

**MINUTES OF THE FINANCE AND ADMINISTRATION  
COMMITTEE MEETING  
February 17, 2009**

**PRESENT:** Councilor Evan Clark, Milt McInturff, Les Veach and John Willingham; Vice-President Art Major; Mayor Elizabeth Minor; President Jeff Buettner. (7)

**ABSENT:** Councilor Michael Butler and John Hill. (2)

President Buettner called the meeting to order at 5:37 p.m.

**Approval of Minutes** – Councilor Willingham moved to approve the minutes of the January 20, 2009 meeting as submitted. *The motion was seconded by Vice-President Major then unanimously approved by voice-vote.*

**Finance & Administration Report –**

Chairman Major presented the following:

- a) AN ORDINANCE TO AMEND AND RE-ADOPT CHAPTER 7 OF THE WINCHESTER CITY CODE PERTAINING TO ELECTIONS - Tony Williams

City Attorney Anthony Williams stated this addressed the request by Voter Registrar Joyce Braithwaite to create a different numbering system for the precincts to be more consistent with what the State Board of Elections would like to see. The ordinance does not change the boundaries or anything else.

President Buettner moved to send the ordinance forward to Council. *The motion was seconded by Councilor Willingham.*

Councilor Veach moved to direct Mr. Williams to amend section 7.18 of the ordinance to read as section 7.2B regarding the description of the second ward. *The motion was seconded by Vice-President Major then unanimously approved by voice-vote.*

*The motion to send the ordinance forward as amended was unanimously approved by voice-vote.*

- b) Proposed Joint Meeting with Frederick County Board of Supervisors on Unification

City Manager Brannon Godfrey stated the Frederick County Board of Supervisors met last week and discussed whether or not they wanted to seek further discussion on the unification of the two governing bodies. A letter was received yesterday stating the BOS does want to discuss the unification of some departments but not total unification.

President Buettner stated he will schedule the meeting with Dick Shickle.

- c) Chairman Major stated the Budget Committee discussed the proposed salary increase for council members and asked for feedback from the committee on the option of forgoing the increases in these economic times.

President Buettner stated the original recommendation was to increase the amount to \$600 a month in order to give a more diverse council. After the second committee made the same recommendation, Council decided to increase to \$300. The money is to make up for any time spent away from the council member's job.

After further discussion, Councilor Willingham recommended postponing the salary increase for 6 months to see what the revenues do and then reassess at that time.

Councilor Clark stated it is because of the frugality of this body that half of the recommended amount was approved in 1998. The increase has been delayed for 10 years.

Chairman Major directed Mr. Godfrey to prepare a comparison to see what elected officials are paid in the state.

- d) Chairman Major moved to appoint Erica Truban and Ken Reeves to the Budget Committee. *The motion was seconded by Councilor Willingham then unanimously approved by voice-vote.*

### **Health, Education & Welfare Report –**

Chairman Willingham presented the following:

- a) Adult Education Presentation - Susan Utt, Northern Shenandoah Valley Adult Education

Susan Utt presented a brief explanation of the program offering Adult Education, General Education Development (GED), and English as a Second Language (ESL) classes. Frederick County Schools are the fiscal agent but the program is funded through a federal grant. The ESL classes are life skills driven to prepare the students to function in the community with teachers and in the work place. The GED test is a 7.5 hour exam that 2/3 of high school graduates cannot pass. The exam was revamped in 2002 to have problem solving questions that are more reflective of the work place. Child care has been the number one reason people do not come to the classes but the program cannot spend federal money to solve that issue. Ms. Utt stated she is only asking for the committee's support in changing the community's attitude towards the GED exam, not for money.

- b) 2011 Babe Ruth World Series – Brad Veach, Parks and Recreation Director

Mr. Veach presented the proposal to hold the 2011 Babe Ruth World Series in Winchester. He stated the series would involve 9 teams from across the country plus officials and families and 1 local team. The event could have a financial impact of \$1.2-2 million dollars to the area plus an addition \$150,000 - \$200,000 from their banquets and other items related to the series. The expenses would include major and minor upgrades to the ball fields totaling \$550,000. The event would cost approximately \$172,000 to run but it would be recovered through the ticket sales and media sponsorships. There would also be an opportunity to host the event again in the future providing a larger return on the investment. Winchester Baseball has been a partner with the Parks for a number of years and realizes it will take a lot of volunteers but they are committed to seeing this through. The improvements made to the field will have a life expectancy of 25-30 years and will provide a nice field for other tournaments in the future. Holding the Babe Ruth World Series in Winchester will provide a once in a lifetime experience for a lot of kids in our area. Staff feels confident the community will embrace the kids during the series. Mr. Veach asked for feedback from the committee on the event and on whether or not he should invite them to visit Winchester.

President Buettner stated the city would have to go into this with the expectation of funding the full amount. If approved, the money would have to come out of the reserves. Since this would also benefit Frederick County, he asked if they have been approached as well.

Councilor Willingham asked how the city's hotels and restaurants could be advertised. Mr. Veach stated there will be many opportunities to offer coupons in the packets but Winchester Baseball is a regional program.

Councilor McInturff asked how often the series is held in the same location. Mr. Veach stated the tournament has been held in Indiana 4-5 times in the last 20 years. This would also be good for hosting the South East Regional Tournament. Babe Ruth has faith in the Parks and in Winchester Baseball to put on a great show.

Councilor Veach asked what other events could be hosted. Mr. Veach stated any team of 12 year olds or younger could play on the field.

Vice-President Major stated this is worth pursuing and suggested Mr. Veach go outside the Winchester Baseball businesses and make a presentation to the OTDB and Chamber of Commerce to see if there is interest. That would provide an opportunity to discuss sponsorships and make the committees' decision easier.

Chairman Willingham directed Mr. Veach to continue gathering information and to move forward on inviting the Babe Ruth representatives to Winchester to visit the facilities.

c) Appointment of Chair John Willingham to CSA Comprehensive Program & Management Team

Chairman Willingham stated he would like to table this item for further consultation with the city attorney.

### Other Items

a) For Discussion: A resolution requiring strict adherence to the salary ranges set forth for each position classification.

Councilor Willingham moved to forward the resolution to Council for approval. *The motion was seconded by Vice-President Major then unanimously approved by voice-vote.*

b) Finance Committee Monthly Summary Report

Mr. Godfrey stated the report was submitted for the committee's information unless there were any questions. He stated the Budget Committee meets tomorrow to look at the outside agency requests. If time permits, he would like to present other revenue sources.

Mr. Godfrey presented an update on the Federal Stimulus Grant. The money for infrastructure projects got whittled down to a small piece of the package. Staff continues to contact the delegates regarding the application process.

President Buettner moved to convene into executive session to consult legal counsel on personnel issues. *The motion was seconded by Vice-President Major 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:*

MEMBER	VOTE
Vice-Mayor Butler	Absent
Councilor Clark	Aye
Councilor Hill	Absent
Vice-President Major	Aye
Councilor McInturff	Aye
Mayor Minor	Aye
Councilor Veach	Aye
Councilor Willingham	Aye
President Buettner	Aye

**Adjourn**

With no further business to discuss, Councilor Clark moved to adjourn the meeting at 7:45 p.m. *The motion was seconded by Councilor Willingham then unanimously approved by voice-vote.*

---

Kari J. Van Diest  
Deputy Clerk of the Common Council

