

**MINUTES OF THE COMMON COUNCIL
WORK SESSION
March 15, 2011
City Council Chambers – Rouss City Hall**

PRESENT: Councilor Evan Clark, John Hill, John Tagnesi, Les Veach and John Willingham; Vice-President Art Major; Vice-Mayor Milt McInturff; Mayor Elizabeth Minor (8)
ABSENT: President Jeff Buettner (1)

Vice-President Major called the meeting to order at 6:01 p.m.

Items for Discussion:

Presentation: Board of Architectural Review – Patrick Farris, Chairman

Chairman Patrick Farris presented a summary of the Board of Architectural Review's goals and the relationship with the City. He stated the guidelines used by the BAR are the same as the Secretary of Interior's guidelines for Historic Rehabilitation. A recent modification was made to the ordinance to allow the Zoning Administrator authority to approve small changes in the office. Data over the last 5 years showed more approvals have been given than denials. There has also been a downward trend in the number of requests seen by the BAR since 2006 due to the economy and the administrative approval process. Mr. Farris stated most of the conflicts seen come from the applicant's paint color choices and their desire to use non-traditional materials. The historical tax credits can be used on homes as well as commercial properties. City staff have developed a brochure to help clients use the tax credits. The BAR's future goals include expanding the city's nationally designated historic district, continuing to promote and preserve the architectural and historical character of the city, and sharing City Council's vision of establishing Winchester as a destination of choice.

Discussion: Telephone System/Receptionist – Perry Eisenach & Mary Blowe

City Manager Jim O'Connor informed Council the design and renovation work for the lobby is being withdrawn at this time but may come back at a later date.

Utilities Director Perry Eisenach stated the current telephone system is 10 years old and at the end of this year, the current manufacturer will not longer support the system. Staff has investigated other systems that will connect City Hall, Timbrook, City Yards, and the Park which we cannot do now. The cost for the upgrade is \$39,000.00. After April 15th, the cost will increase to \$59,000.00. The upgrade will include all of the hardware, software, installation of T1 lines into

City Hall, and direct dial numbers for all city employees. Staff is recommending the approval for the upgrade.

After a brief discussion, Council asked that staff look at other vendors for a better price and to consult the IT Committee. Mr. O'Connor stated he will engage IT Director Tom Lloyd in the conversation and will bring the information back at the next Council meeting.

R-2011-12: Resolution – Amend CEMS Section 1.1 and Accept Ratified Agreements from Constitutional Officers

Mr. O'Connor stated the agreements are in response to the request made at the Council retreat.

Councilor Veach moved to forward the resolution to Council. *The motion was seconded by Councilor Willingham then unanimously approved by voice-vote.*

O-2011-09: AN ORDINANCE TO AMEND AND RE-ADOPT SECTION 26-33 OF THE WINCHESTER CITY CODE PERTAINING TO USE OF VEHICLES, BICYCLES, AND SKATEBOARDS ON THE DOWNTOWN MALL

Commonwealth Attorney Alex Iden stated the ordinance is being presented for financial impact and to align with State Code. The financial part is when a juvenile is charged with skateboarding, an attorney has to be appointed costing the city \$110.00. If this were a civil penalty, counsel would not have to be appointed to the juvenile. To align with State Code, the offense cannot be more than a civil penalty with a fee of \$50.00.

Councilor Clark moved to forward the ordinance to Council. *The motion was seconded by Councilor Willingham then unanimously approved by voice-vote.*

Motion to nominate Donald K. Price and Maria Diaz to the Virginia Emergency Response Council to serve on the Local Emergency Planning Committee

Councilor Willingham moved to forward the nominations to Council. *The motion was seconded by Councilor Veach then unanimously approved by voice-vote.*

R-2011-13: Resolution – Approve the rate of Personal Property Tax Relief for the calendar tax year 2011

Commissioner of Revenue Ann Burkholder presented a summary of the rate history and the current tax rate for calendar year 2011 of 72% for qualifying vehicles. The increase of the Personal Property Tax Relief Rate actually lowers the tax rate for individuals so this is not a tax increase.

Mayor Minor moved to forward the resolution to Council. *The motion was seconded by Councilor Veach then unanimously approved by voice-vote.*

O-2011-08: AN ORDINANCE TO AMEND SECTION 6, ARTICLE 1 OF CHAPTER 17 OF THE WINCHESTER CITY CODE PERTAINING TO THE OPERATION OF TRASH TRUCKS BETWEEN THE HOURS OF 11:00 PM AND 6:00 AM

Chief Kevin Sanzenbacher stated the current ordinance does not satisfy the noise in the early morning heard in the residential areas from adjacent commercial areas.

Councilor Tagnesi moved to forward the ordinance to Council. *The motion was seconded by Mayor Minor then unanimously approved by voice-vote.*

R-2011-11: Resolution – Authorize the Winchester Police Department to accept DMV Grant in the amount of \$32,800 for traffic safety patrols

Chief Sanzenbacher stated this grant is applied for each year with the funding used for additional patrols.

Councilor Clark moved to forward the resolution to Council. *The motion was seconded by Mayor Minor then unanimously approved by voice-vote.*

Police Department Update: Chief Kevin Sanzenbacher

Chief Sanzenbacher presented an update on the status of the traffic enforcement measures in the city and provided data on the current crime trends. He informed Council the Employee Honor Ceremony scheduled for March 24th at 6:00 p.m. has been moved to the War Memorial Building. Chief Sanzenbacher stated the department is watching gas mileage and prices and is looking at ways to drive with more fuel efficiency. The department has seen a cost increase of about \$3,000.00 per month. A committee is meeting to revamp the Special Events Permit process to make sure all departments involved have input. They are also looking at some form of a fee structure for the department's services. He presented data on the overtime costs involved with the special events in 2010 and 2011 year to date. He stated the Community Resource Team has been working well with having the dual employee. The CRT has developed good relationships between departments and has been able to increase the fee collections for various items.

Fire & Rescue Department Update: Chief Scott Cullers

Chief Scott Cullers presented the activity report for the month of February. He stated the smoke detector grant program officially began today but 5 detectors were installed yesterday. The department is trying to target certain areas through the various fire stations. Chief Cullers stated he will be taking part in the Community Leadership Program this Friday. He has also implemented a Fire Department Chaplain program. He announced the Virginia Fire Chief Association has been awarded \$1 million dollars in grant funding that will be given to 12-15 localities. He has applied for the funding to help with volunteer recruitment and retention.

Vice-President Major requested a monthly report on the Fee for Service balance and revenues. He also suggested having a Council meeting at one of the stations with the volunteer chiefs to get updated on where they are. Council needs to be aware of the stations' equipment and other needs.

Report of Liaisons

Councilor Veach stated the School Board gave a lot of well deserved awards to students and staff at their last meeting. A demonstration of kids using technology was also presented at the meeting. Through their energy saving methods, the schools have saved \$129,000.00 over the last 12 months. The board is still working on reducing the budget but is looking at giving the employees a bonus with extra federal funding.

Councilor Willingham stated the Old Town Development Board retreat is scheduled for this weekend.

Vice-President Major stated the Jail Authority is doing an efficiency report that will come before Council at the next meeting.

EXECUTIVE SESSION

MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(A)(1) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION PERTAINING TO THE SUBJECT OF APPOINTMENT OF SPECIFIC PUBLIC OFFICERS AND APPOINTEES INCLUDING THE APPOINTMENT OF OR PROSPECTIVE APPOINTMENT OF MEMBERS TO CERTAIN BOARDS AND COMMISSIONS BY COMMON COUNCIL.

Councilor Veach moved to convene into executive session at 7:24 p.m. *The motion was seconded by Councilor Willingham then unanimously approved by voice-vote.*

Councilor Willingham moved to reconvene in open session at 7:41 p.m. *The motion was seconded by Councilor Clark then unanimously approved by voice-vote.*

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

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

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

Adjourn

Councilor Willingham moved to adjourn the meeting at 7:42 p.m. *The motion was seconded by Councilor Tagnesi then unanimously approved by voice-vote.*