

**MINUTES OF THE FINANCE AND ADMINISTRATION AND HEW COMMITTEE
MEETING
April 21, 2009**

PRESENT: President Jeff Buettner; Vice-Mayor Michael Butler; Councilor Evan Clark, John Hill, Milt McInturff, Les Veach and John Willingham; Vice-President Art Major; Mayor Elizabeth Minor (9)

ABSENT: None. (0)

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

- President Buettner moved to convene in executive session at 5:38 p.m. pursuant to §2.2-3711(A)(40) of the Code of Virginia to discuss confidential records provided by private businesses pursuant to a promise of confidentiality from the local or Regional IDA/EDA/EDC where such records, if made public, would adversely affect the financial interest of the City; and consultation with legal counsel pursuant to §2.2-3711(A)(3); and a personnel matter pursuant to 2.2-3711(A)(1).

Upon returning at 6:20 p.m., 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> |
|----------------------|-------------|
| Vice-Mayor Butler | Aye |
| Councilor Clark | Aye |
| Councilor Hill | Aye |
| Vice-President Major | Aye |
| Councilor McInturff | Aye |
| Mayor Minor | Aye |
| Councilor Veach | Aye |
| Councilor Willingham | Aye |
| President Buettner | Aye |

APPROVAL OF MINUTES: Vice-President Major moved to approve the minutes of the March 17, 2009 meeting as submitted. *The motion was seconded by Councilor Willingham then unanimously approved by voice-vote.*

ITEMS OF DISCUSSION:

Health, Education & Welfare Report – Chairman Willingham

- Winchester Public Schools – Dennis Kellison, Superintendent

Mr. Kellison stated that the FY10 Budget had been adopted by the school board. There was no increase in premiums or reduction in benefits.

Mr. Kellison presented two reports that were sorted by completion rate not graduation rate. Mr. Kellison stated that the completion rate is a little better to look at than the graduation rate. "Learning is not a race; it's a matter of doing it." He commented that some students had transferred, which affected the rates.

Mr. Kellison presented a report on career technical education and how Winchester compares to state averages. Mr. Kellison stated that this report is conducted annually. This report shows students who have completed a sequence of technical education courses.

Councilor Clark requested Mr. Kellison to explain the non-traditional career preparation. Mr. Kellison explained that this rate was related to gender.

Chairman Willingham asked Mr. Kellison if there were any indications on expanding the program. Mr. Kellison stated that there has been discussion about expanding health care courses with Lord Fairfax Community College and expanding fire and rescue courses.

Mr. Kellison announced that Tabatha Mercer, a teacher at Daniel Morgan Middle School was selected as Outstanding Mathematics Teacher of the Year by the Virginia Council of Teachers of Mathematics.

Mr. Kellison also announced that the Shenandoah Valley Technology Consortium had recognized Kim Elshafie, a teacher at Daniel Morgan Middle School, with the Innovation In K-12 Education Award. Also recognized was Renata Chimim, a teacher at John Kerr Elementary School, as International Faculty Teacher of the Year

Chairman Willingham asked Mr. Kellison to provide an update on the construction at Handley High School. Mr. Kellison stated that everything was on time and ahead of schedule. The track was to be installed around Apple Blossom. The field would be ready for graduation. Everything was on target to finish the stadium prior to football season. The outcome all depended on the timing of tax credits. The school may not get the tax credits in time to authorize the work in time. The finances are there, but the timing of receiving tax credits was the issue.

Mayor Minor asked Mr. Kellison to give an update about the landscaping of the Handley Bowl. Mr. Kellison stated that the Virginia Garden Club had begun the landscaping and more progress would be seen. He also stated that there had been discussion of removing two more trees.

- Strategic Plan – Brannon Godfrey, City Manager, and Mary Blowe, Finance Director

Mr. Godfrey stated that the City would like to measure post high school education and how much post high school education we would like to see citizens obtain.

Chairman Willingham stated that there had been discussion that an Associate's Degree is how far some citizens would like to go.

Some discussion was made if this information could be obtained from census data, but the census survey only states "some college" instead of what type of degree.

- Adult Education Initiative- Susan Utt, Executive Director, Northern Shenandoah Valley Adult Education and Anne Lewis, Assistant City Manager

Ms. Lewis announced that a series of GED® classes would be held this summer at the Douglas community Learning Center. Susan received word that a grant was just awarded for \$19,000 which would be used for the program. The City would send post cards to remind citizens about the classes and child care services for the program. The Long-term goal would be to host a GED course at the park in late 2009.

Ms. Lewis stated that the City would like to campaign a “test out day” where citizens could test out for free, offering an incentive, possibly a monetary gift. This would be a community wide initiative. The City would need to partner with some civic organizations.

Susan stated that the test could be given to 20 people at one time. The GED® test costs \$20 per person, but some citizens who take the practice test could take the GED® test for free.

Finance & Administration Report- Chairman Major

- FY10 Budget – Brannon Godfrey & Mary Blowe

City Manager Brannon Godfrey distributed a report for FY 2009 Revenue Adjustments and an FY 2010 Budget Summary. Mr. Godfrey stated that the FY 2010 budget summary deficit was \$66,249 and summarized the changes made to reduce the deficit.

Mr. Godfrey recommended that one firefighter position be funded from the fee for service fund.

Mr. Godfrey announced the retirement of the Zoning and Inspections Secretary and stated that the position would be frozen.

There was much discussion regarding using the fee for service fund to provide another firefighter position. Fire and Rescue Chief Wright explained that the department had been collecting more money than expected for that fund. Right now there are eight operating positions coming out of that budget and one administration position. This year \$800,000 had been collected. This is a great amount but over the years as those employees get raises and increases, there may not be enough money in that fund to fund eight positions. Chief Wright stated that in the Memorandum of Understanding that was just approved, 59% went toward salaries.

Chairman Major raised his concern of the sales tax revenue projection being too high.

Mr. Godfrey stated that the projection was \$8 million which had been dropped from \$9 million. This is what the upcoming budget was based on.

Chairman Major stated that the City shouldn't base the budget on such a high projected number

Some discussion was made about the bond rating of the reserves.

Mr. Godfrey was asked what positions were frozen that were vacant and how many vacant positions were to be filled.

Mr. Godfrey stated that the following positions were to be filled: one Sr. Network Engineer. Two Emergency Communication Specialists, one Firefighter, and one Tax field auditor.

More discussion followed regarding the addition of two Firefighter positions to the budget and one out of the fee for service fund.

Mr. Willingham suggested that the City should look into reducing winflex dollars to only fully fund medical benefits for an employee. This would be a reduction of \$30 per pay.

Mr. Godfrey stated that if a reduction was made to winflex dollars or to benefits it would have to be effective January 1, 2010.

After some confusion of what frozen positions were included in the \$292,000, Mr. Godfrey stated that the positions included Grants Coordinator, Community Resource Officer, Computer and Network Support Technician, Custodian for Facility Maintenance, two Police Officers, and the Zoning and Inspections Secretary.

Mr. Willingham asked if the City shared the network with the Winchester Public Schools. Mr. Godfrey stated that supporting the City network was independent and staff should have an MCSE and MCSA certification.

Some discussion was made regarding whether or not the City had received funds from the Shenandoah Area Agency on Aging. The overhead was much higher than anticipated and there was only \$20,000 in the budget for operating expenses.

Mr. Godfrey would bring back a revised budget after taking another look at revenue projections. Mr. Godfrey stated that the budget needed to be adopted in June. Mr. Godfrey also stated that staff could look at positions and services provided but would like to avoid laying off employees; and not all positions that become vacant could be frozen.

Mr. McInturff asked Mr. Godfrey if the paid wellness time had been stopped. Mr. Godfrey stated that employees could have been paid up to three hours per week and the program had been stopped. Mr. McInturff asked if a notice had been sent out to employees. Mr. Godfrey could not recollect if a notice had been sent out but that was the intention.

- NSVRC Assistance with Funding Sources for Douglas Learning Center Renovation – Chris Price, Executive Director, NSVRC

Mr. Chris Price stated that the first step for renovations to the Douglas Learning Center would be to work with City Council. The next step would be to look at the feasibility, renovations, and financial resources. The third step would be to look at short and long term funding. Mr. Price stated that the NSVRC would like to see a multipurpose community center. The fourth step would be to look at the management structure, whom is going to own and run the building.

Mr. Price stated that the NSVRC would want to work closely with the school board.

Chairman Major asked Mr. Price how the renovations should proceed. Mr. Price stated that we need to take a look at what work would need to be done and send out an RFP to qualified vendors.

President Buettner asked how much Council could be involved, with Winchester Public Schools owning the building. City Attorney Anthony Williams stated that the school board would need to be consulted.

Chairman Major stated that he had already spoken to Mr. Kellison and Winchester Public Schools agreed with the scope of concept.

OTHER ITEMS:

- Finance Committee Monthly Summary Report – Mary Blowe, Finance Director

Ms. Blow asked Council to review the Budget Summary Report and stated that the utility fund was doing well.

- SAAA Programs Update- An update report was included for information purposes.
- President Buettner moved to convene in executive session at 7:43 p.m. pursuant to §2.2-3711(A)(40) of the Code of Virginia to discuss confidential records provided by private businesses pursuant to a promise of confidentiality from the local or Regional IDA/EDA/EDC where such records, if made public, would adversely affect the financial interest of the City; and consultation with legal counsel pursuant to §2.2-3711(A)(3); and a personnel matter pursuant to 2.2-3711(A)(1).

Upon returning at 8:40 p.m., 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> |
|----------------------|-------------|
| Vice-Mayor Butler | Aye |
| Councilor Clark | Aye |
| Councilor Hill | Aye |
| Vice-President Major | Aye |
| Councilor McInturff | Aye |
| Mayor Minor | Aye |
| Councilor Veach | Aye |
| Councilor Willingham | Aye |
| President Buettner | Aye |

ADJOURN:

Mr. Willingham moved to adjourn the meeting at 8:41 p.m. *The motion was seconded by Councilor McInturff then unanimously approved by voice-vote.*