

**MINUTES OF THE FINANCE AND ADMINISTRATION  
COMMITTEE MEETING  
June 16, 2009**

**PRESENT:** President Jeff Buettner; Vice-Mayor Michael Butler; Councilor Evan Clark, John Hill, Milt McInturff and Les Veach; Vice-President Art Major; Mayor Elizabeth Minor (8)

**ABSENT:** Councilor John Willingham (1)

President Buettner called the meeting to order at 5:29 p.m.

**Approval of Minutes** – May 19, 2009 Finance & Administration Committee Meeting

Mayor Minor moved to approved the minutes of the May 19, 2009 Finance & Administration meeting. *The motion was seconded by Vice-President Major then unanimously approved by voice-vote.*

**Finance & Administration Report**

- CCAP Request for Tax Exemption

City Manager Brannon Godfrey presented the request from Congregational Community Action Project, Inc. (CCAP) for real estate tax exemption. He stated the current assessment on the parcels total \$330,900.00. At the current tax rate, the annual tax revenue totals \$2547.93.

Councilor Clark moved to forward the application to Council for approval. The motion died after not receiving a second.

- Parking Authority Staffing

Mr. Godfrey presented the proposal to restructure the Parking Authority Staff to save on personnel costs as the city pays the debt. The proposal is led by the retirement of Parking Director Gary Longerbeam in the next couple of months and the vacation of the administrative assistant position by Samantha Anderson who has taken another position in the city. The proposal is to eliminate the director position and transition the authority to Economic Redevelopment, to transfer the supervision of the staff to an Administrative Assistant 2 position requiring Council's approval for reclassification, and to move 2 of the staff members to Facilities. The elimination of the director position will save about \$95,000.00 a year in salary and benefits. The Administrative Assistant 2 position would have a 10% increase in pay but the individual will need to take more management responsibility for the day to day tasks of the staff.

Councilor Veach asked if the Parking Authority had input on the proposal. Mr. Longerbeam stated William Bayliss expressed his concern that the Parking Authority be involved in some of the discussions but he was not able to attend the meeting tonight.

Councilor Veach moved to forward the proposal to Council with input from the Parking Authority before the next meeting. *The motion was seconded by Vice-Mayor Butler then passed 5/3 with Mayor Minor and Councilors Clark and Hill voting in the negative.*

- AN ORDINANCE TO AMEND AND RE-ADOPT SECTIONS 25-30 AND 25-31 OF THE CITY CODE TO INCREASE THE AGGREGATE LAW LIBRARY AND COURTHOUSE MAINTENANCE FEE AND ADOPT SECTION 25-29 OF THE CITY CODE TO AUTHORIZE A COURTHOUSE COMPLIANCE FEE IN ACCORDANCE WITH HOUSE BILL 2311

Mr. Godfrey stated the amendment will add a fee, increase a fee, and decrease a fee in accordance to state law.

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

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

- Renewal of Agreement Designating the City as Lead Entity for HOME Consortium and Designating NSVRC as Program Administrator

Mr. Godfrey stated the current MOU expires at the end of this month. This agreement will extend that but it will need to be enacted by July 1.

Councilor Veach asked why the agreement is for four years instead of one. Chris Price of the NSVRC stated the agreement can be done a year at a time but the plan is a 5 year plan with HUD and the 4 years would carry it out throughout the plan time.

Vice-President Major moved to forward the agreement to Council. *The motion was seconded by Councilor Clark then unanimously approved by voice-vote.*

- Adult Education Initiative Update and Future Plans – Anne Lewis & Susan Utt

Assistant City Manager Anne Lewis and Susan Utt of the Northern Shenandoah Valley Adult Education presented an update on the Adult Education Initiative. Ms. Lewis stated they are looking for direction from Council to develop more of a long term plan. The plan would include a marketing campaign in October to inform people to take a practice test and a final GED test. They would also like to

offer a \$100 award for taking the test funded through various civic organizations and businesses.

Councilor Clark moved to forward the proposal to Council. *The motion was seconded by Vice-President Major then unanimously approved by voice-vote.*

- Winchester Public Schools – Dennis Kellison, Superintendent, & Dr. Rick Leonard

Mr. Kellison provided a brief summary of the written report submitted in the packet. He also stated they are making progress on the feasibility study with Chris Prices of NSVRC. There is nothing new to report on the partnership with Valley Health on the Career Coach program but they plan to move forward with the program using federal funds. Another partnership is developing with Susquehanna Technologies that will lead into an engineering competition for students building robots and stuff. The Landscape Preservation Committee will hold an informational meeting on Thursday night at 7:00 p.m. with another meeting planned on August 17<sup>th</sup>. Weather permitting; the crews should start putting the track down on Thursday. The confirmation on the tax credits has been received for making payments. The dedications are will be scheduled for October 2<sup>nd</sup> or 3<sup>rd</sup>.

- Reinvestment of Social Services and CSA Savings Discussion

Vice-Mayor Butler stated this item has been stricken from the agenda.

- Transit Department purchasing limit changes to City Code – Steve Corbit

Mr. Godfrey stated the recommendation is to amend the purchasing policy only for the Transit Department only.

Mr. Corbit stated the city is currently stricter at a \$50,000.00 limit than the federal limits of \$100,000.00. Amending the policy will align the city with the Federal Transit Administration guidelines.

Vice-President Major asked how another department will be prevented from using the transit guidelines. Transit Director Renee Wells stated in order to purchase an item; you have to have access to certain funds to make the purchase. Without that access, the purchase would not be authorized.

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

## 2. Other Items

- Pending Appointments for Boards and Commissions

Motion to appoint Irvin Shendow as a member of the Winchester Regional Airport Authority to a four year term expiring June 30, 2013.

President Buettner moved to forward the appointment to Council. *The motion was seconded by Mayor Minor then unanimously approved by voice-vote.*

- Finance Committee Monthly Summary Report

No questions were asked regarding the summary report.

- President Buettner moved to convene into executive session for the discussion of real estate where public discussion would adversely affect the negotiating strategy as described in §2.2-3711(A)(3) of the Code of Virginia. *The motion was seconded by Mayor Minor then unanimously approved by voice-vote.*

Councilor Veach moved to reconvene in open session at 6:28 p.m. *The motion was seconded by Mayor Minor 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	Aye
Councilor Clark	Aye
Councilor Hill	Aye
Vice-President Major	Aye
Councilor McInturff	Aye
Mayor Minor	Aye
Councilor Veach	Aye
Councilor Willingham	Absent
President Buettner	Aye

## **Adjourn**

Councilor Veach moved to adjourn the meeting at 6:30 p.m. *The motion was seconded by Mayor Minor then unanimously approved by voice-vote.*