

City Council Work Session

Tuesday, April 23, 2013

6:00 p.m.

Council Chambers – Rouss City Hall

AGENDA

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 Apple Blossom Festival Security Preparations – Kevin Sanzenbacher, Chief of Police, and Lynn Miller, Emergency Management Coordinator

4.0 Items for Discussion:

4.1 O-2013-11: FY14 Proposed Budget & Capital Improvements Plan – Dale Iman, City Manager, and Mary Blowe, Finance Director (pages 3-64)

4.2 O-2013-10: 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, 2013 – Mary Blowe, Finance Director (pages 65-72)

4.3 O-2013-12: AN ORDINANCE TO REZONE 0.45 ACRES OF LAND AT 2307 STONERIDGE ROAD (Map Number 269-05-A-1) FROM HIGHWAY COMMERCIAL (B-2) DISTRICT WITH CORRIDOR ENHANCEMENT (CE) DISTRICT OVERLAY TO LOW DENSITY RESIDENTIAL (LR) DISTRICT WITH CE DISTRICT OVERLAY RZ-13-98 - Tim Youmans, Planning Director (pages 73-80)

4.4 O-2013-13: AN ORDINANCE TO REZONE A 0.75 ACRE PORTION OF LAND AT 441 LINDEN DRIVE (Map Number 130-01- -1) FROM LOW DENSITY RESIDENTIAL (LR) DISTRICT TO MEDICAL CENTER (MC) DISTRICT RZ-13-134 – Tim Youmans, Planning Director (pages 81-86)

4.5 CU-13-132: Conditional Use Permit – Request of KKE Properties, LLC, for a conditional use permit for conversion of ground floor nonresidential use to residential use at 22 Wolfe Street (Map Number 193-01-C-8) zoned Central Business (B-1) District with Historic Winchester (HW) District overlay. – Tim Youmans, Planning Director (pages 87-92)

4.6 O-2013-14: AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, AND 23 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, AND FEES TA-13-138 – Aaron Gridale, Director of Zoning & Inspections (pages 93-103)

4.7 O-2013-15: STATUS UPDATE AND ORDINANCE TO IMPLEMENT THE PROVISIONS OF THE BOARDS AND COMMISSIONS MEMORANDUM ADOPTED BY COMMON COUNCIL ON FEBRUARY 12, 2013 PERTAINING TO THE FUNCTIONING AND PROCESSES ASSOCIATED WITH THE APPOINTMENT AND OPERATIONS OF THE TREE COMMISSION; NATURAL RESOURCES ADVISORY BOARD; AND OTHER COUNCIL-APPOINTED BOARDS AND COMMISSIONS – Doug Hewett, Assistant City Manager (pages 104-128)

5.0 Liaison Reports

6.0 Executive Session

6.1 MOTION TO CONVENE IN EXECUTIVE 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 BUT NOT LIMITED TO THE REVIEW OF CANDIDATES FOR APPOINTMENT TO COUNCIL-APPOINTED BOARDS AND COMMISSIONS.

7.0 Monthly Reports

7.1 Finance Department (pages 129-141)

8.0 Adjourn

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: April 23, 2013 **CUT OFF DATE:**

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

ITEM TITLE: FY 2014 Budget review

STAFF RECOMMENDATION: Review and comment

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA:

See attached contract

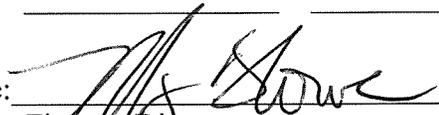
INSURANCE:

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	_____	_____	_____
7. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature: _____


Finance Director

4-16-13
Date

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Dale Iman, City Manager
Mary Blowe, Finance Director
Date: April 23, 2013
Re: Review Proposed FY 2014 Budget

THE ISSUE: The City Manager along with City staff has developed the projected revenues and expenditures for FY 2014. We have focused on the strategic plan and developed a results driven document to fund those projects that will accomplish those objectives stated in the strategic plan.

RELATIONSHIP TO STRATEGIC PLAN: With this resolution, City administration can work within our budget to maintain services and reallocate funds 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: City staff has reviewed budgets with all department directors and also developed the following documents for your review:

- Budget Summary
- Position Requests/Changes
- Agency Requests
- Equipment Replacement Plan
- Five-year Capital Improvement Plan
- Revenue and Expenditure Summary for all funds
- Position Title/Grade Listing (5% increase to minimums and maximums)
- Budget Ordinance
- Presentation

City staff will compile the complete budget book for your review at the first reading of the budget ordinance scheduled for Tuesday May 14th, 2013. This will be followed by the second reading and public hearing on the budget scheduled for Tuesday June 11, 2013.

BUDGET IMPACT: The Proposed budget reflects an increase of \$124,000 over the adopted FY 2013 budget for the general fund.

OPTIONS: City Council can review the proposed budget document and recommend any changes to be implemented in the final budget document.

RECOMMENDATIONS: Staff recommends the proposed documents as submitted.

FY 2014 GENERAL FUND BUDGET SUMMARY

REVENUES

Projected Revenue Increases/(Decreases)

Real Property Taxes	500,000
Personal Property Taxes	(300,000)
Business License Taxes	250,000
Meals & Motel	450,000
New Fire & Rescue Fees	50,000
Special Events	155,000
2014 World Series	60,000
State	(48,330)
Grant Revenue	(450,000)
Projected Revenue	75,515,500

Fund Balance

Carryforward FY13 Appropriation	3,400,000
New Fund Balance Appropriation	1,000,000
Parks Fund Balance	84,500
Total Fund Balance	4,484,500

TOTAL FY14 REVENUE **80,000,000**

EXPENDITURES

FY 2014 Core Expenditures **74,524,500**

Increases/Decreases to Core Expenditures

Personnel

2% Increase or Pay Scale Maint (5%) whichever higher	395,000
Health Insurance Switch to Anthem Local Choice	(150,000)
Salary Compression & Succession Planning	47,000
2% Attrition	(360,000)
Parking Increase	23,000
Other Post Employment Benefits (OPEB)	25,000
2 Fire positions	124,446
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
2 Parks Maintenance Tech I unfunded	(69,800)
Reclassification Requests & PT	50,509

Operating

IT Strategic Plan Implementation	170,440
Police Tactical Camera System	66,000
Comprehensive Plan Update	25,000
National Historic District Revisions	5,000
Paving	175,000
Special Events Promotion	155,000
World Series Event	60,000
Level School Operating	(350,000)
Decrease CSA Transfer	(160,000)
Increase Transit Transfer	50,000
Regional Agencies	94,113
Regional Jail	75,143
Department Core Operating	105,403

One-Time Expenditures/Savings

Debt Savings - One-Time Savings	(465,600)
City Hall HVAC	100,000
City Yards Generator	75,000
Police Equipment - AC Vehicle, Shieldware, Radar Units, Tasers	90,600
Athletic Field Improvements	200,000

Other

Reserve Contribution	100,000
Total Additional Expenditures	991,000

Total Expenditures **75,515,500**

Base Budget Surplus/(Deficit) -

STRATEGIC PLAN GOALS

- Goal 2 - Develop, retain a quality City Workforce
- Goal 2 - Maintain competitive compensation & benefits
- Goal 2 - Develop, retain a quality City Workforce

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- 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

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

Fund Balance

Other Projects

Time & Attendance Software	70,000
ADA Playground Surfacing	49,500
Skate Pavilion Equipment	35,000
Discovery Museum Contribution	100,000
Total Other Projects	254,500

Goal 2 - Upgrade, increase use of Info Tech

CIP Projects

Public Safety Communications Project	1,500,000
VESTA E-911 Phone System	110,000
Green Circle	200,000
Maintenance Facility	50,000
WPA Autopark Repairs	1,000,000
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
Sidewalks	800,000
Total CIP Projects	4,230,000

Goal 4 - Bikeable, walkable City

Goal 3 - Enhance Gateways to Historic Old Town

Goal 4 - Upgrade City infrastructure

Goal 4 - Upgrade City infrastructure

Goal 1 & 4

Goal 1 & 4

Goal 1 & 4

Goal 1 & 4

Goal 4 - Upgrade City infrastructure

Total Fund Balance **4,484,500****TOTAL FY 2014 EXPENDITURES** **80,000,000**

CIP Projects - Possible Debt Issuance

Public Safety Communications Project	1,600,000
JJC Improvements	3,400,000
City Entrance Corridor Improvements	1,000,000
John Kerr Elementary School	20,000,000
	26,000,000

Unfunded Requests

Personnel Requests	842,319
Equipment Requests	978,700
Outside Agencies	240,010
Department Information Technology Requests	580,500
Department Operating Requests	396,612
Total Unfunded Requests	3,038,141

Other Strategic Plan Items - Included in Base Budget

Gateway Enhancement - Planning Consultant	15,500
Wellness Plan	20,000
OTW Branding & Special Events	43,500

Goal 3 & 4 - Revitalization of OTW

Goal 2 - Develop, retain a quality City Workforce

Goal 3 - Revitalization of OTW

City of Winchester
FY 2014 Position Requests/Changes

Department	Action	#	Position (Grade)	To (Grade)	Gen Fund	Other	Total
EDA/OTDB	New		Economic Program Support Tech 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	1	Probationary Firefighters (14)		49,188		49,188
Fire & Rescue	New	5	Probationary Firefighters (14)		295,123		295,123
Fire & Rescue	New	1	Fire Position		75,258		75,258
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					963,012	140,803	1,103,815
Finance	Vacant		Accounting Analyst (14)				-
Finance	Vacant		Real Estate Administrator (20)				-
ECC	Vacant		ECC Comm Specialist I (11)				-
Parks	Vacant	2	Maintenance Techs I (9)		(69,800)		(69,800)
Parks	Vacant		Superintendent of Parks (20)				-
Total Vacant Positions (To remain vacant)					(69,800)	-	(69,800)
City Manager	Reclassify		Assistant City Manger (28)	Assistant City Manger (30)			-
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)
Human Services	Reclassify		Human Services Assistant (10)	Benefit Program Specialist I (11)			-
Total Reclassification Requests					5,509	(1,393)	4,116
Treasurer	Eliminate 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		45,000		45,000
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					380,599	(46,892)	333,707
TOTAL PERSONNEL REQUESTS					1,279,320	92,518	1,371,838
City Manager Recommendations:					437,001	113,632	550,633

*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>FY 2014 Proposed</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	3,549,207	75,143
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	15,178	(20)	15,178	(20)
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	5,930,916	1,035,131	5,065,041	169,256
TOTAL AGENCIES	5,105,596	5,082,899	5,088,498	6,363,639	1,275,141	5,257,754	169,256

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

Equipment by Year

Department	Current Equipment	Mileage	New Equipment	Cost/Funding Source		
				General Fund	Other	Total
<u>2014</u>						
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 (6)		Police Vehicles (6)	157,800		157,800
Police	2002 Animal Control Truck	124,000	Animal Control Truck	30,000		30,000
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	1993 Van	94,134	Pickup Truck	30,000		30,000
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	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	445,500	495,000
Transit			SUV 4x4	2,600	23,400	26,000
Equipment Fund	2001 GMC	69,379	Truck		30,000	30,000
Total for 2014				430,500	600,900	1,031,400
<u>2015</u>						
Sheriff	Sheriff Vehicles (2)		Sheriff Vehicles (2)	55,000		55,000
Sheriff	2002 Chevy Tahoe	150,000	Police Package SUV	35,000		35,000
Police	Police Vehicles (20)		Police Vehicles (20)	539,000		539,000
Police	1995 Box Truck	118,000	SWAT Deployment Vehicle	55,000		55,000
Police	2005 Animal Control Truck	95,000	Animal Control Truck	35,000		35,000
Fire & Rescue	1990 International 4900		Hazardous Material Response Vehicle	150,000		150,000
Fire	Battalion Vehicle		Battalion Vehicle	55,500		55,500
Inspections	2001 Chevy Cavalier	47,863	Sedan	20,000		20,000
Inspections	2002 Chevy Lumina		Sedan	20,000		20,000
Emergency Management	2001 Jeep		SUV with Towing Package	29,000		29,000
Refuse	2002 Dodge Pickup	78,139	Pickup Truck	30,000		30,000
Refuse	2004 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 - Streets	1994 Dump Truck (2)	51,158	Dump Truck	160,000		160,000
Highway Maint - Streets	1992 Dump Truck	107,138	Pickup	40,000		40,000
Highway Maint - Traffic	1999 Truck		Pickup Truck	60,000		60,000
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	2001 GMC 4x2	114,128	4x2 Pickup Truck	17,500		17,500
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			Snow Blade	6,500		6,500
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	45,000	50,000
Public Services					150,000	150,000
Total for 2015				1,712,100	195,000	1,907,100
<u>2016</u>						
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 Taurus		Sedan	20,000		20,000

Equipment by Year

Department	Current Equipment	Mileage	New Equipment	Cost/Funding Source		
				General Fund	Other	Total
Facilities Maintenance	GMC 2500	Over 100,000	Truck	25,000		25,000
Refuse	2002 Toyota Pickup	61,589	Pickup	30,000		30,000
Refuse	2004 Refuse/Recycling Truck	99,185	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	45,000	50,000
Transit	2008 Transit Buses (2)	Over 120,000	Transit Buses (2)	50,000	450,000	500,000
Public Services					150,000	150,000
Total for 2016				888,500	645,000	1,533,500
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
Refuse	2006 Refuse/Recycling Truck	49,484	Refuse/Recycling Truck	150,000		150,000
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
Parks & Recreation	None currently		Plasma Cutter	2,500		2,500
Human Services	2006 Sedan	Over 120,000	Sedan	20,000		20,000
Transit	2003 Sedan		SUV	2,500	22,500	25,000
Transit	2008 Transit Bus	Over 120,000	Transit Bus	25,000	225,000	250,000
Parking Authority	1995 Dodge Truck		Truck	30,000		30,000
Public Services					150,000	150,000
Total for 2017				671,300	397,500	1,068,800
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				4,179,300	1,988,400	6,167,700

City of Winchester Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2014	2015	2016	2017	2018	Future	Total Project
General Government									
Public Safety Radio Network	Gen Fund		1,500,000						1,500,000
	CIP Fund	400,000							400,000
	Bonds		1,600,000						1,600,000
VESTA E-911 System	Gen Fund		110,000						110,000
	State		150,000						150,000
Fire Burn Building	Gen Fund			600,000					600,000
	State			430,000					430,000
JJC Improvements	Bonds		3,400,000						3,400,000
Emergency Generator - City Yards	Gen Fun		75,000						75,000
City Hall HVAC	Gen Fund		100,000						100,000
City Hall Brick Repairs	Gen Fund			600,000					600,000
Green Circle	Federal	2,000,000	800,000	500,000	500,000	500,000	500,000		4,800,000
	Gen Fund	753,000	200,000	125,000	125,000	125,000	125,000		1,453,000
Maintenance Facility	Gen Fund		50,000						50,000
	Utilities		50,000						50,000
	Bonds			500,000	6,000,000				6,500,000
City Entrance Corridor Imp	Bonds		1,000,000						1,000,000
S Loudoun/Abrams Drainage	State	100,000	850,000						950,000
	CIP Fund	100,000	1,150,000						1,250,000
N. Kent/Liberty Storm Drainage	Gen Fund		100,000						100,000
	State		25,000						25,000
Valley Ave/Whitlock Storm Drainage	Gen Fund		30,000	370,000					400,000
	State		30,000	370,000					400,000
Valley Ave Drainage & Sidewalks	Bonds			2,500,000					2,500,000
	State		700,000	2,500,000					3,200,000
Storm Drainage Improvement	Other			1,500,000	1,500,000	1,500,000	1,500,000	10,000,000	16,000,000
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
Traffic Signal Synchronization	Gen Fund			300,000					300,000
	State			300,000					300,000
Intersection Improvements	Gen Fund				300,000	300,000			600,000
Monticello Street Extension	State	100,000	4,900,000						5,000,000
Tevis Street Extension	State		950,000						950,000
	Other		950,000						950,000
Nester Drive Extension	Bonds			720,000					720,000
	State		30,000	720,000					750,000
	Gen Fun		30,000						30,000
Taft Avenue Extension	Gen Fund		60,000						60,000
	Other			3,000,000	4,000,000				7,000,000
Spring Street	Other			600,000					600,000

City of Winchester Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2014	2015	2016	2017	2018	Future	Total Project
General Government - Continued									
Hope Drive Extension	Gen Fund	100,000	150,000						250,000
	Bonds			2,000,000	1,850,000				3,850,000
	State		150,000	2,000,000	1,850,000				4,000,000
Meadow Branch Ave Ext	Gen Fund		50,000						50,000
	State		50,000	1,950,000					2,000,000
	Other			1,950,000					1,950,000
Pleasant Valley Road Realignment/Extension	Other						6,000,000		6,000,000
Featherbed Lane Improvements	Gen Fund						750,000		750,000
Weems Lane Improvements	Gen Fund							1,000,000	1,000,000
Shawnee Drive Improvements	Bonds							2,000,000	2,000,000
Papermill Road Improvements	Bonds							3,500,000	3,500,000
Parks ADA Phase #2	Gen Fund		150,000	525,000					675,000
Athletic Field Renovations	Gen Fund		200,000						200,000
Amphitheater Renov	Gen Fund			15,000	150,000				165,000
	Other					500,000			500,000
	Bonds					1,000,000			1,000,000
Basketball Courts Renov	Gen Fund			60,000					60,000
Park Roadway Resurfacing	Gen Fund				300,000				300,000
Outdoor Pool Sprayground	Gen Fund				275,000				275,000
Parks Waterline Repl	Bonds				1,750,000				1,750,000
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	1,000,000	800,000	500,000	500,000	500,000	500,000	2,500,000	6,300,000
Transit Parking Area	Federal		80,000						80,000
	State		10,000						10,000
	CIP Fund		10,000						10,000
Total General Government		12,103,000	20,490,000	24,855,000	19,325,000	4,965,000	9,835,000	19,550,000	111,123,000
Winchester Public Schools									
New Elementary School	Bonds		20,000,000						20,000,000
DMMS Roof Replacement	Schools				400,000				400,000
QES Chiller Replacement	Schools				200,000				200,000
Patsy Cline Theatre - ADA	Schools					250,000			250,000
FDES Expansion & Renov	Bonds							15,300,000	15,300,000
DCLC Renovations	Bonds							2,500,000	2,500,000
Total Winchester Public Schools			20,000,000	-	600,000	250,000	-	17,800,000	38,650,000

City of Winchester Fiscal Year 2014 Budget

City of Winchester Five-Year Capital Improvement Plan

Project Description	Funding Source	Prior Years	2014	2015	2016	2017	2018	Future	Total Project
Winchester Parking Authority									
Court Square Repairs	Gen Fund		450,000						450,000
Loudoun Autopark Repairs	Gen Fund		275,000						275,000
Braddock Autopark Repair	Gen Fund		275,000						275,000
Total WPA			1,000,000	-	-	-	-	-	1,000,000
Utilities									
Generators for Lift Stations	Utilities		45,000						45,000
	Federal		140,000						140,000
Water & Sewer Main Repl	Bonds		4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	75,000,000	95,000,000
Sewage Lift Station Repl	Bonds		600,000	600,000	600,000	600,000	600,000	1,800,000	4,800,000
Water Meter Replacements	Bonds			1,500,000	1,500,000				3,000,000
Dam & Intake Structure Rep	Utilities			100,000	500,000				600,000
Water Storage Tank Repl	Utilities				250,000				250,000
	Bonds					4,000,000			4,000,000
Demolish Old Digesters	Utilities							750,000	750,000
Total Utilities			4,785,000	6,200,000	6,850,000	8,600,000	4,600,000	77,550,000	108,585,000
Total Five-Year CIP			12,103,000	46,275,000	31,055,000	26,775,000	13,815,000	114,900,000	259,358,000

Funding Summary

	Prior	FY2014	FY2015	FY2016	FY2017	FY2018	Future	
Gen Fund	6,503,000	4,605,000	3,315,000	1,875,000	1,165,000	1,835,000	9,550,000	28,848,000
Schools				600,000	250,000			850,000
GO Bonds		26,000,000	5,720,000	9,600,000			17,800,000	59,120,000
Utility Bonds		4,600,000	6,100,000	6,100,000	9,600,000	4,600,000	76,800,000	107,800,000
State	2,900,000	7,845,000	8,270,000	1,850,000			-	20,865,000
Federal	2,200,000	1,020,000	500,000	500,000	500,000	500,000		5,220,000
CIP Fund	400,000	1,160,000						1,560,000
Utilities		95,000	100,000	750,000			750,000	
Contr/Other	100,000	950,000	7,050,000	5,500,000	2,300,000	7,500,000	10,000,000	33,400,000
Total	12,103,000	46,275,000	31,055,000	26,775,000	13,815,000	14,435,000	114,900,000	259,358,000

Revenue & Expenditure Summary by Fund

	2011 Actual	2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Budget Incr/(Decr)
CITY FUNDS					
111 General					
Revenues	72,223,411	103,348,316	81,691,965	80,000,000	(1,691,965)
Expenditures	70,162,587	102,600,014	81,691,965	80,000,000	(1,691,965)
Surplus/(Deficit)	2,060,824	748,302	-	-	-
211 Social Services					
Revenues	6,894,263	6,588,910	7,205,000	7,242,000	37,000
Expenditures	6,913,767	6,645,066	7,205,000	7,242,000	37,000
Surplus/(Deficit)	(19,504)	(56,156)	-	-	-
241 Highway Maintenance					
Revenues	2,920,728	5,130,020	3,596,000	4,570,000	974,000
Expenditures	2,947,578	5,177,521	3,596,000	4,570,000	974,000
Surplus/(Deficit)	(26,850)	(47,501)	-	-	-
242 Transit					
Revenues	676,742	1,007,248	1,018,000	1,640,000	622,000
Expenditures	870,194	995,846	1,018,000	1,640,000	622,000
Surplus/(Deficit)	(193,452)	11,402	-	-	-
271 EMS					
Revenues	866,017	897,340	918,000	970,000	52,000
Expenditures	815,894	864,431	918,000	970,000	52,000
Surplus/(Deficit)	50,123	32,909	-	-	-
281 Tourism					
Revenues	237,205	247,045	286,000	252,000	(34,000)
Expenditures	196,800	220,862	286,000	252,000	(34,000)
Surplus/(Deficit)	40,405	26,183	-	-	-
291 Law Library					
Revenues	54,470	54,352	50,000	50,000	-
Expenditures	31,395	34,669	50,000	50,000	-
Surplus/(Deficit)	23,075	19,683	-	-	-
292 Parking Authority					
Revenues	873,356	920,100	1,100,000	2,145,000	1,045,000
Expenditures	1,243,345	1,199,920	1,100,000	2,145,000	1,045,000
Surplus/(Deficit)	(369,989)	(279,820)	-	-	-
312 CIP					
Revenues	308,023	1,977,296	14,440,000	19,690,000	5,250,000
Expenditures	358,004	710,152	14,440,000	19,690,000	5,250,000
Surplus/(Deficit)	(49,981)	1,267,144	-	-	-
531 Utilities Operating					
Revenues	31,272,799	31,331,879	19,307,000	20,689,000	1,382,000
Expenditures	27,112,725	38,435,767	19,307,000	20,689,000	1,382,000
Surplus/(Deficit)	4,160,074	(7,103,888)	-	-	-

Revenue & Expenditure Summary by Fund

	2011 Actual	2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Budget Incr/(Decr)
535 Utilities CIP					
Revenues	13,541,830	24,583,108	15,165,000	4,785,000	(10,380,000)
Expenditures	16,214,468	14,607,730	15,165,000	4,785,000	(10,380,000)
Surplus/(Deficit)	(2,672,638)	9,975,378	-	-	-
633 Employee Benefits					
Revenues	3,633,825	4,464,347	4,200,000	4,338,000	138,000
Expenditures	3,840,452	3,812,633	4,200,000	4,338,000	138,000
Surplus/(Deficit)	(206,627)	651,714	-	-	-
643 Equipment					
Revenues	1,129,964	1,357,489	1,222,000	1,450,000	228,000
Expenditures	1,112,445	1,322,927	1,222,000	1,450,000	228,000
Surplus/(Deficit)	17,519	34,562	-	-	-
644 Other Post Empl Benefits					
Revenues	230,327	258,000	477,000	477,000	-
Expenditures	238,335	258,000	477,000	477,000	-
Surplus/(Deficit)	(8,008)	-	-	-	-
773 NW Reg Jail Auth Capital Fund					
Revenues	1,135,852	1,140,562	1,140,000	1,075,000	(65,000)
Expenditures	1,135,620	1,139,106	1,140,000	1,075,000	(65,000)
Surplus/(Deficit)	232	1,456	-	-	-
774 FWSA					
Revenues	3,786,333	4,015,110	4,185,000	4,258,000	73,000
Expenditures	3,768,708	4,015,112	4,185,000	4,258,000	73,000
Surplus/(Deficit)	17,625	(2)	-	-	-
776 NRJDC Operating Fund					
Revenues	2,529,489	2,209,408	2,662,141	2,644,000	(18,141)
Expenditures	2,381,422	2,403,047	2,662,141	2,644,000	(18,141)
Surplus/(Deficit)	148,067	(193,639)	-	-	-
Total City Revenue	142,314,634	189,530,530	158,663,106	156,275,000	(2,388,106)
Total City Expenditures	139,343,739	184,442,803	158,663,106	156,275,000	(2,388,106)
Total City Surplus/(Deficit)	2,970,895	5,087,727	-	-	-
SCHOOLS FUNDS					
920 School Cafeteria Fund					
Revenues	1,971,380	2,018,283	1,839,938	1,951,579	111,641
Expenditures	1,687,606	1,790,003	1,839,938	1,951,579	111,641
Surplus/(Deficit)	283,774	228,280	-	-	-

Revenue & Expenditure Summary by Fund

	2011 Actual	2012 Actual	FY 2013 Amended Budget	FY 2014 Proposed Budget	FY 2014 Budget Incr/(Decr)
921 School Operating Fund					
Revenues	41,458,075	42,600,414	45,685,206	46,040,563	355,357
Expenditures	41,456,272	42,600,514	45,685,206	46,040,563	355,357
Surplus/(Deficit)	1,803	(100)	-	-	-
922 Federal Grants Fund					
Revenues	3,283,559	2,811,382	2,656,684	2,675,444	18,760
Expenditures	3,210,550	2,811,387	2,656,684	2,675,444	18,760
Surplus/(Deficit)	73,009	(5)	-	-	-
923 Textbook Fund					
Revenues	203,751	303,576	300,000	350,000	50,000
Expenditures	104,647	445,719	300,000	350,000	50,000
Surplus/(Deficit)	99,104	(142,143)	-	-	-
930 School Fund Raising Fund					
Revenues	2,354,555	250,983	200,000	200,000	-
Expenditures	1,029,950	306,051	200,000	200,000	-
Surplus/(Deficit)	1,324,605	(55,068)	-	-	-
931 School Capital Improvements Fund					
Revenues	1,756,461	1,652,291	100,000	490,000	390,000
Expenditures	957,916	1,448,246	100,000	490,000	390,000
Surplus/(Deficit)	798,545	204,045	-	-	-
951 School Insurance Fund					
Revenues	3,879,146	4,410,963	4,174,100	4,621,200	447,100
Expenditures	4,195,926	4,439,385	4,174,100	4,621,200	447,100
Surplus/(Deficit)	(316,780)	(28,422)	-	-	-
952 Facilities Maintenance Fund					
Revenues	1,166,873	1,147,919	-	-	-
Expenditures	1,166,612	1,149,375	-	-	-
Surplus/(Deficit)	261	(1,456)	-	-	-
98X Scholarship Funds					
Revenues	98,126	90,765	88,100	91,400	3,300
Expenditures	66,357	96,276	88,100	91,400	3,300
Surplus/(Deficit)	31,769	(5,511)	-	-	-
Total Schools Revenue	56,171,926	55,286,576	55,044,028	56,420,186	1,376,158
Total Schools Expenditures	53,875,836	55,086,956	55,044,028	56,420,186	1,376,158
Total Schools Surplus/(Deficit)	2,296,090	199,620	-	-	-
CITY & SCHOOLS					
TOTAL REVENUE	198,486,560	244,817,106	213,707,134	212,695,186	(1,011,948)
TOTAL EXPENDITURES	193,219,575	239,529,759	213,707,134	212,695,186	(1,011,948)
TOTAL SURPLUS/(DEFICIT)	5,266,985	5,287,347	-	-	-

**City of Winchester
Position Title/Grade Listing
July 1, 2013**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
1		18,907.20	9.09	24,575.20	11.82	30,243.20	14.54
2		19,843.20	9.54	25,802.40	12.41	31,761.60	15.27
3		20,841.60	10.02	27,092.00	13.03	33,342.40	16.03
4		21,881.60	10.52	28,444.00	13.68	35,006.40	16.83
5	Custodian	22,963.20	11.04	29,858.40	14.36	36,753.60	17.67
6	Account Clerk I Clerk Receptionist Recreation Center Attendant I Travel Counselor	24,128.00	11.60	31,366.40	15.08	38,604.80	18.56
7	Laborer I Lead Custodian Recreation Center Attendant II	25,334.40	12.18	32,926.40	15.83	40,518.40	19.48
8	Bus Driver Customer Service Assistant Laborer II Office Assistant Office Associate Recreation Center Attendant III Sanitation Worker Utility Meter Attendant	26,603.20	12.79	34,580.00	16.63	42,556.80	20.46
9	Account Clerk II Maintenance Technician I Recreation Program Specialist Utility Service Mechanic I Warrants Clerk W/WTP Operator Trainee	27,934.40	13.43	36,306.40	17.46	44,678.40	21.48
10	Economic Program Support Tech Human Services Assistant Police Fleet Manager Secretary Visitor and Community Relations Manager W/WTP Lab Technician I W/WTP Operator I	29,328.00	14.10	38,116.00	18.33	46,904.00	22.55

**City of Winchester
Position Title/Grade Listing
July 1, 2013**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
11	Account Clerk III Aquatics Program Specialist Benefit Programs Specialist I Code Enforcement Technician Communications Specialist I Convention & Visitor Services Project Manager Maintenance Technician II Office Supervisor Parking Control Officer Plant Mechanic Records Analyst Clerk Utility Service Mechanic II	30,784.00	14.80	40,019.20	19.24	49,254.40	23.68
12	Athletics Program Specialist I Benefit Programs Specialist II Community Resource Officer Crew Leader Deputy Treasurer Deputy Voter Registrar Dewatering Operator Equipment Parts Manager Executive Secretary Fiscal Assistant Planning Technician Senior Account Clerk W/WTP Lab Technician II W/WTP Operator II	32,323.20	15.54	42,026.40	20.21	51,729.60	24.87
13	Benefit Programs Specialist III Communications Specialist II Detention Specialist I Legal Secretary Maintenance Technician III Traffic Signal Technician	33,945.60	16.32	44,127.20	21.22	54,308.80	26.11

**City of Winchester
Position Title/Grade Listing
July 1, 2013**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
14	Accounting Analyst Administrative Assistant I Administrative Programs Assistant Arborist Athletics Program Specialist II Automotive Mechanic Benefit Programs Specialist IV Construction Inspector Environmental Program Coordinator Evidence Clerk Specialist Housing Specialist Probationary Firefighter Self-Sufficiency Specialist Senior Utility Service Mechanic	35,630.40	17.13	46,321.60	22.27	57,012.80	27.41
		Hours per year 2496 Hourly rate \$14.28					
15	Code Compliance Inspector Communications Specialist III Computer Support Technician Computer/Network Support Technician Crime Prevention/Community Involvement Specialist Deputy Sheriff I Deputy Zoning Administrator Detention Specialist II GIS Technician Licensed Practical Nurse Planner I Prevention Case Manager Senior Laboratory Technician Shop Foreman System Project Manager Transit Supervisor Victim Witness Assistant Director W/WTP Operator III	37,419.20	17.99	48,651.20	23.39	59,883.20	28.79

**City of Winchester
Position Title/Grade Listing
July 1, 2013**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
16	Accountant Administrative Assistant II Assistant Facility Manager Benefit Programs - Fraud Investigator Chief Deputy Treasurer Crew Supervisor CRO/Community Outreach Coordinator Deputy Sheriff II EMS Billing Manager Facilities Coordinator Firefighter/EMT Grants Coordinator/Project Specialist Marketing Coordinator Paralegal Parks Administrative Coordinator Payroll & Benefits Coordinator Police Officer I Police Officer I/Code Compliance Inspector Recreation Coordinator - Aquatics Services Recreation Coordinator - Special Events Recreation Coordinator - Sports & Athletics Services Recreation Coordinator - Youth Services	39,291.20	18.89	51,074.40	24.56	62,857.60	30.22
		Hours per year 2496 Hourly rate \$15.7413					
17	Administrative Services Manager Assessment Analyst Benefit Programs Supervisor Chief Environmental Program Coordinator Deputy Sheriff III Engineering Inspector Family Services Specialist I Instrumentation Technician/Electrician Lead Communications Specialist Police Officer II Senior Codes Compliance Inspector/Police Officer II Senior Detention Specialist Tax Field Auditor Utilization Management Coordinator W/WTP Lead Operator	41,246.40	19.83	53,632.80	25.79	66,019.20	31.74

**City of Winchester
Position Title/Grade Listing
July 1, 2013**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
18	Automotive Service Supervisor CSA Coordinator Detective I Detention Specialist Supervisor Family Services Specialist II Firefighter Technician Police Officer III Refuse/Recycling Coordinator Risk Manager/Purchasing Manager W/WTP Chief Operator	43,326.40	20.83	56,316.00	27.08	69,305.60	33.32
		Hours per year 2496 Hourly rate \$17.3513					
19	Assistant Commonwealth Attorney I Assistant Fire Marshal Communications Operations Supervisor Deputy Building Official Detective II Engineer I Master Police Officer Senior Paralegal/Office Administrator Payroll & Benefits Manager Senior Planner Sheriff Sergeant Traffic Division Supervisor	45,489.60	21.87	59,134.40	28.43	72,779.20	34.99
20	Facility Manager Family Services Specialist III GIS Coordinator Maintenance Supervisor Police Sergeant Real Estate Administrator Superintendent of Parks Victim Witness Director	47,756.80	22.96	62,088.00	29.85	76,419.20	36.74

**City of Winchester
Position Title/Grade Listing
July 1, 2013**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
21	Assistant Commonwealth Attorney II Chief Accountant Customer Service Manager Director of Emergency Communications Family Services Specialist IV Fire & Rescue Lieutenant Network/System Administrator Police Lieutenant	50,148.80	24.11	65,187.20	31.34	80,225.60	38.57
22	Building Official Senior Computer Programmer Senior Network Engineer Family Services Supervisor Transit Director Webmaster	52,644.80	25.31	68,442.40	32.91	84,240.00	40.50
23	Assistant Commonwealth Attorney III Assistant Human Resources Director Assistant Parks & Recreation Director Fire & Rescue Battalion Chief Fire Marshall Juvenile Detention Center Assistant Superintendent Operations Superintendent Police Captain Family Services Manager	55,286.40	26.58	71,874.40	34.56	88,462.40	42.53
24	Assistant Finance Director Assistant Social Services Director Executive Director Winchester Parking Authority Executive Director WFCCVB Old Town Development Board Executive Director	58,052.80	27.91	75,472.80	36.29	92,892.80	44.66

**City of Winchester
Position Title/Grade Listing
July 1, 2013**

<u>Grade</u>	<u>Position Title</u>	<u>Minimum</u>		<u>Mid</u>		<u>Maximum</u>	
25	Assistant City Attorney City Engineer Deputy Commonwealth Attorney Fire & Rescue Deputy Chief Police Major	60,944.00	29.30	79,237.60	38.10	97,531.20	46.89
26		64,001.60	30.77	83,200.00	40.00	102,398.40	49.23
27	Assistant Public Services Director Juvenile Detention Center Superintendent Parks & Recreation Director Planning Director Public Works Director	67,204.80	32.31	87,360.00	42.00	107,515.20	51.69
28	Human Resources Director Information Technology Director Director of Zoning & Inspections	70,553.60	33.92	91,728.00	44.10	112,902.40	54.28
29	Finance Director Fire & Rescue Chief Economic Redevelopment Director Police Chief Public Services Director Social Services Director	74,089.60	35.62	96,314.40	46.31	118,539.20	56.99
30	Assistant City Manager	77,792.00	37.40	101,129.60	48.62	124,467.20	59.84
31		81,681.60	39.27	106,184.00	51.05	130,686.40	62.83
32		85,779.20	41.24	111,508.80	53.61	137,238.40	65.98
33		90,064.00	43.30	117,083.20	56.29	144,102.40	69.28
34		94,556.80	45.46	122,928.00	59.10	151,299.20	72.74
35		99,278.40	47.73	129,074.40	62.06	158,870.40	76.38

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 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 funds for the purposes herein specified for the fiscal year ending June 30, 2014:

FY 2014 CITY OF WINCHESTER REVENUE & EXPENDITURE BUDGETS ALL FUNDS

<i>General Fund Revenues</i>		<i>General Fund Expenditures</i>	
Local Sources	67,680,100	General Government Administration	5,419,044
State	5,753,400	Judicial Administration	3,122,200
Federal	343,000	Public Safety	18,300,464
Other Financing Sources	6,223,500	Public Works	3,360,400
		Health & Welfare	1,063,196
		Education	26,339,093
		Parks, Recreation, Cultural	3,319,639
		Community Development	2,032,544
		Transfers	7,788,000
		Debt	9,255,420
<i>Total GF Revenues</i>	<i>80,000,000</i>	<i>Total GF Expenditures</i>	<i>80,000,000</i>
 <i>Human Services Revenues</i> 		 <i>Human Services Expenditures</i> 	
State	3,088,912	Health & Welfare	7,242,000
Federal	2,025,088		
Other Financing Sources	2,128,000		
<i>Total Social Services Revenue</i>	<i>7,242,000</i>	<i>Total Social Services Expenditures</i>	<i>7,242,000</i>

<i>Highway Maintenance Fund Revenues</i>		<i>Highway Maintenance Fund Expenditures</i>	
Local	6,600	Public Works	4,570,000
State	2,853,400		
Other Financing Sources	1,710,000		
Total Highway Maint Revenue	4,570,000	Total Highway Maint Expenditures	4,570,000
<i>Transit Fund Revenues</i>		<i>Transit Fund Expenditures</i>	
Local Sources	100,700	Public Works	1,640,000
State	254,000		
Federal	962,800		
Other Financing Sources	322,500		
Total Transit Revenue	1,640,000	Total Transit Expenditures	1,640,000
<i>Emergency Medical Services Fund Revenues</i>		<i>Emergency Medical Services Fund Expenditures</i>	
Local	945,000	Public Safety	970,000
Other Financing Sources	25,000		
Total EMS Revenue	970,000	Total EMS Expenditures	970,000
<i>Win-Fred Co Convention & Visitors Bureau Revenues</i>		<i>Win-Fred Co Convention & Visitors Bureau Expenditures</i>	
Local	138,500	Community Development	252,000
Other Financing Sources	113,500		
Total WFCVB Revenue	252,000	Total WFCVB Expenditures	252,000
<i>Law Library Fund Revenues</i>		<i>Law Library Fund Expenditures</i>	
Local	50,000	Judicial Administration	50,000
Total Law Library Revenue	50,000	Total Law Library Expenditures	50,000

<i>Winchester Parking Authority</i>	
<i>Revenues</i>	
Local	1,086,250
Other Financing Sources	1,058,750
Total WPA Revenue	2,145,000

<i>Winchester Parking Authority</i>	
<i>Expenditures</i>	
Public Safety	55,732
Public Works	1,507,330
Debt	581,938
Total WPA Expenditures	2,145,000

<i>City Capital Improvement Fund</i>	
<i>Revenues</i>	
Local	950,000
State	7,845,000
Federal	880,000
Other Financing Sources	10,015,000
Total CIP Revenue	19,690,000

<i>City Capital Improvement Fund</i>	
<i>Expenditures</i>	
Public Safety	3,360,000
Public Works	14,980,000
Parks, Recreation, Cultural	1,350,000
Total CIP Expenditures	19,690,000

<i>Utilities Operating Fund</i>	
<i>Revenues</i>	
Local	20,400,000
Federal	289,000
Total Utilities Revenue	20,689,000

<i>Utilities Operating Fund</i>	
<i>Expenditures</i>	
Public Works	8,573,900
Transfers	1,600,000
Debt	10,515,100
Total Utilities Expenditures	20,689,000

<i>Utilities Capital Improvement Fund</i>	
<i>Revenues</i>	
Federal	140,000
Other Financing Sources	4,645,000
Total Utilities CIP Revenue	4,785,000

<i>Utilities Capital Improvement Fund</i>	
<i>Expenditures</i>	
Public Works	4,785,000
Total Utilities CIP Expenditures	4,785,000

<i>Employee Benefits Fund</i>	
<i>Revenues</i>	
Local	4,090,000
Other Financing Sources	248,000
Total Employee Ben Revenue	4,338,000

<i>Employee Benefits Fund</i>	
<i>Expenditures</i>	
General Government Administration	4,338,000
Total Employee Ben Expenditures	4,338,000

<i>Equipment Operating Fund Revenues</i>		<i>Equipment Operating Fund Expenditures</i>	
Local	1,450,000	General Government Administration	1,450,000
<i>Total Equipment Revenue</i>	<u>1,450,000</u>	<i>Total Equipment Expenditures</i>	<u>1,450,000</u>
<i>Other Post-Employment Benefits Fund Revenues</i>		<i>Other Post-Employment Benefits Fund Expenditures</i>	
Local	477,000	General Government Administration	477,000
<i>Total OPEB Revenue</i>	<u>477,000</u>	<i>Total OPEB Expenditures</i>	<u>477,000</u>
<i>NW Regional Jail Authority Capital Fund Revenues</i>		<i>NW Regional Jail Authority Capital Fund Expenditures</i>	
Local	1,075,000	Debt	1,075,000
<i>Total NWRJA Revenue</i>	<u>1,075,000</u>	<i>Total NWRJA Expenditures</i>	<u>1,075,000</u>
<i>Fred-Winc Service Authority Fund Revenues</i>		<i>Fred-Winc Service Authority Fund Expenditures</i>	
Local	4,258,000	Public Works	4,258,000
<i>Total FWSA Revenue</i>	<u>4,258,000</u>	<i>Total FWSA Expenditures</i>	<u>4,258,000</u>
<i>Northwestern Regional Juvenile Detention Revenues</i>		<i>Northwestern Regional Juvenile Detention Expenditures</i>	
Local	1,792,666	Public Safety	2,644,000
State	765,182		
Federal	18,000		
Other Financing Sources	68,152		
<i>Total NRJDC Revenue</i>	<u>2,644,000</u>	<i>Total NRJDC Expenditures</i>	<u>2,644,000</u>
Total City Revenue	156,275,000	Total City Expenditures	156,275,000
<i>School Food Services Fund Revenues</i>		<i>School Food Services Fund Expenditures</i>	
Local Sources	695,500	Food Services	1,950,579
State	36,950	Operations & Maintenance	1,000
Federal	1,219,129		
<i>Total Food Services Revenue</i>	<u>1,951,579</u>	<i>Total Food Services Expenditures</i>	<u>1,951,579</u>

<i>School Operating Fund Revenues</i>		<i>School Operating Fund Expenditures</i>	
Local Sources	401,134	Technology	2,264,697
State	19,337,727	Instruction	34,670,300
Other Financing Sources	26,301,702	Attendance & Health	2,053,341
		Pupil Transportation	1,919,152
		Operations & Maintenance	5,129,073
		Facilities	4,000
Total School Operating Revenue	46,040,563	Total School Operating Expenditures	46,040,563
<i>Federal Grants Fund Revenues</i>		<i>Federal Grants Fund Expenditures</i>	
Federal	2,675,444	Technology	76,647
		Instruction	2,586,263
		Pupil Transportation	12,534
Total Federal Grants Revenue	2,675,444	Total Federal Grants Expenditures	2,675,444
<i>Textbook Fund Revenues</i>		<i>Textbook Fund Expenditures</i>	
Other Financing Sources	350,000	Instruction	350,000
Total Textbook Revenue	350,000	Total Textbook Expenditures	350,000
<i>School Fundraising Fund Revenues</i>		<i>School Fundraising Fund Expenditures</i>	
Local Sources	200,000	Facilities	200,000
Total Fundraising Revenue	200,000	Total Fundraising Expenditures	200,000
<i>School Capital Improvements Fund Revenues</i>		<i>School Capital Improvements Fund Expenditures</i>	
Other Financing Sources	490,000	Facilities	490,000
Total Capital Improv Revenue	490,000	Total Capital Improv Expenditures	490,000

<i>School Insurance Fund Revenues</i>		<i>School Insurance Fund Expenditures</i>	
Local Sources	4,600,000	Other Non-instructional Operations	2,015,200
Other Financing Sources	21,200	Transfers	2,606,000
Total Insurance Revenue	4,621,200	Total Insurance Expenditures	4,621,200
<i>School Scholarship Fund Revenues</i>		<i>School Scholarship Fund Expenditures</i>	
Local Sources	84,400	Other Non-instructional Operations	91,400
Other Financing Sources	7,000		
Total Scholarship Revenue	91,400	Total Scholarship Expenditures	91,400
Total All Schools Revenue Budgets	56,420,186	Total Schools Expenditures	56,420,186
Total City & Schools Revenue	212,695,186	Total City & Schools Expenditures	212,695,186

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 funds specified herein are hereby appropriated for the purposes specified for the fiscal year ending June 30, 2013.

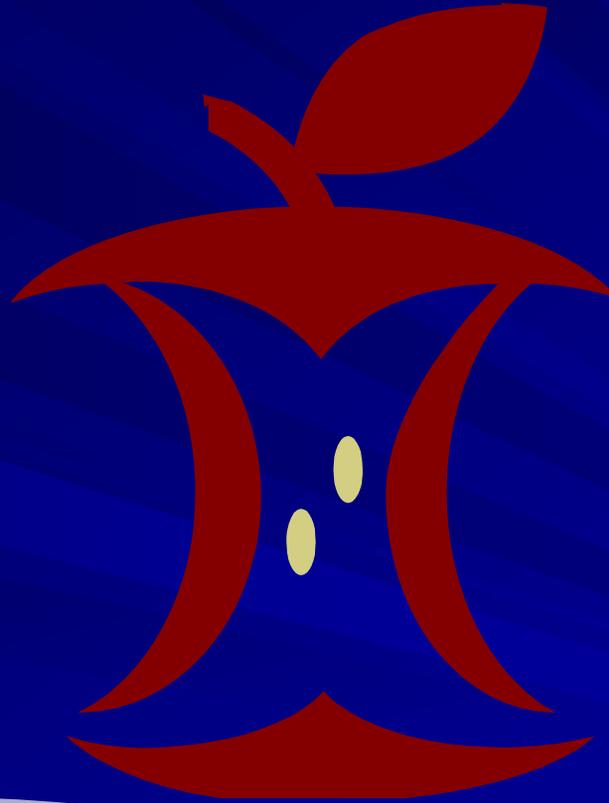
Ordinance No. 2013-__

ADOPTED by the Common Council of the City of Winchester on the 11th of June, 2013.

Witness my hand and the seal of the City of Winchester, Virginia.

*Kari J. Van Diest
Deputy Clerk of the Common Council*

City of Winchester Fiscal Year 2014 Budget



Core Services and
Capital Improvement Plan

Council Mission

- The mission of the City of Winchester is to be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community.

City of Winchester Goals

This proposed FY 2014 budget document consistently supports the following goals:

1. Grow the Economy
2. Develop a high performing organization
3. Continue Revitalization of Historic Old Town
4. Create a more livable City for all

* Goals are referenced throughout presentation by number as noted above

Sound Financial Management Policies

- Fund balance policy
 - 20% of General Fund Expenditures
 - \$16,000,000 for FY 2014
- Debt Policy
 - Net debt service as a percentage of general fund expenditures
 - Net debt as a percentage of assessed value
- Investment Policy
- Various other policies governing operations such as procurement, payroll, etc.

Debt Policies

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

Summary of The General Fund

■ Fund Balance @ June 30, 2012:	\$22,339,898
■ Projected 2013 Revenues:	71,000,000
■ Projected 2013 Expenditures:	(71,000,000)
■ Projected use of Fund Balance:	(2,000,000)
TOTAL EXPENSES:	(73,000,000)
	<u>\$20,339,898</u>

Projected Fund Balance at June 30, 2013

General Fund FY 2014 Budget

- Results focused to accomplish Councils Goals
- Focus on Information Technology projects to support City goals and to create an environment of efficiency and effectiveness throughout the organization
- Appropriate funds towards Council goals and high and top priority objectives related to those goals.
- Continue to fund a capital reserve fund to advance Council goals to have a consistent approach to address funding of projects.

General Fund Proposed Revenue 2014

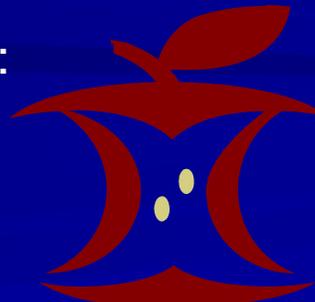
	FY 2013 (amended)	Proposed FY 2014	Difference
Property Taxes	\$36,620,000	\$37,033,000	\$413,000
Other Local	26,191,100	26,875,000	683,900
Revenue From State & Federal	7,596,200	6,096,400	(1,499,800)
Permits, Fees&fines& misc.	3,564,400	3,772,100	207,700
Utility Recovery	1,600,000	1,600,000	0
Subtotal	\$75,571,600	\$75,326,500	(\$245,200)
Use of Fund Bal.	6,120,260	4,623,500	(1,496,765)
Total:	\$81,691,960	\$80,000,000	(\$1,691,960)

Proposed Increases- Core budget

		<u>GOAL</u>
■ 2% increase or pay scale maint.	395,000	2
■ Health Insurance savings:	(150,000)	
■ 2% Attrition:	(360,000)	
■ Salary Compression & Succession Planning	47,000	2
■ Parking Increase:	23,000	
■ Other Post Employment Benefits (OPEB)	25,000	
■ 4 Police Positions (1/2 year funding/COPS expiring)	116,000	2
■ 2 firefighter positions:	124,446	2
■ 1 Police Gang Grant position (funding expired)	75,680	2
■ Network/System Administrator:	71,500	2
■ EDA/OTW Shared Position PT to FT:	27,534	3
■ Deputy Voter Registrar PT to FT:	27,482	2
■ Benefit Program Specialist I:	16,550	2
■ Reclassification Requests:	50,509	2
■ 2 Parks Maint. Techs unfunded:	(69,800)	

Subtotal:

\$419,901



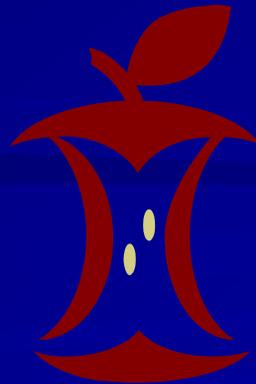
Proposed Increases- Core budget

		<u>GOAL</u>
■ IT Strategic Plan Implementation:	170,440	2
■ Police Tactical Camera System:	66,000	2
■ Comprehensive Plan update:	25,000	4
■ Special Events Promotion:	155,000	3
■ National Historic Dist. Revisions:	5,000	3
■ Level School Operating:	(350,000)	
■ Decrease Comprehensive Services Act Transfer:	(160,000)	
■ Increase Transit Transfer:	50,000	
■ Regional Agencies:	94,113	4
■ Regional Jail:	75,143	4
■ Department Core Operating:	105,403	
■ Paving	175,000	4
■ Capital Reserve Fund Contribution:	100,000	
■ World Series Event:	60,000	1
Subtotal:	\$571,099	



Proposed Increases- Core budget, Cont'd

	One-Time Expenditures/Savings:	<u>GOAL</u>
❖ Debt Savings-:	(465,600)	
❖ Police Equipment:	90,600	2
❖ Athletic Field Improvements:	200,000	4
❖ City Yards Generator:	75,000	
❖ City Hall HVAC:	100,000	
TOTAL ADDITIONAL CORE EXPENDITURES:		\$991,000



Proposed Expenditures 2014

	FY 2013 (Amended)	Proposed FY 2014	Difference
General Operating	\$32,580,760	\$31,407,124	(\$1,173,636)
Outside Agencies	182,713	282,713	100,000
Regional/ Joint Agencies	4,895,785	5,065,041	169,256
Schools	26,651,702*	26,301,702	(350,000)
School Debt	7,694,100	7,602,700	(91,400)
Transfers	3,531,500	4,883,000	1,351,500
City Debt	1,835,400	1,652,720	(182,680)
Capital Projects	4,320,000	2,805,000	(1,515,000)
Total	\$81,691,960	\$80,000,000	(\$1,691,960)

*Included \$350,000 capital expenditures

New Proposed Positions

Department	Position	Amount
EDA/OTW	Economic Program Support Tech	\$39,934
Information Technology	Network/System Administrator	\$71,500
Fire & Rescue	2 Firefighters	\$124,446
Public Services	Operator III	\$49,269
Social Services	Benefit Program Specialist I	\$42,328
Public Works/Trees	Maintenance Tech I	\$39,978
Voter Registrar	Deputy Voter Registrar	\$43,356
TOTAL (all funds):	8 new Positions	\$410,811

Eliminated/Unfunded Positions

Department	Position	Amount
Treasurer	Account Clerk II	\$0
Voter Registrar	Part-time funding	(\$15,874)
Old Town	Part time funding	(\$12,400)
Social Services/Housing	Executive Secretary	(\$46,892)

School funding

- Operations maintained at current level
- Transition to a system where schools capital projects are reflected as a comprehensive package along with the City's comprehensive capital improvement plan.
- John Kerr Elementary School funding is included as part of a capital improvement debt issuance of \$20,000,000

Proposed Equipment Replacement Plan

Department	Equipment	Funded
Police	Animal control truck	\$30,000(1)
Police	Patrol Vehicles	\$157,800 (5)
Sheriff	Patrol Vehicles	\$49,400 (1)
Streets	Dump beds & salt Spreaders	\$30,000(4)
Streets	Pick up truck	\$30,000 (1)

Proposed Equipment Replacement Plan

Department	Equipment	Funded
Parks & Rec.	Pickup with plow	\$46,000
Parks & Rec.	4X4 Pickup	\$22,000
Parks & Rec.	Bobcat tracks	\$6,000
Parks & Rec.	Box trailer	\$7,200
Transit	Transit buses	\$49,500(2)*
Transit	SUV 4X4	\$2,600*
	Total Recommend	\$430,500 (in core)

* City's match for vehicles

Information Technology Projects

	Prior	FY 2014
New Sungard Modules		\$61,252
Web Enable SunGard modules		\$80,640
COOP Plan & Disaster Recovery		\$30,000
Enterprise Hardware Repl.	\$136,333	\$136,333
Website Redevelopment		\$10,000
Project Mgt.		\$1,000

Information Technology Focus- Funded projects

	Prior	FY 2014
Tactical Camera System		\$66,000
Network Improvements		\$86,913
Personal Property module Replacement		\$25,000
	TOTAL:	\$497,138

CIP Projects- Funded by Fund Balance

■ Public Safety Comm. Project:	\$1,500,000
■ VESTA E-911 phone system:	110,000
■ Green Circle Trail:	200,000
■ WPA Autopark repairs:	1,000,000
■ N. Kent Liberty Drainage:	100,000
■ Valley Ave/Whitlock:	30,000
■ Nester Drive:	30,000
■ Sidewalks:	800,000

CIP Projects- Fund Balance

■ Taft Avenue Extension:	\$60,000
■ Hope Drive Extension:	150,000
■ Meadow Branch Extension:	50,000
■ Parks ADA Improvements:	150,000



Other Projects

■ Paving:	\$630,000
■ Time & Attendance Software:	70,000
■ ADA Playground Surfacing:	49,500
■ Skate Pavilion Equipment:	35,000
■ Discovery Museum Contribution:	100,000

CIP- all funds and funding sources

Project	Prior Years	FY 2014
Public Safety Radio Network	\$400,000	\$3,100,000
VESTA e-911 system	\$0	\$260,000
JJC Improvements	\$0	\$3,400,000
Generator- City Yards	\$0	\$75,000
City Hall HVAC	\$0	\$100,000
Green Circle	\$2,753,000	\$1,000,000
Maintenance Facility	\$0	\$100,000
City Entrance Corridor Improvements	\$0	\$1,000,000
S. Loudoun/Abrams Drainage	\$200,000	\$2,000,000

CIP- all funds and funding sources

Project	Prior Years	FY 2014
N.Kent/Liberty Storm Drainage	\$0	\$125,000
Valley Ave/Whitlock Storm Drainage	\$0	\$60,000
Valley Avenue Drain.		\$700,000
Traffic Signal Imp.	\$6,550,000	
Monticello Street Ext	\$100,000	\$4,900,000
Tevis Street Ext.	\$0	\$1,900,000
Nester Drive Ext.	\$0	\$60,000
Taft Drive Ext.	\$0	\$60,000
Hope Drive Ext.	\$100,000	300,000
Meadow Branch Avenue Ext.	\$0	\$100,000
Parks ADA phase 2	\$0	\$150,000

CIP- all funds and funding sources

Project	Prior Years	FY 2014
Athletic Field Renovations	\$0	\$200,000
Sidewalk Replacement	\$2,000,000	\$800,000
Transit Parking Area	\$0	\$100,000
New Elementary School	\$0	\$20,000,000
Parking Garage Repairs	\$0	\$1,000,000
Generators for Lift stations	\$0	\$185,000
Water & Sewer Main Replacements	\$0	\$4,000,000
Sewage Lift Station	\$0	\$600,000
Total:	\$12,103,000	\$46,275,000

Proposed Sidewalk Improvements – FY 2014
Total Funding: \$830,000
(\$800,000 from City General Fund, \$30,000
Reimbursement from Derecho)

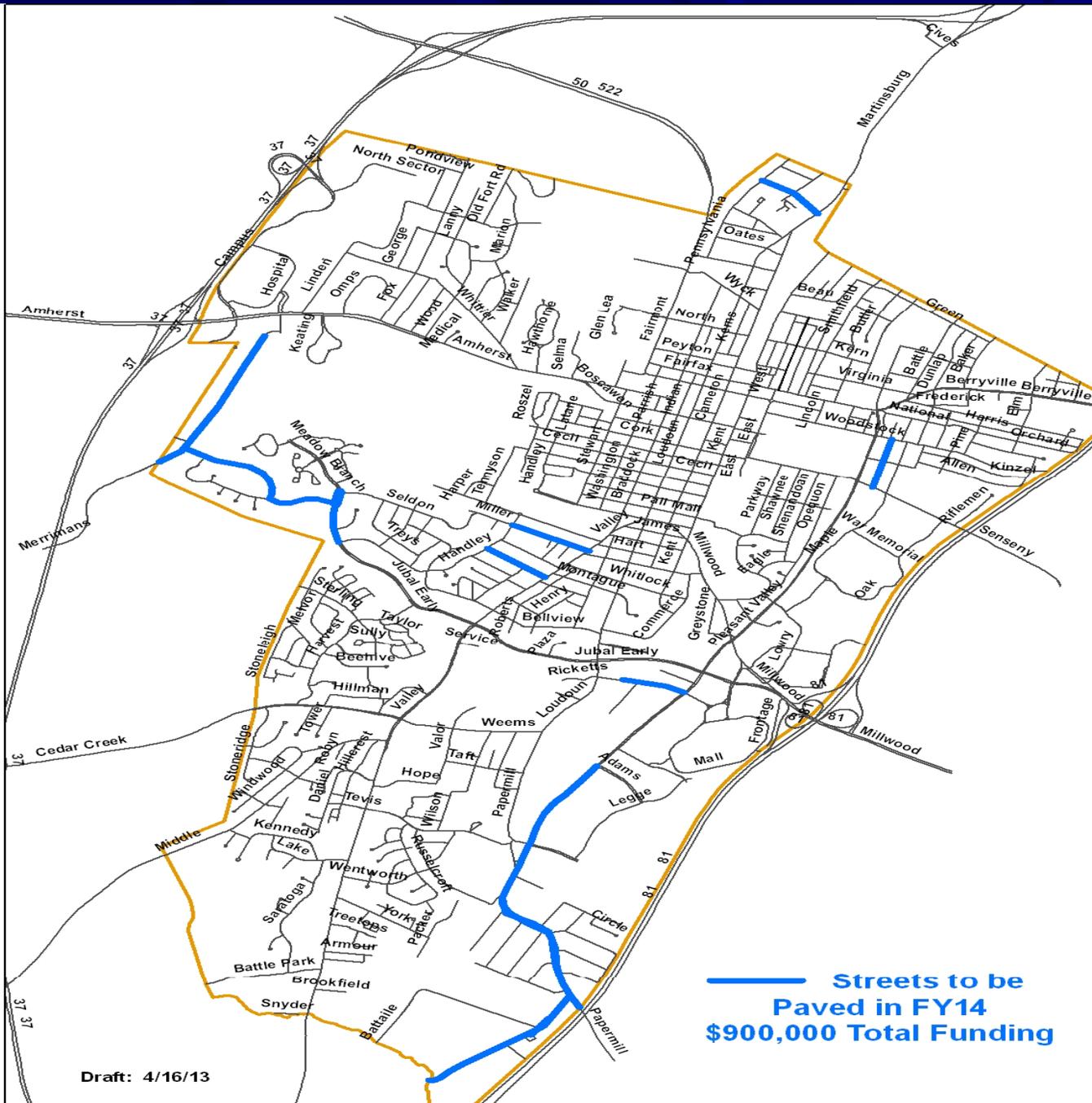
Priority #	Street	From	To	Approx. Length of Sidewalk (linear feet)
1	N. Loudoun	Wyck	City Limit	7,000
2	Cork	Pleasant Valley	RR Tracks	2,000
3	Cork	Braddock	Academy	3,900
	Total			12,900 (2.4 miles)

Proposed Paving Plan- FY 2014

Total Funding: \$900,000

(\$500,000 City General Fund; \$130,000 State Revenue Sharing; \$270,000 Reimbursement from Derecho)

Priority #	Street	From	To	Approx. Length (linear feet)
1	Featherbed	Pleasant Valley	RR Tracks	1,200
2	Pleasant Valley	Adams	Cedarmeade	3,950
3	Merrimans Ln	Meadow Branch	City Limit	4,150
4	Sheridan	Valley	Handley	1,300
5	Miller	Valley	Handley	1,525
6	Jackson	N Loudoun	Pennsylvania	1,400
7	Euclid	Cork	Woodstock	1,300
8	Meadow Branch	Handley	Seldon	1,400
9	Papermill Rd	Cedarmeade	City Limit	3,500
10	Shawnee	Papermill	City Limit	3,500
11	Breckinridge	Merrimans	Armistead	2,400
12	Armistead	Breckinridge	Meadow Branch	1,300
	Total			26,925 (5.1 miles)



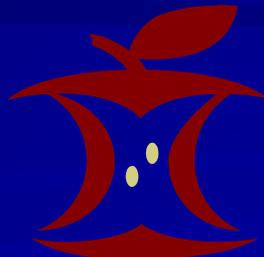
CIP Projects- Possible Debt Issuance

■ John Kerr Elementary:	20,000,000
■ Public Safety Comm. Project:	\$1,600,000
■ Corridor enhancements:	1,000,000
■ JJC Improvements:*	3,400,000
TOTAL:	26,000,000

*JJC debt service is split 50/50 between the City and County

Other Strategic Planning items- Included in Core budget

		<u>Goal</u>
■ Gateway enhancement- planning consultant:	\$15,500	3,4
■ Wellness Plan:	20,000	2
■ OTW Branding& Special Events:	43,500	3
■ IT Strategic Plan:	497,138	2
■ Comprehensive Plan update:	25,000	4
■ National Historic District Revisions:	5,000	4



Unfunded Requests

- Personnel requests: \$842,319
- Equipment requests: 978,700
- Outside Agencies 240,010
- Department Operating: 396,612
- Department IT requests: 580,500

- TOTAL unfunded requests: \$3,038,141,
approximately 3.8% of the total budget

Future Consideration

- City/Schools Capital Needs
- Stormwater dedicated funding
- Continued support for the capital reserve fund
- I T investment
- Competitive wages & benefits



Summary of Budget

Total General fund budget	\$80,000,000
Total All funds (including schools)	\$212,695,186
% Decrease from Amended Budget - General fund	2.1%
% Decrease from Amended - All funds	0.05%

Questions?



0-2013-10

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: April 23, 2013 CUT OFF DATE:

RESOLUTION __ ORDINANCE X PUBLIC HEARING X

ITEM TITLE:

FY 2013 Supplemental Appropriation Requests

STAFF RECOMMENDATION:

Recommend approval of Supplemental Appropriation Requests

PUBLIC NOTICE AND HEARING:

N/A

ADVISORY BOARD RECOMMENDATION:

N/A

FUNDING DATA:

See attached.

INSURANCE:

No liability assumed.

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

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney		_____	4/17/2013
6. City Manager		_____	4-18-13
7. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature: _____		_____	4-12-13 Date
	Finance Director		



APPROVED AS TO FORM:

 4/17/2013
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Mary Blowe, Finance Director
Date: April 23,2013
Re: FY 2013 Supplemental Appropriation Requests

THE ISSUE: The City Finance department prepares two supplemental appropriations throughout the fiscal year. This is the second and last budget adjustment for FY 2013. This is necessary to ensure funds are properly appropriated at fiscal year end.

RELATIONSHIP TO STRATEGIC PLAN: With this resolution, City administration can work within our budget to maintain services and reallocate funds 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: City Staff have submitted to the finance department requests for supplemental appropriations during the past 5 months to ensure budget compliance. Finance staff have reviewed the budgets to ensure proper compliance and have compiled the attached supplemental appropriation ordinance.

BUDGET IMPACT:

General Fund

- Debt- increase by \$27,478,200 for debt refunding of \$26,947,200 funded by bond proceeds
- Derecho (wind storm) cleanup- \$311,000 Federal grant; \$83,000 State grant and fund balance

School funds

- See attached School Board Resolutions dated December 10,2012, April 8,2013 and May 13,2013

OPTIONS: City Council can review the supplemental appropriations and choose to not approve as submitted and modify.

RECOMMENDATIONS: Staff recommends the approval of the proposed supplemental appropriation ordinance as submitted.

**WINCHESTER PUBLIC SCHOOLS
SCHOOL BOARD RESOLUTION
DECEMBER 10, 2012**

Be it resolved that the Winchester City School Board requests the following budget amendments for fiscal year 2012-2013:

SCHOOL OPERATING FUND

CTE WORKPLACE READINESS GRANT of \$678. These reimbursable state funds will provide workplace readiness skills for standard diploma graduates.

MODIFIED ORAL PROFICIENCY INTERVIEW (MOPI) INSTITUTE FUNDING OF \$200. These reimbursable state funds will reimburse WPS for ACTFL/MOPI Certification Testing fees for teacher.

NATIONAL BOARD CERTIFICATION INCENTIVE INCREASE OF \$17,500. These reimbursable state funds are pass-through funds to our teachers who have their National Board certification.

FOOD SERVICES FUND

FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) GRANT INCREASE OF \$62,880. These reimbursable federal funds will be used to provide fresh fruit and vegetable snacks for students at QES and VACDES.

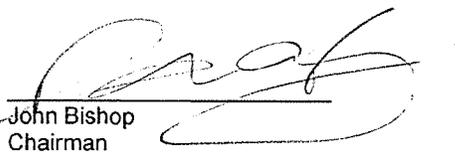
FEDERAL GRANT FUNDS

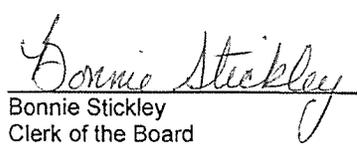
TITLE I INCREASE OF \$162,137. These carryover reimbursable funds will be used for expenses associated with the pre-school program, and the elementary reading programs.

TITLE II, PART A, DECREASE OF \$40,949. These carryover reimbursable funds are used for professional development and class size reduction,

SUMMARY OF FEDERAL GRANT FUNDS

GRANT	ALLOCATION	CARRY OVER	TOTAL	FY12 BUDGET	DIFFERENCE
Title I	974,655	222,034	1,196,689	1,034,552	162,137
Title II	157,321	51,751	209,072	168,123	40,949
TOTAL	1,131,976	273,785	1,405,761	1,202,675	203,086


John Bishop
Chairman


Bonnie Stickley
Clerk of the Board

**WINCHESTER PUBLIC SCHOOLS
SCHOOL BOARD RESOLUTION
APRIL 8, 2013**

Be it resolved that the Winchester City School Board requests the following budget amendments for fiscal year 2012-2013:

SCHOOL OPERATING FUND

PROJECT GRADUATION INCREASE OF \$4,500. These reimbursable state funds will target students who have not achieved a verified credit in English, Writing, Reading, and/or Algebra.

HOMELESS INCREASE FOR DONATIONS RECEIVED IN FY 13 OF \$23,000.
These donated funds were received in FY 13 from the Chain of Checks Charitable Program.

ADDITIONAL STATE FUNDING OF \$471,369 DUE TO INCREASED ADM (Average Daily Membership). The budgeted ADM for FY 2013 was 3,950 and it is estimated to be 4,080 at March 31, 2013 (see attachment). Revenues from the state for FY 2013 are based on the average daily membership from September 2012 through March 31, 2013. These reimbursable state funds will be used for:

DESCRIPTION	AMOUNT
Transfer to textbook fund	\$300,000
Bus purchase	\$171,369
TOTAL	\$471,369

State funded in FY 2013 \$366,099 for textbook funds. \$196,046 is the state share and \$170,053 is the local share. These textbook funds will be carried forward in FY 2014 for purchase of textbooks.

SURPLUS FUNDS AT YEAR-END. Any remaining surplus funds for fiscal year 2013 will be transferred to the Capital Improvement Fund (CIP).

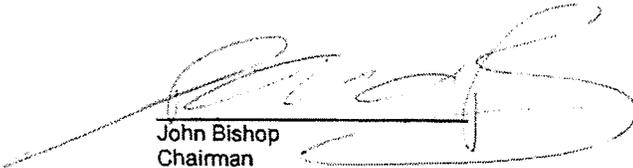
FOOD SERVICES FUND

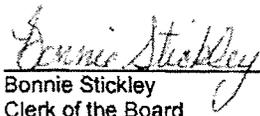
Fund balance transfer of \$47,000. These funds will be used to purchase the following equipment:

SCHOOL	DESCRIPTION	AMOUNT
FDES	Replace Milk Cooler	\$ 1,500
FDES	Replace Pass thru Warmer	\$ 4,500
HHS	New 5 Well – Tray Line – Main kitchen	\$ 8,000
HHS	Replace under-counter Dish Machine-Café 2	\$ 5,000
JKES	New Flatbed Dollie & Dunnage Storage racks	\$ 1,000
All	Replace/Upgrade Computer POS Equipment	\$27,000
	TOTAL	\$47,000

The current fund balance for the food services fund totals \$468,298.

ADDITIONAL STATE FUNDING OF \$8,304. These reimbursable state funds will be used for miscellaneous supplies.


John Bishop
Chairman


Bonnie Stickle
Clerk of the Board

Finance\RS\04.08.13 budget amendments

**WINCHESTER PUBLIC SCHOOLS
SCHOOL BOARD RESOLUTION
MAY 13, 2013**

Be it resolved that the Winchester City School Board requests the following budget amendments for fiscal year 2012-2013:

INSURANCE FUND

INCREASE OF \$200,000 TO THE INSURANCE FUND FROM FUND BALANCE. WPS applied to participate in the Affordable Care Act's Early Retiree Reinsurance Program (ERRP) in December 2010. We received \$47,926.77 from this program and it was to be used to lower health insurance costs for employees and retirees. Since this has not been done we will provide all employees (current and retirees) a reimbursement of \$92 which would cost \$47,932. The remaining funds will be allocated for our health insurance costs for this fiscal year.

John Bishop
Chairman

Bonnie Stickle
Clerk of the Board

Finance\RSL05.13.13 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, 2013

WHEREAS, Council approves the following additional funds for the purposes herein specified for the fiscal year ending June 30, 2013:

GENERAL FUND

REVENUE

State	83,000
Federal	311,000
Bond Proceeds	26,963,100
Fund Balance/Supplemental Appropriation	<u>121,100</u>
TOTAL GENERAL FUND REVENUE	27,478,200

EXPENDITURES

Parks, Recreation, Cultural	531,000
Community Development	(201,600)
Debt Service	<u>27,148,800</u>
TOTAL GENERAL FUND EXPENDITURES	27,478,200

SCHOOL OPERATING FUND

REVENUE

Local	23,000
State	<u>494,247</u>
TOTAL SCHOOL OPERATING REVENUE	517,247

EXPENDITURES

Instruction	45,878
Transportation	171,369
Fund Transfers	<u>300,000</u>
TOTAL SCHOOL OPERATING EXPENDITURES	517,247

SCHOOL FEDERAL GRANTS FUND

REVENUE

Federal	<u>203,086</u>
TOTAL SCHOOL GRANTS REVENUE	203,086

EXPENDITURES

Instruction	<u>203,086</u>
TOTAL SCHOOL GRANTS EXPENDITURES	203,086

SCHOOL TEXTBOOK FUND

REVENUE

Transfer	<u>300,000</u>
TOTAL SCHOOL TEXTBOOK REVENUE	300,000

EXPENDITURES

Instruction	<u>300,000</u>
TOTAL SCHOOL TEXTBOOK EXPENDITURES	300,000

SCHOOL FOOD SERVICES FUND

REVENUE

State	8,304
Federal	62,880
Fund Balance/Supplemental Appropriation	<u>47,000</u>
TOTAL SCHOOL FOOD SERVICES REVENUE	118,184

EXPENDITURES

Food Services	<u>118,184</u>
TOTAL SCHOOL FOOD SERVICES EXPENDITURES	118,184

SCHOOL INSURANCE FUND

REVENUE

Fund Balance/Supplemental Appropriation	<u>200,000</u>
TOTAL SCHOOL INSURANCE REVENUE	200,000

EXPENDITURES

Non-instructional	<u>200,000</u>
TOTAL SCHOOL INSURANCE EXPENDITURES	200,000

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, 2013.

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 4/23/13 (work session) **CUT OFF DATE:** 4/23/13
5/14/13 (1st Reading) 6/11/13 (2nd reading)

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

ITEM TITLE:

RZ-13-98 AN ORDINANCE TO REZONE 0.45 ACRES OF LAND AT 2307 STONERIDGE ROAD (*Map Number 269-05-A-1*) FROM HIGHWAY COMMERCIAL (B-2) DISTRICT WITH CORRIDOR ENHANCEMENT (CE) DISTRICT OVERLAY TO LOW DENSITY RESIDENTIAL (LR) DISTRICT WITH CE DISTRICT OVERLAY

STAFF RECOMMENDATION:

Approval

PUBLIC NOTICE AND HEARING:

Public hearing for 6/11/13 Council mtg

ADVISORY BOARD RECOMMENDATION:

Planning Commission 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. Zoning	<u>AMG</u>	_____	<u>4/17/13</u>
2. Economic Development	<u>JWD</u>	_____	<u>4/17/13</u>
3. City Attorney	<u>ew</u>	_____	<u>4/18/2013</u>
4. City Manager	<u>ST</u>	_____	<u>4/18/13</u>
5. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature: [Signature] 4/17/13
 (Planning)



APPROVED AS TO FORM:
[Signature] 4/18/2013
 CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Mayor and Members of City Council
From: Will Moore, Planner
Date: April 17, 2013
Re: RZ-13-98

THE ISSUE:

Rezoning a 0.45-acre vacant parcel of land created with the Harvest Ridge Subdivision back to a residential designation. The property was conditionally rezoned from a combination of HR and LR to B-2 in 2004 in anticipation of it being used accessory to the business immediately to the west in Frederick County, which was under common ownership at that time. That use never commenced and the property is now under separate ownership

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4 – Create a More Livable City for All; Objective 3 – Manage future growth, development and redevelopment consistent with the City's vision, comprehensive plan, and development standards and policies.

The proposed LR zoning for this vacant property is more consistent with the Neighborhood Stabilization Area designation as called for on the Character Map in the Future Development chapter of the Comp Plan than the existing conditional B-2 zoning.

BACKGROUND:

See attached staff report

BUDGET IMPACT:

None

OPTIONS:

- Approve
- Deny

RECOMMENDATIONS:

Planning Commission recommended approval.

Council Work Session
April 23, 2013

RZ-13-98 AN ORDINANCE TO REZONE 0.45 ACRES OF LAND AT 2307 STONERIDGE ROAD (*Map Number 269-05-A-1*) FROM HIGHWAY COMMERCIAL (B-2) DISTRICT WITH CORRIDOR ENHANCEMENT (CE) DISTRICT OVERLAY TO LOW DENSITY RESIDENTIAL (LR) DISTRICT WITH CE DISTRICT OVERLAY

REQUEST DESCRIPTION

The request is to rezone the subject vacant property created with the Harvest Ridge Subdivision back to a residential designation. The property was conditionally rezoned from a combination of HR and LR to B-2 in 2004 in anticipation of it being used accessory to the business immediately to the west in Frederick County, which was under common ownership at that time.

AREA DESCRIPTION

The subject property is located on the south side of Cedar Creek Grade at the western corporate limits of the City. Properties to the east fronting on Cedar Creek Grade are zoned HR(CE) and consist of single family homes. Properties to the east behind those fronting on Cedar Creek Grade and to the south are zoned LR and consist of single family homes. The property to the west in Frederick County is zoned RA (Rural Areas) and is in use as a country store/restaurant. Property to the north on the opposite side of Cedar Creek Grade is zoned RO-1(CE) and was the subject of a recent rezoning request that was ultimately denied ("Racey Meadows").



COMMENTS FROM STAFF

The existing conditional B-2 zoning was approved in 2004 to allow for limited use of the property as a nursery in conjunction with the commercially-used property to the west in Frederick County. A 2005 proffer revision was also approved to allow for accessory structures on the property. The use of the subject property as accessory to the adjoining commercial property never commenced, and the properties are now under separate ownership. The CE overlay zoning was approved in 2006 and is not proposed for change in conjunction with this underlying rezoning request.

The Character Map in the Comprehensive Plan identifies the subject property along with the surrounding, developed single family lots in the Harvest Ridge Subdivision as a *Neighborhood Stabilization Area*. These areas are intended as "places where households live, socialize, and raise families in relative quiet. Here, city planning aims to keep things the same, not bring dramatic change."

While the subject lot only has direct frontage on Cedar Creek Grade, it is served by an existing ingress/egress easement connecting to Stoneridge Rd that straddles the boundary line between lots 3 & 4 in Harvest Ridge. A driveway apron at Stoneridge Rd was installed at the time of development of the subdivision to allow for the future connection to the subject lot. The property is precluded from having a future connection directly to Cedar Creek Grade per the Subdivision Ordinance. The applicant acknowledges this condition in his attached letter dated February 21, 2013.

The proposed LR(CE) zoning would allow for single family use of the subject property. The property has insufficient lot area and width to be considered for any of the other limited uses that can be considered in LR, such as schools or places of worship. The applicant also indicated that another possible consideration would be to offer portions of the subject property to the adjoining owners fronting on Stoneridge Road in order to extend their rear yards.

RECOMMENDATION

Staff suggests that the rezoning of the subject property back to residential is consistent with the *Neighborhood Stabilization Area* designation in the Comprehensive Plan and is logical considering the separate ownership that now exists between the subject property and the adjoining, commercially-used property in the county.

At its April 16, 2013 meeting, the Planning Commission forwarded **RZ-13-98** to City Council recommending approval as depicted on an exhibit entitled "*Rezoning Exhibit RZ-13-98, Prepared by Winchester Planning Department, April 9, 2013*" because the request is consistent with the Neighborhood Stabilization Area designation in the Comprehensive Plan.

AN ORDINANCE TO REZONE 0.45 ACRES OF LAND AT 2307 STONERIDGE ROAD (*Map Number 269-05-A-1*) FROM HIGHWAY COMMERCIAL (B-2) DISTRICT WITH CORRIDOR ENHANCEMENT (CE) DISTRICT OVERLAY TO LOW DENSITY RESIDENTIAL (LR) DISTRICT WITH CE DISTRICT OVERLAY
RZ-13-98

WHEREAS, the Common Council has received an application from Benjamin M. Butler, Esq., agent for NVA Properties, LLC, to rezone a property at 2307 Stoneridge Road from Highway Commercial (B-2) District with Corridor Enhancement (CE) District Overlay to Low Density Residential (LR) District to with Corridor Enhancement (CE) District Overlay; and,

WHEREAS, the Planning Commission considered the request at its April 16, 2013 meeting and forwarded the request to Council recommending approval of the rezoning as depicted on an exhibit titled "*Rezoning Exhibit RZ-13-98 Prepared by Winchester Planning Department, April 9, 2013*"; and,

WHEREAS, the Planning Commission's recommendation was based upon a finding that the rezoning is consistent with the Neighborhood Stabilization Area designation in the Comprehensive Plan; and,

WHEREAS, a synopsis of this Ordinance has been duly advertised and a Public Hearing has been conducted by the Common Council of the City of Winchester, Virginia, all as required by the Code of Virginia, 1950, as amended, and the said Council has determined that the rezoning associated with the property herein designated is consistent with the Comprehensive Plan.

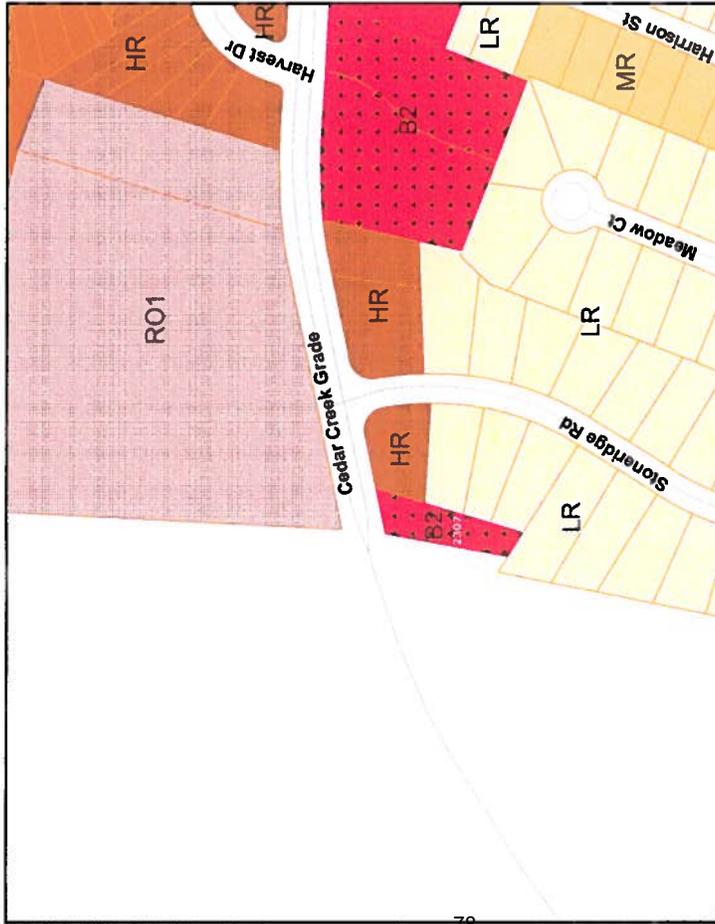
NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Winchester, Virginia that the following land is hereby rezoned from the existing conditional zoning designation of Highway Commercial (B-2) District with Corridor Enhancement (CE) District Overlay to Low Density Residential (LR) District to with Corridor Enhancement (CE) District Overlay:

0.45 acres of land at 2307 Stoneridge Road, as depicted on an exhibit titled "*Rezoning Exhibit RZ-13-98 Prepared by Winchester Planning Department, April 9, 2013*".

REZONING EXHIBIT

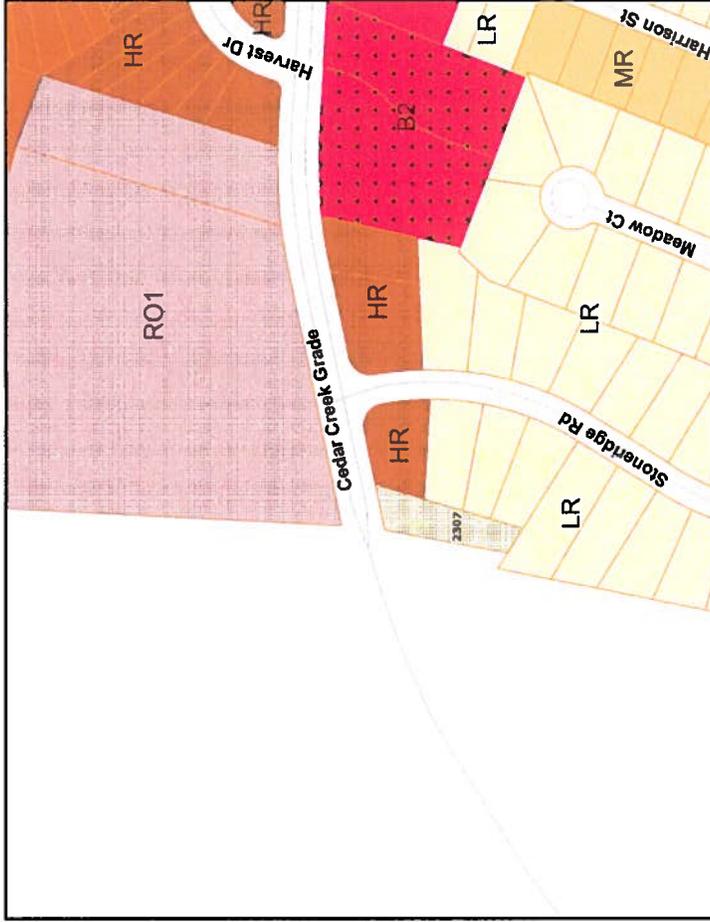
RZ-13-98

PREPARED BY WINCHESTER PLANNING DEPARTMENT
APRIL 9, 2013



EXISTING

CONDITIONAL B-2 (CE) ZONING FOR 2307 STONERIDGE RD



PROPOSED

LR (CE) ZONING FOR 2307 STONERIDGE RD

Benjamin M. Butler, P.L.C.

112 South Cameron Street
P. O. Drawer 830
Winchester, Virginia 22604-1297
(540) 662-3486
Facsimile (540) 722-3787
E-Mail: bmbiaw@comcast.net
bmbiaw2@comcast.net

Peter K. McKee (1934-1967)
Benjamin M. Butler

February 21, 2013

City of Winchester Planning Department
Rouss City Hall
15 N. Cameron Street
Winchester, VA 22601

In Re: Rezoning of Real Estate
From B-2 Conditional to LR
Tax Map: 269-05-A-1
Legal Description: Harvest Ridge Subdivision, Section 1, Lot 1,
West Side 2307 Stoneridge Road
My File: 2013-0013

Gentleman:

This letter is to be considered as part of the Rezoning Application filed for the above property located on Stoneridge Road.

This property lies in the City of Winchester contiguous to the Frederick County boundary, and the zoning of the same is B-2 Conditional which was made when the tract of land owned by Turner Enterprises, LLC was utilized with land lying in Frederick County on which there was operated a commercial property known as "Home Spun".

Subsequently, Turner Enterprises, LLC defaulted on its loan and a Deed in Lieu of Foreclosure was taken by NVAProperties, LLC, a Virginia limited liability company which is the wholly owned subsidiary of United Bank which had financed the property for Turner Enterprises, LLC.

The property is served by a fifteen (15) feet ingress/egress easement to Stoneridge Road as shown on the Plat of Harvest Ridge Subdivision, Section 1, attached hereto. The land is situated in such manner as it cannot have an entrance on Cedar Creek Grade independent of the

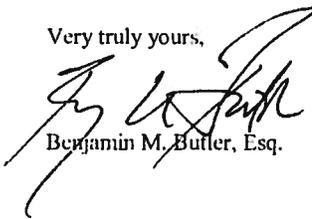
fifteen (15) feet ingress/egress easement because of its proximity to the intersection of Cedar Creek Grade and Stoneridge Road.

The property is best suited for residential use because the Lot 1, Harvest Ridge Subdivision, Section 1, has now been separated from the Frederick County Parcel previously owned by Turner Enterprises, LLC.

It is respectfully submitted that the highest and best use of this property would be as residential property, and the City of Winchester Comprehensive Plan provides for a portion of this property to be zoned HR and a portion of it to be zoned LR. It is submitted that the adjoining properties are zoned both HR and LR, but that LR would be suitable in this case because only a single family residential unit is to be placed on this property.

Thank you for your consideration in this matter.

Very truly yours,



Benjamin M. Butler, Esq.

BMD/cd

Enclosure

Cc: Evan Bowman, by email
Wanda Brown, by email

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 4/23/13 (work session), CUT OFF DATE: 4/17/13
5/14/13(1st Reading) 6/11/13 (2nd reading)

RESOLUTION ___ ORDINANCE X PUBLIC HEARING X

ITEM TITLE:

RZ-13-134 AN ORDINANCE TO REZONE A 0.75 ACRE PORTION OF LAND AT 441 LINDEN DRIVE (Map Number 130-01- -1) FROM LOW DENSITY RESIDENTIAL (LR) DISTRICT TO MEDICAL CENTER (MC) DISTRICT

STAFF RECOMMENDATION:

Approval

PUBLIC NOTICE AND HEARING:

Public hearing for 6/11/13 Council mtg

ADVISORY BOARD RECOMMENDATION:

Planning Commission 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. Zoning	AMG		4/17/13
2. Economic Development	JWD		4/17/13
3. City Attorney	aw		4/18/2013
4. City Manager	[Signature]		4-18-13
5. Clerk of Council			

Initiating Department Director's Signature: [Signature] 4/17/13
(Planning)



APPROVED AS TO FORM: [Signature] 4/18/2013
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Mayor and Members of City Council
From: Tim Youmans, Planning Director
Date: April 17, 2013
Re: RZ-13-134

THE ISSUE:

Rezoning a 0.75-acre tract from LR to MC. The proposed MC zoning would allow grading and parking improvements associated with the proposed WMC Cancer Center.

RELATIONSHIP TO STRATEGIC PLAN:

This rezoning will accommodate the WMC Cancer Center, identified in the City's Strategic Plan as one of the Management Agenda actions for 2013-2014.

BACKGROUND:

See attached staff report

BUDGET IMPACT:

None

OPTIONS:

- Approve
- Deny (must state reasons for denial in the motion- e.g. "inconsistent with Comp Plan")

RECOMMENDATIONS:

Planning Commission recommended approval.

Council Work Session
April 23, 2013

RZ-13-134 AN ORDINANCE TO REZONE A 0.75 ACRE PORTION OF LAND AT 441 LINDEN DRIVE (Map Number 130-01- -1) FROM LOW DENSITY RESIDENTIAL (LR) DISTRICT TO MEDICAL CENTER (MC) DISTRICT

REQUEST DESCRIPTION

This request would rezone a small triangular portion of the Frederick Co Middle School site that is proposed for transfer to the Winchester Medical Center to support off-street parking use associated with the cancer center project. No proffers are associated with this rezoning.

AREA DESCRIPTION

The subject 0.75-acre area is part of a 23.5-acre tract owned by Frederick County Schools and currently utilized as a public middle school. The parcel is entirely zoned LR. Land to the east and south of the County parcel is also zoned LR and contains residential lots fronting along Linden Drive. Most of the lots are vacant. Land to the north, west and southwest is part of the Winchester Medical Center (WMC) and is zoned Medical Center (MC). Most of the immediately adjoining MC land is undeveloped, including the area where the Cancer Center is proposed.



COMMENTS FROM STAFF

The Character Map in the Comprehensive Plan calls for Civic/Institutional use in this area and depicts a roadway connecting Linden Drive (near the lower curve) through the WMC property to connect to Campus Blvd near the private interchange on Rte 37. The bulk of the County School site otherwise fronting along Linden Drive is called out as a Redevelopment Site in Chapter 11 of the Comp Plan. On page 30 of Chapter 11, there is a concept plan for the school site as the featured redevelopment area in the Northwest Planning Area. It suggests that the roadway potentially connecting the site to Rte 37 could make the larger site attractive for mixed use, but notes that buffering might be needed to the existing and future single-family homes along the opposite side of Linden Drive.

The proposed MC zoning for the 0.75-acre portion permits uses closely related to a general hospital. In a March 4, 2013 letter (see attached) from Mr. Seth Roderick, agent for the applicant on the rezoning, he notes that the proposed off-street parking serving the proposed cancer center on the WMC land is not allowed by the current LR zoning. An overall grading plan exhibit titled 'Valley Health Cancer Center, Winchester Medical Center' dated 2-01-13 shows a small amount of proposed asphalt parking (approximately 13 parking spaces) within the rezoning area. A much larger amount of the area is used for topographic grading and storm water management.

Since no vehicular connection to Linden Drive is proposed with this request, there are no traffic impacts to evaluate. All traffic would make use of the existing private roadways on the WMC campus. The closest public street access is to the WMC interchange on Rte 37.

If this rezoning is approved, a Minor Subdivision (which has already been prepared and submitted for review with the City) would be recorded to adjust the boundary between the slightly reduced school site and the slightly enlarged WMC site.

RECOMMENDATION

Staff recommends that this small area of rezoning be approved to accommodate the WMC Cancer Center as identified in the City's Strategic Plan as one of the Management Agenda actions for 2013-2014. The proposal is consistent with the adopted Comprehensive Plan and promotes economic development by facilitating expansion of regional health care offered in Winchester.

At its April 16, 2013 meeting, the Commission forwarded **RZ-13-134** to City Council recommending approval as depicted on an exhibit entitled "*Rezoning Exhibit RZ-13-134, Prepared by Winchester Planning Department, April 9, 2013*" because the request is generally consistent with the Comprehensive Plan which calls for Civic/Institutional use on the periphery of the Medical Center District and because it supports development of the cancer center as called for in the City's Strategic Plan.

AN ORDINANCE TO REZONE A 0.75 ACRE PORTION OF LAND AT 441 LINDEN DRIVE FROM LOW DENSITY RESIDENTIAL (LR) DISTRICT TO MEDICAL CENTER (MC) DISTRICT
RZ-13-134

WHEREAS, the Common Council has received an application from Seth Roderick, agent to Frederick County School Board to rezone a portion of the property at 441 Linden Drive from Low Density Residential (LR) district to Medical Center (MC) district; and,

WHEREAS, the Planning Commission forwarded the request to Council recommending approval of the rezoning request as depicted on an exhibit titled *“Rezoning Exhibit RZ-13-134 Prepared by Winchester Planning Department, April 9, 2013”*; and,

WHEREAS, the Planning Commission’s recommendation was based upon a finding that the rezoning is consistent with the City’s Strategic Plan and generally consistent with the Comprehensive Plan; and,

WHEREAS, a synopsis of this Ordinance has been duly advertised and a Public Hearing has been conducted by the Common Council of the City of Winchester, Virginia, all as required by the Code of Virginia, 1950, as amended, and the said Council has determined that the rezoning associated with the portion of the property herein designated adequately addresses potential impacts associated with the rezoning and is consistent with the Comprehensive Plan.

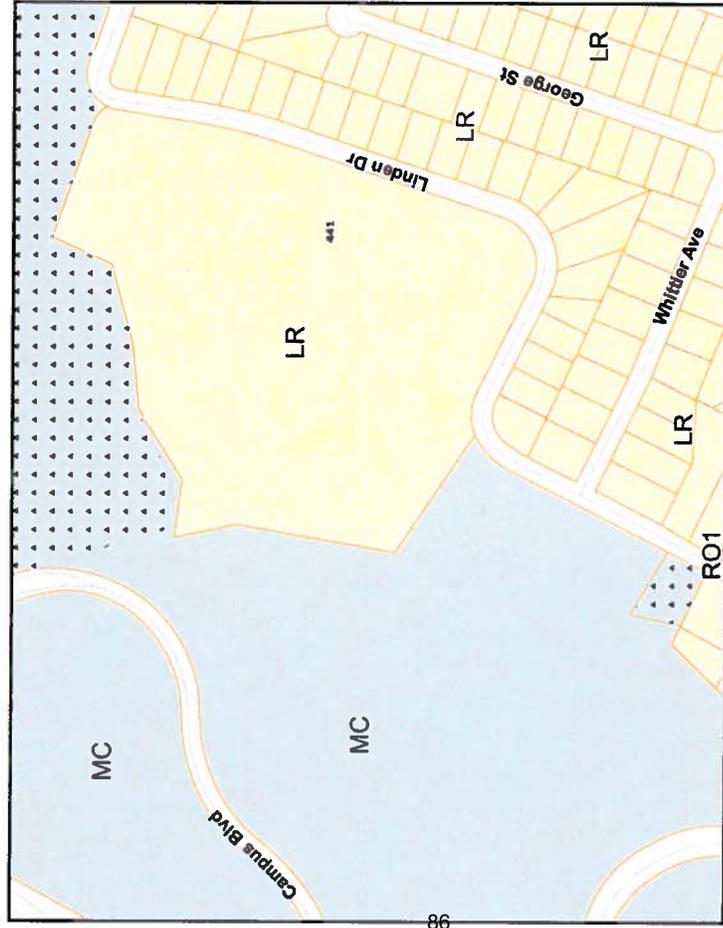
NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Winchester, Virginia that the following land is hereby rezoned from the existing zoning designation of Low Density Residential (LR) district to Medical Center (MC) district:

Approximately 0.75 acres of land at 441 Linden Drive, as depicted on an exhibit titled *“Rezoning Exhibit RZ-13-134 Prepared by Winchester Planning Department, April 9, 2013”*.

REZONING EXHIBIT

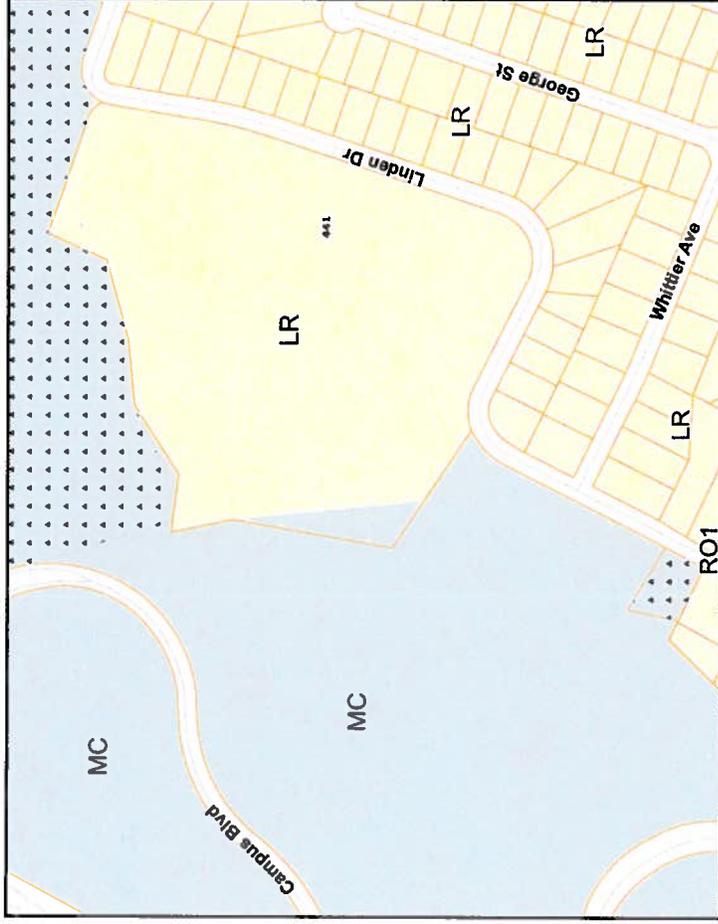
RZ-13-134

PREPARED BY WINCHESTER PLANNING DEPARTMENT
APRIL 9, 2013



EXISTING

LR ZONING FOR THE ENTIRETY OF 441 LINDEN DRIVE



PROPOSED

MC ZONING FOR A 0.75 ACRE PORTION OF 441 LINDEN DRIVE

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 4/23/13 (work session), CUT OFF DATE: 4/17/13
5/14/13 (regular mtg)

RESOLUTION ___ ORDINANCE ___ PUBLIC HEARING X

ITEM TITLE:

CU-12-132 Request of KKE Properties, LLC, for a conditional use permit for conversion of ground floor nonresidential use to residential use at 22 Wolfe Street (Map Number 193-01-C-8) zoned Central Business (B-1) District with Historic Winchester (HW) District overlay.

STAFF RECOMMENDATION:

Staff recommends that any existing zoning violations on the property, including the continued use of Unit 26A as a ground-floor apartment, be resolved before further residential conversions are allowed. A CUP for permanent conversion of Unit 26A is scheduled for Planning Commission public hearing in May.

PUBLIC NOTICE AND HEARING:

Public hearing for 5/14/13 Council mtg

ADVISORY BOARD RECOMMENDATION:

Planning Commission voted 2-4-0 on a motion for approval with 5 conditions. The Commission did not support the request.

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.

Table with 4 columns: DEPARTMENT, INITIALS FOR APPROVAL, INITIALS FOR DISAPPROVAL, DATE. Rows include Zoning & Inspections, City Attorney, City Manager, and Clerk of Council with handwritten initials and dates.

Initiating Department Director's Signature: [Signature] 4/17/13 (Planning Dept)



APPROVED AS TO FORM: [Signature] 4/17/2013 CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Mayor and Members of City Council
From: Tim Youmans, Planning Director
Date: April 17, 2013
Re: CUP-13-132

THE ISSUE:

Conversion of ground-floor nonresidential space to multifamily residential use

RELATIONSHIP TO STRATEGIC PLAN:

Vision 2028 states that Winchester has a 'Vibrant Downtown' and 'Great Neighborhoods with a range of housing choices'. Continued Revitalization of Historic Old Town is a 2018 Goal.

BACKGROUND:

See attached staff report.

BUDGET IMPACT:

None

OPTIONS:

- Deny the request, consistent with the Planning Commission action, because proposed use is not as desirable as retaining non-residential use.
- Approve with the five conditions listed in the staff report for a favorable motion
- Table the request until after the CUP for permanent conversion of Unit 26A is decided.

RECOMMENDATIONS:

On a vote of 2-4-0, a motion to recommended approval of the request failed at the April 16, 2013 Planning Commission meeting.

CU-13-132 Request of KKE Properties, LLC, for a conditional use permit for conversion of ground floor nonresidential use to residential use at 22 Wolfe Street (*Map Number 193-01-C-8*) zoned Central Business (B-1) District with Historic Winchester (HW) District overlay

REQUEST DESCRIPTION

This request would allow additional ground floor space in the existing structure fronting along the north side of Wolfe Street in an existing mixed use building on a parcel addressed as 28-30 S. Braddock St (also known as 22-36 Wolfe St) to be used for an apartment. Specifically, the request is to convert approximately 1,100 square feet of ground floor commercial tenant space at the northwest corner of Wolfe St and Indian Alley to a two-bedroom apartment with a den.

AREA DESCRIPTION

The subject property, as well all adjacent properties are zoned B-1(HW). The subject property is also in the flood fringe portion of the 100-year floodplain. Based upon previous approvals, the existing structure contains 5 apartments on the ground floor, 9 units on the second floor and 2 units on the third floor for a total of 16 existing apartments.

Properties along both sides of S. Braddock St. include commercial use with some residential use on the upper levels. The property across Wolfe St. to the south is a private church parking lot. Indian Alley adjoins the site to the east.



STAFF COMMENTS

While this request is just focused on 22 Wolfe St, it is affected by previous requests to convert ground-floor space in this building. In December of 2009, Ms. Vickie Puckett, who was then the manager and applicant for this property on behalf of Ft Loudoun LLC, returned to City Council with a request for reconsideration of a denied proposal to convert 26A Wolfe Street from office to apartment. The original case (CU-08-12) had been denied by Council in October 2008. In denying the request, Council reiterated its desire to maintain ground floor space for commercial uses. Subsequent to the denial, the applicant requested and was granted a CUP for conversion of a separate 800sf ground floor space to residential use. That request differed in that the unit was accessed from a rear alleyway to the north and did not have an entrance fronting on Wolfe St.

In Ms. Puckett's 2009 letter addressing the intent and basis for reconsideration, she cited a recent history of being unable to occupy the available commercial space with a tenant, despite advertising efforts and having reduced the rent. She requested the granting of the CUP for residential use temporarily "until this economic crisis has passed." At its November 17, 2009 meeting, the Planning Commission forwarded **CU-09-302** to City Council recommending disapproval because the use does not meet the intent of the Ordinance for ground floor spaces in the B-1 District. City Council ultimately

approved the request on December 8, 2009 with a condition that the permit was valid for 24 months past the day of the signing of the first lease for residential use.

Unfortunately, the Council-imposed restriction on the duration of the residential use of 26A was not properly communicated to Ms. Engel, who purchased the property as K K E Properties LLC in June of 2011 from Ft Loudoun LLC. The unit at 26A is still being occupied as an apartment.

The current case can be considered separate of the ongoing CUP violation associated with the residential occupancy of 26A, but staff would recommend that a condition of occupancy for 22 Wolfe Street be the resolution of the violation at 26A Wolfe Street. These units are on the same parcel of land and within the same structure. On 4/11/13, Ms. Engel filed a CUP application to seek permanent occupancy of 26A as a residential unit. There may also be other ground floor units claimed.

Land Use

The subject space was most recently in Antique Shop use. Per Section 9-2-16 of the Zoning Ordinance, conversion of ground floor nonresidential use to residential use in the B-1 District requires a conditional use permit. As a prerequisite for consideration, no unit may be situated facing a major commercial street. Wolfe Street and Indian Alley, while providing access to public parking serving commercial uses along the Loudoun Street Mall, are not considered major commercial streets. The other frontage of the subject property, S. Braddock Street, is considered a major commercial street. The B-1 district is intended for the conduct of business to which the public requires direct and frequent access. This includes such uses as retail stores, banks, theaters, business offices, newspaper offices, and restaurants. The Old Town area is generally characterized by a mix of commercial and residential uses. Consideration should be given to the appropriateness of this type of use for this specific location.

Residential Density

The subject parcel is a 0.304-acre site (13,242sf) lot. The current structure legally houses 16 apartments, but there may be 1-3 additional units on the ground floor that do not have approval by the City. At a density requirement of 1,000sf per unit, the base density would be 13.24 units. A bonus of 1.32 units is applied for location within the Secondary OTDB tax district (0.10 bonus). With the most recent conversion in 2009, a bonus of 3.31 units was applied for economic impact based upon at least 25% of the total floor area remaining in nonresidential use. Based upon 26.33% of the total space being nonresidential, a 0.25 bonus was applied. Cumulatively, the bonuses for the prior mix of uses allowed a total of 17.87 – rounded to 18 units. The conversion of 1,100s.f. of additional space to residential use affects the Economic Bonus computation, especially if the tenant space at 26A remains in residential use. If both spaces are residential, then the 25% Economic Impact bonus goes away.

The applicant could qualify for the Historic Preservation density bonus. If the applicant can demonstrate that at least 70% of the building has been preserved consistent with preservation guidelines, then a 35% density bonus could be applied. The applicant has provided evidence of the degree of preservation work that has been undertaken and what would be done in conjunction with the CUP request. Staff has determined that the proposed 18th residential unit would fall within the density provisions in the B-1 district based upon the inclusion of the historic preservation density bonus.

Unit Floor Area

The Ordinance regulates both absolute and average minimum floor area per dwelling unit in the B-1 District. The submitted floor plans depict the subject tenant space that would be converted from commercial use to a two- or three-bedroom apartment. For general population (non-age-restricted) two- or three-bedroom units, the absolute minimum is 725sf; the average minimum is 900sf. The proposed unit is approximately 1,100sf and would easily increase the average minimum for all of the 2-3 bedroom units.

The submitted floor plans depict a large apartment with a single entry point on Wolfe Street and a long center hallway leading back to a kitchen, bathroom, and large closet on the left and 2 bedrooms and a den off to the right. Both of the bedrooms have windows directly facing out to Indian Alley. Staff encouraged the applicant to propose no more than two bedrooms and to consider retaining the rear office/storage room as space separate from the leased apartment since it has HVAC equipment in it for the larger building. The applicant revised the floor plans to reflect this. Council may also want to condition any approval on the den not being used as a bedroom to avoid having the unit become a three-bedroom apartment.

Green Space

The addition of another dwelling unit invokes a slight increase in green area. Staff recommends that the applicant provide a nominal landscaping improvement in the form of some foundation planting, flower boxes, or contribution to the OTDB for landscaping within the public right of way in the general area. The applicant should also ensure that landscape planters and improvements required with prior residential conversions are still in place. The applicant will need to consult with the Board of Architectural Review (BAR) to get a recommendation as to reduced green area associated with residential conversion. Retention of the rooftop garden terrace should also be stipulated as a condition of expanded residential occupancy.

Flood Plain

According to the updated Federal Insurance Administration Flood Insurance Study mapping, the structure falls within the 100 year flood fringe of the flood plain. Any conversion to residential use should include provisions to flood proof the structure in accordance with the National Flood Insurance Program (NFIP) standards.

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. Additionally, a finding must also be made for this specific type of CUP request that the proposed residential use is as suitable as, or preferable to, other permitted uses on the ground floor.

At the April 16, 2013 meeting, a motion was made for the Commission to forward **CU-13-132** 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; should not be injurious to adjacent properties or improvements in the neighborhood; and, is as suitable as, or preferable to, other permitted uses on the ground floor. The approval would have been subject to the following:

1. Adequate flood proofing of the portion of the structure proposed for conversion in accordance with the applicable flood map designation, as determined by the City Engineer;

2. Landscaping in the form of retaining the rooftop garden terrace, some foundation planting, flower boxes, and/or contribution to the OTDB for landscaping within the public right of way in the general area in conjunction with BAR review and recommendation of required green area per Section 19-5-6.3a of the Zoning Ordinance;
3. Conformity with revised floor plans showing a two-bedroom unit without the rear office/storage room included within the rental unit;
4. The unit shall be subject to the Rental Housing Ordinance program within the City of Winchester; and,
5. Resolution of the existing zoning violation associated with the illegal occupancy of 26A Wolfe Street as an apartment beyond the 24-month period stipulated by City Council with CU-09-302.

On a 2-4-0 vote, **the motion failed** and the request was forwarded to City Council without support from the Planning Commission. Commissioners Smith and Shore voted for the motion and Commissioners Slaughter, Shickle, Correll, and Chairman Wiley voted against the motion.

If Council is inclined to approve of the request, then an favorable motion could read as shown above.

If the Council is inclined to disapprove of the request, then an unfavorable motion could read:

MOVE, that City Council disapprove **CU-13-132** because the use, as proposed: may adversely affect the health, safety, or welfare of residents and workers in the neighborhood: may be injurious to adjacent properties or improvements in the neighborhood; and, is not as suitable as, or preferable to, other permitted uses on the ground floor.

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 4/23/13 (work session), CUT OFF DATE: 4/17/13
5/14/13 (1st Reading) 6/11/13 (2nd Reading/Public Hearing)

RESOLUTION ___ ORDINANCE X PUBLIC HEARING X

ITEM TITLE:

TA-13-138 AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, 23, AND 14.2 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, FEES, AND CORRIDOR ENHANCEMENT.

STAFF RECOMMENDATION:

Approval.

PUBLIC NOTICE AND HEARING:

Public hearing for 6/11/13 Council mtg

ADVISORY BOARD RECOMMENDATION:

Planning Commission 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.

Table with 4 columns: DEPARTMENT, INITIALS FOR APPROVAL, INITIALS FOR DISAPPROVAL, DATE. Rows include Planning, City Attorney, City Manager, and Clerk of Council with handwritten signatures and dates.

Initiating Department Director's Signature: [Signature] 4/18/13
(Zoning and Inspections)



APPROVED AS TO FORM:

[Signature] 4/18/2013
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Aaron Grisdale, Director of Zoning and Inspections *AMG*
Date: April 17, 2013
Re: Zoning Text Amendment (TA-13-138) – Temporary Signs

THE ISSUE:

The proposed Zoning Ordinance text amendment will modify the existing Zoning Ordinance language pertaining to temporary signs, fees, and penalties.

RELATIONSHIP TO STRATEGIC PLAN:

This text amendment correlates to the 2018 Goal of "Create a More Livable City for All" as well as the policy agenda item of City Gateway Beautification.

BACKGROUND:

The goal of this text amendment is to establish clear guidelines, requirements, and limitations to temporary signs throughout the City of Winchester. As the Zoning Ordinance is currently constituted there are not permit requirements, and many categories of signs that have no maximum size, no placement criteria, or no maximum time of display. This proposed ordinance will set clear time, manner and place standards for temporary signs throughout the City. (A more detailed staff report is attached).

BUDGET IMPACT:

No funding is required.

OPTIONS:

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

RECOMMENDATIONS:

Planning Commission and staff recommend approval.

TA-13-138 AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, 23, AND 14.2 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, FEES, AND CORRIDOR ENHANCEMENT.

REQUEST DESCRIPTION

This publicly sponsored text amendment is to serve as a refinement of the existing temporary sign ordinances, and provide clearer standards pertaining to size, number, and duration of display for such temporary signs. Additionally, the amendment will provide for a temporary sign permit requirements for some commercial signage as well as shorten the appeal period for sign violations.

STAFF COMMENTS

Presently, the Zoning Ordinance is vague when setting standards for temporary signs throughout the City. Many classifications of signs do not have a maximum size, limit for the number or time duration limitation. This proposed amendment seeks to provide clearer standards for temporary signs, while still allowing flexibility for individuals, groups, and businesses to conduct outside advertising on site.

The major changes include:

- Establishing maximum size, setback requirements, duration limitations, height and allowable number of sign standards for several classifications of signs.
- Creating and modifying definitions of several types of signs to make the Zoning Ordinance easier to interpret for citizens and business owners.
- Creation of a requirement for a temporary sign permit for several classifications of temporary commercial signs.
- Shortening the appeal period for temporary sign violations from 30 days to 10 days.
- Clarify standards for electronic message board signs, specifically as to the frequency of message changes.

As the Zoning Ordinance is currently constituted, enforcement of temporary signs is time and labor intensive. Absent a temporary sign permit requirement, there is no staff check or review on proposed temporary signage or trigger to initiate conversations between a business owner and staff to discuss regulations. When staff does identify a sign violation, the current appeal period of thirty (30) days results in a significant lag between notice of violation and resolution; with a shortened appeal period of ten (10) days, staff can more quickly initiate other enforcement measures such as civil penalties or court action, if needed. The changes proposed within the amendment will allow for expedited enforcement of such violations.

As part of City Council's Strategic Plan, the "Vision 2028" includes the establishment of Winchester as "a Beautiful, Historic City and a Hometown for Families." Having clear sign standards is important for the creation of a beautiful City, by creating harmonious neighborhoods and proportional sign standards.

Lastly, the proposed amendment will benefit businesses by continuing to allow for a variety of options and flexibility for conducting as needed temporary advertisements, thus resulting in a growing economy.

The most recent version of the proposed text amendment, Draft 5 – 4/17/13, includes revisions following Commissioners’ suggestions during the Planning Commission meeting as well as considerations from the City Attorney.

RECOMMENDATION

During their April 16, 2013 meeting, the Planning Commission unanimously recommended approval and adoption of this text amendment because it represents good planning practice by providing for reasonable standards for temporary signs while allowing flexibility for citizens and businesses to conduct temporary advertisements and announcements.

Temporary Signs Revisions

Type of Sign	Current Max. Size	Proposed Max. Size	Max. Display Period	Current Max. # of Signs	Proposed Max. #	Setback	Permit Required	Height	Special
Construction Signs	None	4 SF (resid.) / 16 SF (non-resid.)	Completion of Project	None	1 per Contractor	None	No	None	
Real Estate Signs	None	4 SF (resid. < 2 acres) / 8 SF (resid. >= 2 acres) & 12 SF (non-res. < 2 acres) / 32 SF (non-res >= 2 acres)	Completion of Sale / Rental / Lease	None	1 per frontage	None	No	None	
Political Campaign Signs	None	None	Removed NLT 14 days after event	None	None	None	No	None	
Street Banners	None	None	14 days before/after	None	None	N/A	Yes, City Council	None	
Civic/Fraternal/Charitable Event Sign	None	None	Removed NLT 5 days after event	None	None	None	No	None	
Signs advertising storage of materials	None	None	None	None	None	None	No	None	Not visible from off-site
Yard Sale Sign	2 SF	4 SF	3 days prior, removed upon completion	One	One	None	No	None	
Grand opening/special/promotional sale	None	16 SF	10 days	None	1 per business/tenant	5 feet	Yes^	4 feet*	* Unless attached to building ^ Max 3 sign permits/year per property
Temporary business identification	None	16 SF	45 days	N/A	1 per business/tenant	5 feet	Yes^	4 feet*	* Unless attached to building ^ Max 3 sign permits/year per property
Portable Price/Advertising Sign	16 SF	16 SF	30 days (except for Downtown Assess. Districts)	1 per street frontage	1 per street frontage	5 feet	Yes^	4 feet	^ Max 3 sign permits/year per property
Temporary Event Signs	N/A	12 SF	Duration of Event	None	2 per event	5 feet	Yes^	4 feet	^ Max 3 sign permits/year per property
Non-commercial Sign	N/A	12 SF	None	None	1 per property (residential properties 1/res. Unit)	None	No	4 feet	Not affixed to wall, fence, structure, vehicle, or landscaping.

RESOLUTION ADOPTING AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, 23, AND 14.2 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, FEES, AND CORRIDOR ENHANCEMENT.

TA-13-138

WHEREAS, the Code of Virginia provides that one of the purposes of a Zoning Ordinance is to facilitate the creation of a convenient, attractive and harmonious community; and

WHEREAS, the Zoning Ordinance sign provisions have been established in order to ensure that signs are appropriate to the land, building, or use to which they are appurtenant and are adequate, but not excessive, for their intended purpose; and,

WHEREAS, the proposed Ordinance amendments will provide clearer established parameters for the size, location, and duration of display for temporary signs; and,

WHEREAS, in order to facilitate a dynamic and thriving community, uniform sign standards will allow for flexible opportunities for businesses, individuals, and other entities to communicate with the community.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Winchester hereby adopts the following text amendment:

- d. Temporary signs **provided in Section 18-8-12.2**, and signs painted on or hung behind windows as permitted in all districts under Section 18-8-12, **except as provided in this Ordinance**. (10/09/01, Case No. TA-01-05)
- e. Signs indicating the location of a community garden or market garden, provided that such signs shall not exceed four (4) square feet in area and shall not exceed six (6) feet in height. Such signs may include information, identification, and sponsorship reference. (10/12/10, Case TA-10-418, Ord. No. 2010-51)

18-8-2.3 **Unless otherwise provided for within this Ordinance, all signs, temporary or permanent, shall be set back from the front property line by a minimum of five (5) feet, except within the B-1 and RB-1 districts.**

18-8-11 SIGNS PERMITTED IN THE HW DISTRICT. No ~~permanent~~ sign shall be erected or altered in the Historic Winchester (**HW**) District until a Certificate of Appropriateness has been issued by the **Zoning Administrator or Board of Architectural Review, unless otherwise provided in this Ordinance**. These signs are subject to the provisions of Article 14 and design guidelines as may be adopted by the Board of Architectural Review. Signage shall not be internally illuminated. Roof mounted signs, banners, and pennants are prohibited, **with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section**. (9/11/01, Case TA-01-02, Ord. No. 029-2001; 3/8/05, TA-04-08, Ord. No. 007-2005)

18-8-11.1 **SIGNS PERMITTED IN THE CE DISTRICTS. No sign shall be erected or altered in one of the Corridor Enhancement (CE) Districts until a Certificate of Appropriateness has been issued by the Planning Department, unless otherwise provided in this Ordinance, and which Certificate of Appropriateness shall be issued upon conformity with all the provisions and design criteria of Article 14.2 of this Ordinance.**

18-8-12 SIGNS PERMITTED IN ALL DISTRICTS. The following signs shall be permitted in all districts. ~~Unless otherwise indicated, Temporary Signs and signs painted on or hung behind windows shall not require a sign permit.~~ The area of any sign shall not be included in computing the aggregate sign areas specified for individual districts. (9/11/01, Case TA-01-02, Ord. No. 029-2001)

18-8-12.1 **Temporary Signs**, which shall be non-illuminated, and are limited to the following types:

18-8-12.2 **The following temporary signs may be installed by-right without a temporary sign permit, fee or Certificate of Appropriateness, provided the sign is installed in accordance with the size, location, and duration standards outlined in this section. No setback from property lines shall be required for any signs permitted in this section:**

property. No more than three temporary sign permits shall be issued per property during a twelve (12) month period:

- a. Signs advertising grand openings, special sales or similar promotional events, shall be permitted in RB-1, B-1, B-2, M-1, M-2, CM-1, and PC districts, provided that such signs are on display for no more than ten (10) days per month. One sign may be permitted per business or tenant, and each sign shall not exceed sixteen (16) square feet in area. Such signs shall not have a height greater than four (4) feet unless affixed to a permanent building or freestanding sign structure. A temporary sign permit shall be required.**
- b. Temporary Business Identification Signs during review and approval of a permanent building-mounted or freestanding sign. A maximum of one (1) sign is permitted per business. The sign shall not exceed sixteen (16) square feet in area, and may be permitted to be on display for a maximum of forty-five (45) days. The maximum height for such signs shall be four (4) feet, unless the sign is attached to a building or freestanding sign pole.**
- c. Portable price or advertising signs shall be permitted in the RB-1, B-1, B-2, CM-1, M-1, and M-2 districts, not exceeding an area of sixteen (16) square feet, four (4) feet in height, and limited to one (1) for each street the property fronts upon. Such signs shall be permitted to be on display a maximum of thirty (30) days, except for signs permitted in the Primary and Secondary Downtown Assessment Districts permitted under Section 18-7.**
- d. Temporary event signs, provided that no more than two (2) such signs are on display, with each sign being no larger than twelve (12) square feet and having a height of no more than four (4) feet. Such signs shall be on display for no longer than the approved temporary event.**

18-8-12.2 18-8-12.4 Permanent Signs.

- a. Directional Signs, as defined, provided each sign does not exceed ten (10) square feet in area nor four (4) feet in height. No more ~~that~~ than two (2) signs shall be permitted within one hundred (100) feet of each other within the limits of the development except signs required by a public authority for recognized traffic management needs. For commercial centers greater than fifty thousand square feet in floor area and Higher Education (HE-1) District uses, additional directional freestanding signs not exceeding thirty (30) square feet in area and six (6) feet in height shall be permitted within off-street parking areas when such signs provide directional assistance for multiple destinations. For Medical Center (MC) District uses, additional directional freestanding signs not exceeding seventy two (72) square feet in area and ten (10) feet in height shall be permitted within off-street parking areas when such signs provide directional assistance for multiple destinations. A sign permit shall be required. Such additional signs shall be limited to a single unifying logo representative of the development and text on a solid color background and shall be oriented so as to limit primary viewing to persons already on site and not to persons traveling on public and/or private**

18-8-13.4 Any sign or device, ~~other than pennants or banners~~ **whether or not any such device has written message content**, of which all or any part is in motion by any means, including fluttering, rotating, or other moving signs set in motion by movement of the atmosphere, **including but not limited to pennants, propellers, discs, and similar devices**. This shall not apply to the hand of a clock or a weather vane, **flags of a national, state or local government**.

18-8-13.5 Any sign, except official notices and advertisements, which is nailed, tacked, posted, or in any other manner attached to any utility pole or structure for supporting wire, cable, or pipe, or to any tree on any street or sidewalk or to public property of any description.

18-8-13.6 Outdoor advertising signs.

18-8-13.7 Moored balloons, **inflatable signs**, or other floating signs that are tethered to the ground.

18-8-13.8 Any sign with a minimum clearance of less than eight (8) feet above a walkway or sidewalk or less than fifteen (15) feet above a driveway or alley. (7/10/90, Case TA-90-04, Ord. No. 026-90)

18-8-14 ILLUMINATION.

18-8-14.1 The light from any illuminated sign shall not cause direct glare into or upon any building or property owner other than the building or property to which the sign may be related.

18-8-14.2 No sign shall display flashing or intermittent lights, or other lights of changing degrees of intensity, brightness or color, except a sign indicating time or temperature, with changes alternating on not less than five (5) second cycle when such time or temperature sign does not constitute a public hazard, in the judgment of the Zoning Administrator.

18-8-14.3 Neither the direct nor reflected light from primary light sources shall create a traffic hazard to operators of motor vehicles on public thoroughfares.

18-8-14.4 Signs for developments in the Highway Commercial, B-2 District that include multifamily units, per Section 8-2-20, shall not utilize any internal illumination. External illumination, if any, shall be provided in a down-cast manner or shielded to prevent direct lighting of windows in multifamily units. (9/13/05, Case TA-05-02, Ord. No. 025-2005)

18-8-14.4 Electronic Message Board Signs shall not change message with a greater frequency than once every sixty (60) seconds in order to prevent traffic hazards to operators of motor vehicles on public thoroughfares, with exception of time or temperature changes per Section 18-8-14.2.

18-8-18 DEFINITIONS.

18-8-18.1 **Area of Sign**. The entire area within a circle, triangle, parallelogram, or trapezoids including the extreme limits of writing, reproduction, emblem, or any figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which

- 18-8-18.11** **Directional Sign** . A wall or freestanding sign in or primarily oriented toward a parking lot to identify entrances, exits, and divisions of the lot into sections, and to control vehicular and pedestrian traffic in the lot. In cases where a property owner agrees to close an existing driveway connecting directly to a street to permit shared access per Section 18-6-3.6 of this Ordinance or where an off-premises entrance from the public street in lieu of a direct connection is recommended by a public authority, one (1) off- premises directional sign bearing the name or simple logo of the commercial activity shall be permitted at the connection to the street. (1/9/97, Case TA-97-11, Ord. No. 034-097)
- 18-8-18.12** **Inflatable Sign**. A sign capable of being expanded by air or other gas and used on a temporary or permanent basis to advertise a product or event.
- 18-8-18.13** **Monument Sign**. A freestanding sign permanently installed on the property. The base of a monument sign is as wide as or wider than the main sign face. A monument sign is built on-grade in such a manner that the sign and the structure are an integral part of one another.
- 18-8-18.14** **Electronic message board sign**. A sign displaying characters or images that move or change, caused by any method other than physically removing and replacing the sign or its components. This includes a display that incorporates technology to allow the sign face to change the image, such as any display that incorporates LED lights manipulated through digital input, “digital ink” or any other method or technology that allows the sign face to present a series of images or displays.
- 18-8-18.15** **Construction Sign**. A sign depicting the name or logo of a contractor, engineer, architect, or other individual or business that is involved with a construction, renovation, or demolition project.
- 18-8-18.16** **Real Estate Sign**. A sign advertising the sale, lease, or rent of the property upon which the sign is located.
- 18-8-18.17** **Portable Price or Advertising Sign**. A sign that is not permanently affixed to the ground, building or a structure, designed to be on display for a limited period of time. Such signs include sandwich board signs, moveable chalkboard signs, portable flag signs and other signs of a similar nature. These signs shall not include any signs provided under Section 18-8-12.2.
- 18-8-18.18** **Yard Sale Sign**. A sign advertising a yard sale, garage sale, estate auction, or similar private sale of personal property and located upon the property where such sale is occurring.

**ARTICLE 14.2
CORRIDOR ENHANCEMENT DISTRICT – CE**

**14.2-6 AMHERST STREET, CEDAR CREEK GRADE, AND PLEASANT VALLEY RD/CORK STREET
CORRIDORS**

14.2-6.6 Signs

14.2-6.6a Roof mounted, portable, and temporary signs, as well as banners and pennants are prohibited, **with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.**

14.2-7 BERRYVILLE AVENUE AND VALLEY AVENUE CORRIDORS

14.2-7.6 Signs

14.2-7.6a Roof mounted signs, banners, and pennants are prohibited, portable and temporary signs should not be used, **with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.**

14.2-8 FAIRMONT AVENUE, MILLWOOD AVENUE, AND NORTH LOUDOUN STREET CORRIDORS

14.2-8.6 Signs

14.2-8.6a Roof mounted signs, banners, and pennants are prohibited, portable and temporary signs should not be used, **with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.**

14.2-9 NATIONAL AVENUE CORRIDOR

14.2-9.6 Signs

14.2-9.6a Roof mounted signs, banners, and pennants are prohibited, portable and temporary signs should not be used, **with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.**

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: April 23, 2013 **CUT OFF DATE:** 04/18/13

RESOLUTION ___ **ORDINANCE** x **PUBLIC HEARING** ___

ITEM TITLE: STATUS UPDATE AND ORDINANCE TO IMPLEMENT THE PROVISIONS OF THE BOARDS AND COMMISSIONS MEMORANDUM ADOPTED BY COMMON COUNCIL ON FEBRUARY 12, 2013 PERTAINING TO THE FUNCTIONING AND PROCESSES ASSOCIATED WITH THE APPOINTMENT AND OPERATIONS OF THE TREE COMMISSION; NATURAL RESOURCES ADVISORY BOARD; AND OTHER COUNCIL-APPOINTED BOARDS AND COMMISSIONS

STAFF RECOMMENDATION: Approve

PUBLIC NOTICE AND HEARING: N/A

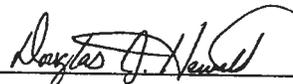
ADVISORY BOARD RECOMMENDATION: N/A

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.

<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		_____	4-18-13
7. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature:  04/17/2013

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Doug Hewett, Assistant City Manager
Date: April 23, 2013
Re: Implementation of Board and Commission Recommendations

THE ISSUE:

Earlier this year, the City Council approved recommendations to streamline the procedures for the operation and appointment process for various boards and commissions. As part of that effort, the City Council also approved changes to the composition of some boards and commissions. The attached seeks to officially enact those already approved recommendations.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 - Develop a High Performing City Organization

BACKGROUND:

On March 12, 2013 the City Council voted to enact the recommendations concerning their boards and commissions processes and procedures. The attached seeks to officially enact those already approved recommendations.

BUDGET IMPACT:

None

OPTIONS:

1. Approve as presented
2. Disapprove
3. Take no action

RECOMMENDATIONS:

Approve as presented so that the already approved recommendations can be formally enacted.

AN ORDINANCE TO IMPLEMENT THE PROVISIONS OF THE BOARDS AND COMMISSIONS MEMORANDUM ADOPTED BY COMMON COUNCIL ON FEBRUARY 12, 2013 PERTAINING TO THE FUNCTIONING AND PROCESSES ASSOCIATED WITH THE APPOINTMENT AND OPERATIONS OF THE TREE COMMISSION; NATURAL RESOURCES ADVISORY BOARD; AND OTHER COUNCIL-APPOINTED BOARDS AND COMMISSIONS

WHEREAS, on February 12, 2013, Common Council approved a Memorandum concerning a proposal to improve the functioning and processes associated with the appointment and operations of Council Appointed Boards and Commissions (Exhibit A); and

WHEREAS, the Memorandum and ensuing discussion by Common Council in an Open Meeting included direction by Common Council to Staff to take necessary action to facilitate the *“elimination of the Natural Resources Advisory Board and Tree Commission and the consolidation of the responsibilities and resources of these two individual boards under the umbrella of the Parks and Recreation Board.”*; and

WHEREAS, further discussions were held between the City Manager and the Vice Mayor and the Vice President of Council concerning the implementation of the Memorandum approved by Council; and

WHEREAS, on March 25, 2013, the City Manager issued an Administrative Memorandum (Exhibit B) to the Parks and Recreation Director concerning the implementation of the Memorandum previously approved by Common Council; and

WHEREAS, the Tree Commission is created and defined under Chapter 30 of the Winchester City Code; and

WHEREAS, the Natural Resources Advisory Board was created by Ordinance 2007-23 adopted by Common Council on August 14, 2007; and

WHEREAS, the proposed changes to Chapter 30 of the Winchester City Code are believed to be necessary in order to properly implement the provisions of the Memorandum previously approved by Council; and

WHEREAS, Council has further directed City Staff to bring forward an Ordinance clarifying their intention to reserve the absolute authority of removal of any member of a Council Appointed Board or Commission unless otherwise specified under contrary controlling authority.

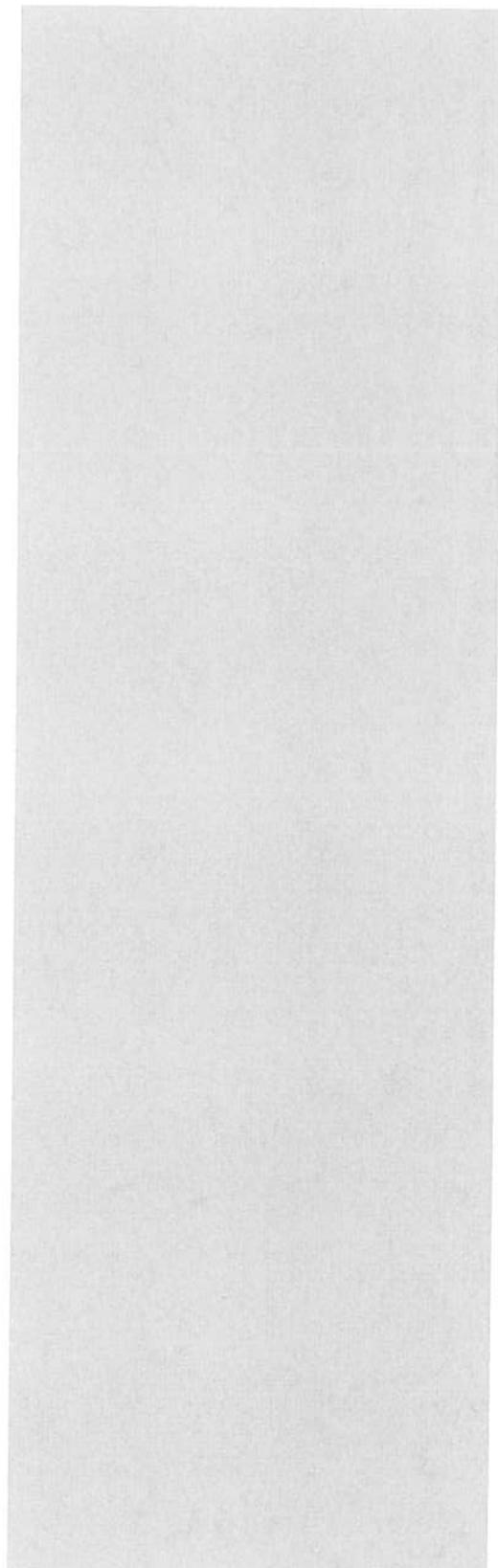
NOW therefore be it ORDAINED, that Ordinance No.: 2007-23 is hereby rescinded and the Natural Resources Advisory Board is hereby dissolved and any needs of Common

Council previously fulfilled the Natural Resources Advisory Board shall be directed to the Parks and Recreation Board through the Director of Parks and Recreation; and

BE it further ORDAINED that Common Council hereby adopts and incorporates into the Winchester Code of Ordinances the following Section 2-51 pertaining to the removal of members of Council-Appointed Boards and Commissions; and

BE it further ORDAINED that Chapter 30 of the Winchester City Code pertaining to Vegetation is hereby amended and readopted as follows:

|



SECTION 2-52 - 2-60. RESERVED.

**SECTION 2-51. REMOVAL OF MEMBERS OF COUNCIL APPOINTED
BOARDS AND COMMISSIONS**

Unless otherwise specifically and expressly provided by Ordinance or other controlling legal authority, Common Council for the City of Winchester hereby reserves unto itself the unqualified and absolute discretion and authority to remove at any time, regardless of appointed term of office, any member of a Council-Appointed Board or Commission without cause or further proceedings upon a majority vote of Common Council at any Regular or Special Meeting of Council.

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CHAPTER 30

VEGETATION

- Art. I. In General, §§30-1--30-15
- Art. II. Trees on Public Property, §§30-16--30-48
 - Div. 1. Generally, §§30-16--30-30
 - Div. 2. ~~Tree Commission and City Arborist~~, §§30-31--30-48
- Art. III. Grass, Weeds and Other Foreign Growth on Private Property, §§30-49--30-52

ARTICLE I. IN GENERAL

SECTIONS 30-1 - 30-15. RESERVED.

ARTICLE II. TREES ON PUBLIC PROPERTY

DIVISION 1. GENERALLY

SECTION 30-16. VIOLATIONS OF ARTICLE.

Unless otherwise specifically provided, a violation of any provision of this article shall constitute a Class 4 misdemeanor. In addition, wherever the words "City Manager" shall appear in this Article, they shall be deemed to include the City Manager's designee. (Ord. No. 020-2001, 5-8-2001)

SECTION 30-17. ISSUANCE AND EXPIRATION OF PERMITS REQUIRED BY ARTICLE; APPEALS.

- (a) All permits required by this article shall be issued by the City Arborist, who may, at his option, ~~consult the members of the Tree Commission~~ request that the Director of Parks and Recreation convene an appeals committee as described in Section 30-32 for consultation as to such matters. Such committee shall be convened as deemed necessary at the discretion of the Parks and Recreation Director. Any and all such permits shall expire at such time as may be designated therein.
- (b) The City Arborist shall advise the applicant and the ~~chairman of the Tree Commission~~ Director of Parks and Recreation in writing of his decision to issue or

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deny any permit required by the Article. Any original permit applicant aggrieved by the decision of the City Arborist to issue or deny any such permit shall have the right to appeal the decision by sending a written request to the Director of Parks and Recreation within ten (10) days of the date of the City Arborist's decision. Upon receipt of the appeal request, the Director of Parks and Recreation shall convene an appeals committee as described in Section 30-32 to a panel comprised of the City Manager, the Tree Commission Chairman, and the Public Services Committee Chairman or their designee by advising the City Manager's Office in writing within ten (10) days of the date of the City Arborist's decision.
(Ord. No. 020-2001, 5-8-2001; Ord. No. 2009-30, 10-13-09)

SECTION 30-18. PERMIT TO PLANT.

It shall be unlawful for any person to plant any tree in any street, park, public place or public grounds of the City, without first having obtained a written permit therefor from the City Arborist, who may, at his option, request that the Director of Parks and Recreation convene an *ad hoc* committee as described in Section 30-32 for consultation~~consult the Tree Commission~~, setting forth the variety thereof and the location where the same may be planted, and without in all respects complying with the conditions and terms of such permit. Such committee shall be convened as deemed necessary at the discretion of the Parks and Recreation Director.
(Code 1959, §19-9; Ord. No. 020-2001, 5-8-2001; Ord. No. 2009-30, 10-13-09)

SECTION 30-19. PERMIT FOR ATTACHMENTS, SPRAY, TRIM, ETC.

It shall be unlawful for any person, without first having obtained a written permit from the City Arborist, who may, at his option, request that the Director of Parks and Recreation convene an *ad hoc* committee as described in Section 30-32 for consultation~~consult the Tree Commission~~, to attach any wire, insulator, rope, sign, poster, handbill or other thing or substance on, spray or otherwise treat or trim any living tree or any part thereof any tree growing in any street, park or public place or grounds or on any guard or protection device of such tree. Such committee shall be convened as deemed necessary at the discretion of the Parks and Recreation Director.
(Code 1959, §§19-1, 19-12; Ord. No. 020-2001, 5-8-2001; Ord. No. 2009-30, 10-13-09)

SECTION 30-20. REPEALED.
(Ord. No. 2009-30, 10-13-09)

SECTION 30-21. MANNER OF CUTTING PERMIT FOR CUTTING AND REMOVAL.

a) No cutting, meaning removal and/or destruction, of any live tree in any street, park, public place or grounds in connection with the work of any City department or agency of the City, other than the City Manager, or of any public service corporation or other person having a right to use the street, park, public place or grounds shall be done except upon the issuance of a permit and in such manner as directed by the City Arborist, who may, at his option, request that the Director of Parks and Recreation convene an *ad hoc* committee as described in Section 30-32 for consultation~~consult the Tree Commission~~ before directing such work to be performed or issuing any permit for same. Such committee shall be convened as deemed necessary at the discretion of the Parks and Recreation Director.

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b) Cutting, removal, or destruction of any live tree in any street, park, or public place or grounds that is done in connection with the work of any City Department or agency of the City as authorized by the City Manager or of any public service corporation or other person having lawful a right delegated by Common Council use the street, park, public place or grounds and cut or remove trees in connection with said use, shall be exempted from the permit requirements of Section 30-21(a).

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_(Code 1959, §19-11; Ord. No. 020-2001, 5-8-2001; Ord. No. 2009-30, 10-13-09)

SECTION 30-22. REMOVING OR DAMAGING PROTECTIVE DEVICES.

It shall be unlawful for any person to remove, injure or misuse any guard or device placed or intended to protect any tree growing in any street, park or public place or grounds.
(Code 1959, §19-2)

SECTION 30-23. PROTECTION DURING BUILDING OPERATIONS.

In the erection, alteration or repair of any building or structure, the owner thereof shall place, or cause to be placed, in accordance with the directions of the City Arborist, who may, at his option, request that the Director of Parks and Recreation convene an *ad hoc* committee as described in Section 30-32 for consultation~~consult the Tree Commission~~, such guards around nearby trees in the streets or public places or grounds as shall effectively prevent injury to such trees. Such committee shall be convened as deemed necessary at the discretion of the Parks and Recreation Director.

(Code 1959, §19-14; Ord. No. 020-2001, 5-8-2001; Ord. No. 2009-30, 10-13-09)

SECTION 30-24. OBSTRUCTING FLOW OF WATER AND AIR TO ROOTS.

It shall be unlawful for any person to place or maintain in a street or public place or grounds, any stone, cement or other substance which shall impede the free entrance of water and air to the roots of any tree. (Code 1959, §19-3)

SECTION 30-25. DESTRUCTION OF TREES, SHRUBS, ETC.

It shall be unlawful for any person to pick, pull, pull up, tear, tear up, dig, dig up, cut, break, injure, burn or destroy, in whole or in part, any tree, shrub, vine, plant, flower or turf found, growing or being upon any land reserved, set aside or maintained by the City as a public park, or as a refuge or sanctuary for wild animals, birds or fish without having previously obtained the permission in writing of such other or his agent or of the superintendent or custodian of such park, refuge or sanctuary so to do, unless the same be done under the personal direction, such superintendent or custodian of such park, refuge or sanctuary.

Any person violating this section shall be guilty of a Class 3 misdemeanor; provided, however, that the approval of the superintendent or custodian of such park or sanctuary afterwards given in writing or in open court shall be a bar to further prosecution or suit. (Code 1950, §18.1-178; 1960, c. 358; 1975, cc. 14, 15; 1976, c. 757.)

State Law Reference--Similar provision, Code of Virginia, §18.2-140.

SECTIONS 30-26 - 30-30. RESERVED.

DIVISION 2. TREE COMMISSION AND CITY ARBORIST

SECTION 30-31. CITY ARBORIST

The City may employ a person or private contractor to serve as the "City Arborist". The City Arborist shall provide recommendations to the City Manager with regard to the removal of existing trees in the City of Winchester, planting and maintenance of tree in the City, and other matters for which it may be deemed that his knowledge, training, and experience could be of benefit to the City of Winchester.
(Ord. No. 2009-30, 10-13-09)

SECTION 30-32. ~~CREATED; COMPOSITION; APPOINTMENT AND TERMS OF MEMBERS; FILLING VACANCIES. PARKS AND RECREATION DIRECTOR EMPOWERED TO CONVENE AD HOC COMMITTEE.~~

- (a) ~~There is hereby created a Tree Commission, to be composed of seven (7) qualified voters of the City elected by the Council. Initially, three (3) of the members shall be elected to serve until December 31, 1966, two (2) to serve until December 31, 1968, and two (2) to serve until December 31, 1983. Thereafter all members shall serve for a term of four (4) years or until their successors take office. At the discretion of the Parks and Recreation Director, and upon the direction of Common Council or the City Manager or upon request of the City Arborist as provided in Sections 30-18, 19, 21, and 23, the Director of Parks and Recreation may convene an *ad hoc* committee comprised of three (3) to seven (7) citizens who may provide consultation to the City Arborist with regard to issues arising under the specified sections of this article.~~
- (b) ~~Vacancies occurring on the Tree Commission otherwise than through the expiration of term shall be filled for the unexpired term by the election of Council. (Code 1959, §19-4; Ord. No. 001-80, 1-8-80) In accordance with Section 30-17, within thirty (30) days of receipt of a written appeal of a decision by the Arborist regarding the issuance of a permit pursuant to this Article, the Parks and Recreation Director shall convene an appeals committee comprised of a member of Common Council as designated by the President of Council; the City Manager or his designee; and the Director of Parks and Recreation; which committee shall review the Arborist's decision and render a final written decision to sustain, reject, or modify the decision made by the Arborist. Such determination by this appeals committee shall be issued within thirty (30) days of review by the appeals committee and shall be final and unappealable. The meetings of the appeals committee convened pursuant to this section shall be an open public meeting.~~

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The Parks and Recreation Director or his designee shall appoint a secretary for such meetings who shall be responsible for recording minutes and ensuring that proper public notice is issued for any meetings of the appeals committee. The Parks and Recreation Director shall also ensure that the City Attorney or his designee are provided with proper notice to attend the meetings to provide necessary legal advice as needed by the appeals committee.

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SECTION 30-33. — MEMBERS NOT COMPENSATED.

All members of the Tree Commission shall serve without compensation.
(Code 1959, §19-4; Ord. No. 001-80, 01-08-80)

SECTION 30-33 THROUGH 30-34, REPEALED

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SECTION 30-34. — ORGANIZATION; ELECTION OF OFFICERS; QUORUM.

The members of the Tree Commission shall, immediately after their appointment, meet and organize. They shall elect a chairman, a vice chairman and such other officers as they may deem necessary. A majority of the members of the Tree Commission shall constitute a quorum for the transaction of business.
(Code 1959, §19-5; Ord. No. 2009-30, 10-13-09)

SECTION 30-35. POWERS AND DUTIES.

~~The Tree Commission is an advisory board who~~ Parks and Recreation Advisory Board may be called upon to render advice to the City Arborist and City Manager regarding the planting and preservation of trees in the City of Winchester. This board serves in an advisory capacity only and possesses no adjudicatory, executive, or legislative powers.

~~The Tree Commission~~ Parks and Recreation Advisory Board, at the request of the City Arborist or of the City Manager, shall provide advice and expertise regarding the trees now standing or hereafter planted on the streets, parks, public places and public grounds of the City. It shall have the duty to render advice and assistance to the City Arborist, at his request, as to the planting, trimming and removing of such trees and to provide advice and expertise to the City Arborist, at his request, as to the issuance of permits therefor. (Code 1959, §19-6; Ord. No. 020-2001, 5-8-2001; Ord. No. 2009-30, 10-13-09)

SECTION 30-36. RECOMMENDATIONS TO COUNCIL.

~~The Tree Commission~~ Parks and Recreation Advisory Board shall, on or before March 1st of each year, recommend to the Council such regulations as may be necessary for the proper preservation and protection of trees and the improvement of any public park, public place or public grounds, to specifically include recommendations for planting and maintenance of such trees. (Code 1959, §19-7; Ord. No. 020-2001, 5-8-2001)

SECTION 30-37. INTERFERING WITH COMMISSION.

It shall be unlawful for any person in any way to interfere, or cause any person to interfere, ~~with the Tree Commission~~ the City of Winchester, its agents or employees while planting, spraying, removing or otherwise caring for and protecting any tree in any street, park, public place or grounds. (Code 1959, §19-13)

SECTIONS 30-38 - 30-48. RESERVED.

ARTICLE III. GRASS, WEEDS AND OTHER FOREIGN GROWTH ON PRIVATE PROPERTY

SECTION 30-49. DEFINITIONS.

For the purpose of this article, the following words shall have the meanings respectively ascribed to them by this section:

Owners: Persons holding title to any land or lot in the City; lessees, tenants and principal occupants of any land or lot in the City or agents of persons holding title to such lands or lots, and agents of persons having care, custody, control or management of the land or lot; and fiduciaries holding title to or having the care, custody, control or management of land or lots in the City for others.

Weeds: Wild or uncontrolled growth or vegetation of every kind standing on land, other than trees, ornamental shrubbery, flowers and garden vegetables.
(Code 1959, §1-5; Ord. No. 049-95, 10-17-95)

SECTION 30-50. DUTY OF PROPERTY OWNERS TO CUT.

- (a) Owners of property within the City shall not allow grass, weeds and other foreign growth thereon to exceed ten (10) inches in height. All grass, weeds and foreign growth on a one hundred (100) feet by one hundred (100) feet or smaller lot or acreage must be cut. In case of a larger lot or acreage, all grass, weeds and foreign growth thereon must be cut a distance of one hundred (100) feet from all adjoining property lines.
- (b) Any owner who violates any provision of this section shall be subject to a civil penalty of Fifty Dollars (\$50.00) for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within twelve (12) months of the first violation shall be Two Hundred Dollars (\$200.00). Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of Three Thousand Dollars (\$3,000.00) in a twelve (12) month period.
- (c) Violations of any provision of this section shall be a Class 3 misdemeanor in the event three (3) civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, with a twenty-four (24) month period. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.
(Code 1959, §11-5; Ord. No. 022-94, 07-12-94; Ord. No. 13-2006, 4-11-06)

SECTION 30-51. NOTICE TO CUT.

Where grass, weeds or other foreign growth in excess of ten (10) inches in height are found upon property, the code enforcement officer, as defined in section 11-2 shall immediately notify the owner of such property to cut such grass, weeds, or other foreign

growth down to a height not to exceed three (3) inches. Notifications shall be made by the same procedure as set forth in Section 11-37 of this Code.
(Code 1959, §11-5; Ord. No. 048-88, 11-15-88; Ord. No. 029-91; 6-11-91; Ord. No. 022-94, 07-12-94; Ord. No. 028-97, 10-14-97)

SECTION 30-52. CUTTING BY THE CITY.

- (a) If grass, weeds, or other foreign growth have not been cut within ten (10) days from the date the notice provided for in Section 30-51 is sent, the code enforcement officer, as defined in section 11-2 shall cause the cutting by the City's forces or the City's agent of such grass, weeds or other foreign growth forthwith.
- (b) Where grass, weeds or other foreign growth have been cut by order of the code enforcement officer pursuant to the provisions of this section, the cost of such cutting shall be billed to the owner of the property. If such bill is not paid, it shall be added to the City real estate tax bill on such property and shall be a lien on such property to the same extent and effect as such real estate tax is.
(Code 1959, §11-5; Ord. No. 048-88, 11-15-88; Ord. No. 029-91, 6-11-91; Ord. No. 022-94, 07-12-94; Ord. No. 028-97, 10-14-97)

State Law References--Authority of city to require cutting or removal of weeds and other foreign growth, Code of Virginia, §§15.1-11, 15.1-867, §15.1-901(penalty).

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To: Honorable Members of Common Council
From: Vice President Willingham and Vice Mayor McInturff
Subj.: Council Appointed Boards and Commissions
Date: December 21, 2012

MEMORADUM

On August 21, 2012, Vice President Willingham and Vice Mayor McInturff were asked to work with the City Manager, City Attorney, and City Staff to review the City's current composition and operation of Council Appointed Boards and Commissions. Through a review of available materials and a series of individual and group discussions, this report was generated as an update and recommendation to Common Council focusing on the following areas:

1. Composition/Operations

There are currently thirty-six (36) Council Appointed Boards and Commissions identified on the City's Boards and Commissions List. With very few exceptions, these bodies are either statutorily required entities (such as the Planning Commission and School Board), or otherwise required as part of a program that the City has chosen to undertake (such as the Board of Architectural Review and Community Development Committee). There are very few Council Appointed Boards and Commissions which are purely discretionary in nature (such as the

"To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners."

EXHIBIT A

Natural Resources Advisory Board) or not mandated but established by choice as part of a program or initiative that the City is participating in (such as the Old Town Development Board).

In order to ensure that all Council Appointed Boards and Commission positions are adequately filled and in timely fashion, with the most qualified personnel, we recommend that the City Manager be tasked with initiating an ongoing process to encourage and solicit citizen involvement in appointed boards and commissions. In addition, the President shall annually appoint two (2) members of Council to serve as the Council Liaisons for handling all matters associated with reviewing applications and conducting preliminary interviews of candidates.

The recommended process would be as follows:

1. The Manager shall ensure that a Staff Liaison is appointed to every Board and Commission.
2. The Staff appointed liaison would be responsible for collecting and reviewing qualifications of candidates for their respective boards and to notify the Assistant City Manager of Board and Commission vacancies 60 days prior to the expiration date.
3. The Assistant City Manager would then contact the Council Liaisons to make them aware of applications and any open positions that need to be filled and to provide application material of citizens who have expressed formal interest in serving.
4. The Assistant City Manager would be responsible for conveying this to the Council Liaisons in a timely manner to ensure adequate time for review of applications and interviewing of candidates.
5. The Assistant City Manager would be responsible to keep the Council Liaisons up to date on the status of board participants, vacancies, expiration of terms, etc.
6. The Staff Liaison would contact board members eligible for reappointment and determine their interest and report findings to the Assistant City Manager .
7. At the end of the term of each member, the staff liaison will give a report to the Assistant City Manager on the board members participation, attendance, performance, etc. The Assistant City Manager would be responsible to keep the Council Liaisons up to date on the status of board participants, attendance, performance etc.

8. The Council Liaisons shall be responsible for reviewing this information and recommending to Council timely appointments to the various Boards and Commissions.
9. Staff Liaisons shall prepare a "Council Appointed Board Report" on a monthly basis, or as frequently as deemed necessary by the Manager, which shall be submitted to the City Manager for inclusion with the Written Reports submitted for Council review on monthly Work Session Agendas. The reports shall include actions and items of interest currently underway with regard to Council Appointed Boards as well as Board vacancies and other operational concerns.

This process would ensure that Council maintains involvement and awareness of the needs of the various boards and commissions while ensuring that City Staff personnel are continuing to address the needs of the boards as well as the needs of the City's Administration.

Consistent with the second goal discussed during the 2012 Council Strategic Planning Process ("To develop a high performing City Organization"), we would recommend that Council consider reorganizing some of its appointed Boards and Commissions which are not specifically mandated by state legislation.

For example, we would recommend the elimination of the Natural Resources Advisory Board and Tree Commission and the consolidation of the responsibilities and resources of these two individual boards under the umbrella of the Parks and Recreation Board. It is believed that this reallocation of resources will provide for more efficient and effective local governance of the issues faced by these three individual Council Appointed Boards.

If Council decides to move forward with this recommendation, the Department of Parks and Recreation will be called upon to work with the City Attorney and Public Services Department to incorporate the necessary revisions into the City Code.

Finally, while this Report has been drafted specifically to address issues related to Council Appointed Boards and Commissions, during the review of these matters, it was concluded that the appointment of the Mayor, Members of Council, or other City Officials to serve in their official capacities as participating and voting members of non-governmental organizations may create significant conflicts of interest and should be avoided. This should not be construed as a recommendation to preclude the Mayor, Members of Council, or other City Officials from volunteering to serve in their individual and personal capacities on such organizations, nor preclude the appointment by Council of non-voting liaisons who do not participate directly in the organizational operations of these entities.

2. Training / Orientation

A formal Orientation shall be required for all new members of Council Appointed Boards and Commissions. The orientation shall identify and train new members regarding the Goals and Objectives of Common Council, their responsibilities as appointed members of the respective Boards and Commissions, describe the general functioning of the City's Administration, and introduce new members to the general operation of local government in the City of Winchester.

This presentation shall be organized by the City Manager, and shall include presentations from the City Attorney, City Staff, and member(s) of Council at the discretion of the governing body.

3. Code of Ethics

The City currently has a Code of Ethics embodied within its Comprehensive Employee Management System ("CEMS") in Section 7.16 which applies to all City Employees, Members

of Council, and Members of Council Appointed Boards and Commissions. The section reads as follows:

7.16 Code of Ethics

The Code of Ethics is intended to provide ethical guidelines for City Councilors, employees and Council appointed Board and Commission members that are responsive to the public needs and preclude even the appearance of impropriety in the performance of their duties. All City Councilors, employees and Council appointed Board and Commission members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City's resources. To this end, City Councilors, employees and Council appointed Board and Commission members have a responsibility to:

- 1. Perform their duties to the very best of their abilities, treating the public and each other in a courteous manner that is fair and equitable, without regard to race, color, gender, age, religion, national origin, disability, political affiliation, or any other factor unrelated to the impartial conduct of City business.*
- 2. Demonstrate integrity, honesty, and ethical behavior in the conduct of all City business.*
- 3. Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the City.*
- 4. Ensure that they do not accept any gift, favor or thing of value that may tend to, or be reasonably perceived to, influence the discharge of their duties, or grant any improper favor, service or thing of value in the discharge of their duties. This shall include the acceptance of a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor. This prohibition shall not apply to the acceptance of any gift, favor or thing of value that benefits the City and/or the community as a whole.*
- 5. Ensure that information concerning the property, government or affairs of the City is held confidential, disclosed only with proper legal authorization, and never to advance the financial or other special interest of themselves or others.*
- 6. Ensure that all City resources, including City funds, equipment, vehicles and other property, are used in strict compliance with City policies and solely for the benefit of the City.*

7. Avoid any behavior that could fall under the definitions of misconduct in Section 7.2 Discipline of the City's Comprehensive Employee Management System.

Councilors, Board and Commission members, Department Heads, and supervisors must take a leadership role in the promotion and execution of the Code of Ethics. All City officials and employees have a responsibility to place cooperation, trust, and respect at the head of all they do.

But despite the formal incorporation of these provisions into the CEMS, which has been adopted and approved by a Resolution of Common Council, members of Council Appointed Boards and Commissions do not receive exposure or any formal training on this upon their appointment. As such, it is very likely that few members are even aware of their duties and responsibilities consistent with the foregoing Code of Ethics.

Accordingly, it is recommended that all members of Council Appointed Boards and Commissions consent to and follow, as a condition precedent to participation, the Code of Ethics as approved by the Governing Body. This consent shall be memorialized in a signed document prepared by the City Attorney reflecting the provisions of Section 7.16 of the CEMS and may include any additional provisions deemed necessary by Council to create a uniform Code of Ethics that embodies the expectations of Council and the Community with regard to service on a Council Appointed Board or Commission. Service on such bodies should be viewed and acknowledged as a privilege with accompanying responsibilities of appropriate conduct. The Code of Ethics should be signed by all appointed members prior to their formal appointment and should be enforced where violations occur.

Additionally, it is recommended that the Manager be directed to expand the CEMS provisions to include a non-comprehensive list of causes for removal or other forms of

disciplinary action available to Common Council to address instances of improper conduct by an appointed member of a Board or Commission.

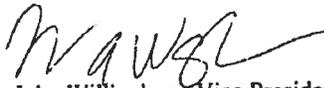
CONCLUSION

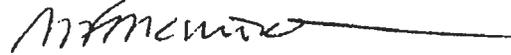
The City should require all new members of Council Appointed Boards and Commissions to execute a written Agreement prepared by the City Attorney memorializing that they are aware of, and will abide by the Code of Ethics in Section 7.16 of the CEMS and any other ethical requirements that the governing body may adopt as applicable to such members. The CEMS should be expanded to include causes for removal and other disciplinary measures for members who do not abide by these rules.

New members should receive training through a formal Orientation process which shall be organized by the Manager or his designee and should include presentations by City Staff, the City Attorney and members of Council (at Council's discretion) on topics including ethical responsibilities as an appointed board member and the general operation of City government.

Finally, a Council Liaison system should be established to continually work with the Assistant City Manager to ensure that vacancies to various the boards and commissions are properly filled. An outline of one possible system is included in Section 3 of this Memorandum.

Respectfully Submitted:


John Willingham, Vice President


Milt McInturff, Vice Mayor



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TO: Bradley Veach, Parks & Recreation Director

FROM: Dale Iman, City Manager

Date: March 25, 2013

Subject: Outlined Process to Address City Trees and Natural Resource Issues

CC: Winchester City Councilors
Doug Hewett, Assistant City Manager
Anthony Williams, City Attorney

Winchester Common Council voted in March to eliminate the Tree Commission and the Natural Resources Advisory Board and consolidate their advisory functions under the Parks & Recreation Director and Park Advisory Board. In the coming weeks, City Council will be making the necessary revisions to the Winchester City Code to reflect these changes. Council's actions have provided clear direction on how the advisory roles will function from this point forward. The Parks & Recreation Director will handle all City tree and natural resource issues in the following manner:

General

Per the direction of Winchester Common Council, the Winchester Parks & Recreation Department, specifically the Director of the Parks & Recreation Department will call upon qualified citizens to serve on ad-hoc committees and work with City staff and, at times, with the Parks & Recreation Advisory Board to address City tree and natural resource issues. The Parks & Recreation Advisory Board will assume a limited role in these matters. It will be the responsibility of the Director of Parks & Recreation to notify the Parks & Recreation Advisory Board when an ad-hoc committee has been appointed to address tree and natural resource issues.

Ad-Hoc Committees

The Director of Parks & Recreation will provide the ad-hoc committee with the following:

1. A clear and concise direction to accomplish specific goals and tasks
2. A timeline to complete their review, assessment and render a recommendation
3. A staff liaison to the ad-hoc committee

EXHIBIT B

"To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners."

After the ad-hoc committee presents their recommendations, the Director of Parks & Recreation and other assigned City staff will determine if the information requires review or action by one or more of the following:

1. Staff review only
2. Staff and other City department review
3. Parks & Recreation Advisory Board review
4. Other advisory board or commission review
5. City Manager review
6. City Council review

Role of the Parks & Recreation Advisory Board

The Parks & Recreation Advisory Board will assume a limited role in the recommendation and advisory process and will only address City tree and natural resource issues when asked to do so by the Director of Parks & Recreation, the City Manager or Winchester Common Council. City staff may consult with the Parks & Recreation Advisory Board on matters that may have an adverse effect on the public. The Parks & Recreation Advisory Board regularly scheduled monthly meetings will serve as a public forum for citizens to comment on all City tree or natural resource issues. The Parks & Recreation Advisory Board can discuss public comments presented during the public meeting however, the Director of Parks & Recreation will appoint a City staff member to further review, investigate and follow-up on the matter.

When required by City Code, the Parks & Recreation Advisory Board or an ad-hoc committee will receive a full overview of the details of a matter and may be asked to make a recommendation on tree and natural resource issues.

Grants & Private Funding

The Parks & Recreation Advisory Board will be advised of the City's efforts to secure private, local, state and federal grant funds and may be asked to endorse the submission of grant applications prior to submission to the Winchester Common Council for their consideration and final approval.

Promotion & Outreach

City staff, in conjunction with volunteers, will plan and promote all celebrations (including Arbor Day), programs, activities and events related to City trees and natural resources. Staff will advise and update the Winchester Common Council and necessary advisory boards and commissions on the dates and times for such activities.

The City Arborist will provide the Winchester Common Council, City Manager the Parks & Recreation Advisory Board and its citizenry with an annual tree report during the Arbor Day celebration. The report will highlight the City's efforts to preserve and enhance its tree canopy over the past calendar year and recognize donors, contributions and major accomplishments. The report will also outline the goals for the upcoming year.

City staff will plan, promote and coordinate all volunteer programs focused on natural resources and environmental issues. A staff liaison will lead all volunteer efforts and any such effort will support the established goals and priorities of the City of Winchester, VA.

In closing, City Council has provided City staff and its advisory boards and commissions with a clear direction in which to proceed. As the Director of Parks & Recreation it is expected that you will encourage your staff and the Winchester Parks & Recreation Advisory Board to embrace these new procedures and present them without bias, to the Board members. The Parks Director, Parks & Recreation Advisory Board and staff are all an important part of the "Team" responsible for making this new procedure work successfully. As always, your full cooperation and attention to this matter is appreciated.

Budget Summary

July 1, 2012- March 31, 2013

General Fund Revenue & Exp. Summary

To date in fiscal year 2013 (July 2012 through March 31, 2013) the G F revenues are \$49,239,611 representing 61.72% of the budget. Prior period last year was \$46,482,713 or 64.38%. Expenditures in the General fund are currently at \$55,038,789 representing 68.9% of the budget. Last year, in FY 2012 for the same period, our expenses were at \$50,651,145 or 70.15%. Sales Tax receipts for Jan. 2013 were \$664,046. Sales Tax receipts for Jan 2012 were \$562,185.

Utility Fund Revenue & Exp. Summary

To date in fiscal year 2013 (July 2012 through March 31, 2013) the Utility fund revenues are \$13,608,390, representing 70.48% of the budget. Prior period last year was \$11,970,179 or 65.39%. Expenditures in the Utility fund are currently at \$16,988,519 representing 87.99% of the budget. Last year, in FY 2012 for the same period, our expenses were at \$14,300,642 or 78.12%.

Old Town Information	Feb-12	Feb-13
Meals tax Primary Dist.	\$ 24,509	\$ 22,074
Meals tax Second Dist.	\$ 12,039	\$ 11,165

	Amended	Bgt. (9mos)	Actual
Revenue	\$59,906,997	\$49,239,611	
Expenditures	\$59,906,997	\$55,038,789	

	Operating	Bgt. (9 mos)	Actual
Revenue	\$20,184,958	\$13,608,390	
Exp.	\$20,184,958	\$16,988,519	

Highlights

Highlights

- 1 February Sales tax is \$685,731
- 2 Meals tax up \$103,891 from same period last year
- 3 Motel tax are up \$22,096 from last year

- 1 Water & Sewer collections up \$1,539,487 from the same period last year.
- 2 Availability fees down \$150,775 from same period last fiscal year.
- 3 Capital expenditures to date are \$13,496,167

Operating Cash

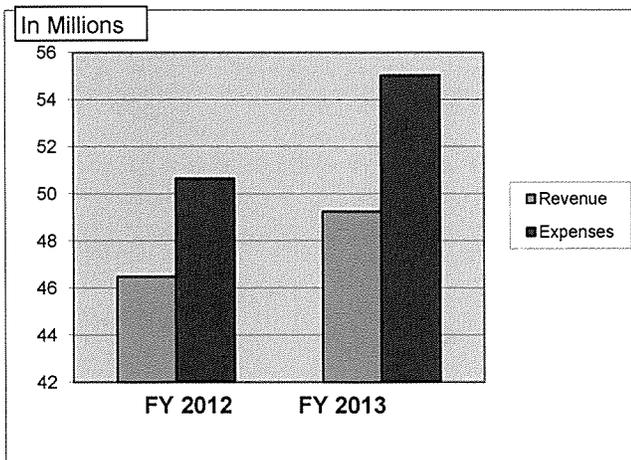
* Total Cash:	\$16,673,746	Fund balance	
Reserved cash:	(652,123)	Committed to date	
Available cash:	\$16,021,623		\$2,267,000
* March-13 (General fund only)			

Cash & Investments

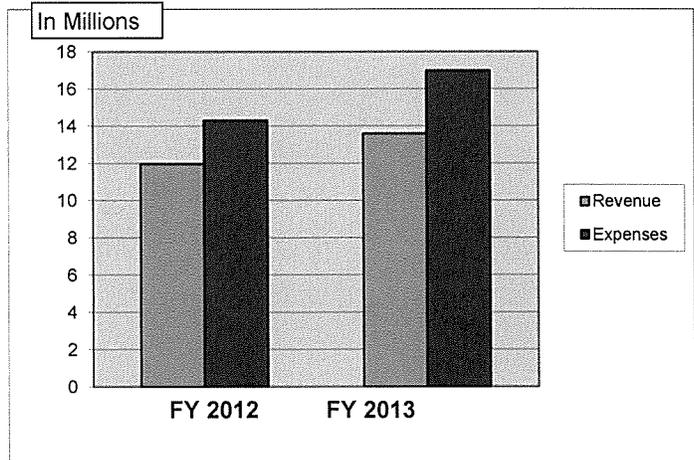
Operating Cash:	(\$1,595,770)
Reserves for CIP:	0
Bond Proceeds:	1,603,618
Total:	\$7,848
As of Mar 2013	

Period to Period Comparison FY 2012 to FY 2013

General Fund



Utilities Fund



CURRENT YEAR REVENUE COMPARED TO PRIOR YEAR
 FOR FISCAL YEAR 2013
 JULY 1, 2012 - MARCH 31, 2013

PROGRAM GM601L
 CRVPD09

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % 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	10,937,453	23,540,111	25,039,000	25,039,000	12,009,834	47.96
111-0000-311.01-02	DELINQUENT	563,315	937,974	850,000	850,000	879,785	103.50
111-0000-311.01-03	DELINQUENT-PRIM/SECOND	0	0	0	8,000	9,535	119.19
111-0000-311.01-04	PRIMARY DISTRICT	0	0	0	70,000	36,218	51.74
111-0000-311.01-05	SECONDARY DISTRICT	0	0	0	80,500	41,081	51.03
111-0000-311.01-06	PENALTIES	51,404	88,835	80,000	80,600	87,132	108.10
111-0000-311.01-07	INTEREST	34,514	56,611	35,000	35,400	45,092	127.38
111-0000-311.02-01	REAL ESTATE	556,778	556,778	545,000	545,000	686,590	125.98
111-0000-311.02-03	PERSONAL PROPERTY	506	506	500	500	247	49.45
111-0000-311.03-01	CURRENT	6,105,855	7,034,140	7,300,000	7,300,000	6,147,979	84.22
111-0000-311.03-02	DELINQUENT	426,449	497,108	550,000	550,000	233,504	42.46
111-0000-311.03-03	MOBILE HOME TAXES	1,088	1,088	1,000	1,000	1,866	186.61
111-0000-311.03-04	MACHINERY & TOOLS	1,561,154	1,562,203	1,900,000	1,900,000	1,636,534	86.13
111-0000-311.03-06	PENALTIES	94,157	116,366	110,000	110,000	115,226	104.75
111-0000-311.03-07	INTEREST	36,027	45,832	50,000	50,000	17,627	35.25
* GENERAL PROPERTY TAXES		20,368,699	34,437,552	36,460,500	36,620,000	21,948,251	59.94
SUB 2 OTHER LOCAL TAXES							
111-0000-312.01-01	STATE SALES TAX	5,065,139	8,485,685	8,500,000	8,500,000	5,225,726	61.48
111-0000-312.01-02	COMMUNICATIONS TAXES	1,405,674	2,142,639	2,200,000	2,200,000	1,481,329	67.33
111-0000-312.02-01	ELECTRIC UTILITY	879,776	1,192,290	1,300,000	1,300,000	888,348	68.33
111-0000-312.02-03	GAS UTILITY	207,489	263,323	520,000	520,000	339,909	65.37
111-0000-312.02-51	ELECTRIC CONSUMPTION	90,378	135,800	121,000	121,000	91,198	75.37
111-0000-312.02-52	GAS CONSUMPTION	1,640	25,352	21,000	21,000	14,211	67.67
111-0000-312.03-01	CONTRACTING	203,363	426,588	300,000	300,000	342,746	114.25
111-0000-312.03-02	RETAIL	1,867,612	1,945,922	2,000,000	2,000,000	2,032,874	101.64
111-0000-312.03-03	PROFESSIONAL	2,025,935	2,106,288	2,100,000	2,100,000	2,194,798	104.51
111-0000-312.03-04	REPAIR & PERSONAL	696,905	848,553	900,000	900,000	721,312	80.15
111-0000-312.03-05	WHOLESALE	197,407	198,354	200,000	200,000	182,793	91.40
111-0000-312.03-06	OTHER	3,521	3,791	4,000	4,000	1,841	46.03
111-0000-312.03-07	PENALTIES	30,347	75,340	65,000	65,000	38,580	59.35
111-0000-312.03-09	TELEPHONE	73,438	73,488	90,000	90,000	80,153	89.06
111-0000-312.04-01	CABLE	0	0	0	0	19,949	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 2 OTHER LOCAL TAXES							
111-0000-312.04-02	ELECTRICAL	146,550	180,755	230,000	230,000	105,771	45.99
111-0000-312.04-03	TELEPHONE ROW	43,260	73,048	70,000	70,000	60,020	85.74
111-0000-312.04-05	GAS	36,563	48,750	50,000	50,000	48,750	97.50
111-0000-312.05-01	LICENSES	400,201	529,784	550,000	550,000	386,175	70.21
111-0000-312.05-03	PENALTIES	31,040	41,172	50,000	50,000	28,195	56.39
111-0000-312.06-01	BANK FRANCHISE	0	144,487	420,000	420,000	21,038	5.01
111-0000-312.07-01	RECORDATION	127,378	184,177	200,000	200,000	134,910	67.46
111-0000-312.07-02	WILL PROBATE	5,096	7,571	10,000	10,000	3,260	32.60
111-0000-312.08-02	CIGARETTES	437,850	572,964	530,000	530,000	381,147	71.91
111-0000-312.09-01	ADMISSIONS	21,336	32,052	30,000	30,000	4,044	13.48
111-0000-312.09-02	PENALTIES	0	327	0	0	0	.00
111-0000-312.09-03	INTEREST	0	62	0	0	0	.00
111-0000-312.10-01	MOTEL	401,930	621,844	600,000	600,000	424,026	70.67
111-0000-312.10-02	PENALTIES	590	867	0	0	370	.00
111-0000-312.10-03	INTEREST	2	8	0	0	62	.00
111-0000-312.11-01	MEALS	3,469,834	5,356,600	5,100,000	5,100,000	3,573,725	70.07
111-0000-312.11-02	PENALTIES	6,995	18,894	15,000	15,000	11,853	79.02
111-0000-312.11-03	INTEREST	550	1,648	600	600	684	113.95
111-0000-312.12-01	SHORT TERM	8,141	17,278	14,500	14,500	3,446	23.76
111-0000-312.12-02	PENALTIES	6	28	0	0	26	.00
* OTHER LOCAL TAXES		17,885,944	25,755,729	26,191,100	26,191,100	18,843,269	71.95
SUB 3 PERMITS, PRIVILEGE FEES							
111-0000-313.01-01	DOG	2,923	12,399	11,000	11,000	3,908	35.53
111-0000-313.03-03	ON STREET PARKING	70	90	0	0	120	.00
111-0000-313.03-05	TRANSFER FEES	408	655	1,000	1,000	407	40.71
111-0000-313.03-24	EROSION, SEDIMENT CONTROL	4,375	5,900	6,000	6,000	2,400	40.00
111-0000-313.03-28	WEAPONS	4,057	6,219	3,500	3,500	5,744	164.10
111-0000-313.03-30	RE TAX APPLICATION FEE	0	20	0	0	140	.00
111-0000-313.03-31	RE PUBLIC HEARING FEE	370	390	0	0	0	.00
111-0000-313.03-36	HAZARDOUS USE	650	1,850	1,000	1,000	650	65.00
111-0000-313.03-37	TAXI	792	972	800	800	288	36.00
111-0000-313.03-50	STREET PERMITS	0	0	0	0	1,590	.00

PROGRAM GM601L

FOR FISCAL YEAR 2013

CRVPD09

JULY 1, 2012 - MARCH 31, 2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 3 PERMITS, PRIVILEGE FEES							
111-0000-313.04-08	BUILDING	66,115	83,899	100,000	100,000	84,575	84.58
111-0000-313.04-10	ELECTRICAL	527	802	600	600	475	79.12
111-0000-313.04-12	PLUMBING	16,944	19,625	20,000	20,000	15,236	76.18
111-0000-313.04-14	MECHANICAL	17,965	21,989	25,000	25,000	18,603	74.41
111-0000-313.04-15	ELEVATOR	2,340	3,800	3,000	3,000	2,620	87.33
111-0000-313.04-23	OCCUPANCY	525	825	1,500	1,500	150	10.00
111-0000-313.04-32	FIRE PROTECTION	4,510	5,826	9,000	9,000	4,965	55.16
111-0000-313.04-35	GAS	345	345	300	300	309	103.00
111-0000-313.04-37	BUILDING PERMITS - SIGNS	3,720	4,680	4,000	4,000	3,722	93.05
111-0000-313.05-04	LAND USE APPLICATION FEES	23,075	26,625	30,000	30,000	21,950	73.17
111-0000-313.05-06	PLANNING ADVERTISING FEES	3,900	4,000	600	600	525	87.50
111-0000-313.05-07	RE-ZONING & SUBDIV PERMIT	8,750	9,500	12,000	12,000	12,000	100.00
111-0000-313.05-19	SIGNS, PERMITS & INSPECTI	2,200	3,065	3,000	3,000	1,500	50.00
111-0000-313.05-33	ARCHITECTURAL REVIEW	600	600	600	600	600	100.00
111-0000-313.05-34	BOARD OF ZONING APPEALS	8,600	11,050	10,000	10,000	4,600	46.00
111-0000-313.05-40	MISC FEES	2,500	3,400	2,500	2,500	1,250	50.00
111-0000-313.05-41	CIVIL PENALTIES	950	950	3,000	3,000	800	26.67
111-0000-313.06-02	RNTL HOUSING/INSPECTIONS	7,170	8,640	15,000	15,000	5,425	36.17
111-0000-313.06-03	RNTL HOUSING/PENALTIES	2,138	2,213	4,000	4,000	1,875	46.88
111-0000-313.06-05	MISC FEES	11,835	12,622	10,000	10,000	1,607	16.07
* PERMITS, PRIVILEGE FEES		198,353	252,951	277,400	277,400	198,033	71.39
SUB 4 FINES AND FORFEITURES							
111-0000-314.01-01	COURTS	187,299	271,319	300,000	300,000	120,071	40.02
111-0000-314.01-03	REGISTRAR	0	0	0	0	100	.00
111-0000-314.01-10	INTEREST	1,565	2,828	2,000	2,000	2,645	132.25
* FINES AND FORFEITURES		188,865	274,147	302,000	302,000	122,816	40.67
SUB 5 REVENUE-USE OF MONEY/PROP							
111-0000-315.01-01	INTEREST EARNINGS	82,071	132,253	151,000	151,500	64,395	42.50
111-0000-315.02-02	RENTAL REC PROP/FACILITY	0	0	145,000	145,000	92,646	63.89
111-0000-315.02-03	CONCESSION RENTALS	0	0	1,000	1,000	50	5.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 5 REVENUE-USE OF MONEY/PROP							
* REVENUE-USE OF MONEY/PROP		82,071	132,253	297,000	297,500	157,091	52.80
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	22,524	33,625	30,000	30,000	21,341	71.14
111-0000-316.01-09	COURTHOUSE SECURITY FEE	46,198	67,461	60,000	60,000	37,339	62.23
111-0000-316.01-11	MISCELLANEOUS FEES	4,510	7,096	6,000	6,000	5,938	98.97
111-0000-316.01-12	COURTHOUSE COMPLIANCE FEE	30,876	46,221	50,000	50,000	29,600	59.20
111-0000-316.02-01	COMMONWEALTH ATTORNEY FEE	4,205	6,797	2,500	2,500	4,977	199.08
111-0000-316.03-02	MISC POLICE FEES	3,020	4,056	3,000	3,000	2,717	90.57
111-0000-316.03-10	POLICE O/T REIMBURSEMENT	5,472	15,505	0	0	4,275	.00
111-0000-316.04-03	HAZ/MAT	2,385	3,535	5,000	5,000	49,433	988.65
111-0000-316.04-05	LEPC FUNDS	3,469	5,538	7,000	7,000	0	.00
111-0000-316.04-06	ALARM FEES	2,950	2,950	5,000	5,000	3,000	60.00
111-0000-316.04-07	FALSE ALARM FEES	13,800	17,500	30,000	30,000	13,300	44.33
111-0000-316.06-01	ANIMAL IMPOUNDING FEES	1,102	1,634	1,000	1,000	1,337	133.70
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	2,158	2,977	4,000	4,000	2,392	59.80
111-0000-316.08-05	SALE OF RECYCLE MATERIAL	36,779	46,660	50,000	50,000	19,700	39.40
111-0000-316.13-01	RECREATION ACTIVITIES	0	0	10,000	10,000	3,000	30.00
111-0000-316.13-02	INDOOR POOL	0	0	143,000	143,000	66,965	46.83
111-0000-316.13-06	OUTDOOR POOL	0	0	72,000	72,000	27,601	38.33
111-0000-316.13-21	ADMISSIONS & MEMBERSHIPS	0	0	120,000	120,000	74,318	61.93
111-0000-316.13-24	ATHLETICS	0	0	88,000	88,000	31,056	35.29
111-0000-316.13-26	CHILD CARE	0	0	180,000	180,000	133,130	73.96
111-0000-316.13-28	CONCESSION SALES	0	0	20,000	20,000	19,778	98.89
* CHARGES FOR SERVICES		222,896	318,504	943,500	943,500	594,646	63.03
SUB 8 MISCELLANEOUS REVENUE							
111-0000-318.01-01	PAYMENT IN LIEU OF TAXES	425,260	800,260	805,000	805,000	425,175	52.82
111-0000-318.04-04	ARTSCAPE PROGRAM	0	0	0	1,000	2,550	255.00
111-0000-318.98-01	BAD CHECKS	300	500	1,000	1,000	305	30.50

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 31 REVENUE FROM LOCAL SOURCE							
SUB 8 MISCELLANEOUS REVENUE							
111-0000-318.98-02	ADMIN & COLLECTION FEES	37,784	49,434	30,000	30,000	36,015	120.05
111-0000-318.99-03	DONATIONS/SPEC GIFTS	0	0	5,000	5,000	0	.00
111-0000-318.99-05	SALE OF SUPPLIES	513	731	1,000	1,000	546	54.57
111-0000-318.99-06	SALE OF SURPLUS PROPERTY	7,576	17,647	5,000	5,000	4,619	92.39
111-0000-318.99-14	SALE OF COPIES & DOCUMENT	702	1,831	5,000	5,000	477	9.54
111-0000-318.99-22	DONATIONS-FIRE DEPT	824	1,484	0	0	500	.00
111-0000-318.99-23	DONATIONS-POLICE DEPT.	0	3,290	0	0	0	.00
111-0000-318.99-32	PARKS & RECREATION	0	0	0	0	2,452	.00
111-0000-318.99-33	SHERIFF	0	0	0	0	1,250	.00
111-0000-318.99-99	MISCELLANEOUS	47	58	0	0	231	.00
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* MISCELLANEOUS REVENUE		473,006	875,235	852,000	853,000	474,120	55.58
SUB 9 RECOVERED COSTS							
111-0000-319.02-01	MISCELLANEOUS	692	1,380	0	0	1,827	.00
111-0000-319.02-05	REBATES	0	2,183	0	0	0	.00
111-0000-319.02-19	SHERIFF	122	122	0	0	0	.00
111-0000-319.02-20	EXTERNAL RECOVERIES	19,791	19,791	0	0	0	.00
111-0000-319.02-22	FIRE DEPARTMENT	0	0	1,000	1,000	124	12.40
111-0000-319.02-24	SOCIAL SERVICES	0	61,555	75,000	75,000	0	.00
111-0000-319.02-34	CIRCUIT COURT	5,342	66,439	60,000	60,000	69,057	115.10
111-0000-319.02-35	JJC BUILDING	139,835	364,256	415,000	415,000	140,671	33.90
111-0000-319.02-39	INSPECTIONS/ZONING	6,250	6,250	0	0	0	.00
111-0000-319.02-40	LANDFILL-RECYCLING	0	164,334	170,000	170,000	0	.00
111-0000-319.02-43	POLICE DEPARTMENT	2,011	3,008	0	0	50,397	.00
111-0000-319.02-45	PARKS & RECREATION	0	0	0	0	249	.00
111-0000-319.02-51	DATA PROCESSING	170,150	170,150	170,000	170,000	0	.00
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* RECOVERED COSTS		344,192	859,468	891,000	891,000	262,326	29.44
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** REVENUE FROM LOCAL SOURCE		39,764,026	62,905,839	66,214,500	66,375,500	42,600,551	64.18

BASIC 32 REVENUE FROM COMMONWEALTH

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 32 REVENUE FROM COMMONWEALTH							
SUB 2 NON-CATEGORICAL AID							
SUB 2 NON-CATEGORICAL AID							
111-0000-322.01-05	MOBILE HOME TITLING TAXES	270	609	0	0	360	.00
111-0000-322.01-06	TAX ON DEEDS	51,457	101,129	100,000	100,000	38,764	38.76
111-0000-322.01-08	RAILROAD ROLLING STOCK TX	6,364	6,386	7,000	7,000	7,501	107.15
111-0000-322.01-10	GRANTOR'S TAX	114,583	155,408	75,000	75,000	48,386	64.51
111-0000-322.01-11	RENTAL CARS TAX	42,705	121,467	175,000	175,000	139,422	79.67
111-0000-322.01-12	PERSONAL PROPERTY REIMB.	2,622,084	2,622,084	2,633,000	2,633,000	2,622,084	99.59
* NON-CATEGORICAL AID		2,837,464	3,007,083	2,990,000	2,990,000	2,856,517	95.54
SUB 3 SHARED EXPENSES							
111-0000-323.01-01	COMMONWEALTH'S ATTORNEY	437,697	581,189	642,000	642,000	511,628	79.69
111-0000-323.01-03	WITNESS FEES	0	108	0	0	0	.00
111-0000-323.02-01	SHERIFF	213,733	283,869	313,000	313,000	245,344	78.38
111-0000-323.02-02	SHERIFF MILEAGE	1,406	2,801	3,000	3,000	2,343	78.10
111-0000-323.03-01	COMMISSIONER OF REVENUE	64,135	85,635	96,000	96,000	84,343	87.86
111-0000-323.04-01	TREASURER	62,401	83,856	94,000	94,000	62,539	66.53
111-0000-323.06-01	REGISTRAR/ELECTORAL BOARD	7,035	57,768	40,000	42,730	3,790	8.87
111-0000-323.07-01	CLERK OF CIRCUIT COURT	224,073	307,433	324,000	324,000	251,644	77.67
111-0000-323.07-02	JURY REIMBURSEMENT	1,980	3,030	15,000	15,000	3,780	25.20
111-0000-323.10-01	SHARED-VICTIM WITNESS	12,505	25,010	24,000	24,000	12,505	52.10
* SHARED EXPENSES		1,024,966	1,430,699	1,551,000	1,553,730	1,177,917	75.81
SUB 4 STATE CATEGORICAL FUNDS							
111-0000-324.02-35	DEPT OF HEALTH	1,162	1,162	0	0	0	.00
111-0000-324.04-02	EMERGENCY SERVICES GRANTS	0	0	0	0	1,136	.00
111-0000-324.04-04	JUV & DOMESTIC RELATIONS	5,282	11,592	8,000	8,000	5,466	68.32
111-0000-324.04-07	LITTER CONTROL	5,249	5,249	6,000	6,000	7,575	126.25
111-0000-324.04-12	FIRE PROGRAMS FUND	60,148	70,046	64,000	64,000	63,042	98.50
111-0000-324.04-13	TWO FOR LIFE GRANT	0	21,734	20,000	20,000	0	.00
111-0000-324.04-15	COMMISSION OF ARTS GRANT	0	0	5,000	0	0	.00
111-0000-324.04-17	HAZ MAT FUNDING	15,000	15,000	15,000	15,000	15,000	100.00
111-0000-324.04-23	POLICE	586,980	767,557	813,000	813,000	590,714	72.66

PROGRAM GM601L

FOR FISCAL YEAR 2013

CRVPD09

JULY 1, 2012 - MARCH 31, 2013

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 32 REVENUE FROM COMMONWEALTH							
SUB 4 STATE CATEGORICAL FUNDS							
111-0000-324.04-25	JAIL	27,981	27,981	28,000	28,000	21,327	76.17
111-0000-324.04-42	HEALTH DEPARTMENT	189,067	241,014	252,000	252,000	185,408	73.57
111-0000-324.04-44	GENERAL DISTRICT COURT	3,760	7,779	7,000	7,000	3,610	51.56
111-0000-324.04-51	GOVERNOR'S OPPORTUNITY FD	0	300,000	0	0	0	.00
111-0000-324.04-98	MISC STATE FUNDS	0	0	0	0	290	.00
111-0000-324.05-23	ASSET FORFEITURE POLICE	2,639	5,077	0	0	3,253	.00
111-0000-324.05-45	ASSET FORFEITURE COMM ATY	187	233	0	0	744	.00
111-0000-324.10-38	WIRELESS E911 SERVICE BD	29,494	44,011	45,000	45,000	34,475	76.61
111-0000-324.10-61	PUBLIC ASSISTANCE GRANT	4,864	5,084	0	0	61,947	.00
* STATE CATEGORICAL FUNDS		931,812	1,523,519	1,263,000	1,258,000	993,987	79.01
** REVENUE FROM COMMONWEALTH		4,794,242	5,961,301	5,804,000	5,801,730	5,028,420	86.67
BASIC 33 REVENUE FROM FEDERAL GOVT							
SUB 3 CATEGORICAL AID							
111-0000-333.01-12	CONFICATED DRUG MONIES	0	4	0	0	0	.00
111-0000-333.01-13	EMERGENCY SERVICE GRANT	0	0	0	0	8,905	.00
111-0000-333.01-14	ASSET FORFEITURE FUNDS	17,478	17,478	0	0	519	.00
111-0000-333.01-15	SAFE STREET ACT REIMBURSE	2,186	2,186	0	0	0	.00
111-0000-333.04-15	COMMISSION OF ARTS GRANT	0	5,000	0	5,000	0	.00
111-0000-333.06-04	CHILD/ADULT CARE FOOD	0	0	0	0	3,571	.00
111-0000-333.10-11	POLICE - DCJS GRANTS	9,714	19,876	0	16,970	6,486	38.22
111-0000-333.10-28	JUSTICE ASSISTANCE GRANTS	888	8,993	0	0	0	.00
111-0000-333.10-30	COPS	103,618	225,090	100,000	100,000	105,270	105.27
111-0000-333.10-40	CDBG GRANT	3,396	106,435	460,000	1,460,000	0	.00
111-0000-333.10-42	HAZ/MAT EMERGENCY PLANNIN	0	0	0	0	2,476	.00
111-0000-333.10-46	BALLISTIC VEST PROGRAM	0	8,415	0	0	0	.00
111-0000-333.10-47	DEPT OF HISTORIC RESOURCE	24,914	24,914	0	0	0	.00
111-0000-333.10-49	VICTIM WITNESS	37,516	75,032	72,000	72,000	37,516	52.11
111-0000-333.10-55	DMV GRANTS	13,309	30,466	38,500	38,500	14,217	36.93
111-0000-333.10-61	PUBLIC ASSISTANCE GRANT	15,520	20,067	0	0	137,356	.00
111-0000-333.10-63	HOMELAND SECURITY/ODP	52,648	127,702	0	22,000	27,833	126.51

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND							
BASIC 33 REVENUE FROM FEDERAL GOVT							
SUB 3 CATEGORICAL AID							
111-0000-333.10-64	NVRDTF GRANT	38,118	74,068	80,000	80,000	20,193	25.24
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*	CATEGORICAL AID	319,303	745,726	750,500	1,794,470	364,342	20.30
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**	REVENUE FROM FEDERAL GOVT	319,303	745,726	750,500	1,794,470	364,342	20.30
BASIC 34 OTHER FINANCING SOURCES							
SUB 1 NON-REVENUE RECEIPTS							
111-0000-341.01-01	INSURANCE RECOVERIES	18,630	23,168	0	0	45,283	.00
111-0000-341.02-04	BUILDINGS	386,296	386,296	0	0	0	.00
111-0000-341.04-04	CDBG LOANS PRINCIPAL	158	236	0	0	957	.00
111-0000-341.04-11	CDBG LOANS INTEREST	52	77	0	0	13	.00
111-0000-341.04-20	PREMIUMS ON BONDS	3,995,350	3,995,350	0	0	4,837,787	.00
111-0000-341.04-58	SALE OF BONDS	27,217,364	27,217,364	0	0	22,125,285	.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	79,817	55,000	0	0	.00
111-0000-341.06-01	FUND BALANCE	0	0	5,346,000	5,346,000	0	.00
111-0000-341.07-01	SUPPLEMENTAL APPROP	0	0	0	774,265	0	.00
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*	NON-REVENUE RECEIPTS	32,817,850	33,302,308	7,001,000	7,720,265	28,209,325	365.39
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**	OTHER FINANCING SOURCES	32,817,850	33,302,308	7,001,000	7,720,265	28,209,325	365.39
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***	GENERAL OPERATING FUND	77,695,421	102,915,174	79,770,000	81,691,965	76,202,638	93.28
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		77,695,421	102,915,174	79,770,000	81,691,965	76,202,638	93.28

(26,963,072)
 of 49,239,611
 61.79%

PROGRAM GM601L

FOR FISCAL YEAR 2013

CXDVSM09

JULY 1, 2012 - MARCH 31, 2013

ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND						
DEPT 11 LEGISLATIVE						
* CITY COUNCIL	73,069	89,904	95,400	119,020	88,683	74.51
* CLERK OF COUNCIL	24,626	32,213	36,500	36,500	27,695	75.88

** LEGISLATIVE	97,696	122,117	131,900	155,520	116,378	74.83
DEPT 12 GENERAL & FINANCIAL ADMIN						
* CITY MANAGER	160,990	261,749	246,100	365,170	194,148	53.17
* CITY ATTORNEY	225,548	317,498	351,000	351,000	213,036	60.69
* INDEPENDENT AUDITORS	68,522	81,727	68,000	68,000	49,480	72.76
* HUMAN RESOURCES	295,852	395,528	451,800	451,800	258,120	57.13
* COMMISSIONER OF REVENUE	241,425	347,168	565,000	546,400	367,882	67.33
* EQUALIZATION BOARD	1,847	0	0	0	0	.00
* TAX FIELD OFFICE	39,951	55,154	0	0	100	.00
* PERSONAL PROPERTY OFFICE	63,850	88,456	0	0	0	.00
* TREASURER	311,407	425,811	451,500	451,500	329,096	72.89
* FINANCE	397,919	623,808	650,500	597,100	366,873	61.44
* INFORMATION TECHNOLOGY	583,890	1,116,245	1,525,100	1,525,100	708,296	46.44
* RISK MANAGEMENT	43,614	46,114	47,000	47,000	48,535	103.27

** GENERAL & FINANCIAL ADMIN	2,434,813	3,759,258	4,356,000	4,403,070	2,535,566	57.59
DEPT 13 BOARD OF ELECTIONS						
* ELECTORAL BOARD OFFICIALS	45,357	68,834	56,100	62,275	38,979	62.59
* REGISTRAR	74,517	101,559	122,700	122,700	78,536	64.01

** BOARD OF ELECTIONS	119,874	170,393	178,800	184,975	117,516	63.53
DEPT 21 COURTS						
* CIRCUIT COURT	56,313	77,313	79,800	79,800	56,904	71.31
* GENERAL DISTRICT COURT	12,508	16,610	31,600	31,600	15,009	47.50
* J & D RELATION DIST COURT	27,449	36,790	48,800	48,800	31,468	64.48
* CLERK OF CIRCUIT COURT	339,400	472,282	496,800	496,800	356,935	71.85
* CITY SHERIFF	692,060	957,101	1,011,100	1,011,100	722,146	71.42
* COURTHOUSE SECURITY	59,133	84,664	183,800	183,800	123,911	67.42
* JUROR SERVICES	20,000	20,000	23,000	23,000	20,000	86.96

** COURTS	1,206,863	1,664,760	1,874,900	1,874,900	1,326,374	70.74
DEPT 22 COMMONWEALTH'S ATTORNEY						

PROGRAM GM601L

FOR FISCAL YEAR 2013

CXDVSM09

JULY 1, 2012 - MARCH 31, 2013

ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND						
DEPT 22 COMMONWEALTH'S ATTORNEY						
* COMMONWEALTH ATTORNEY	729,491	1,002,030	1,045,000	1,045,000	790,995	75.69
* VICTIM WITNESS PROGRAM	99,447	136,930	139,900	139,900	101,834	72.79
** COMMONWEALTH'S ATTORNEY	828,938	1,138,960	1,184,900	1,184,900	892,829	75.35
DEPT 31 LAW ENFORCEMENT & TRAFFIC						
* POLICE DEPARTMENT	4,002,841	5,531,351	7,426,700	7,426,700	5,077,654	68.37
* INVESTIGATION DIVISION	954,729	1,307,545	0	0	0	.00
* POLICE GRANTS	276,405	385,547	234,500	261,965	261,159	99.69
** LAW ENFORCEMENT & TRAFFIC	5,233,975	7,224,443	7,661,200	7,688,665	5,338,813	69.44
DEPT 32 FIRE AND RESCUE SERVICES						
* FIRE DEPARTMENT	3,109,295	4,331,668	4,726,500	4,701,910	3,403,578	72.39
* EMERGENCY MEDICAL	36,411	48,645	61,200	61,200	34,532	56.42
* FIRE GRANTS	143,019	177,433	0	0	50,822	.00
** FIRE AND RESCUE SERVICES	3,288,726	4,557,746	4,787,700	4,763,110	3,488,931	73.25
DEPT 33 CORRECTION AND DETENTION						
* PROBATION OFFICE	1,252	1,745	3,200	3,200	1,674	52.30
** CORRECTION AND DETENTION	1,252	1,745	3,200	3,200	1,674	52.30
DEPT 34 INSPECTIONS						
* INSPECTIONS DEPARTMENT	325,202	436,399	489,700	489,700	321,524	65.66
** INSPECTIONS	325,202	436,399	489,700	489,700	321,524	65.66
DEPT 35 OTHER PROTECTION						
* ANIMAL WARDEN	92,933	133,536	135,800	135,800	95,592	70.39
* EMERGENCY SERVICES CD	34,369	49,575	47,100	69,100	61,904	89.59
* HAZARDOUS MATERIAL	23,192	37,012	41,800	41,800	46,664	111.64
* COMMUNICATION OPERATIONS	628,042	844,811	993,700	993,700	684,260	68.86
** OTHER PROTECTION	778,536	1,064,934	1,218,400	1,240,400	888,420	71.62
DEPT 41 MAINT HIGHWAY, STREET ETC						
* STREETS	13,845	23,133	28,600	28,600	22,336	78.10
* STORM DRAINAGE	0	39,245	35,000	35,000	23,676	67.65
* LOUDOUN MALL	41,196	54,795	76,000	76,000	35,453	46.65

PROGRAM GM601L

FOR FISCAL YEAR 2013

CXDVSM09

JULY 1, 2012 - MARCH 31, 2013

ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND						
DEPT 41 MAINT HIGHWAY, STREET ETC						
** MAINT HIGHWAY, STREET ETC	55,041	117,173	139,600	139,600	81,466	58.36
DEPT 42 SANITARY & WASTE REMOVAL						
* REFUSE COLLECTION	892,805	1,217,528	1,295,800	1,295,800	943,174	72.79
** SANITARY & WASTE REMOVAL	892,805	1,217,528	1,295,800	1,295,800	943,174	72.79
DEPT 43 MAINT GENERAL BLDG/GROUND						
* JOINT JUDICIAL CENTER	409,065	685,664	690,300	690,300	340,555	49.33
* FACILITIES MAINTENANCE	864,772	1,121,856	1,162,800	1,162,800	822,952	70.77
** MAINT GENERAL BLDG/GROUND	1,273,837	1,807,520	1,853,100	1,853,100	1,163,508	62.79
DEPT 53 WELFARE/SOCIAL SERVICES						
* ELDERLY - PROP TAX RELIEF	0	517,640	520,000	520,000	0	.00
** WELFARE/SOCIAL SERVICES	0	517,640	520,000	520,000	0	.00
DEPT 71 PARKS & RECREATION						
* SUPERVISION PARKS & REC	0	0	470,700	470,700	320,596	68.11
* MAINTENANCE	0	0	825,310	825,310	1,113,165	134.88
* RECREATION ACTIVITIES	0	0	83,400	83,400	55,316	66.33
* OUTDOOR SWIMMING POOL	0	0	97,950	97,950	62,849	64.16
* INDOOR POOL	0	0	223,500	223,500	115,284	51.58
* WAR MEMORIAL & ADDITIONS	0	0	420,900	420,900	267,600	63.58
* SCHOOL AGE CHILD CARE	0	0	182,300	182,300	123,037	67.49
* ATHLETIC PROGRAMS	0	0	193,040	193,040	124,385	64.43
** PARKS & RECREATION	0	0	2,497,100	2,497,100	2,182,233	87.39
DEPT 72 CULTURAL ENRICHMENT						
* APPLE BLOSSOM FESTIVAL	608	47,389	29,500	29,500	17,464	59.20
** CULTURAL ENRICHMENT	608	47,389	29,500	29,500	17,464	59.20
DEPT 81 PLANNING & COMMUNITY DEVL						
* PLANNING DEPARTMENT	165,914	229,089	263,500	275,800	147,671	53.54
* REDEVELOPMENT & HOUSING	69,851	153,957	460,200	1,460,200	1,087,168	74.45
* ZONING DEPARTMENT	188,111	234,445	182,600	180,825	106,437	58.86
* ECONOMIC DEVELOPMENT	188,601	881,583	736,000	1,386,000	701,885	50.64

ACCOUNT DESCRIPTION	FY 2012 YTD 7/1 - 3/31	FY 2012 Year-end Actual	FY 2013 Original Budget	FY 2013 Amended Budget	FY 2013 YTD 7/1 - 3/31	FY 2013 % of Budget Realized
FUND 111 GENERAL OPERATING FUND						
DEPT 81 PLANNING & COMMUNITY DEVL						
* OLD TOWN WINCHESTER ADMIN	0	0	92,900	277,100	151,140	54.54
* GIS	73,388	91,235	90,300	90,300	61,202	67.78

** PLANNING & COMMUNITY DEVL	685,864	1,590,309	1,825,500	3,670,225	2,255,504	61.45
DEPT 91 NONDEPARTMENTAL						
* OTHER	542,396	252,364	692,000	587,000	105,855	18.03
* OUTSIDE AGENCIES	144,738	192,713	192,713	182,713	157,832	86.38
* REGIONAL AGENCIES	4,551,707	4,890,186	4,805,285	4,895,785	4,519,180	92.31

** NONDEPARTMENTAL	5,238,841	5,335,263	5,689,998	5,665,498	4,782,867	84.42
DEPT 93 TRANSFERS						
* INTERFUND	20,402,552	30,603,220	34,503,202	34,503,202	20,064,152	58.15

** TRANSFERS	20,402,552	30,603,220	34,503,202	34,503,202	20,064,152	58.15
DEPT 95 DEBT SERVICE						
* DEBT	38,983,542	40,050,727	9,529,500	9,529,500	35,467,525	372.19

** DEBT SERVICE	38,983,542	40,050,727	9,529,500	9,529,500	35,467,525	372.19

*** GENERAL OPERATING FUND	81,848,964	101,427,524	79,770,000	81,691,965	81,985,915	100.36

	81,848,964	101,427,524	79,770,000	81,691,965	81,985,915	100.36

~~68,998,270~~
50,651,145

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