Iman & Mary Blowe (pages 2-9)

3.2 Major Capital Projects Update – Perry Eisenach (pages 10-14)

3.3 R-2013-14: Resolution – Authorization to amend the City of Winchester CEMS manual, Section 3.8 Salary Actions, K Career Development – Kevin Sanzenbacher (pages 15-25)

3.4 R-2013-15: Resolution – Approval to host the 2014 Cal Ripken 10-year-old World Series – Brad Veach (pages 26-38)

3.5 R-2013-16: Resolution – Adoption of the 2012 Updated Version of the Northern Shenandoah Valley Regional Mitigation Plan – Lynn Miller (pages 39-41)

4.0 Liaison Reports

5.0 Monthly Reports

5.1 Fire & Rescue Department (page 42)

5.2 Police Department (pages 43)

6.0 Adjourn

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Mary Blowe, Finance Director
Date: March 19, 2013
Re: Discussion on preliminary budget numbers

THE ISSUE: City staff are currently planning the FY 2014 budget document focused on the mission and guiding principles developed during our strategic planning session.

RELATIONSHIP TO STRATEGIC PLAN: We are working to develop a budget with core services addressed as well as to plan for the future while focusing on our mission to accomplish *a more livable City for all. And support of our mission of a financially sound City providing top quality municipal services while focusing on the customer and engaging our Community.*

BACKGROUND: The document attached takes the base revenues and expenditures from FY 2013 and makes the suggested changes for FY 2014.

BUDGET IMPACT: We are utilizing a combination of funding in the proposed FY 2014 budget including current operational funds, one-time (debt refunding savings) and fund balance to accomplish the goals. We are also proposing a possible debt issuance. Department budgets have been reviewed and currently we have approximately \$3.5M of unfunded requests, or .5% of the total budget.

OPTIONS: With the first option presented, we have several components with personnel having a 2% pay increase and positions to support the strategic plan. Many operating components such as the information technology strategic plan implementation and regional jail increases. With the debt savings, we are recommending the continuation of our paving program, athletic field improvements and public safety needs. Option 2 includes those items in option 1 except for the pay increase and instead replaces that with additional equipment, IT needs and paving.

RECOMMENDATIONS: Staff recommends Council review the options presented. With Councils recommendations, staff will complete and develop the entire budget presentation for inclusion in the April worksession.

FY 2014 GENERAL FUND BUDGET SUMMARY

REVENUES

<i>Projected Revenue Increases/(Decreases)</i>	
Real Property Taxes	500,000
Personal Property Taxes	(300,000)
Meals & Motel	425,000
New Fire & Rescue Fees	50,000
State	(47,600)
Grant Revenue	(400,500)
Projected Base Revenue	75,150,000

EXPENDITURES

FY 2014 Base Expenditures	74,524,500
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Option 1

STRATEGIC PLAN GOALS

Increases/Decreases to the base

Personnel

2% Increase or Pay Scale Maint (5%) whichever higher	395,000
Health Insurance Switch to Anthem Local Choice	(150,000)
2% Attrition	(360,000)
Parking Increase	23,000
Other Post Employment Benefits (OPEB)	25,000
2 Firefighter positions	103,375
4 Police positions 1/2 year funding COPS grant expiring	116,000
1 Police Gang Grant position funding expired	75,680
Network/System Administrator (21)	71,500
EDA/OTW Shared Position PT to FT	27,534
Deputy Voter Registrar PT to FT	27,482
Benefit Program Specialist I	16,550
Reclassification Requests	5,509

- Goal 2 - Develop, retain a quality City Workforce
- Goal 2 - Maintain competitive compensation & benefits
- Goal 2 - Maintain high level of customer satisfaction
- Goal 2 - Maintain high level of customer satisfaction
- Goal 2 - Maintain high level of customer satisfaction
- Goal 2 - Upgrade, increase use of Info Tech
- Goal 3 - Revitalization of OTW
- Goal 2 - Maintain high level of customer satisfaction
- Goal 2 - Maintain high level of customer satisfaction
- Goal 2 - Maintain competitive compensation & benefits

Operating

IT Strategic Plan Implementation	230,000
Comprehensive Plan Update	25,000
National Historic District Revisions	5,000
Decrease Schools Transfer one-time modular funding	(350,000)
Decrease CSA Transfer	(160,000)
Regional Agencies	94,133
Regional Jail	304,674

- Goal 2 - Upgrade, increase use of Info Tech
- Goal 4 - Create more liveable City
- Goal 3 - Revitalization of OTW

One-Time Expenditures

Debt Savings - One-Time Savings	(465,600)
Paving One - Time	175,000
Police Equipment - AC Vehicle, Shieldware, Radar Units, Tasers	93,000
Athletic Field Improvements	197,600

- Goal 4 - Upgrade City infrastructure

Capital

Additional Capital Contribution	100,000
Total Additional Base Expenditures	625,437

Total Option 1 Expenditures	75,149,937
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Base Budget Surplus/(Deficit)	63
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Option 2

Option 1 Expenditures	75,149,937
Less 2% Increase or Pay Scale Maint (5%) whichever higher	(395,000)
Additional Equipment Replacement	195,000
Additional IT Requests	100,000
Additional Paving	100,000

- Goal 2 - Develop, retain a quality City Workforce

Total Option 2 Expenditures	75,149,937
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Base Budget Surplus/(Deficit)	63
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Other Strategic Plan Items - Included in Base Budget

Gateway Enhancement - Planning Consultant	15,500
Wellness Plan	20,000
OTW Branding & Special Events	78,000

- Goal 3 & 4 - Revitalization of OTW
- Goal 2 - Develop, retain a quality City Workforce
- Goal 3 - Revitalization of OTW

CIP Projects - Fund Balance (Approximately \$5,565,000 available, \$4.5M carryforward)

Public Safety Communications Project	1,500,000
City Yards Generater	75,000
Green Circle	200,000
City Entrance Corridor Impr	1,000,000
S Loundoun/Abrams Drainage	1,150,000
N Kent/Liberty Storm Drainage	100,000
Valley Ave/Whitlock Drainage	30,000
Nester Drive	30,000
Taft Avenue Extension	60,000
Hope Drive Extension	150,000
Meadow Branch Extension	50,000
Parks ADA Improvements	150,000
Time & Attendance Software	70,000
Sidewalks	1,000,000
Total CIP Projects	5,565,000

STRATEGIC PLAN GOALS

- Goal 4 - Bikeable, walkable City
- Goal 3 - Enhance Gateways to Historic Old Town
- Goal 4 - Upgrade City infrastructure
- Goal 4 - Upgrade City infrastructure
- Goal 4 - Upgrade City infrastructure
- Goal 1 & 4
- Goal 2 - Upgrade, increase use of Info Tech
- Goal 4 - Upgrade City infrastructure

CIP Projects - Possible Debt Issuance

Public Safety Communications Project	1,600,000
JJC Improvements	3,350,000
WPA Autopark Repairs	1,000,000
John Kerr Elementary School	20,000,000
	25,950,000

Unfunded Requests

Personnel Requests	917,442
Equipment Requests	978,700
Outside Agencies	240,010
Department Information Technology Requests	770,200
Department Operating Requests	605,950
Total Unfunded Requests	3,512,302

Draft

**City of Winchester
Equipment Replacement Plan
2014 - 2018**

Equipment by Year

Department	Current Equipment	Mileage	New Equipment	Cost/Funding Source				Total
				General Fund	State	Federal	Other	
<u>2014</u>								
Sheriff	2002 Chevy Tahoe	150,000	Police Package SUV	35,000				35,000
Sheriff	2006 Chevy Impala	126,000	Comparable Police Vehicle	20,000				20,000
Sheriff	2004 Ford Crown Victoria	137,000	Police Package Vehicle	29,400				29,400
Police	Police Vehicles (5)		Police Vehicles (5)	130,000				
Police	Police Vehicles (15)	Over 90,000	Police Vehicles (15)	444,000				444,000
Police	2002 Animal Control Truck	124,000	Animal Control Truck	35,000				35,000
Police	1995 Box Truck	118,000	SWAT Deployment Vehicle	55,000				55,000
Fire	Battalion Vehicle		Battalion Vehicle	55,500				55,500
Inspections	2001 Chevy Cavalier	47,863	Sedan	20,000				20,000
Refuse	2002 Dodge Pickup	78,139	Pickup Truck	30,000				30,000
Refuse	2004 Volvo Refuse/Recycling Truck	99,185	Refuse/Recycling Truck	150,000				150,000
Facilities Maintenance	2001 Jeep	Over 100,000	SUV	18,000				18,000
Highway Maint - Snow	Salt Spreaders (2)		Salt Spreaders (2)		32,000			32,000
Highway Maint - Streets	Dump Truck Beds & Spreaders (4)		Dump Truck Beds & Spreaders (4)	30,000	70,000			100,000
Highway Maint - Streets	1994 Dump Truck	51,158	Dump Truck	80,000				80,000
Highway Maint - Streets	1993 Van	94,134	Pickup Truck	30,000				30,000
Highway Maint - Traffic	1999 Truck	?	Pickup Truck	60,000				60,000
Parks & Recreation	1989 F-350	56,466	4x4 Pickup w/dump bed & snow plow	46,000				46,000
Parks & Recreation	1998 GMC 4x4	63,413	4x4 Pickup	22,000				22,000
Parks & Recreation	2001 GMC 4x2	114,128	4x2 Pickup Truck	17,500				17,500
Parks & Recreation			Snow Blade	6,500				6,500
Parks & Recreation	Bobcat		Bobcat Tracks	6,000				6,000
Parks & Recreation	Utility Van		Box Trailer 7 x 16	7,200				7,200
Transit	2004 Chevy Supreme Buses (2)		30 Ft. Low Floor Transit Buses (2)	49,500	49,500	396,000		495,000
Transit			SUV 4x4	2,600	2,600	20,800		26,000
Equipment Fund	2001 GMC	69,379	Truck				30,000	30,000
Total for 2014				1,379,200	154,100	416,800	30,000	1,980,100
City Manager Recommendation				400,500	154,100	416,800	30,000	871,400

<u>2015</u>								
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000				55,000
Police	Police Vehicles (20)		Police Vehicles (20)	539,000				539,000
Police	2005 Animal Control Truck	95,000	Animal Control Truck	35,000				35,000

Department	Current Equipment	Mileage	New Equipment	General Fund	State	Federal	Other	Total
Fire & Rescue	1990 International 4900		Hazardous Material Response Vehicle	150,000				150,000
Inspections	2002 Chevy Lumina		Sedan	20,000				20,000
Emergency Management	2001 Jeep		SUV with Towing Package	29,000				29,000
Refuse	2004 Volvo Refuse/Recycling Truck	99,128	Refuse/Recycling Truck	150,000				150,000
Refuse	2002 Toyota Pickup	61,589	Pickup	30,000				30,000
Highway Maint - Streets	1994 Dump Truck		Dump Truck	80,000				80,000
Highway Maint - Streets	1992 Dump Truck	107,138	Pickup	40,000				40,000
Highway Maint - Streets	Small Salt Spreaders (2)		Small Salt Spreaders (2)	16,000				16,000
Highway Maint - Streets	Leaf Boxes (4)		Leaf Boxes (4)	16,600				16,600
Parks & Recreation	1997 F-250		4x4 Diesel Pickup Truck w/snow plow	38,000				38,000
Parks & Recreation	2007 GMC 4x4 w/Dump Bed		4x4 Diesel Truck w/Trash Compactor	84,000				84,000
Parks & Recreation	SmithCo Groomer		Groomer	15,000				15,000
Parks & Recreation	Zero Turn Mower #2		Zero Turn Mower	14,000				14,000
Parks & Recreation	Toro Workman		Toro Workman	12,000				12,000
Parks & Recreation	Brush Hog		Brush Hog	4,000				4,000
Parks & Recreation			Bobcat Snow Blower Attachment	6,500				6,500
Parks & Recreation			Bobcat Backhoe (used)	5,500				5,500
Human Services	2005 Sedan	Over 120,000	Sedan	20,000				20,000
Transit	2006 Paratransit Van	94,300	Paratransit Van	5,000	5,000	40,000		50,000
Public Services							150,000	150,000
Total for 2015				1,364,600	5,000	40,000	150,000	1,559,600
2016								
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000				55,000
Police	Police Vehicles (5)		Police Vehicles (5)	151,800				151,800
Fire & Rescue	2005 GMC 4x4 Pickup		4x4 SUV	35,000				35,000
Fire & Rescue	2006 GMC 4x4 Pickup		4x4 SUV	35,000				35,000
Inspections	2005 Ford Tauru		Sedan	20,000				20,000
Facilities Maintenance	GMC 2500	Over 100,000	Truck	25,000				25,000
Refuse	2006 Refuse/Recycling Truck	49,484	Refuse/Recycling Truck	150,000				150,000
Highway Maint - Streets	1995 Dump Trucks (2)	76,078/70,546	Dump Trucks (2)	160,000				160,000
Parks & Recreation	15-Passenger Van		15-Passenger Van	60,000				60,000
Parks & Recreation	Zero Turn Mowers (2)		Zero Turn Mowers (2)	28,000				28,000
Parks & Recreation	Salt Spreader		Salt Spreader	6,500				6,500
Parks & Recreation	Large Snow Blower		Small Snow Blower	1,000				1,000
Parks & Recreation	Small Snow Blower		Large Snow Blower	1,200				1,200
Parks & Recreation	Reel Mower		Reel Mower	45,000				45,000
Human Services	2005 Van	Over 120,000	Van	30,000				30,000
Transit	2006 Paratransit Van	80,500	Paratransit Van	5,000	5,000	40,000		50,000
Transit	2008 Transit Buses (2)	Over 120,000	Transit Buses (2)	50,000	50,000	400,000		500,000
Public Services							150,000	150,000
Total for 2016				858,500	55,000	440,000	150,000	1,503,500

Department	Current Equipment	Mileage	New Equipment	General Fund	State	Federal	Other	Total
2017								
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000				55,000
Police	Police Vehicles (3)		Police Vehicles (3)	69,300				69,300
Fire & Rescue	2007 4x4 SUV		4x4 SUV	35,000				35,000
Inspections	2005 Ford Taurus		Sedan	20,000				20,000
Highway Maint - Streets	1999 Dump Truck	50,163	Dump Truck	80,000				80,000
Highway Maint - Streets	1996 Pickup	162,989	Pickup	30,000				30,000
Highway Maint - Streets	2002 Pickup	55,298	Pickup w/Lift Gate	30,000				30,000
Highway Maint - Streets	Leaf Boxes (4)		Leaf Boxes (4)	44,000				44,000
Parks & Recreation	1998 Truck		4x4 Pickup	22,000				22,000
Parks & Recreation	Toro Workman		Toro Workman	14,000				14,000
Parks & Recreation	1968 Ford Tractor		Small Tractor w/Cab & Loader	42,000				42,000
			Plasma Cutter	2,500				2,500
Human Services	2006 Sedan	Over 120,000	Sedan	20,000				20,000
Transit	2003 Sedan		SUV	2,500	2,500	20,000		25,000
Transit	2008 Transit Bus	Over 120,000	Transit Bus	25,000	25,000	200,000		250,000
Parking Authority	1995 Dodge Truck		Truck	30,000				30,000
Public Services							150,000	150,000
Total for 2017				521,300	27,500	220,000	150,000	918,800
2018								
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000				55,000
Police	Police Vehicles (3)		Police Vehicles (3)	69,300				69,300
Fire & Rescue	2008 4x4 SUV		4x4 SUV	35,000				35,000
Zoning	2006 Chevy Malibu		Sedan	20,000				20,000
Highway Maint - Streets	2003 Van	82,788	Van	25,000				25,000
Highway Maint - Streets	2003 4x4 Pickup	35,354	One Ton Pickup	40,000				40,000
Highway Maint - Streets	2002 Dump Truck	41,813	Dump Truck	80,000				80,000
Highway Maint - Streets	Zero Turn Mowers (2)		Zero Turn Mowers (2)	5,000				5,000
Parks & Recreation	Toro Mower		Toro Mower	100,000				100,000
Parks & Recreation			Vehicle Lift	7,600				7,600
Human Services	2007 Ford Explorer	Over 120,000	SUV	25,000				25,000
Parking Authority	Tennant Sweeper		Sweeper	15,000				15,000
Public Services							150,000	150,000
Total for 2018				476,900	-	-	150,000	626,900
Grand Total				4,600,500	241,600	1,116,800	630,000	6,588,900

**City of Winchester
FY 2014 Position Requests/Changes**

Department	Action	#	Position (Grade)	To (Grade)	Gen Fund	Other	Total
EDA/OTDB	New		Secretary Shared (10)		39,934		39,934
Emergency Mgmt	New		Administrative Assistant (14)		47,245		47,245
IT	New		Network/System Administrator (21)		71,500		71,500
Fire & Rescue	New	2	Probationary Firefighters (14)		98,375		98,375
Fire & Rescue	New	4	Probationary Firefighters (14)		245,936		245,936
Fire & Rescue	New		Deputy Chief of Training,Health,Safety (25)		77,210		77,210
Fire & Rescue	New		Executive Secretary (12)		43,682		43,682
Fire & Rescue	New		Fire Inspector (15)		51,305		51,305
Police	New	2	Police Officer I		105,540		105,540
Police	New		Timbrook House Counselor - PT/NC		16,600		16,600
Public Services	New		Operator III (15)		-	49,269	49,269
Human Services	New		Benefit Program Specialist I (11)		16,550	25,778	42,328
Human Services	New		Benefit Program Specialist I (11)		16,550	25,778	42,328
Public Works Trees	New		Maintenance Tech I (9)			39,978	39,978
Voter Registrar	New		Deputy Voter Registrar (12)		43,356		43,356
Human Resources	New		HR Generalist (15)		49,269		49,269
ECC	Fill Vacant		ECC Comm Specialist I (11)		41,912		41,912
Total New Position Requests					964,964	140,803	1,105,767
Finance	Vacant		Accounting Analyst (14)				-
Finance	Vacant		Real Estate Administrator (20)				-
ECC	Vacant		ECC Comm Specialist I (11)				-
Parks	Vacant		Superintendent of Parks (20)				-
Total Vacant Positions (To remain vacant)					-	-	-
City Attorney*	Reclassify		Paralegal (16)	Senior Paralegal/Office Administrator (19)	2,900		2,900
COR**	Reclassify		Assessment Analyst (17)	Assessment Analyst (17)			-
Police***	Reclassify		Secretary (10)	Executive Secretary (12)	1,800		1,800
ECC	Reclassify		Communications Technician (10)	ECC Communications Spec I (11)	1,700		1,700
Human Services	Reclassify		Benefit Programs Fraud Investigator (17)	Benefit Programs Fraud Investigator (16)	(891)	(1,393)	(2,284)
Total Reclassification Requests					5,509	(1,393)	4,116
Treasurer	Delete Position		Account Clerk II				-
Police	Gang Grant Funds		Police Officer II		75,680		75,680
Police	Cops Grant Funds		4 Police Officer II - 50%		116,000		116,000
Police	Incr Part time funding		PT Positions		8,600		8,600
Fire & Rescue	Incr Overtime funding		For training		163,593		163,593
Voter Registrar	Decr Part time funding		Only if FT position funded		(15,874)		(15,874)
Parks & Recreation	Incr Part time funding		Laborers & Other positions		50,000		50,000
Old Town Winchester	Eliminate PT Funding				(12,400)		(12,400)
Social Services/Housing	Eliminate Position		Executive Secretary (12)			(46,892)	(46,892)
Total Other Personnel Requests					385,599	(46,892)	338,707
TOTAL PERSONNEL REQUESTS					1,356,072	92,518	1,448,590
City Manager Recommendations:					438,630	64,363	510,693

*Request was for a flat \$5,000 increase, recommendation 5% increase

**Request was to reclass to Paygrade 20, consultant evaluated position and recommended no change in current grade (17)

***Request was to reclass to Paygrade 14, consultant evaluated position and recommended paygrade 12.

Agency Requests for Funding Summary

	<i>FY 2011 Actual</i>	<i>FY 2012 Actual</i>	<i>FY 2013 Budget</i>	<i>FY 2014 Request</i>	<i>Incr/(Decr) FY2014</i>	<i>CM Budget</i>	<i>Incr/(Decr) FY2014</i>
Outside Agencies							
Access Independence	-	-	-	10,000	10,000	-	-
Apple Country Head Start	2,000	-	-	-	-	-	-
Blue Ridge Legal Services	-	-	-	4,873	4,873	-	-
Boys & Girls Club	10,000	10,000	10,000	20,000	10,000	10,000	-
ChildSafe Center-CAC	-	-	-	12,600	12,600	-	-
Clean Inc.	-	-	-	10,000	10,000	-	-
Concern Hotline	-	-	-	2,000	2,000	-	-
Discovery Museum	10,000	10,000	10,000	50,000	40,000	10,000	-
Fremont Street Nursery	10,000	10,000	10,000	15,000	5,000	10,000	-
Healthy Families	10,000	10,000	10,000	10,000	-	10,000	-
Help With Housing, Inc.	-	-	-	5,000	5,000	-	-
Literacy Volunteers	-	-	-	10,000	10,000	-	-
Old Court House Civil War Museum	11,789	-	-	-	-	-	-
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	-
The Laurel Center	3,000	3,000	3,000	5,000	2,000	3,000	-
The Laurel Center - Capital	-	-	-	50,000	50,000	-	-
Virginia Commission of the Arts Grant	10,000	10,000	10,000	12,000	2,000	10,000	-
Winchester Day Nursery	10,000	10,000	10,000	12,500	2,500	10,000	-
Win-Fred Co Hist Society - Capital	-	-	-	45,000	45,000	-	-
Win-Fred Co Historical Society	79,156	79,525	79,525	83,750	4,225	79,525	-
Youth Development Center	10,000	10,000	10,000	10,000	-	10,000	-
Total Outside Agencies	206,133	192,713	192,713	432,723	240,010	192,713	-
Regional Agencies							
CFFW Regional Jail	3,557,480	3,495,106	3,474,064	3,996,427	522,363	3,778,738	304,674
Handley Library	385,026	385,026	390,334	390,334	-	390,334	-
Handley Library - Capital	-	48,708	-	-	-	-	-
Lord Fairfax Community College	26,291	31,255	37,391	48,946	11,555	37,391	-
Lord Fairfax EMS Council	8,306	8,306	8,306	8,306	-	8,306	-
LF Soil and Water Conservation	-	-	1,000	4,500	3,500	1,000	-
Northwestern Community Services	183,307	183,307	183,307	183,307	-	183,307	-
NSV Regional Commission	15,078	15,078	15,198	50,177	34,979	15,198	-
NW Regional Juvenile Detention Center	292,056	215,127	267,090	299,751	32,661	299,751	32,661
S.P.C.A.	115,000	115,000	115,000	490,844	375,844	115,000	-
Winchester Health Department	223,133	257,884	258,766	266,701	7,935	266,701	7,935
Winchester Regional Airport	10,413	10,413	10,413	18,250	7,837	18,250	7,837
Winchester Regional Airport - Capital	2,621	44,766	42,916	88,616	45,700	88,616	45,700
Win-Fred Co EDC	72,000	72,000	72,000	99,756	27,756	72,000	-
Win-Fred Metropolitan Planning Org	8,752	8,210	20,000	20,000	-	20,000	-
Total Regional Agencies	4,899,463	4,890,186	4,895,785	5,965,915	1,070,130	5,294,592	398,807
TOTAL AGENCIES	5,105,596	5,082,899	5,088,498	6,398,638	1,310,140	5,487,305	398,807

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: March 19, 2013 **CUT OFF DATE:** _____

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

ITEM TITLE: Update of Current Capital Improvement Projects

STAFF RECOMMENDATION: NA

PUBLIC NOTICE AND HEARING: NA

ADVISORY BOARD RECOMMENDATION: NA

FUNDING DATA: See attached.

INSURANCE: NA

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. City Attorney		_____	3/14/2013
2. City Manager		_____	3-14-13
3. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature:		_____	3/10/13 Date



APPROVED AS TO FORM:


CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Perry Eisenach, Public Services Director
Date: March 10, 2013
Re: Update of Current Capital Improvement Projects

THE ISSUE: Update of current capital improvement projects.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 3: Continue Revitalization of Historic Old Town

Goal 4: Create a More Livable City for All

BACKGROUND: The attached summary provides an update regarding the current capital improvement projects that the City has undertaken.

BUDGET IMPACT: Each project has already been approved and funded by City Council.

OPTIONS: NA

RECOMMENDATIONS: No action is being requested from City Council.



City of Winchester - Current Infrastructure Projects Summary Report

March 10, 2013

Prepared by Public Services Department

Project Name:	Pedestrian Mall Improvements Project
Contractor:	HRI, Inc.
Project Budget:	\$7.1 million
Work Completed thru end of last month:	\$3.2 million
Work Started:	January 2, 2013
Contract Completion Deadline:	End of April 2013 (hardscape & utility work) End of May 2013 (landscaping)
Project Funding:	\$6.4 million water & sewer revenue bonds \$700,000 from Old Town
Summary: <ul style="list-style-type: none"> • All of the new water and sewer mains have been installed. • New bricks and pavers are being installed on the south half of the Mall. • Construction is on schedule and within budget. 	

Project Name:	Drainage Improvements on Abrams Creek near S. Loudoun and Featherbed
Contractor:	TBD
Project Budget:	\$2,300,000
Work Completed thru end of last month:	\$117,000 (design)
Work Started:	TBD
Contract Completion Deadline:	TBD
Project Funding:	\$1,300,000 – Reimbursement from VDOT from Jubal Early project \$1,000,000 – State Revenue Sharing Funds
Summary: <ul style="list-style-type: none"> • Design of improvements is being finalized. • Working with consultant to complete appraisals of drainage easements on private properties needed for the project. • Goal is to begin construction this summer on project. Estimated construction duration will be approximately four to five months. 	

Project Name:	Monticello Street Extension
Contractor:	TBD
Project Budget:	\$5 million
Work Completed thru end of last month:	\$24,000
Work Started:	TBD
Contract Completion Deadline:	TBD
Project Funding:	\$5 million – State of Virginia – Governor’s Transportation Opportunity Fund
Summary: <ul style="list-style-type: none"> • The preliminary roadway alignment has been completed. • Appraisals are being completed for the right-of-way acquisition required for the project. • Staff is working on preparing the contract documents needed to bid the project. The procurement will be completed utilizing a “design-build” method of construction. 	

Project Name:	Taylor Hotel Demolition/Structural Stabilization
Contractor:	Lantz Construction of Broadway
Project Budget:	\$1.18 million
Work Completed thru end of last month:	\$728,000
Work Started:	October 29, 2012
Contract Completion Deadline:	April 2013
Project Funding:	CDBG, City of Winchester, EDA, Private Developer
Summary: <ul style="list-style-type: none"> • Work has progressed well, in spite of the rock and other unknown challenges that have been encountered. • First phase of the project should be completed by early April with work on the second phase beginning at the same time. 	

Project Name:	New Transit Office Construction
Contractor:	Lantz Construction of Broadway
Project Budget:	\$700,000
Work Completed thru end of last month:	\$625,000
Work Started:	October 3, 2012
Contract Completion Deadline:	March 2, 2013
Project Funding:	80% Federal Transit Authority, 10% State, 10% City
Summary: <ul style="list-style-type: none"> • Construction on building has been completed. Small amount of paving around the building is the only portion of the project remaining. • Transit will be moving into the building by the end of March. 	

Project Name:	City Hall Generator Installation
Contractor:	Consolidated Electric
Project Budget:	\$380,000
Work Completed thru end of last month:	\$317,000
Work Started:	September 17, 2012
Contract Completion Deadline:	March 31, 2013
Project Funding:	City General Fund
Summary: <ul style="list-style-type: none"> • Construction on the project has been completed. • Final load testing and project acceptance to occur by the end of March. 	

R-2013-14

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 4/9/13 CUT OFF DATE: 3/19/13

RESOLUTION XX ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: CEMS Change: CEMS Section 3.8 K Career Development

STAFF RECOMMENDATION: The Chief of Police recommends that the City Council approve the resolution adding career development for ECC Specialist I-III to Section 3.8 K of CEMS

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: No additional funds needed.

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. Administration	<i>[Signature]</i>		2/20/13
2. Finance	<i>[Signature]</i>		2-20-13
3. _____			
4. _____			
5. City Attorney	<i>[Signature]</i>		2/22/2013
6. City Manager	<i>[Signature]</i>		
7. Clerk of Council			
Initiating Department Director's Signature: <i>[Signature]</i>	Chief Kevin L. Sanzenbacher		2/19/13 Date



APPROVED AS TO FORM:

[Signature] 2/22/2013
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Chief Kevin L. Sanzenbacher
Date: February 19, 2013
Re: Change to CEMS manual

THE ISSUE: The Human Resources Director recently discovered that a Career Development Plan was apparently never approved for the positions of Emergency Communications Center (ECC) Specialist I-III. This needs to be corrected before employees currently eligible for this advancement can be processed.

RELATIONSHIP TO STRATEGIC PLAN: Developing a high performance organization.

BACKGROUND: Our records indicate that as far back as 2002 employees in the ECC have been moving up the career ladder as part of the career development process. In addition, job descriptions have been in place that describe the varied and different functions required to perform the duties of ECC Specialist I, II, and III for a period of time. However, there is no record that a Career Development plan for ECC Specialist I-III was ever approved by the Common Council as required under CEMS Section 3.8 K.

We feel it is extremely important to rectify this immediately. We have at least one employee eligible for advancement, who has met all the requirements to advance, yet has been denied because of this situation. Since, under the current payroll system, this is the only way an employee is assured of a pay increase commensurate with their increased experience it is vital that this career development track for ECC employees, like many other city employees, be approved. This is especially important since the last salary review process actually lowered the starting salary for ECC employees, a position we find extremely difficult to fill.

As required in CEMS a proposal has been formalized to insure each application for advancement is reviewed through our chain of command and that employees meet all the requisite qualifications as described in the job description to which they aspire. This proposal has been reviewed and approved by both the Administration Director and the City Manager. This proposal, once approved by Council, will be incorporated in the General Orders of the Police Department.

BUDGET IMPACT: There will be no adverse budget impact to approving this change. The Office of Finance has already built anticipated advancement requests into this year's budget so the funding is available.

OPTIONS: The only option is to not approve this request. This would be extremely detrimental to the staffing and morale in the ECC and would create an inequity between these employees and other City staff. ECC employees are our first link to citizens in emergent situations. They work in an extremely stressful environment with long and varied hours. We currently must search months to get qualified candidates into vacant positions and the lack of a career development plan would only aggravate this condition.

RECOMMENDATIONS: The Chief of Police recommends the Council approve this request.

A RESOLUTION TO APPROVE
A REQUEST TO CHANGE THE COMPREHENSIVE EMPLOYEE
MANAGEMENT SYSTEM

WHEREAS, the City of Winchester Comprehensive Employee Management System (CEMS) states that career development plans for employees be approved by the Common Council, and;

WHEREAS, the purpose of the Career Development Program is to provide employees an opportunity for advancement in a career path, and;

WHEREAS, the City is committed to a policy that increases the prestige and performance level of employees who continue professional development efforts throughout their careers; and

WHEREAS, the Emergency Communication Center and its employees are a vital link in the public safety emergency response process, and;

WHEREAS, the City of Winchester's primary concern is the protection of life and property for the citizens.

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Winchester, Virginia hereby authorizes City staff to amend the City of Winchester CEMS manual, Section 3.8 Salary Actions, K Career Development as follows:

K. Career Development Program

The purpose of the Career Development Program is to provide employees an opportunity for advancement in a career path. The City is committed to a policy that increases the prestige and performance level of employees who continue professional development efforts throughout their careers.

The Department Head may submit to the Administration Director and City Manager a career development proposal indicating the positions included in the program, the criteria for movement to each position and the administrative procedures for the program. The Administration Director and City Manager shall review the program for conformity and consistency with overall career development objectives, and recommend such plans meeting these objectives to Council for approval.

Advancement under an approved career development program shall be accompanied by an increase of 5% to the existing base salary or increase to the minimum of the new pay grade, whichever is greater.

Administrative changes to an approved career development program shall be submitted by the Department Head to the Administration Director for recommendations and approval by the City Manager.

The following programs and positions are hereby authorized:

1. Fire and Rescue Department:
 - a. Probationary Firefighter
 - b. Firefighter/EMT
 - c. Firefighter Technician

2. Juvenile Detention Center:
 - a. Detention Specialist I
 - b. Detention Specialist II
 - c. Senior Detention Specialist

3. Police Department:
 - a. Police Officer I
 - b. Police Officer II
 - c. Police Officer III
 - d. Master Police Officer

Emergency Communications Center

- a. Communications Specialist I**
- b. Communications Specialist II**
- c. Communications Specialist III**

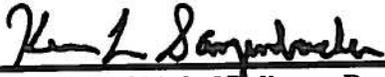
4. Sheriff:
 - a. Deputy Sheriff I
 - b. Deputy Sheriff II
 - c. Deputy Sheriff III

5. Social Services Department:
 - a. Benefit Programs Screener
 - b. Benefit Programs Worker I
 - c. Benefit Programs Worker II

Changes underlined

WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Number 1-14	Effective Date March 1, 2013	Review Date March 1, 2013	Reviewing Division Administration
Subject CAREER DEVELOPMENT PROGRAM- ECC	<input checked="" type="checkbox"/> New Directive <input type="checkbox"/> Amends <input type="checkbox"/> Replaces: <input type="checkbox"/> Revised:		This directive shall apply to personnel assigned to the following divisions: <input checked="" type="checkbox"/> All Personnel <input checked="" type="checkbox"/> Patrol Division <input checked="" type="checkbox"/> Administration Division <input checked="" type="checkbox"/> Investigation Division
References: CEMS: 3.7K VLEPSC: PER.05.01 - .04 CALEA			
 _____ Chief of Police or Designee		_____ March 1, 2013 Date	

I. PURPOSE

The purpose of this directive is to provide each Communications Specialist with knowledge of the criteria for movement in the career development path and the procedures required to initiate consideration for upward movement.

II. POLICY

The welfare of the community depends on the Emergency Communications Specialist (ECS). The Winchester Police Department is committed to a policy that increases the prestige and level of performance of these ECSs and encourages them to continue their professional development by providing incentives throughout their communication careers. The career development process shall stress actual job performance, combined with professional growth and development. The assignment to a particular status in the Career Development Program (CDP) should not be considered a promotion, but an incentive to an ECS who have and will continue to apply themselves as career oriented communication specialists.

III. PROCEDURES

A. Career Advancement Board (CAB)- ECS

1. The CAB shall consist of the Deputy Chief of Police, Emergency Communications Director and the Captain of Patrol.
2. The CAB will meet whenever necessary to consider individual ECS's request for advancement in the CDP.

3. The CAB will schedule and conduct meetings to consider appeals from those communications specialist who were not advanced in CDP status.

B. Initiating Responsibility

1. It is the responsibility of each Communication Specialist to review the criteria that must be met and maintained for each level in the CDP. An ECS who wishes to be considered for entrance or progression in the CDP must submit a written request to the CAB, through their chain of command, on or near their individual anniversary date or when eligible for advancement.
2. Each Communication Specialist must obtain a recommendation from their immediate supervisor. The supervisor shall consider each criterion, address them separately, and state how the requesting ECS has or has not met the criteria. The supervisor may include a narrative concerning the individual's advancement in the CDP. This recommendation will accompany the ECS's request to the Emergency Communication Director.

C. Notification of Board's Recommendation

1. The CAB shall notify the Chief of Police of the board's recommendation. The CAB may make either a favorable or non-favorable recommendation. This notification shall be made no later than ten (10) business days following the respective CAB meeting.
2. Communications Specialist shall have ten (10) business days after notification to appeal a non-favorable recommendation to the CAB. The CAB will then schedule and hear the Communications Specialist appeal.

D. Notification of Acceptance or Rejection

1. If the candidate is rejected after an appeal to the CAB for entrance or advancement in the CDP, the ECS has ten (10) business days to initiate an appeal to the Chief of Police through the chain of command.
2. The Chief of Police will make the final determination of CDP status.
3. If the final determination is rejection of the candidate's request for entrance or advancement in the CDP, the candidate shall be placed on a six (6) month special evaluation status.
4. The ECS's immediate supervisor will draft a memorandum outlining the area(s) of deficiency, indicating what improvements are expected in order to comply with the standards for the CDP and notify the ECS formally of the special evaluation.
5. If upon completion of the six (6) month special evaluation period the affected ECS has complied with the standards outlined and meets the

requirements of entrance or advancement in the CDP, the ECS may re-apply for CDP status. Re-application will require the ECS to submit a written request to the CAB through their chain of command, which includes a recommendation from the ECS's immediate supervisor and an updated employee performance evaluation.

E. Reduction in Career Development Status

1. No appointment at any level within the CDP should be considered permanent. Each ECS must meet the minimum adjusted evaluation in order to be appointed to each level of the CDP, and must maintain those performance levels to retain their position, to include an active status on all specialty certifications and trainings.
2. Reevaluation of an employee's current appointment will be conducted on an annual basis through the authorization of the Chief of Police.
3. The ECS's immediate supervisor shall monitor the ECS's evaluation and negative points to assure ECS are maintaining the required minimum standards. If the supervisor becomes aware that an ECS is no longer active with their training or certification, they will make a written account of it and forward it through the chain of command to the Chief of Police.
4. If it is determined that an ECS is not maintaining the minimum standards prescribed for their respective level with the CDP, the affected ECS shall be placed on a six (6) month special evaluation status by the supervisor.
5. The ECS's immediate supervisor will draft a memorandum outlining the area(s) of deficiency, indicating what improvements are expected in order to comply with the standards, and notify the ECS formally of the special evaluation.
6. If upon completion of the six (6) month special evaluation period the affected ECS has not complied with the standards outlined, the ECS's immediate supervisor shall forward a memorandum to the Chief of Police recommending reduction in the ECS's CDP status. This memo shall contain an outline of events leading to the recommendation for reduction in the CDP level.
7. The Chief of Police shall make the final determination on whether a reduction in CDP status is in order and the level to which the ECS is to be reduced. The Chief of Police or his/her designee will make the necessary notifications concerning the ECS's reduction in the CDP.
8. Once an ECS's level has been reduced in the CDP, that ECS must apply to the CAB if they wish to be considered for CDP advancement.
9. An ECS may not be considered for CDP advancement until twelve (12) months after the date of status reduction.

F. Compensation

During the time an ECS is in an advanced CDP status, he or she will receive a percentage of their annual salary determined by advancement to the appropriate pay grade or a 5% pay increase, whichever is greater.

IV. CRITERIA

The following criteria will be met for each of the CDP advancement positions:

A. ECS I

Designation assigned upon appointment. While in training an Emergency Communication Specialist I can't be eligible for promotion.

B. ECS II

1. Complete 24 months as an ECS I with the Winchester Police Department;
2. Certified by the Division of Criminal Justice Services (DCJS) as a communication specialist;
3. Satisfactorily completed the department probationary period per city policy;
4. A minimum of acceptable performance ratings in every competency and job specific responsibility category on the most recent department employee performance evaluation;
5. Maintain a minimum of 3.0 career development points;
6. Maintain proficiency in EMD, phone, radio, computer, VCIN/NCIC entries and use as required by the department;
7. Successfully completed the approved EMD certification;
8. Must maintain twelve (12) hours annual continuing education hours specific to communications training;
9. Recommendation for advancement by the immediate supervisor; and
10. Selection by the CAB.

C. ECS III

1. Completed at least (2) years of service as an ECS II with the Winchester Police Department;
2. A minimum of acceptable performance ratings in every competency and job specific responsibility category on the most recent department employee performance evaluation;
3. Maintain a minimum of 4.0 career development points;
3. Maintain proficiency in EMD, phone, radio, computer, VCIN/NCIC entries and use as required by the department;
4. Successfully completed an approved Communications Training Officer course;
5. Must maintain sixteen (16) hours annual continuing education hours specific to communications training;
6. Recommendation for advancement by the immediate supervisor; and
7. Selection by the CAB.

D. Proficiency Criteria

1. EMD/Phone: Each ECS is evaluated monthly based on calls received during this time period according to the designated minimum standard.
2. NCIC/VCIN Proficiency: Each ECS must exhibit exemplary performance in the use of NCIC and VCIN. This is demonstrated by eagerness and proficiency in the entry and use of the State system and reiterated through recertification bi-annually.
4. Professionalism: Each ECS must clearly demonstrate knowledge of the Winchester PD Rules and Regulations.
5. Department Policy and State Law: Each ECS must demonstrate a working knowledge of the Winchester Police Department's and Fire and Rescue Rules & Regulations, General Orders and procedures.
6. Sick Leave: Each ECS must follow the requirements of the City of Winchester sick leave policy. Each ECS must have a sick leave usage rate equal or less than the average usage in the department. Computation of such shall be on a twelve (12) month basis. Instances of legitimate hospitalization, injuries, or illness shall not be cause of rejection or reduction. However, each ECS will be required to provide testimony to the legitimacy of such when sick leave usage exceeds the maximum time allowed. More than two (2) violations of the sick leave policy during any

twelve (12) month period shall be cause for rejection or reduction in CDP status.

E. Criterion Bonus Points

Bonus points will be awarded for proficiency in specified criterion as outlined as follows (certifications and specialty team memberships must be active):

- .2 State Certified Specialist Instructor, (VCIN and CPR);
- .3 State Certified Instructor;
- .4 Recruiting Officer;
- .4 Speak Spanish to level of interpreting;
- .4 Crisis Negotiation Team;
- .5 ENP- Emergency Number Professional;
- .6 RPL- Registered Professional Leader;
- .1-.7 Other criterion assigned by the Chief of Police.

G. Penalty Points

Penalty points will be subtracted from the bonus points score as outlined. Suspension days will be accumulative. Any combination of days suspended will be totaled within the time period.

- .4 One (1) grievable offense within the past two (2) years;
- .5 Two (2) grievable offenses within the past three (3) years;
- 1.0 One (1) to three (3) days suspension within the last two (2) years;
- 1.5 Four (4) or more days suspension within last five (5) years; and
- .1-1.0 Other criterion assigned by the Chief of Police.

V. STANDARDS

The following standards will apply for considering bonus points in specified criterion:

A. State Certified Communications Instructor

ECS who has been certified by the State of Virginia and is actively used each year to instruct on a department basis or state level. To be recertified by the Commonwealth of Virginia, an ECS must instruct at an approved academy, except for firearms instructors.

B. Recruiter

Officer assigned to and actively involved in the recruitment function.

C. Crisis Negotiation Team (CNT) Member

ECS who has been selected and assigned to the CNT by the department. Assigned members will attend the required training.

D. ENP-Emergency Number Professional

ECS demonstrates a mastery of the comprehensive knowledge base required for emergency number program management.

E. RPL- Registered Public Safety Leader

ECS successfully completes a certificate program that focuses on the skills sets that make for solid leadership performance.

F. Other Criterion

Additional disciplines may be approved by the Chief of Police if the disciplines signify professional advancement and are a distinct benefit to the department.

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Bradley S. Veach, Parks & Recreation Director *BV*
Date: March 19, 2013
Re: 2014 Cal Ripken 10-Year-Old World Series Proposal

THE ISSUE: Hosting the 2014 Cal Ripken 10-year-old World Series at Yost Field in Jim Barnett Park.

RELATIONSHIP TO STRATEGIC PLAN: Goal 1-Objective 1 More tourists coming to experience Winchester. Expanding community events is considered a top priority in the City of Winchester's 2013-2014 Management Agenda.

BACKGROUND: Winchester's Jim Barnett Park was the host site of the 2011 Cal Ripken 10-year-old World Series. The event attracted tourists from around the United States. Our guests stayed an average of 9.8 days and contributed towards sales, meal and hotel tax revenue. The City invested nearly \$70,000 towards improvements to Yost Field and its surrounding area that will be an asset to the park system for many years. Improvements included additional field lights, trail resurfacing, ADA improvements, and field resurfacing. The event yielded an impressive local economic impact of \$413,000. In 2011, the total operating costs including overtime and use of City services for the event was \$163,500 and \$131,500 in revenue. The community volunteered 2,850 hours valued at nearly \$61,000 to support this event.

Because of our success in 2011, Babe Ruth League has asked the City of Winchester to host the 10-year-old World Series in 2014.

Over the last two budget cycles, the City of Winchester and the youth sports leagues have invested nearly \$400,000 to make improvements on the sports fields in Jim Barnett and neighborhood parks. The investment has yielded better playing facilities for our citizens and draws the attention of organizations like Babe Ruth League to attract national events to our community.

BUDGET IMPACT: Babe Ruth League requires a franchise fee of \$45,000 to host the event. Based upon data collected from the 2011 Series, we estimate that the total cost to host the event will not exceed \$126,000 (which includes the franchise fee) and revenues (excluding sales and hotel tax revenue) will be approximately \$146,000. After the 2011 World Series, the Executive Committee identified approximately \$40,000 in operating costs that can be reduced if we are chosen to host this event again. Cost savings include: the elimination of events not required by the contract; one time purchase items that can be reused; narrowing the time that we market and advertise the event by focusing in on two to three months leading up to the event; reworking the required banquets and meals to save money; new pricing strategy for souvenirs and tickets; sharing concession profits between the City and Winchester Baseball; and expanding negotiation with hotels to offer better rates and minimize incidental fees charged to the City. By making these operational changes and generating similar revenue numbers we will be able to cover all expenses and possibly turn a profit without factoring in the sales and hotel tax revenue generated in the City of Winchester.

OPTIONS:

1. Approve a resolution and direct the Parks & Recreation Director to proceed with negotiations and authorize the City Manager to execute a contract with Babe Ruth League to host the 2014 Cal Ripken 10-year-old World Series
2. Do not proceed with executing a contract and direct the Parks & Recreation Director to notify Babe Ruth League.

RECOMMENDATIONS: This event will stimulate our economy over the 10-day event and showcase Winchester, VA, its tremendous history and all we have to offer. The event will also provide a once in a lifetime experience for the youth in our community to play on a national stage and compete against some of the best youth baseball players in the United States. I ask that Council approve the enclosed resolution showing your support of this event and direct the City Manager to execute a contract with Babe Ruth League to host the 2014 Cal Ripken 10-year-old World Series.

Estimated Budget for the 2014 World Series

			Fiscal Year Budgets	
<u>Expenses</u>	-		FY2014	FY2015
Budget Code	-	Total Amount	Amount	Amount
111-7111-471-3170	-	\$7,200.00	\$0.00	\$7,200.00
111-7111-471-3501	-	\$13,000.00	\$6,500.00	\$6,500.00
111-7111-471-3601	-	\$15,000.00	\$1,000.00	\$14,000.00
111-7111-471-3948	-	\$7,000.00	\$0.00	\$7,000.00
111-7111-471-5210	-	\$150.00	\$0.00	\$150.00
111-7111-471-5230	-	\$1,200.00	\$0.00	\$1,200.00
111-7111-471-5410	-	\$750.00	\$0.00	\$750.00
111-7111-471-5872	-	\$56,250.00	\$45,000.00	\$11,250.00
111-7111-471-6001	-	\$800.00	\$800.00	\$0.00
111-7111-471-6002	-	\$1,200.00	\$0.00	\$1,200.00
111-7111-471-6005	-	\$200.00	\$200.00	\$0.00
111-7111-471-6007	-	\$75.00	\$0.00	\$75.00
111-7111-471-6008	-	\$150.00	\$0.00	\$150.00
111-7111-471-6009	-	\$300.00	\$0.00	\$300.00
111-7111-471-6014	-	\$2,500.00	\$0.00	\$2,500.00
111-7111-471-6015	-	\$18,650.00	\$6,000.00	\$12,650.00
111-7111-471-6026	-	\$125.00	\$125.00	\$0.00
111-7111-471-6039	-	\$1,000.00	\$0.00	\$1,000.00
	-			
	Total	\$125,550.00	\$59,625.00	\$65,925.00
Revenue				
<u>Revenue</u>	-		FY2014	FY2015
Revenue Codes	-			
111-318-9903	Sponsorship	\$75,000.00	\$60,000.00	\$15,000.00
111-318-9917	Ticket Sales	\$35,000.00		\$35,000.00
111-318-9905	Souvenir Sales	\$24,000.00		\$24,000.00
111-315-0203	Vendor Fees	\$2,500.00		\$2,500.00
111-316-1328	Concessions	\$10,000.00		\$10,000.00
	Total Revenue	\$146,500.00	\$60,000.00	\$86,500.00
	Estimated Revenue	\$20,950.00	\$375.00	\$20,575.00

Economic Impact

Visitor survey results from the 2011 Cal Ripken World Series

Total number of traveling families (players)	116
Average number of players per team	12.9 players
Number of traveling teams	9 teams
Average nights spent in Winchester, VA	9.8 days
Average number of family members/fanstraveling with player	4.36 people
Average daily local spend per player's family	\$216.77/day
Average spend per player's family during entire stay	\$2,124.35

Projected Economic Impact

Players and traveling family members

Formula: # of families x average daily spend x average # of days

$$116 \times \$216.77 \times 9.8 = \underline{\underline{\$246,424.14}}$$

Babe Ruth Task Force and Dignitaries

$$86 \text{ total hotel nights} \times \$175 \text{ average spent per day} = \underline{\underline{\$15,050.00}}$$

Total Spent by Guests **\$261,474.14**

Local Economic Impact Summary

World Series player and family local spend	\$261,474.14
World Series operational expenses spent locally	\$105,710.73
Capital Improvements spent locally	\$45,743.75

Local Spend Total: **\$412,928.62**

Total local spend with 2.37 economic impact multiplier **\$771,148.19***

*The Virginia Tourism Corporation and the National Association of Sports Commissions (NASC) use a 2.37 multiplier as an industry average when calculating the economic impact of an event.

A RESOLUTION TO APPROVE WINCHESTER, VIRGINIA
AS THE OFFICIAL HOST SITE
OF THE 2014 CAL RIPKEN-BABE RUTH LEAGUE
10-YEAR-OLD WORLD SERIES

WHEREAS, the City of Winchester, VA has been asked to be the host site for the Cal Ripken-Babe Ruth League 10-Year-Old World Series in the summer of 2014; and

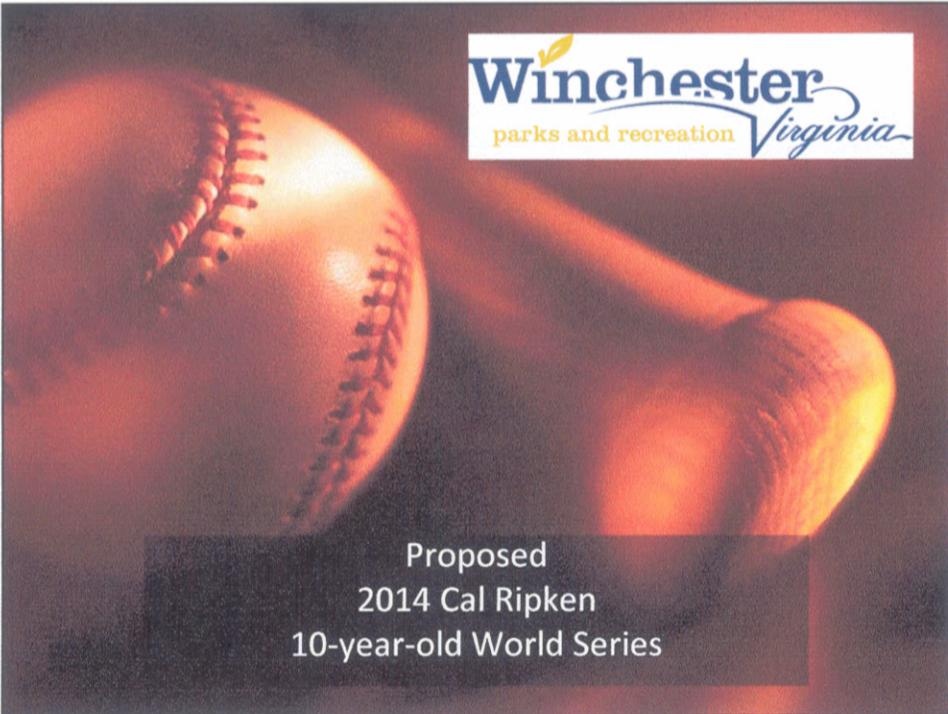
WHEREAS, the City of Winchester realizes that our community, including our businesses and citizens, benefited from hosting the same event in 2011; and

WHEREAS, the City of Winchester is dedicated to providing opportunities and enriching experiences to the youth in our community; and

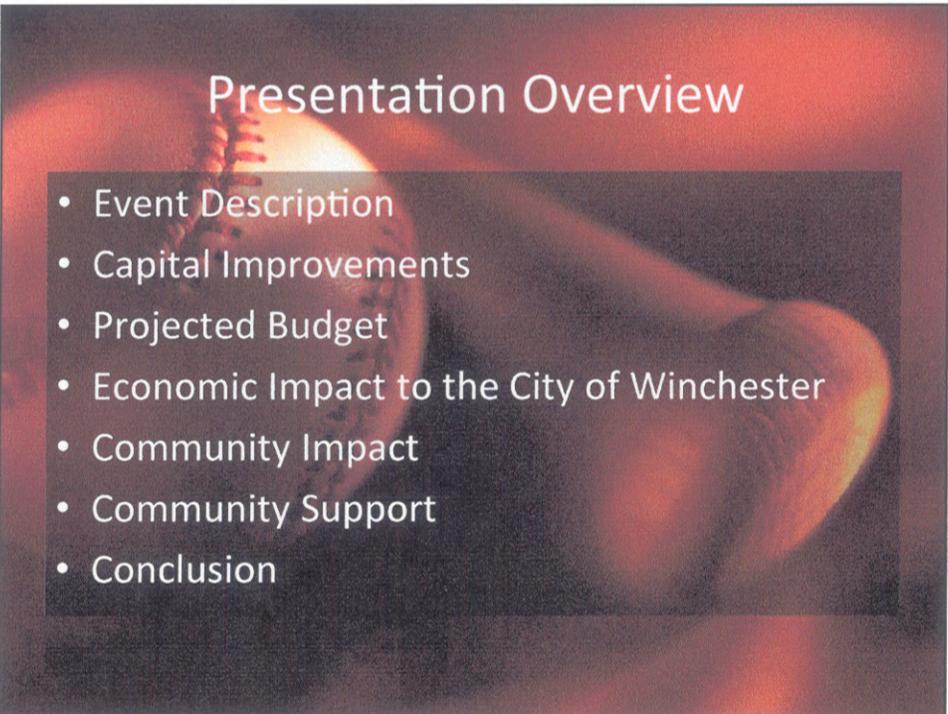
WHEREAS, this event will attract players, parents, fans and visitors from across the United States to Winchester for a 10 day period; and

WHEREAS, this event will provide a positive economic impact and exposure to the Winchester community, its businesses and its rich history.

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Winchester, Virginia hereby authorizes and directs the City Manager to execute all necessary documents and contracts to guarantee Winchester, Virginia as the host site of the 2014 Cal Ripken 10-Year-Old World Series.

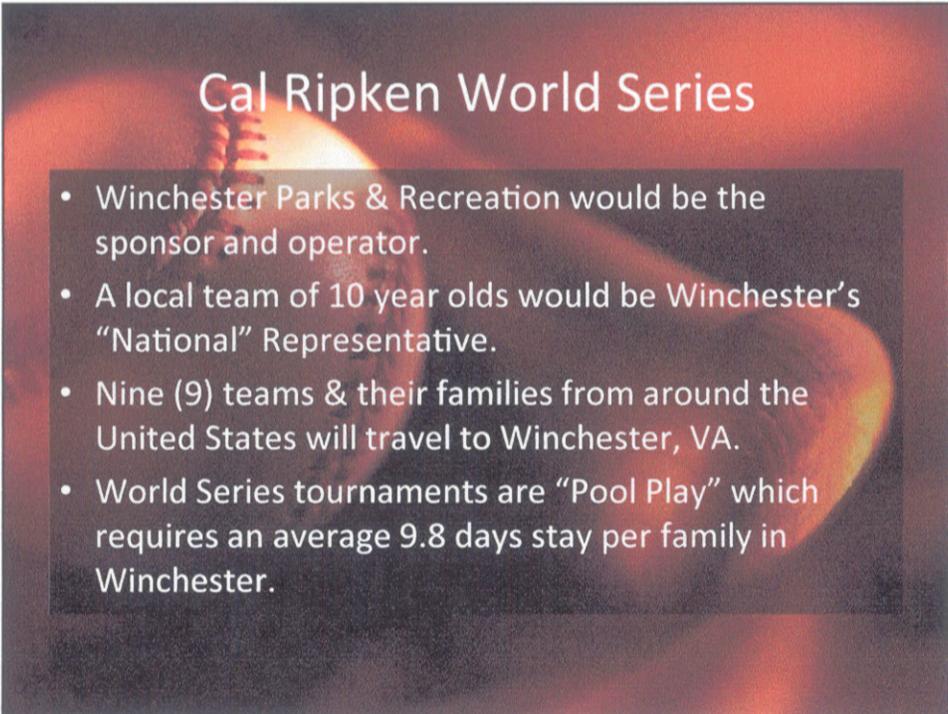


Proposed
2014 Cal Ripken
10-year-old World Series



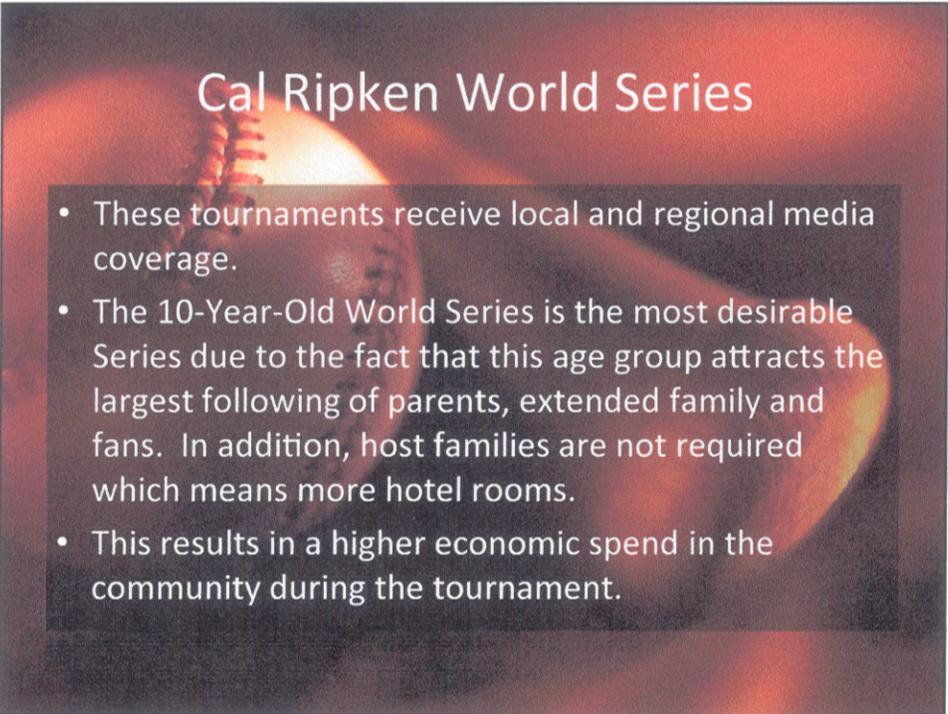
Presentation Overview

- Event Description
- Capital Improvements
- Projected Budget
- Economic Impact to the City of Winchester
- Community Impact
- Community Support
- Conclusion



Cal Ripken World Series

- Winchester Parks & Recreation would be the sponsor and operator.
- A local team of 10 year olds would be Winchester's "National" Representative.
- Nine (9) teams & their families from around the United States will travel to Winchester, VA.
- World Series tournaments are "Pool Play" which requires an average 9.8 days stay per family in Winchester.



Cal Ripken World Series

- These tournaments receive local and regional media coverage.
- The 10-Year-Old World Series is the most desirable Series due to the fact that this age group attracts the largest following of parents, extended family and fans. In addition, host families are not required which means more hotel rooms.
- This results in a higher economic spend in the community during the tournament.

Improvements in 2011

Yost Field

- \$69,000 worth of improvements
 - Field lighting, trail resurfacing for ADA access, press box upgrades, field regrading with new sod, fencing repairs, and backstop padding.
 - No improvements are required to host the World Series in 2014

Projected Budget

Expenses:	\$125,550
Revenue:	<u>\$146,500</u>
Estimated Revenue:	+\$20,950

Economic Impact Numbers from the 2011 World Series Survey

-Total number of traveling families (players)	116
-Average number of players per team	12.9 players
-Number of traveling teams	9 teams
-Average nights spent in Winchester, VA	9.8 days
-Average number of family members/fans traveling with player	4.36 people
-Average daily local spend per player's family	\$216.77/day
-Average spend per player's family during entire stay	\$2,124.35

Economic Impact from 2011 Event

Projected Economic Impact

Players and traveling family members

Formula: # of families x average daily spend x average # of days

$$116 \times \$216.77 \times 9.8 = \underline{\$246,424.14}$$

Babe Ruth Task Force and Dignitaries

$$86 \text{ total hotel nights} \times \$175 \text{ average spent per day} = \underline{\$15,050.00}$$

Total Spent by Guests

\$261,474.14

Economic Impact from 2011 Event

Local Economic Impact Summary

World Series player and family local spend	\$261,474.14
World Series operational expenses spent locally	\$105,710.73
Capital Improvements spent locally	\$45,743.75
Local Spend Total:	<u>\$412,928.62</u>
Total local spend with 2.37 economic impact multiplier	<u>\$771,148.19*</u>

* The Virginia Tourism Corporation and the National Association of Sports Commissions (NASC) use a 2.37 multiplier as an industry average when calculating the economic impact of an event.

City of Winchester Local Tax Revenue Estimates

- In 2010, the Virginia Tourism Corporation estimated that localities in the State of Virginia were likely to receive approximately 3.6 cents in taxes for every dollar spent during events like the World Series.
- Conservative Tax Revenue Calculations:
 - Local Tax Revenue (from 2011 World Series survey figures)
 - \$771,148 would total \$27,761 (with 2.37 multiplier.)
 - \$412,928 would total \$14,865 (without multiplier.)

A close-up, low-angle shot of a baseball, showing its characteristic stitching and texture. The lighting is dramatic, with a strong light source from the side, creating a bright highlight on the top of the ball and deep shadows elsewhere. The background is a dark, warm-toned gradient.

Community Impact

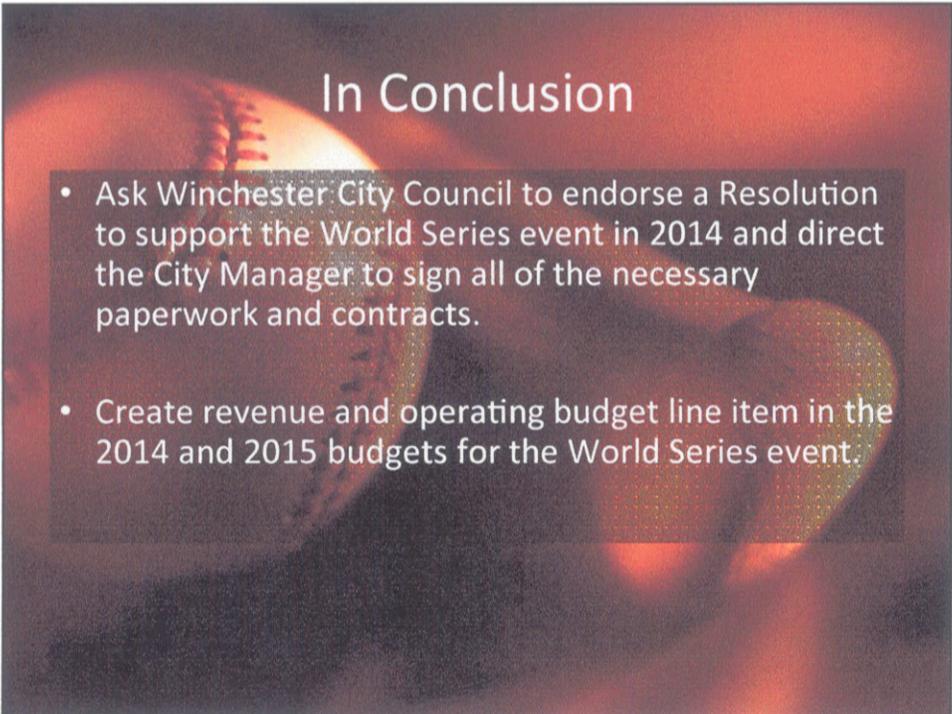
- Local and regional media coverage
- Attract visitors/fans from other communities around the state and country.
- Winchester will be known for hosting this level of tournament resulting in repeat tournaments and economic impact.
- Will motivate local families and youth to become more involved in all youth sports programs.
- Other youth sports programs may host tournaments (soccer, basketball, BMX, etc.) resulting in additional economic impact.
- Market Winchester businesses (hotels, restaurants, attractions) in pre-event packets and promotional materials.

A close-up, low-angle shot of a baseball, showing its characteristic stitching and texture. The lighting is dramatic, with a strong light source from the side, creating a bright highlight on the top of the ball and deep shadows elsewhere. The background is a dark, warm-toned gradient.

Community Support

Over 300 volunteers contributing 2,850 hours during the 2011 Cal Ripken World Series. The community embraced this event and we expect a similar response if we are fortunate enough to host the event again in 2014.

Title sponsor from 2011 Cal Ripken World Series has expressed interest in supporting the event again at the same funding level. We anticipate securing many repeat sponsors.

The background of the slide features a close-up, low-angle shot of a baseball and a baseball bat. The baseball is on the left, and the bat is on the right, both illuminated with a warm, reddish-orange light that creates a soft glow and highlights the texture of the leather and wood. The overall mood is dramatic and focused on the sport.

In Conclusion

- Ask Winchester City Council to endorse a Resolution to support the World Series event in 2014 and direct the City Manager to sign all of the necessary paperwork and contracts.
- Create revenue and operating budget line item in the 2014 and 2015 budgets for the World Series event.

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 3.19.2013 CUT OFF DATE: _____

RESOLUTION X ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: Northern Shenandoah Valley Regional Hazard Mitigation Plan

STAFF RECOMMENDATION: Recommend adoption of 2012 Plan

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

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. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	<i>W</i>	_____	<i>3/13/2013</i>
6. City Manager	<i>[Signature]</i>	_____	<i>3-14-13</i>
7. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature: <i>[Signature]</i>	_____	_____	<i>3-6-2013</i> Date



APPROVED AS TO FORM:
[Signature] 3/13/2013
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: L. A. Miller, emergency Management Coordinator
Date: March 6, 2013
Re: Adoption Northern Shenandoah Valley Hazard Mitigation Plan

THE ISSUE: Adoption of 2012 Northern Shenandoah Valley Hazard Mitigation Plan

RELATIONSHIP TO STRATEGIC PLAN: Support Emergency Management Program through the creation of a More Livable City for All and increase the opportunities to Growth of the Economy and the Develop of a High Performing Organization

BACKGROUND: The original Hazard Mitigation Plan was adopted on a regional basis in 2007 and criteria requires the plan be reviewed annually and edited and presented to the governing bodies for update and re-adoption at five (5) year intervals.

Adoption of the plan meets the criteria sited in the Virginia Department of Emergency Management's Emergency Operations Plan Standard hazard Mitigation Plan, support Annex 3 (Volume II) requires that each of Virginia's cities, counties, and town develop or take an active role in the development of a hazard mitigation plan for their respective areas. Additionally adoption of the plan satisfies the state mitigation planning requirements of the Disaster Mitigation Act of 2000 which amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Therefore the adoption of the plan continues to permit the city and other jurisdictions adopting the plan to remain eligible for Hazard Mitigation Grant Program (HMGP) Hazard Mitigation Assistance Programs which include Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMAA), Repetitive Flood Claims (RFC) and Severe Repetitive Loss (SRL) grant programs.

A hardcopy of the 2012 plan is available in the City Manager's Office for review. An electronic copy of the plan has also been place in the Public Folder under Emergency Preparedness.

BUDGET IMPACT: Adoption presents no negative impact on the budget but could create a significant positive impact in relationship to various grant opportunities created through adoption.

OPTIONS: Adoption of the plan
Take no action resulting in no adoption of the plan

RECOMMENDATIONS: Staff recommends Council adopt the plan through resolution.

**A RESOLUTION TO ADOPT THE 2012 UPDATED VERSION OF
THE NORTHERN SHENANDOAH VALLEY
REGIONALHAZARD MITIGATION PLAN**

WHEREAS, the Common Council of the City of Winchester endorses the Emergency Management program of the City of Winchester; and

WHEREAS, the Emergency Management program includes operational criteria including Planning, Training, Exercising, Response, Recovery and Mitigation; and

WHEREAS, Council embraces each of the operational criteria; and

WHEREAS, every five years each jurisdiction must adopt a current hazard Mitigation Plan to remain eligible for funding opportunities offered through the Federal Emergency Management Agency, (FEMA); and

WHEREAS, the Virginia Department of Emergency Management's Emergency Operations Plan Standard Hazard Mitigation Plan requires that each of Virginia's cities, counties, and towns develop or take an active role in the development of a hazard mitigation plan for their respective community; and

WHEREAS, Council acknowledges the Emergency Management program contains the operational criteria of Mitigation; and

WHEREAS, Mitigation is invaluable as related to preparatory measure to reduce the loss of life, injury and property damage; and

WHEREAS, the City of Winchester has selected to join with neighboring jurisdictions to craft a regional mitigation plan.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Winchester hereby adopts the 2012 Northern Shenandoah Valley Hazard Mitigation Plan.

Incident Types	Structure Fire	Fire Other	ALS 1	ALS 2	BLS	PT Refusal	TOTALS	Mon.% Up/Dn
Fire	2	63					65	
EMS			138	1	109	25	309	
TOT0AL Incident Types							374	-16%

City Property Loss vs. Property Saved	
Fire Loss	Fire Saved
\$600.00	\$106,400.00
Other Property Loss	Other Property Saved
0	0

Resuscitation Efforts	
CPR Initiated 3	Saved 1
Respiratory Arrest 0	Saved 0

Station Logbook	Number
Friendship Fire Station 1	148
Rouss Fire Station 2	71
Shawnee Fire Station 4	122
South End Fire Station 5	180

Mutual Aid	Given	Received
	18	13

Casualties	Number
Fire Service	0
Civilian	1

Total Training Hours Logged
423.52

Public Education	Number	Number
Smoke Detectors Installed	2	
Car Seats Installed	10	
Public Education	# of Children	# of Adults
	64	53

EMS Revenue Recovery
Revenue increase of 14% over last year for this time period

Fire and Life Safety Division	
Plan Reviews	9/\$625.26
Fire Safety inspections/follow-ups	16/9
Sprinkler/Alarm/Suppression/Site Inspections	3/0/0
Other Permit Related Inspections	0
Fire Marshal Investigations	1 Civilian Casualty



A Virginia Accredited Law Enforcement Agency

Timbrook Public Safety Center
231 East Piccadilly Street
Winchester, VA 22601

Telephone: (540) 545-4700
FAX: (540) 542-1314
Website: www.winchesterva.gov

**WINCHESTER POLICE DEPARTMENT
MONTHLY COUNCIL REPORT
February 2013**

5 YEAR TREND FOR MAJOR CRIMES- February

	2009	2010	2011	2012	2013
THEFT	48	53	57	46	42
GRAND THEFT	14	8	11	9	14
MVT	3	1	1	5	2
ROBBERY	3	3	0	0	1
RAPE	0	1	0	2	0
B&E	8	10	8	9	3

5 YEAR TREND ENFORCEMENT -Enforcement for February-5 year trend

	2009	2010	2011	2012	2013
Felony Arrests	22	28	16	26	12
Misdemeanor Arrests	77	59	132	122	163
Legal Document - Felony	21	27	33	19	40
Legal Document - Misdemeanor	147	105	131	103	158
DUI Arrests	28	15	26	22	25
Incident Reports	299	221	284	257	252
Field Contacts Documented	35	10	19	58	17
Speeding - Radar	93	45	218	128	75
Speeding - Non Radar	4	1	1	1	0
Traffic Violations	234	146	397	274	191
Vehicle Crash Investigations	61	57	56	56	32
Parking Violations	146	124	287	175	91