

City Council Work Session
Tuesday, February 18, 2014
6:00 p.m.
Exhibit Hall – Rouss City Hall

AGENDA

1.0 Call to Order

2.0 Comments: (Each person will be allowed 3 minutes to address Council with a maximum of 10 minutes allowed for everyone)

3.0 Items for Discussion:

3.1 Presentation: Community Health Needs Assessment – Mark Merrill, CEO of Valley Health Systems (pages 3-12)

3.2 Presentation: Downtown Branding Campaign – Arnett Muldrow & Jennifer Bell, Downtown Manager (pages 13-14)

3.3 Presentation: Inventory of City-owned Properties – Tim Youmans, Planning Director (pages 15-19)

3.4 Discussion: Storm Water Program Funding Needs – Proposed Storm Water Fee Structure – Perry Eisenach, Utilities Director (pages 20-34)

3.5 O-2014-04: AN ORDINANCE TO PLACE REQUIREMENTS ON TOW COMPANIES REQUESTED BY THE POLICE TO PROTECT CONSUMER INTERESTS – Kevin Sanzenbacher, Chief of Police (pages 35-47)

3.6 O-2014-05: 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, 2014 – Mary Blowe, Finance Director (pages 48-58)

4.0 Liaison Reports

5.0 Executive Session

5.1 MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(a) (29) FOR THE PURPOSE OF DISCUSSION OF THE AWARD OF A PUBLIC CONTRACT INVOLVING THE EXPENDITURE OF PUBLIC FUNDS, INCLUDING INTERVIEWS OF BIDDERS OR OFFERORS, AND DISCUSSION

OF THE TERMS AND SCOPE OF SUCH CONTRACT, WHERE DISCUSSION IN AN OPEN SESSION WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE CITY AND PURSUANT TO §2.2-3711(A)(40) FOR THE PURPOSE OF DISCUSSION OF RECORDS EXCLUDED FROM CHAPTER 37 OF TITLE 2.2 OF THE CODE OF VIRGINIA PURSUANT TO SUBDIVISION 3 of § 2.2-3705.6.

6.0 Monthly Reports

6.1 Fire Department (pages 59-62)

6.2 Police Department (page 63)

7.0 Adjourn



Winchester Medical Center

Executive Summary of the 2013 Community Health Needs Assessment

Serving Our Community by Improving Health

1014 Amherst St., Winchester, VA 22601
www.valleyhealthlink.com/WMC

Getting to Know Valley Health System and Winchester Medical Center

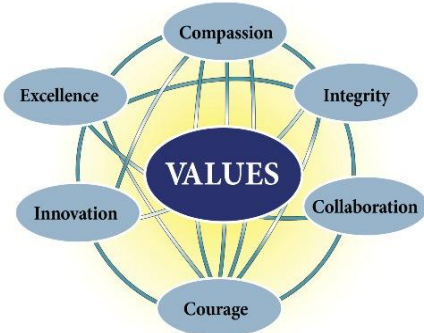
Our Mission, Vision, and Values

Our Mission: *Serving Our Community by Improving Health.*

Our Vision: One System - One Purpose: Leading with Innovative Healthcare

Focusing on patients first, Valley Health will provide the communities we serve with quality health care that is easy to access, well-coordinated, and responsive to their needs. As valued leaders and partners, physicians will guide the health care team in achieving superior clinical outcomes. We will provide our employees with an environment that fosters professional growth, innovation, accountability and pride.

Our Values:



Key Stats at a Glance

ED Visits

68,491

Inpatient Admissions

26,346

Total Patients Served

469,756

Financial Assistance & Means-Tested Programs

\$36,006,114

Total Other Community Benefit

\$8,929,755

About Winchester Medical Center

As a Valley Health facility, Winchester Medical Center (“WMC” or “the hospital”) shares the mission of “Serving Our Community by Improving Health.” Winchester Medical Center is a 445-bed hospital located in Winchester, Virginia. It provides the only Level II Trauma Center in the region and serves as the tertiary services hub for most of the Northern Shenandoah Valley. It opened in 1903 as Winchester Memorial Hospital, and was renamed Winchester Medical Center in 1984.

Winchester Medical Center includes many centers of excellence: heart & vascular services, oncology, orthopedics, neurosciences, stroke care, women & children’s services, bariatric treatment, as well as surgical services, radiology/imaging, rehabilitation services, and an Emergency Department, Intensive Care Unit (ICU), and Newborn ICU. The hospital reported 26,346 inpatient discharges and 68,491 emergency department visits in 2012.

Valley Health is a nonprofit organization serving the healthcare needs of people in and around a thirteen county area in Virginia and West Virginia and the City of Winchester, Virginia. It operates six hospitals: Winchester Medical Center in Winchester, VA; Warren Memorial Hospital in Front Royal, VA; Shenandoah Memorial Hospital in Woodstock, VA; Page Memorial Hospital in Luray, VA; Hampshire Memorial Hospital in Romney, WV; and War Memorial Hospital in Berkeley Springs, WV. Valley Health also operates Valley Regional Enterprises, Inc. (Valley Home Care; Valley Medical Transport; Valley Pharmacy; Urgent Care Centers in Winchester and Front Royal in VA and Martinsburg in WV; and Quick Care in Strasburg, VA) and Surgi-Center of Winchester.

Valley Health has a combined 594 licensed inpatient beds and 166 long-term care beds system-wide, and is supported by more than 5,300 employees and a medical staff of over 500. The system had 30,000 inpatient admissions and more than 140,000 emergency room visits in 2012. Total outpatient encounters numbered approximately 800,000.

Recognition

Winchester Medical Center has been recognized as a Best Regional Hospital by U.S. News & World Report. In order to be recognized as a Best Regional Hospital, an organization must be rated as “high performing” in at least one of 16 specialties evaluated. WMC was recognized as high performing in nine specialties, including: Cardiology & Heart Surgery, Diabetes & Endocrinology, Ear, Nose & Throat, Geriatrics, Gastroenterology, Nephrology, Neurology & Neurosurgery, Pulmonology, and Urology. WMC was ranked the #5 hospital in Virginia and the #1 hospital in the Shenandoah Valley region.

Winchester Medical Center is also proud to be a Magnet designated hospital. Magnet designated hospitals obtain better outcomes, higher patient satisfaction, and a transformed work environment that helps to create a culture that values excellent employees. The Magnet recognition is inarguably the gold standard in patient care. It provides our patients with the ultimate benchmark to measure the quality of care they can expect to receive. Winchester Medical Center is one of only 15 hospitals in the state of Virginia to receive this prestigious designation by the American Nurses Credentialing Center’s (ANCC) Magnet Recognition Program. Only approximately 15 percent of hospitals across the U.S. can call themselves Magnet.

Executive Summary of Community Health Needs

The CHNA identified and prioritized several community health needs using the data sources, analytic methods, and prioritization process and criteria described in the Methodology section. These needs are listed below in priority order and described on the following pages, with examples of the data supporting the determination of each health need as a priority. Further detail regarding supporting data, including sources, can be found in the CHNA Data and Analysis section of this report.

List of Prioritized Health Needs

1. Access to Primary and Preventive Care
2. Mental and Behavioral Health
3. Substance Abuse and Tobacco Smoking
4. Physical Activity, Nutrition, and Obesity-related Chronic Diseases
5. Oral Health and Dental Care
6. Financial Hardship and Basic Needs Insecurity

To provide insight into trends, a comparison to findings from WMC's July 2010 CHNA is included below the description and key findings of each priority need.

1. Access to Primary and Preventive Care

Access to primary and preventive health care services through a doctor's office, clinic or other appropriate provider is an important element of a community's health care system, and is vital for helping the community's residents to be healthy. The ability to access care is influenced by many factors, including insurance coverage and the ability to afford services, the availability and location of health care providers, and reliable personal or public transportation.

Key Findings

- The number of primary care physicians per 100,000 population is below the Virginia and West Virginia averages in all areas except Winchester City, according to the Health Resources and Services Administration. Six of WMC's 13 service area counties are Medically Underserved Areas, two are Health Professional Shortage Areas for primary care, and Winchester City has Medically Underserved Populations.
- Five of six Virginia counties and four of seven West Virginia counties in the service area ranked in the bottom half of all counties in their respective states on "access to care" in the County Health Rankings.

- Eight of the nine counties in WMC’s primary service area – plus Winchester City – have higher percentages of uninsured residents than their respective states, according to the U.S. Census. Ten counties overall have higher percentages of uninsured residents than their respective states. Eight of the 13 counties have higher percentages of uninsured residents than the U.S.
- Concerns about access to care were the second most frequently mentioned factor contributing to poor health in key informant interviews.
- Lack of accessible or reliable transportation to health care and a lack of providers who accept new Medicaid and even Medicare patients were the most frequently mentioned specific access to care issues in interviews, especially for low-income individuals and senior citizens.
- Twenty-three percent of survey respondents reported not being able to always get needed primary care.

Comparison to July 2010 CHNA: Access to affordable health care was one of the priority issues identified in WMC’s July 2010 CHNA, for reasons including: a lack of providers relative to the population; affordability and uninsurance; and the challenges of unemployment and low income.

2. Mental and Behavioral Health

Mental and behavioral health includes both mental health conditions (e.g., depression, autism, bipolar) and behavioral problems (e.g., bullying, suicidal behavior). Poor mental and behavioral health causes suffering for both those afflicted and the people around them. It can negatively impact children’s ability to learn in school, and adults’ ability to be productive in the workplace and to provide a stable and nurturing environment for their families. Poor mental or behavioral health frequently contributes to or exacerbates problems with physical health and illness.

Key Findings

- Seven of the 13 counties in WMC’s overall service area are Health Professional Shortage Areas for mental health; five counties in the primary service area are mental health HPSAs.
- The suicide rate in eight of the nine counties in the overall service area for which data were available was worse than their respective states’ rates, according to the state health departments in Virginia and West Virginia.
- Mental and behavioral health was the most frequently mentioned health status issue by key informant interview participants. Interviewees generally reported that the community’s mental health needs have risen, while mental health service capacity has not.
- Interview participants described a wide range of mental health issues, including for example: bullying among youth, autism spectrum symptoms and diagnoses, depression among senior citizens, adult and family stress and coping difficulties associated with unemployment and under-employment, a lack of affordable outpatient mental health

professionals, and a lack of local inpatient treatment facilities. Interviewees also noted frequent dual diagnoses of mental health problems and substance abuse.

- Mental health was among the top ten most frequently mentioned “top health-related issues” in the community by survey respondents, and 35 percent answering a question about mental health care said they rarely or never could get needed care.

Comparison to July 2010 CHNA: Mental health care was one of the priority issues identified in WMC’s July 2010 CHNA, for reasons including: the presence of mental health HPSAs; unfavorable suicide rates compared to the commonwealth’s average; frequent mentions by interview participants of both mental health needs and a lack of treatment options; and focus groups identifying substance abuse and mental health as the second highest health priority.

3. Substance Abuse and Tobacco Smoking

Substance abuse includes the use of: illicit substances (e.g., cocaine, heroin, methamphetamine, and marijuana); misuse of legal over-the-counter and prescription medications; and abuse of alcohol. Substance abuse affects not only the abusing individuals, but also those around them with negative impacts on health, safety and risky behaviors, risks of violence and crime, adults’ productivity, students’ ability to learn, and families’ ability to function. Tobacco smoking is well-documented to be a risk factor for various forms of cancer, heart disease and other ailments, and to pose health risks for those exposed to secondhand smoke.

Key Findings

- Rates of adult tobacco use in five of WMC’s primary service area counties place them in the bottom (worse) half of counties in their respective states, according to County Health Rankings. An indicator of excessive drinking and motor vehicle crash death rates places six service area counties in the bottom (worse) half of their respective states’ county rankings.
- Substance abuse was the second most frequently mentioned health status issue by key informant interview participants, and was portrayed as both growing and serious. Interviewees reported recent increases in the abuse of prescription pain medications, including “pill parties” among youth and drug-seeking behavior in physicians’ offices and hospital emergency departments. Abuse of over-the-counter medications by youth was mentioned, as well.
- Interviewees cited a lack of local treatment services, particularly inpatient facilities, for people with substance abuse problems. Some interviewees reported that substance abuse and addiction among pregnant women is creating more perinatal and neonatal health problems. As noted above for mental health needs, dual diagnoses of substance abuse and mental health problems are not uncommon.
- Tobacco use was among the five most frequently mentioned “top health-related issues” in the community by survey respondents, and substance abuse was among the top ten. Survey respondents with Medicare coverage (and therefore age 65 and over) were much more likely (22.5%) than the overall respondent group (13.2%) to report drinking alcohol ten or more days in the past month

Comparison to July 2010 CHNA: Substance abuse was one of the priority issues identified in WMC's July 2010 CHNA, for reasons including: alcohol use as reported by County Health Rankings; frequent mentions as a serious issue by interview participants; and focus groups identifying substance abuse and mental health as the second highest health priority.

4. Physical Activity, Nutrition, and Obesity-related Chronic Diseases

A lack of physical activity and poor nutrition are contributing factors to overweight and obesity, and to a wide range of health problems and chronic diseases among all age groups, including high cholesterol, hypertension, diabetes, heart disease, stroke, some cancers, and more.

Nationally, the increase in both the prevalence of overweight and obesity and associated chronic diseases is well-documented, and has negative consequences for individuals and society. Low-income and poverty often contributes to poor nutrition and to hunger.

Key Findings

- Food deserts – low-income areas more than one mile from a supermarket or large grocery store in urban areas and more than 10 miles from a supermarket or large grocery store in rural areas – exist in six of the nine counties plus Winchester city in WMC's primary service area. In the secondary service area, food deserts exist in two of four counties.
- Ninety-eight schools in the WMC community, located in every county except for Clarke, had 40 percent or more of their students eligible for free and reduced-price lunches, indicating risks of poor nutrition and hunger.
- In key informant interviews, obesity and overweight was the fourth most frequently mentioned health status issue as being important to the community, and diabetes was the sixth most frequent.
- Commenting on the contributing factors to poor health status, interview participants mentioned nutrition and diet, low physical activity and exercise, and food insecurity and hunger all in the top ten. Many commented on both the relative lack of affordable, healthy food choices in some parts of the community, and children at risk of hunger on weekends and during summers when school lunch programs are not available. Obesity was reported to be rising among children and youth.
- In the survey, obesity, diabetes, not enough exercise, and poor dietary choices were four of the six most frequently mentioned "top health-related issues" in the community; heart disease was in the top ten. Among survey respondents who speak Spanish at home, limited access to healthy food, poor dietary choices, and not enough exercise were tied as the second-ranked health issues, behind diabetes and low income (which tied for first).
- In the survey, 28.3 percent of respondents reported not being physically active, 36.2 percent reported eating less than the recommended amount of fruit, and 63.7 percent reported eating less than the recommended amount of vegetables. These figures were higher in all cases among respondents with Medicaid or no health insurance, and among those without a college degree.

Comparison to July 2010 CHNA: Physical activity, nutrition, and obesity-related chronic diseases were not one of the top health priority areas identified in WMC's July 2010 CHNA, but chronic disease and obesity were among the top two health status issues reported in that assessment's survey. The need for health education and outreach programs that focus on healthy habits was a key theme from the 2010 assessment's focus groups. Participants in key informant interviews in 2013 reported obesity prevalence now being as bad as or worse than two to three years ago.

5. Oral Health and Dental Care

Oral health and dental health care is important for overall health, and poor dental health can have negative social, employment and economic consequences for individuals, as well. Income levels and the presence or lack of insurance coverage for dental care are important determinants of the ability to obtain preventive and restorative dental care.

Key Findings

- Six of the counties in WMC's service area are Health Professional Shortage Areas for dental care. These data are affirmed in the County Health Rankings' reported population-to-dentist ratios. Frederick County's dentist ratio was more than 75 percent worse than the U.S. average.
- Virginia eliminated funding for commonwealth-supported dental clinics statewide in FY 2013 and FY 2014.
- Oral health and dental care was the third most frequently mentioned health status issue by key informant interview participants. The issue was discussed in terms of poor dental hygiene, tooth decay in children and youth in addition to adults, and a lack of affordable, preventive dental health services.
- Interview participants stated access to dental care is very difficult for low income and uninsured individuals, particularly in less populated areas. In addition to private practice dentists, some clinics offer dental services, but some are able to perform extractions only.
- Interview and community response session participants noted that Medicaid covers dental care only for children and youth, and that not all dentists accept Medicaid patients. For low income, uninsured adults needing expensive restorative care, tooth extractions are sometimes the only practical option.
- Oral health challenges were reported by interview participants as affecting people across the age spectrum, with some reporting increasing incidence of severe decay among children and others stating that access to dental care – as for access to other care – was particularly difficult for elderly members of the community who may have transportation limitations and be socially isolated.

Comparison to July 2010 CHNA: Oral health and dental care were not one of the top health priority areas identified in WMC's July 2010 CHNA, but five of the six counties that are Health Professional Shortage Areas in 2013 were also shortage areas in the 2010 assessment.

6. Financial Hardship and Basic Needs Insecurity

Income levels, employment and degrees of economic self-sufficiency are known to be highly correlated with the prevalence of a range of health problems and factors that contribute to poor health. People with lower income or who are unemployed or underemployed are less likely to have health insurance or to be able to afford health care expenses paid out-of-pocket. Lower income is also associated with increased difficulties securing reliable transportation, including to medical care visits, and with the ability to purchase an adequate quantity of healthy food on a regular basis. For these and other reasons, the assessment identified financial hardship and basic needs insecurity as a priority health need in the community.

Key Findings

- The community as a whole has experienced a 19 percent increase in the percentage of households with incomes under \$25,000 since 2009.
- Eight of the nine counties in WMC’s primary service area – plus Winchester City – have higher percentages of uninsured residents than their respective states, according to the U.S. Census. Ten counties overall have higher percentages of uninsured residents than their respective states. Eight of the 13 counties have higher percentages of uninsured residents than the U.S.
- Governmental budgets at the state and local levels for health and public health-related services were generally flat or declining across the community, although there are differences by county, state and specific service.
- Low income and poverty was the top issue believed to be contributing to poor health status and to access to care difficulties, by participants in key informant interviews. Other income-related factors noted to be contributing to poor health include difficulty with transportation access (third most frequently mentioned), food insecurity and hunger, and homelessness.
- The economic downturn of the past several years was mentioned by interview participants as taking a toll on health in numerous ways, reducing access to health care and the ability to maintain a healthy lifestyle, and increasing stress and social instability.
- In the survey, low income and financial challenges was the second most frequently mentioned “top health-related issue” in the community, ahead of every other factor except for obesity. For survey respondents who reported not being able to always get the care they needed, affordability and a lack of insurance coverage were the most frequently stated reasons.

Comparison to July 2010 CHNA: Financial hardship and basic needs insecurity was not one of the top health priority areas identified in WMC’s July 2010 CHNA, but that assessment did note several financial hardship measures relevant to health. The study reported that 21 percent of households in the community had annual incomes below \$25,000, and that poverty and

unemployment was comparatively high in significant parts of the region. Lack of access to affordable health care was considered the third highest priority in the 2010 assessment's focus groups.

DRAFT

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: February 18, 2014 **CUT OFF DATE:** _____

RESOLUTION __ **ORDINANCE** __ **PUBLIC HEARING** __ **INFORMATION** X

ITEM TITLE: Historic Old Town Winchester Branding Campaign

STAFF RECOMMENDATION: The firm of Arnett Muldrow, which has been retained to conduct a Branding Campaign, will present to Council with the intent of receiving feedback and direction directly from Council.

PUBLIC NOTICE AND HEARING:

ADVISORY BOARD RECOMMENDATION: The OTDB Chair Lauri Bridgeforth sits on the Branding Task Force as does OTDB member Marilyn Finnemore. The Branding Task Force has selected the firm of Arnett Muldrow & Associates to conduct the Old Town Branding Campaign.

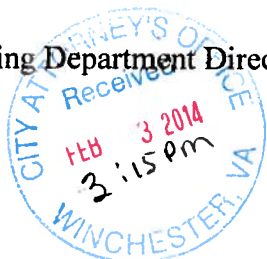
FUNDING DATA: N/A

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. 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. <u>Old Town Winchester</u>	<i>JB</i>		<u>2/3/14</u>
2. <u>Public Information Officer</u>	<i>AT</i>		<u>2/3/14</u>
3. _____			
4. _____			
5. City Attorney	<i>[Signature]</i>		<u>2/4/2014</u>
6. City Manager	<i>[Signature]</i>		<u>2-6-14</u>
7. Clerk of Council			

Initiating Department Director's Signature: *Joseph Baer* 2/3/14
Date



APPROVED AS TO FORM:

CITY ATTORNEY

[Signature] 2/4/2014

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Jennifer Bell, Downtown Manager
Date: February 18, 2014
Re: Old Town Branding Campaign Presentation

ISSUE:

The City does not retain the ownership of the current Old Town Logo (red skyline). While the city has permission to use the logo in certain situations it does not have full ownership of this logo. The logo is also of an old architectural style which does not reflect the new vibrant downtown image and the changes taking place in the downtown. A logo and tag line are only one part of a branding campaign, the branding is also important to establish where we are going and what our competitive advantages are and how best to promote Downtown Winchester.

RELATIONSHIP TO STRATEGIC PLAN:

Council has requested the development of a Downtown Brand as a High Management Priority as part of the Strategic Plan Goal of Revitalization of Historic Old Town Winchester.

BACKGROUND:

A Branding Task Force, led by Full Circle Marketing as part of their contracted services, has been working to develop a new Brand for Old Town Winchester since early 2013. The Task Force developed a Branding Id statement and interviewed several consulting firms. The exceptionally qualified firm of Arnett Muldrow and Associates was selected in late November, 2013. They will visit Old Town to conduct the Branding Campaign February 18-20, 2014. They will hold a series of public meetings during their visit. Arnett Muldrow & Associates will present to Council with the intent of receiving direction and feedback.

BUDGET IMPACT:

Initial funds for the branding campaign have been received through a special appropriation. However, for the implementation and roll out of the new brand once it is established, additional funds will be necessary.

MEETING SCHEDULE:

Day 1 – February 18th

2:00 PM Roundtable #2 –	Civic Groups - City Hall, Exhibit Hall
3:00 PM Roundtable #3 –	OTW Merchants & Restaurants, OTWBA - City Hall, Exhibit Hall
4:30 PM Roundtable #4 –	Old Town Development Board – Bright Center Theater
6:00 PM Roundtable #5 –	Elected Leaders & City Council (Work Session) - City Hall, Exhibit Hall

Day 2 – February 19th

8:00 AM Roundtable #6 –	OTW Merchants & Restaurants, OTWBA - City Hall, Exhibit Hall
9:00 AM Roundtable #7 –	Chamber & Businesses - City Hall, Exhibit Hall
10:00 AM Roundtable #8 –	Tourism/Media - City Hall, Exhibit Hall
6:00 PM Roundtable #9 –	Public Meeting - City Hall, Exhibit Hall

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 1/28/14 (work session),

CUT OFF DATE: 1/22/14

RESOLUTION __ ORDINANCE __ PUBLIC HEARING

ITEM TITLE:

Presentation by Planning Director: City-owned Properties Report

STAFF RECOMMENDATION:

Accept report

PUBLIC NOTICE AND HEARING:

N/A



ADVISORY BOARD RECOMMENDATION:

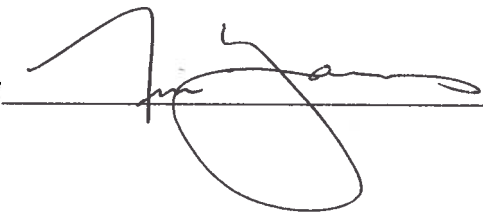
None

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. City Attorney			2/18/2014
2. City Manager			2-12-14
3. Clerk of Council			

Initiating Department Director's Signature:  1/22/14
 (Planning)



APPROVED AS TO FORM:

 CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Mayor and Members of City Council
From: Tim Youmans, Planning Director
Date: January 21, 2014
Re: City-owned Property Inventory

THE ISSUE:

Council requested that an inventory and map of city-owned properties be prepared by staff to determine whether or not there are properties that do not have a current or intended future public use.

RELATIONSHIP TO STRATEGIC PLAN:

High Performing Organization- Management in Progress item

BACKGROUND:

The City owns many parcels of land throughout the City for various public purposes such as parks, schools, public safety, and public utilities/public works. The study reviewed all city-owned properties to identify current and proposed uses and to determine if there are properties that are not needed for public use. There was only one city-owned property that might not be serving a current or identified future public use.

BUDGET IMPACT:

If there were unused properties, they could be identified for potential sale or lease to generate revenue.

OPTIONS:

- 1) Accept report and map.
- 2) Request additional information.
- 3) Defer further action at this time.

RECOMMENDATIONS:

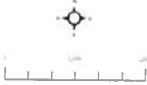
Staff recommends Option #1.

OWNER NAME	ACRES	ZONE	ADDRESS		ST	DESCRIPTION OF USE	LAND USE
CITY OF WINCHESTER		RO1	730	AMHERST	ST	OLD TOWN SPRING HOUSE LOT	UTILITIES
CITY OF WINCHESTER	0.0327	HR1	218	BAKER	ST	DWL & BLDG RAZED	REDEVELOPMENT SITE
WINCHESTER PARKING AUTHORITY	0.2849	B1	15 N	BRADDOCK	ST	SURFACE PARKING LOT	PARKING
WINCHESTER PARKING AUTHORITY	1.28	B1	30 N	BRADDOCK	ST	BRADDOCK ST PARKING GARAGE & LOT	PARKING
CITY OF WINCHESTER	0.03329	B1	220 N	BRADDOCK	ST	SE CORNER OF N BRADDOCK & FAIRFAX LN	STREET RESIDUE
CITY OF WINCHESTER	0.9351	MR	415 N	BRADDOCK	ST	STONEWALL JACKSON HQ MUSEUM	MUSEUM
CITY OF WINCHESTER		EIP	165	BRUCE	DR	SANITARY SEWER LIFT STATION (CITY)	UTILITIES
CITY OF WINCHESTER	6.27	EIP	167	BRUCE	DR	WEAVER PARK	PARKLAND
CITY OF WINCHESTER	0.8716	EIP	12 N	CAMERON	ST	JJC PARKING LOT	PARKING
CITY OF WINCHESTER	0.53145	EIP	15 N	CAMERON	ST	ROUSS CITY HALL	CITY HALL
CITY OF WINCHESTER	.962	EIP	4 S	CAMERON	ST	COURT SQUARE AUTO PARK	PARKING
SCHOOL BOARD CITY/WINCHESTER	17.252	EIP	100 W	CEDARMEADE	AVE	FREDERICK DOUGLASS ELEM SCHOOL	SCHOOL
CITY OF WINCHESTER		M1	145	COMMERCIAL	ST	STRIP ALONG S SIDE OF COMMERCIAL ST	ROAD RIGHT OF WAY
CITY OF WINCHESTER		M1	147	COMMERCIAL	ST	STRIP ALONG S SIDE OF COMMERCIAL ST	ROAD RIGHT OF WAY
CITY OF WINCHESTER	11.2	HR1	301 E	CORK	ST	PUBLIC WORKS OFFICE	PUBLIC WORKS
CITY OF WINCHESTER	170.5099	EIP	1001 E	CORK	ST	WAR MEMORIAL BLDG/INDOOR POOL	PARKLAND
CITY OF WINCHESTER	.254	B1	32 W	CORK	ST	GEORGE WASHINGTON OFFICE MUSEUM	MUSEUM
CITY OF WINCHESTER	1.4911	LR	805	CRESTVIEW	TERR	WESTRIDGE & HARVESTDRIDGE PARK	PARKLAND
CITY OF WINCHESTER	0.4119	LR	901	CRESTVIEW	TERR	WESTRIDGE & HARVESTDRIDGE PARK	PARKLAND
CITY OF WINCHESTER		HR1	501	DARRVIEW	ST	NE SW PARK	PARKLAND
CITY OF WINCHESTER		HR1	223 N	EAST	LN	SW CORNER OF E FAIRFAX LN & N EAST LN	STREET RESIDUE
WINCHESTER PARKING AUTHORITY	1.3287	B1	50 E	FAIRFAX	LN	NORTH LOUDOUN PARKING GARAGE	PARKING
CITY OF WINCHESTER	0.0198	B2	695	FORT COLLIER	RD	RESIDUE DUE TO STREET REALIGNMENT	STREET RESIDUE
CITY OF WINCHESTER		MR	244	FOX	DR	DRAINAGE DITCH	DRAINAGE
CITY OF WINCHESTER	0.450	LR	2505	GOLDENFIELD	LN	RETENTION BASIN	DRAINAGE
SCHOOL BOARD CITY/WINCHESTER	.1607	MR	304	HANDLEY	BLVD	VACANT LOT	VACANT
CITY OF WINCHESTER	5.0908	PUHR	2024	HARVEST	DR	PARK PLACE PARK	PARKLAND
CITY OF WINCHESTER	1.469	EIP	700	JEFFERSON	ST	WATER RESERVOIR & ELEVATED TANK	UTILITIES
CITY OF WINCHESTER	9.126	PULR	600 W	JUBAL EARLY	DR	ABRAMS CREEK WETLAND PRESERVE	PARKLAND
CITY OF WINCHESTER	0.5836	PC	701 W	JUBAL EARLY	DR	FUTURE W JUBAL EARLY DR TO COUNTY	ROAD RIGHT OF WAY
CITY OF WINCHESTER	3.6892	PUHR	705 W	JUBAL EARLY	DR	FUTURE W JUBAL EARLY DR TO COUNTY	ROAD RIGHT OF WAY
CITY OF WINCHESTER	2.1874	LR	702	KENNEDY	DR	STORM WATER PONDING BASIN	DRAINAGE
CITY OF WINCHESTER/CO OF FREDERICK	1.071	EIP	5 N	KENT	ST	JOINT JUDICIAL CENTER	COURT HOUSE
WINCHESTER PARKING AUTHORITY	0.6958	EIP	131 N	KENT	ST	PARKING GARAGE	PARKING
INDUSTRIAL DEV AUTH OF CITY OF WINC	0.1240	RB1	502 N	KENT	ST	NE CORNER OF N KENT ST & ELK ST	ROAD RIGHT OF WAY
SCHOOL BOARD CITY/WINCHESTER	9.46	HR1	598 N	KENT	ST	DOUGLAS COMMUNITY LEARNING CENTER	SCHOOL
CITY OF WINCHESTER	0.381	B1	119 N	LOUDOUN	ST	OLD TAYLOR HOTEL	REDEVELOPMENT SITE
CITY OF WINCHESTER	.251	B1	103 S	LOUDOUN	ST	SPRAY PAD, TOILETS, PARKING	PARKING, RESTROOMS
CITY OF WINCHESTER	.305	B1	203 S	LOUDOUN	ST	CORK ST SURFACE PARKING LOT	PARKING
SCHOOL BOARD CITY/WINCHESTER	9.588	EIP	1300 S	LOUDOUN	ST	QUARLES ELEM SCHOOL	SCHOOL

CITY OF WINCHESTER	10.6904	PULR	1643	MEADOW BRANCH	AVE	ABRAMS CREEK WETLAND PRESERVE	PARKLAND
CITY OF WINCHESTER		CM1	2860	MIDDLE	RD	SEWER LIFT STATION	UTILITIES
CITY OF WINCHESTER	4.97	EIP	50	MONTAGUE	CIR	OVERLOOK PARK	PARKLAND
CITY OF WINCHESTER	10.6093	EIP	301 E	PALL MALL	ST	SHAWNEE SPRINGS/TOWN RUN LINEAR PARK	PARKLAND
SCHOOL BOARD CITY/WINCHESTER	.049	B1	23 N	PARRISH	LN	SCHOOL ADMIN PARKING	SCHOOL
CITY OF WINCHESTER	2.703	B1	231 E	PICCADILLY	ST	TIMBROOK PUBLIC SAFETY BUILDING	PUBLIC SAFETY
CITY OF WINCHESTER	.158	HR1	305 E	PICCADILLY	ST	TIMBROOK HOUSE	PUBLIC SAFETY
CITY OF WINCHESTER		MR	250 N	PLEASANT VALLEY	RD	NARROW STRIP-VACATED ALLEY	STREET RESIDUE
CITY OF WINCHESTER	0.3300	B2	300 N	PLEASANT VALLEY	RD	PARKLAND NEXT TO POST OFFICE	PARKLAND
CITY OF WINCHESTER	10.643	EIP	623 N	PLEASANT VALLEY	RD	FRIENDSHIP PARK	PARKLAND
CITY/WINC FRIENDSHIP FIRE CO 1	2.297	EIP	627 N	PLEASANT VALLEY	RD	FRIENDSHIP FIRE CO	FIRE HOUSE
CITY OF WINCHESTER	3	EIP	1340 S	PLEASANT VALLEY	RD	ABRAMS DELIGHT MUSEUM	MUSEUM
CITY OF WINCHESTER	3.5413	EIP	1400 S	PLEASANT VALLEY	RD	CITY/COUNTY VISITOR CENTER & SHEN.	VISITOR CENTER
SCHOOL BOARD CITY/WINCHESTER	33.465	EIP	48 S	PURCELL	AVE	DANIEL MORGAN MIDDLE SCHOOL	SCHOOL
CITY OF WINCHESTER	4.5807	LR	1511	STONE HOUSE	CT	MORLYN HILLS OPEN SPACE/ ACWP	PARKLAND
CITY OF WINCHESTER	.712	EIP	2644	STONEGATE	CT	CONDITIONALLY DEDICATED TO CITY FOR	PARKLAND
CITY OF WINCHESTER	0.6130	LR	1644	STONERIDGE	RD	WESTRIDGE & HARVESTRIDGE PARK	PARKLAND
CITY OF WINCHESTER	3.5187	M1	100	STROTHERS	LN	GROUND-LEVEL WATER RESERVOIR	UTILITIES
CITY OF WINCHESTER	0.0918	CM1	365	SUMMIT	ST	PART OF PUBLIC WORKS & BUS GAR. AREA	PUBLIC WORKS
CITY OF WINCHESTER		MR	452	SUPERIOR	AVE	SANITARY SEWER LIFT STATION (CITY)	UTILITIES
CITY OF WINCHESTER		MR	707	TENNYSON	AVE	3.0 MIL GAL WATER RESERVOIR	UTILITIES
CITY OF WINCHESTER	2.4665	EIP	100 W	TEVIS	ST	RETENTION BASIN	DRAINAGE
CITY OF WINCHESTER	1.26	EIP	101 W	TEVIS	ST	SCHOOL SOCCER FIELD	PARKLAND
CITY OF WINCHESTER	.95	B2	1891	VALLEY	AVE	DRAINAGE DIVERSION BEHIND FORD DEALER	DRAINAGE
SCHOOL BOARD CITY/WINCHESTER	7.37	EIP	550	VIRGINIA	AVE	CHARLOTTE DEHART/VA AVE ELEM SCHOOL	SCHOOL
CITY OF WINCHESTER	0.08942	MR	300	WALNUT	ST	FORMER ALLEY	STREET RESIDUE
SCHOOL BOARD CITY/WINCHESTER	0.3707	B1	12 N	WASHINGTON	ST	SCHOOL ADMIN BLDG	SCHOOL
CITY OF WINCHESTER		EIP	841	WHITTIER	AVE	RETENTION BASIN	DRAINAGE
CITY OF WINCHESTER		EIP	849	WHITTIER	AVE	RETENTION BASIN	DRAINAGE
CITY OF WINCHESTER	2.337	EIP	853	WHITTIER	AVE	RETENTION BASIN	DRAINAGE
CITY OF WINCHESTER	6.4	EIP	900	WHITTIER	AVE	WHITTIER PARK	PARKLAND
CITY OF WINCHESTER	1.875	EIP	1105	WHITTIER	AVE	WHITTIER PONDING AREA	DRAINAGE
CITY OF WINCHESTER	1.140	HR	314	WOODSTOCK	LN	TIMBROOK PARK	PARKLAND



**City-Owned
Properties**



CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: Feb. 18, 2014 **CUT OFF DATE:** _____

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

ITEM TITLE: City Council Consideration of Implementing a Stormwater Utility - Discussion #4 - Stormwater Fees and Credits

STAFF RECOMMENDATION: NA

PUBLIC NOTICE AND HEARING: NA

ADVISORY BOARD RECOMMENDATION: NA

FUNDING DATA: See attached.

INSURANCE: NA

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. Finance	<u>B</u>		<u>2-10-14</u>
2. City Attorney	<u>[Signature]</u>		<u>2/12/2014</u>
3. City Manager	<u>[Signature]</u>		<u>2-12-14</u>
4. Clerk of Council			
Initiating Department Director's Signature:	<u>[Signature]</u>		<u>2/10/14</u> Date



APPROVED AS TO FORM:

CITY ATTORNEY 2/12/2014

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Perry Eisenach, Public Services Director
Date: February 18, 2014 (Council work session)
Re: Proposed Stormwater Utility – Discussion #4 – Proposed Fee Options

THE ISSUE: Consideration of Implementing a Stormwater Utility – Options for Establishing a Stormwater Utility Fee

RELATIONSHIP TO STRATEGIC PLAN: **Goal 4:** Create a More Livable City for All. Specifically, **Policy Agenda Item #6:** Develop a storm water management policy with policy directions, project priority and funding mechanisms, which could include the establishment of a storm water utility.

BACKGROUND: The City of Winchester is facing some significant operational and capital expenditures in the coming years related to the operation and maintenance of the City’s storm water system. These expenditures will be necessary to meet increasingly more stringent state and federal storm water regulations and to provide increased maintenance of the storm water system to change the current operation from a “reactive mode” to a “proactive mode”. A storm water utility would provide a funding mechanism to pay for these increased expenditures that would otherwise likely fall on the General Fund to provide this funding.

The attached report provides details and options for establishing a stormwater utility fee.

Options for City Council

If City Council chooses to implement a stormwater utility, the following summarizes the options available for consideration:

Item	Options
Methodology for calculating the stormwater fee	There are many options (at least 14 known in the U.S.) available. The most widely used is the “Equivalent Residential Unit” (ERU) method. All existing stormwater utilities in Virginia utilize a variation of the ERU method.
If ERU method is selected, size of ERU	At City’s Council’s discretion.
If ERU method is selected, monthly fee per ERU	Four options presented: Option #1 – Full implementation and cost recovery Option #2 – Phased in full implementation and cost recovery Option #3 – Only recovery of program enhancements/CIP Option #4 – Council’s discretion
Stormwater Fee Waivers/Credits	At City Council’s discretion, can provide for credit system for both non-residential and residential properties.

RECOMMENDATIONS: If City Council chooses to implement a stormwater utility, the Public Services Department (in working closely with the City's consultant- GKY) recommends the following:

Item	Recommendation
Methodology for calculating the stormwater fee	Equivalent Residential Unit (ERU) Method.
If ERU method is selected, size of ERU	Establish ERU size at 2,495 square feet.
If ERU method is selected, monthly fee per ERU	Option #2 – Phased in full implementation and cost recovery
Stormwater Fee Waivers/Credits	Provide for credit system as follows: NPDES Industrial Permit Properties: 90% Credit Non-Residential Properties: Up to 50% Credit Residential Properties: Up to 50% Credit

ACTION BY CITY COUNCIL:

No action from City Council is required at this time. The current schedule calls for City Council to take action on the proposed Storm Water Utility in May/June 2014.

**Proposed Stormwater Utility
Stormwater Fees and Credits
2/10/14**

A. Stormwater Utility – General Principle

Over the past few months, staff has presented many details about increasingly more stringent regulations related to stormwater, the requirements for maintaining the City's stormwater system, and infrastructure projects that are needed to remedy stormwater issues. All of these will require significant expenditures in the future.

A stormwater utility is a mechanism that can be used to generate revenue to pay for these stormwater related expenditures. A stormwater utility would function in a manner similar to the City's water and sewer utility. The general principal is that all developed properties within the City would be assessed a stormwater fee based upon the size and impact the property has on stormwater related issues.

Section 15.2-2114 of the Code of Virginia provides the authority for localities in Virginia to establish a stormwater utility.

B. Stormwater Fee Methodology

There are over 1,400 existing stormwater utilities in the United States. A recent study completed by Western Kentucky University found that these stormwater utilities basically utilize one of 14 different methods to calculate and determine the actual stormwater fees paid to the utility. The most common method used to calculate the rates is called the "Equivalent Residential Unit" (ERU) method. Over 45% of the stormwater utilities in the U.S. use the ERU method when calculating rates. All of the sixteen (16) existing stormwater utilities in Virginia use some variation of the ERU method. The City's consultant, GKY & Associates (GKY) is recommending that if the City of Winchester establishes a stormwater utility, the ERU method should be used in establishing the rate structure.

Usually, the ERU is defined as the average amount of impervious area on a single family residential parcel. In most cases under this method, all single family residential properties are assessed a flat-rate stormwater fee per month. The monthly stormwater fee for all other properties is proportional to the ratio of the amount of impervious surface area on their property to the ERU area.

GKY has completed an analysis of properties within the City using aerial photography and is recommending that the ERU size for Winchester be established at 2,495 square feet. Based on that size, there are approximately 20,300 ERU's currently within the City.

C. Stormwater Fee Calculation

The actual stormwater fee under the ERU method is calculated by dividing the total amount of revenue that needs to be generated to pay for stormwater-related expenditures by the total number of ERU's. For example, assume that \$50,000 of revenue needs to be generated per month and there are 5,000 total ERU's and the size of an ERU is 2,500 square feet. The stormwater fee per ERU would be $(\$50,000/5,000) = \$10/\text{month}$. Specific examples of the monthly fee for various properties under this scenario include:

- All Single Family Residential Properties: \$10/month
- Commercial Property with 25,000 square feet of impervious area: $(25,000/2,500)*10 = \$100/\text{month}$
- Industrial Property with 1,000,000 square feet of impervious area: $(1,000,000/2,500)*10 = \$4,000/\text{month}$

D. Proposed Stormwater Fee Options

Based on the current and proposed expenditures for stormwater related needs as presented to Council the past three months, staff has developed four options for a stormwater utility fee for Council's consideration. The first option would be for the rate to be based on fully funding all existing and proposed stormwater expenditures within the City, including all the proposed capital projects and equipment replacement. The second option would be a phased-in approach where the fee would be increased equally over a period of four years up to the full rate. The third option would be to establish the rate to only cover the enhancements to the current stormwater program and new capital projects. Under the third option, the stormwater fee would not cover any of the costs of the current stormwater program. The fourth option would be for Council to set the rate at their discretion somewhere between \$0 and the full rate under Option #1. Under all options, it is assumed that the initial stormwater fee billing would occur in May 2015.

1. Option #1 – Full Implementation and Cost Recovery

Attachment A provides a summary of all of the existing and proposed expenditures for all stormwater activities over the next five fiscal years that could be funded by a stormwater utility. A summary of the proposed stormwater fee schedule and the total expenditures per year is follows:

Date	ERU Stormwater Fee
May 1, 2015	\$10.67/month

Year	Total Revenues
FY15	\$435,000
FY16 – FY19	\$2,600,000

Under Option #1, in order to generate \$2,600,000 annually to fully cover all stormwater related expenditures, the ERU monthly fee would need to be \$10.67. This means the stormwater fee for every single-family residential property in the City would be \$10.67 per month, and the fee for all other properties would be \$10.67/month for every 2,495 sq. feet of impervious surface area on the property.

2. Option #2 – Phased Implementation (Full Cost Recovery)

Under this option, the stormwater fee would be phased in over a period of 4 years up to an ERU fee of \$10.67 per month in the fourth year. Under this option, the following summarizes the proposed stormwater fee schedule and the total amount of revenue that would be collected:

Date	ERU Stormwater Fee
May 1, 2015	\$2.67/month
May 1, 2016	\$5.33/month
May 1, 2017	\$8.00/month
May 1, 2018	\$10.67/month

Year	Total Revenue
FY15	\$110,000
FY16	\$650,000
FY17	\$1,300,000
FY18	\$1,950,000
FY19	\$2,600,000

Attachment B provides a summary of the expenditures that the stormwater utility would fund over the next five fiscal years. A phased-in approach would help “soften” the impact of this proposed new fee to the residents and businesses of the City.

3. Option #3 – Enhanced Program and New Project Recovery Only

Attachment C provides a summary of the expenditures that the stormwater utility would fund under this option. It would only cover the costs of the proposed enhanced stormwater program (stormwater engineer, additional maintenance crew, additional street sweeper) and the new capital projects. The following summarizes the proposed stormwater fee schedule under this option and the total amount of revenue that would be collected:

Date	ERU Stormwater Fee
May 1, 2015	\$5.33/month
May 1, 2016	\$5.33/month
May 1, 2017	\$6.97/month

Year	Total Revenue
FY15	\$210,000
FY16	\$1,300,000
FY17	\$1,300,000
FY18	\$1,700,000
FY19	\$1,700,000

4. Option #4 – Council to Determine Rate at Their Discretion

The final option for determining the stormwater fee is for City Council to set the rate at their discretion. The rate could be set anywhere between \$0.00 and the full cost of the program (\$10.67/month).

E. Proposed Fee Comparison with other Stormwater Utilities in Virginia

Figures 1 and 2 provides charts that compare the proposed fees under Option #2 with the current stormwater fees of the other existing stormwater utilities in Virginia.

Figure 1
Stormwater Utility Fee Comparisons
Single Family Residential Property

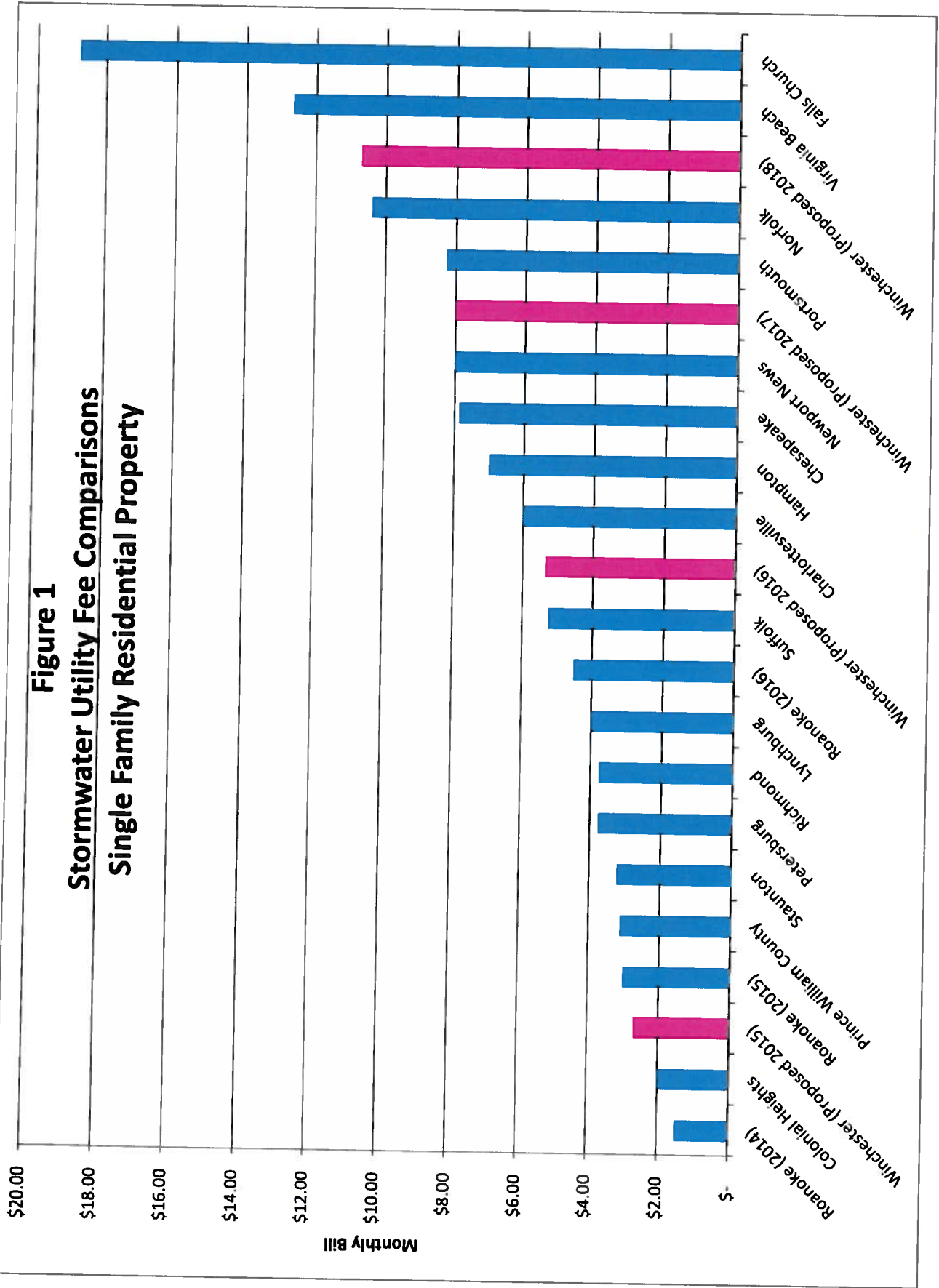
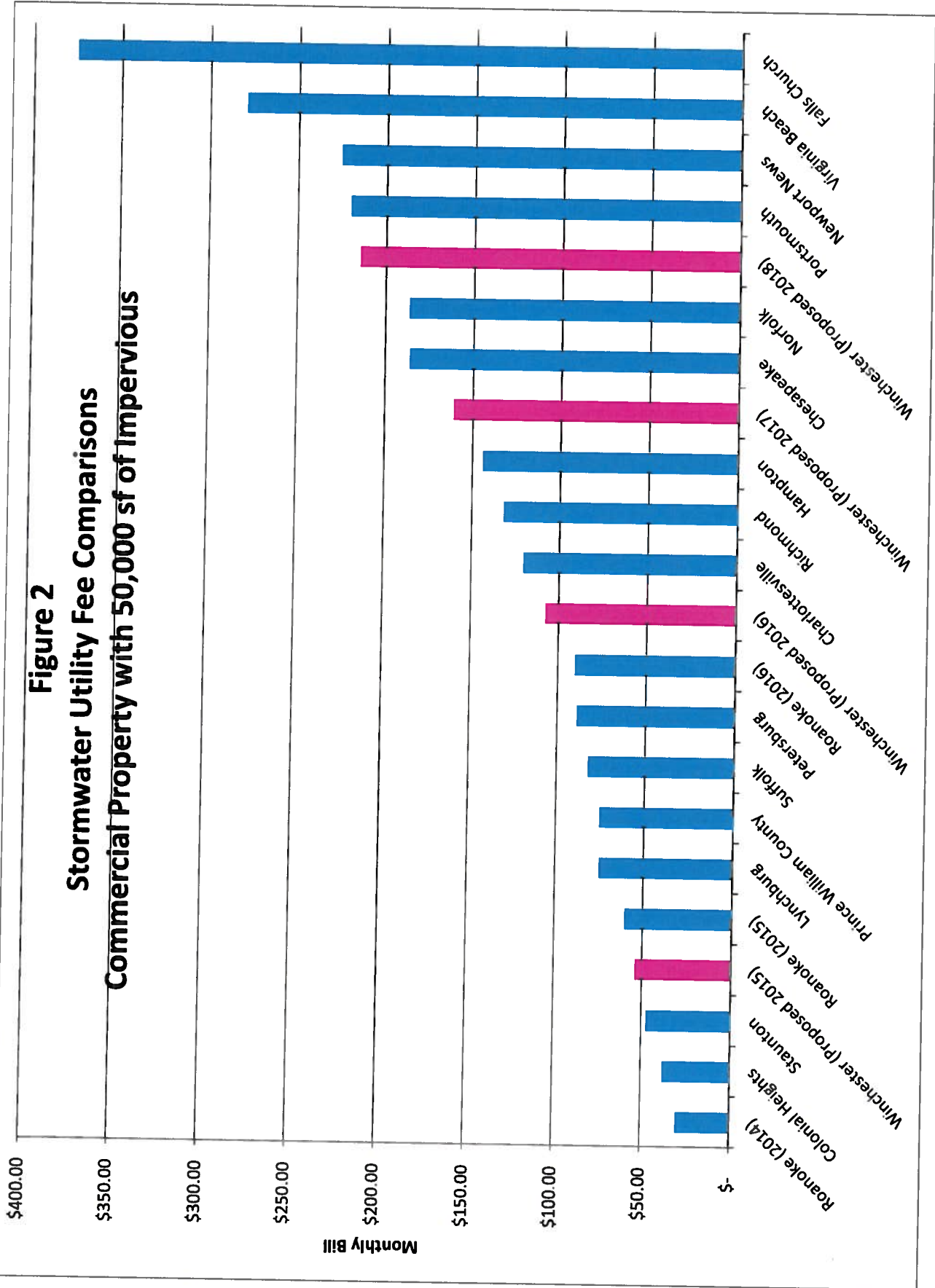


Figure 2
Stormwater Utility Fee Comparisons
Commercial Property with 50,000 sf of Impervious



All of the stormwater utilities in Virginia provide for possible credits for non-residential properties. These credits are usually divided up between stormwater quality and stormwater quantity controls. There is usually a maximum credit that is possible that currently ranges between 10% and 60% of the total stormwater fees.

Only six of the existing stormwater utilities in Virginia allow credits for residential properties. Examples of activities that residential property owners can implement for credits includes: bio-retention facilities, use of rain barrels, and use of pervious pavement.

Establishing the stormwater fee credit system is entirely at the discretion of City Council. Public Services is currently developing a detailed credit system proposal that will be presented to City Council at the March work session. As currently being drafted, this proposal would provide for the maximum possible credits as follows:

Property Type	Maximum Credit
VPDES Industrial Permit (O'Sullivan Films)	90%
Non-Residential	50%
Residential	50%

H. 20 Largest Stormwater Utility Customers

As a part of their analysis, GKY has compiled the list of the 20 properties within the City that have the highest amount of impervious surface. This list is provided in Attachment D. This list provides the total amount of impervious surface, the number of ERU's the property has, and what the monthly stormwater fee would be for different rates.

F. Stormwater Fee Waivers

The Code of Virginia requires that full waivers for stormwater fees be provided for the following:

1. A federal, state, or local government, or public entity, that holds a permit to discharge stormwater from a municipal separate storm sewer system; except that the waiver of charges shall apply only to property covered by any such permit. This waiver would apply to the City Yards property as the City does have a separate permit for this property.
2. Public roads and street rights-of-way that are owned and maintained by state or local agencies including property rights-of-way acquired through the acquisitions process.

G. Stormwater Fee Credits

The Code of Virginia also requires or allows a locality to provide a full or partial waiver of stormwater fees as follows:

1. A locality adopting such a system shall provide for full or partial waivers of charges to any person who installs, operates, and maintains a stormwater management facility that achieves a permanent reduction in stormwater flow or pollutant loadings. The locality shall base the amount of the waiver in part on the percentage reduction in stormwater flow or pollutant loadings, or both, from pre-installation to post-installation of the facility. No locality shall provide a waiver to any person who does not obtain a stormwater permit from the Department of Environmental Quality when such permit is required by statute or regulation. The only property in the City where this waiver would apply is O'Sullivan Films as they have a separate stormwater permit from DEQ. Other stormwater utilities in Virginia provide a waiver of between 10% and 100% of their stormwater fees in these cases.
2. A locality adopting such a system may provide for full or partial waivers of charges to cemeteries, property owned or operated by the locality administering the program, and public or private entities that implement or participate in strategies, techniques, or programs that reduce stormwater flow or pollutant loadings, or decrease the cost of maintaining or operating the public stormwater management system.

A partial waiver of fees is typically called a credit system. Credits in a stormwater utility accommodate and acknowledge stormwater stewardship practices. Offering credits recognizes that private activities can reduce the need for some specific public stormwater services and are granted to qualifying properties based on established criteria.

Attachment A
Proposed Expenditures for Option #1
Full Program and Cost Recovery by Stormwater Utility

Draft: 2/9/14

Expenditure	FY15	FY16	FY17	FY18	FY19
Stormwater Program Enhancements					
Add Stormwater Engineer Position	\$ 85,000	\$ 87,550	\$ 90,177	\$ 92,882	\$ 95,668
Add Additional Street Sweeper		\$ 75,000	\$ 77,250	\$ 79,568	\$ 81,955
Add New 3-person Crew for Stormwater System Maintenance		\$ 175,000	\$ 180,250	\$ 185,658	\$ 191,227
Complete System Inventory/Master Plan		\$ 100,000	\$ 100,000	\$ 100,000	
Educational Program		\$ 25,000	\$ 25,750	\$ 26,523	\$ 27,318
New Utility Billing/Customer Information System	\$ 110,000				
Small Stormwater Infrastructure Projects		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Equipment - New Street Sweeper		\$ 180,000			
Equipment - New Pickup Truck for Stormwater Maintenance Crew		\$ 35,000			
Equipment - Storm Drain Camera System		\$ 100,000			
Equipment - Jet/Vac Truck for System Maintenance				\$ 250,000	
Debt Service - Capital Projects			\$ 225,000	\$ 350,000	\$ 500,000
Existing Stormwater Program/Activities					
Public Works (Street sweeping and system maintenance)	\$ 60,000	\$ 250,000	\$ 257,500	\$ 265,225	\$ 273,182
Engineering (Regulatory compliance, E&S, Flood program, etc.)	\$ 80,000	\$ 300,000	\$ 309,000	\$ 318,270	\$ 327,818
Utilities Admin. (Billing and program management)		\$ 135,000	\$ 139,050	\$ 143,222	\$ 147,518
Utilities - Transfer to General Fund		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
General Fund (GIS, Consulting, etc.)	\$ 60,000	\$ 60,000	\$ 61,800	\$ 63,654	\$ 65,564
Equipment - Street Sweeper Replacements		\$ 100,000	\$ 185,000		\$ 190,000
Equipment - Dump Truck Replacements				\$ 35,000	\$ 39,000
Equipment - Vehicle Replacements					
Credits/Cash Reserves (Emergency Infrastructure Replacement)	\$ 40,000	\$ 327,450	\$ 264,224	\$ 38,000	\$ 10,750
Totals	\$ 435,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000
ERU Fee/month	\$ 10.67	\$ 10.67	\$ 10.67	\$ 10.67	\$ 10.67

**Attachment B
Proposed Expenditures for Option #2
Phased In - Full Program and Cost Recovery by Stormwater Utility**

Draft: 2/9/14

Expenditure	FY15	FY16	FY17	FY18	FY19
Stormwater Program Enhancements					
Add Stormwater Engineer Position	\$ 85,000	\$ 87,550	\$ 90,177	\$ 92,882	\$ 95,668
Add Additional Street Sweeper		\$ 75,000	\$ 77,250	\$ 79,568	\$ 81,955
Add New 3-person Crew for Stormwater System Maintenance		\$ 175,000	\$ 180,250	\$ 185,658	\$ 191,227
Complete System Inventory/Master Plan		\$ 100,000	\$ 100,000	\$ 100,000	
Educational Program					
New Utility Billing/Customer Information System	\$ 15,000		\$ 25,000	\$ 25,750	\$ 26,523
Small Stormwater Infrastructure Projects			\$ 25,000	\$ 25,000	\$ 25,000
Equipment - New Street Sweeper			\$ 250,000	\$ 400,000	\$ 412,000
Equipment - New Pickup Truck for Stormwater Maintenance Crew		\$ 160,000			
Equipment - Storm Drain Camera System		\$ 35,000		\$ 100,000	
Equipment - Jet/Vac Truck for System Maintenance				\$ 250,000	
Debt Service - Capital Projects			\$ 225,000	\$ 350,000	\$ 500,000
Existing Stormwater Program/Activities					
Public Works (Street sweeping and system maintenance)			\$ -	\$ 25,000	\$ 200,000
Engineering (Regulatory compliance, E&S, Flood program, etc.)			\$ -	\$ 25,000	\$ 250,000
Utilities Admin. (Billing and program management)			\$ -	\$ 50,000	\$ 143,222
Utilities - Transfer to General Fund					\$ 200,000
General Fund (GIS, Consulting, etc.)			\$ 61,800	\$ 63,654	\$ 65,564
Equipment - Street Sweeper Replacements			\$ 185,000		\$ 190,000
Equipment - Dump Truck Replacements					
Equipment - Vehicle Replacements			\$ 35,000	\$ 37,000	\$ 39,000
Credits/Cash Reserves (Emergency Infrastructure Replacement)	\$ 10,000	\$ 17,450	\$ 45,524	\$ 140,489	\$ 179,842
Totals	\$ 110,000	\$ 650,000	\$ 1,300,000	\$ 1,950,000	\$ 2,600,000
ERU Fee/month	\$ 2.67	\$ 2.67	\$ 5.33	\$ 8.00	\$ 10.67

**Attachment C
Proposed Expenditures for Option #3
Enhanced Program/New Projects Cost Recovery by Stormwater Utility**

Draft: 2/9/14

Expenditure	FY15	FY16	FY17	FY18	FY19
Stormwater Program Enhancements					
Add Stormwater Engineer Position	\$ 85,000	\$ 87,550	\$ 90,177	\$ 92,882	\$ 95,668
Add Additional Street Sweeper		\$ 75,000	\$ 77,250	\$ 79,568	\$ 81,955
Add New 3-person Crew for Stormwater System Maintenance		\$ 175,000	\$ 180,250	\$ 185,658	\$ 191,227
Complete System Inventory/Master Plan		\$ 100,000	\$ 100,000	\$ 100,000	
Educational Program		\$ 25,000	\$ 25,750	\$ 26,523	\$ 27,318
New Utility Billing/Customer Information System	\$ 110,000				
Small Stormwater Infrastructure Projects		\$ 400,000	\$ 412,000	\$ 424,360	\$ 437,091
Equipment - New Street Sweeper		\$ 180,000			
Equipment - New Pickup Truck for Stormwater Maintenance Crew		\$ 35,000			
Equipment - Storm Drain Camera System		\$ 100,000			
Equipment - Jet/Vac Truck for System Maintenance				\$ 250,000	
Debt Service - Capital Projects			\$ 225,000	\$ 350,000	\$ 500,000
Existing Stormwater Program/Activities					
Public Works (Street sweeping and system maintenance)					
Engineering (Regulatory compliance, E&S, Flood program, etc.)					
Utilities Admin. (Billing and program management)					
Utilities - Transfer to General Fund					
General Fund (GIS, Consulting, etc.)					
Equipment - Street Sweeper Replacements					
Equipment - Dump Truck Replacements					
Equipment - Vehicle Replacements					
Credits/Cash Reserves (Emergency Infrastructure Replacement)	\$ 15,000	\$ 122,450	\$ 189,574	\$ 191,011	\$ 366,741
Totals	\$ 210,000	\$ 1,300,000	\$ 1,300,000	\$ 1,700,000	\$ 1,700,000
ERU Fee/month	\$ 5.33	\$ 5.33	\$ 5.33	\$ 6.97	\$ 6.97

Attachment D - Twenty largest properties based on impervious area
Draft: 2/9/14

Note: The monthly bill shown does not factor in any waivers/credits of fees.

Rank	Property Owner	IMP_AREA_FT ²	ERU	ERU Total	ERU Fee (\$/month)					
					Monthly Bill	2.67	5.33	8.00	Monthly Bill	Monthly Bill
1	WINCHESTER MEDICAL CENTER INC	2,128,655	2495	853	\$ 2,278	\$ 4,547	\$ 6,825	\$ 8,00	\$ 10.67	\$ 9,103
2	NATIONAL FRUIT PROD CO INC	1,493,383	2495	599	\$ 1,598	\$ 3,190	\$ 4,788	\$ 5.33	\$ 6.387	\$ 6,387
3	RUBBERMAID COMMERCIAL PROD INC	1,425,538	2495	571	\$ 1,526	\$ 3,045	\$ 4,571	\$ 5.33	\$ 6.096	\$ 6,096
4	CITY OF WINCHESTER	1,294,554	2495	519	\$ 1,385	\$ 2,766	\$ 4,151	\$ 5.33	\$ 5.536	\$ 5,536
5	MAYFLOWER APPLE BLOSSOM LP	1,288,465	2495	516	\$ 1,379	\$ 2,753	\$ 4,131	\$ 5.33	\$ 5.510	\$ 5,510
6	DDRM APPLE BLOSSOM CORNERS LLC	907,097	2495	364	\$ 971	\$ 1,938	\$ 2,909	\$ 5.33	\$ 3.879	\$ 3,879
7	SHENANDOAH UNIVERSITY	856,971	2495	343	\$ 917	\$ 1,831	\$ 2,748	\$ 5.33	\$ 3.665	\$ 3,665
8	WAL-MART REALTY COMPANY	771,783	2495	309	\$ 826	\$ 1,649	\$ 2,475	\$ 5.33	\$ 3.301	\$ 3,301
9	FEDERAL MOGUL CORP	729,169	2495	292	\$ 780	\$ 1,558	\$ 2,338	\$ 5.33	\$ 3.118	\$ 3,118
10	WALTER ENTERPRISES LC	706,827	2495	283	\$ 756	\$ 1,510	\$ 2,266	\$ 5.33	\$ 3.023	\$ 3,023
11	P D K WINCHESTER LC	650,548	2495	261	\$ 696	\$ 1,390	\$ 2,086	\$ 5.33	\$ 2.782	\$ 2,782
12	O'SULLIVAN FILMS INC	649,046	2495	260	\$ 695	\$ 1,387	\$ 2,081	\$ 5.33	\$ 2.776	\$ 2,776
13	SIR PROPERTIES TRUST	609,323	2495	244	\$ 652	\$ 1,302	\$ 1,954	\$ 5.33	\$ 2.606	\$ 2,606
14	COLE MT WINCHESTER VA LLC	589,449	2495	236	\$ 631	\$ 1,259	\$ 1,890	\$ 5.33	\$ 2.521	\$ 2,521
15	ALL POINTS PROPERTIES LLC	528,210	2495	212	\$ 565	\$ 1,128	\$ 1,694	\$ 5.33	\$ 2.259	\$ 2,259
16	SCHOOL BOARD CITY/WINCHESTER	505,697	2495	203	\$ 541	\$ 1,080	\$ 1,621	\$ 5.33	\$ 2.163	\$ 2,163
17	LOWE'S HOME CENTER INC	467,335	2495	187	\$ 500	\$ 998	\$ 1,498	\$ 5.33	\$ 1.999	\$ 1,999
18	FREDERICK CO SCHOOL BOARD	433,171	2495	174	\$ 464	\$ 925	\$ 1,389	\$ 5.33	\$ 1.852	\$ 1,852
19	O'SULLIVAN FILMS INC	426,777	2495	171	\$ 457	\$ 912	\$ 1,368	\$ 5.33	\$ 1.825	\$ 1,825
20	NORTHWOOD GROUP OF VIRGINIA LLC	422,541	2495	169	\$ 452	\$ 903	\$ 1,355	\$ 5.33	\$ 1.807	\$ 1,807

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 2/11/14 CUT OFF DATE: 1/21/14

RESOLUTION__ ORDINANCE XX PUBLIC HEARING __

ITEM TITLE: Regulation of Tow Companies

STAFF RECOMMENDATION: The Chief of Police requests approval

PUBLIC NOTICE AND HEARING: N/A

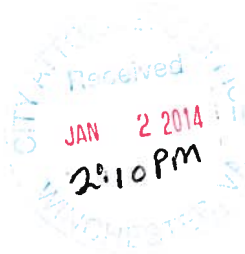
ADVISORY BOARD RECOMMENDATION: N/A

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. Zoning Administrator	AMG		12/16/13
2. Director of Finance	CB		12/19/13
3. _____			
4. _____			
5. City Attorney	AW		1/22/2014
6. City Manager	[Signature]		12-26-13
7. Clerk of Council			
Initiating Department Director's Signature: <u>[Signature]</u>			<u>1/13/13</u> Date



APPROVED AS TO FORM:

[Signature]
CITY ATTORNEY 1/22/2014

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Chief Kevin L. Sanzenbacher
Date: Work Session 1/21/14
Council Session 2/11/14
Re: Tow Truck Control

THE ISSUE: Currently there is nothing in City ordinance that regulates tow companies. This can lead to issues of citizens being overcharged for services, towed vehicles being stored in unprotected areas, and the inability of vehicle owners to get access to their vehicles and possessions when cars have been towed. The proposed ordinance would give the City the authority to better protect consumers by regulating the tow companies that are used by the Winchester Police Department.

RELATIONSHIP TO STRATEGIC PLAN: Develop a High-Performing City Organization

BACKGROUND: Currently any company that wishes to be on the call list with the WPD for tow services can request to be placed on this list. The PD calls tow companies from this list when they are needed to clear streets of collisions or disabled vehicles. Currently there are no standards in place that govern the tow company operators used by the Winchester Police Department. This lack of protection has led to issues of price gouging, extravagant storage fees, thefts from stored vehicles and inability for owners to retrieve their vehicles or possession from stored vehicles. The proposed ordinance will provide the following protections:

- Establish minimum standards for tow vehicles and operators
- Regulate prices that can be charged for tow services and storage fees
- Establish requirements for where and how vehicles must be stored
- Establish requirements for how tow operators will make vehicles and property available to motorists who may have had their vehicles towed.
- Requirements for contact information for locating an impounded vehicle.

BUDGET IMPACT: This action may require some expenditure of funds by the WPD to provide more hours to our part-time compliance investigator. A portion of this funding will be recovered by application and processing fees required in the ordinance. Any additional cost may be absorbed in the operating budget.

DISCUSSION: We currently have eight (8) companies on our list to provide tow service in the city. Two of those companies provide the majority of service (Minnicks and Combs). Anticipating possible opposition from the tow industry to this proposal I met with the owners of both Minnicks and Combs tow services to share a draft proposal with them and solicit their feedback. Both owners looked favorably on the draft ordinance and recommended several minor changes that were incorporated into the ordinance now before Council.

In addition, a letter (included in your package) was sent to the remaining tow companies advising them of this proposal. To date none have responded with any objections or comments.

Finally the ordinance before you was adapted from the City of Fredericksburg after searching for similar ordinances during the draft process. I have spoken to their Chief of Police and he reports no issues with compliance or enforcement of their ordinance.

OPTIONS: Available options include:

1. Maintain the status quo
2. Adopt the ordinance
3. Modify the current draft to address unidentified concerns

RECOMMENDATION: Staff recommends the Council adopted the ordinance as drafted.

MOTOR VEHICLES AND TRAFFIC

ART. X POLICE-REQUESTED TOWING

SECTION 14-158. PURPOSE AND DEFINITIONS.

This article, adopted in accordance with §§46.2-1217 and 1232 of the Code of Virginia, is intended to apply to requests for towing services made by the Winchester Police Department in order to ensure storage, availability, and service by persons and firms authorized to provide towing services at the request of the Chief of Police or other law enforcement personnel. The provisions of this ordinance are not applicable to towing not at the request of official law enforcement personnel.

Notwithstanding this division or any agreement executed pursuant to it, all tow services authorized to provide service shall remain independent contractors and shall not be deemed to be employees of the city.

This Article is intended to complement other specific provisions of the City Code related to towing including but not limited to the towing of abandoned vehicles under Chapter 14, Art. XIII, and towing for non-payment of parking citations covered under in Section 14-61. To the extent that the provisions of this article conflict with other specific provisions of the Code, the other specific provision of the Code shall supersede.

The following definitions shall be used in the interpretation and administration of this Article. The definitions of various terms as presented herein do not necessarily represent the same definitions as may be found for the same terms in other Chapters of the Code.

- (a) *Authorized Towing Service*: A towing firm or service which meets the requirements of the Code of Virginia, Title 46.2, Chapter 12, and that has entered into a Towing Service Agreement to provide services at the request of the Police Department or other law enforcement personnel.
- (b) *Emergency*: Refers to a critical traffic problem or extreme weather condition, a parade or other similar public event, a riot, or a disaster or similar event not ordinarily or usually occurring, as determined by the City Manager or his or her designee.
- (c) Heavy-duty tow rotation list means the list maintained by the chief of police of those towers meeting the requirements of section 14-169.b herein, who are authorized to respond city-wide to the police department or other law enforcement personnel's requests for heavy towing.

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- (d) *Officer*: Refers to a law enforcement officer sworn in the City of Winchester or any other sworn law enforcement officer with jurisdiction at the scene of the tow. This term may also refer to law enforcement communications made by dispatch personnel.
- (e) *Police-Requested Towing*: All requests made by law enforcement officers of the City pursuant to the Code of Virginia §46.2-1218 or 1209, or requests made by a law enforcement officer at the request of an owner or operator of an unattended, abandoned, or immobile vehicle, when no specific service provider is requested by such owner or operator.
- (f) *Suspension*: Temporary removal from the City's Towing Rotation List.
- (g) *Termination*: Permanent removal from the City's Towing Rotation List as well as termination of the Towing Service Agreement.
- (h) *Towing Business*: A towing service in operation for a minimum of one (1) year and meeting the requirements of Section 14-161, herein operating from a location within the City or within five miles of the City limits such that service response can be made within response times allotted.. For purposes of this Article, multiple corporations, partnerships, sole proprietorships or other legal entities owned or controlled by one or more members of a single household are deemed to constitute a single towing business.
- (i) *Tow Rotation List*: List maintained by the Chief of Police indicating those towing services authorized to respond to requests made by law enforcement personnel for the towing of vehicles. "Heavy-Duty Tow Rotation List" refers to a separate list of authorized towing services capable of responding to requests for heavy-duty towing.
- (j) *Vehicle*: Refers to a motor vehicle, trailer, semitrailer, or parts thereof.

SECTION 14-159. POLICE-REQUESTED TOWING; TOWING SERVICE AGREEMENT AND TOW ROTATION LIST.

- (a) The City adopts this Article pursuant to authority provided in the Code of Virginia §46.2-1217 and 1232 to regulate services rendered in response to police towing requests. Such regulation shall be established through use of a Towing Service Agreement, which shall specify the criteria for becoming an authorized towing service upon the advice of the Towing and Recovery Advisory Board.
- (b) *Application*. A towing and recovery operator may apply for inclusion on the Tow Rotation List by submitting an application to the Chief of Police. The Chief of Police shall conduct an investigation to determine the accuracy of the information provided and the eligibility of the applicant based upon the criteria set forth in the Towing Service Agreement. Qualified towing services will sign a standard Towing Service Agreement and be placed on the Tow Rotation List or Heavy Duty Tow Rotation List as appropriate.

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Applicants found to be unqualified will have their application returned with a written determination indicating the reasons for the denial. Except as otherwise provided herein, the only modification to the standard agreement shall be as to the type of towing vehicles the authorized tower will supply

- (c) **Tow Rotation List.** The Chief of Police shall ensure that towing services are called on a rotating basis in accordance with the Tow Rotation List. Towing services not included on the Tow Rotation List shall not be called by an officer except in the event of an emergency, as defined above and in the Code of Virginia §46.2-1317, or at the specific request of a vehicle owner or operator. If, for the reasons stated above, a towing service is utilized that is not on the list, it must be reported to the Communications Office for record purposes.
- (d) **Equal Call System.** Each towing service on the Tow Rotation List will have an equal opportunity to respond to police requests for towing. If the Police Department makes two (2) attempts to contact an authorized towing service and receives no answer or a busy signal on both attempts, the next business on the list will be called. If a towing service refuses to respond to a request, or responds but is deemed unfit to proceed by an officer at the scene, they will lose their turn in the rotation and fall to the bottom of the list. In the event a towing service responds to a call but does not provide service due to no fault of its own, that business will be placed back on the top of the Tow Rotation List.

SECTION 14-160. TOWING AND RECOVERY ADVISORY BOARD.

- (a) A Towing and Recovery Advisory Board shall be created pursuant to §46.2-1217 and §46.2-1233.2 of the Virginia Code. The purpose of the Towing and Recovery Advisory Board shall be to:
 - (1) Study the governing practices of towing and recovery services rendered pursuant to police towing requests;
 - (2) Make recommendations to City Council and the Winchester Police Department regarding adoption or amendment of any ordinance, regulation, or contract pertaining to the same;
 - (3) Hear appeals and complaints arising from police towing requests;
 - (4) Periodically review fees charged by authorized towing services to allow for timely adjustment of fee limitations implemented pursuant to §46.2-1233.1 of the Code of Virginia.
- (b) The Board shall consist of three (3) members appointed by City Council, including one (1) representative from a local law enforcement agency, one (1) representative of a licensed towing and recovery operator, and one (1) member of the general public. The Board shall meet at least once per year at the call of the Chairman, who shall be elected annually by a majority vote of the voting members of the Board.

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SECTION 14-161. DUTIES AND REQUIREMENTS OF AUTHORIZED TOWING SERVICES.

- (a) **Safety.** Authorized towing services responding to police requests shall tow vehicles in a manner that does not cause damage to the vehicle and that uses the safest and most direct route. The towing service shall remove all litter, glass, and debris caused by incidents necessitating towing, excluding the contents of a load carried by a private or commercial truck, van, or similar vehicle.
- (b) **License and Registration.** Authorized towing services shall comply with all applicable federal, state, and local laws, including but not limited to, the securing of all necessary federal, state, and local licenses and payment of registration fees. All authorized towing services shall display a WT-TAG (“Tow Truck for Hire”) or a Virginia apportioned tag while maintaining \$1,000,000.00 in liability insurance. All authorized towing services must be current in all financial obligations to the City including all tax and license obligations.

All towing operators shall possess a valid Virginia Driver’s License or Commercial Driver’s License (as may be required by law) and shall be qualified to operate the tow vehicle and its equipment. Authorized towing services shall ensure that all employees participating in towing operations meet these requirements.

- (c) **Insurance.** Prior to entering into a Towing Service Agreement, a towing service must provide the Chief of Police with evidence of the following insurance coverage for the duration of the proposed agreement:
 - (1) Garage Keeper’s Legal Liability Insurance in the minimum amount of \$75,000.00 to cover fire, theft, windstorm, vandalism, and explosion for each lot (\$200,000.00 for towing services on the Heavy-Duty Rotation List);
 - (2) Insurance sufficient to cover any and all claims of loss, damage, or bodily injury resulting from its acts or incurred in the operation of the towing service’s equipment and vehicles in the amount required by the state (vehicle liability policy);
 - (3) Insurance sufficient to cover claims under the Worker’s Compensation Act, if applicable, for all employees. If any work will be sublet due to a need for specialized equipment, the subcontractor shall provide similar coverage; and
 - (4) A Certificate of Insurance listing the City as an additional insured on its policy.

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(d) Service. All authorized towing services shall provide service twenty-four (24) hours a day, 365 days a year, and shall have available at all times a sufficient number of qualified personnel to effectively receive calls and to respond to towing requests using only their own equipment and personnel. All authorized towing services shall have a business card which contains the name of the business, a physical address, telephone number, and after-hours telephone number if necessary.

(e) Regular Towing Equipment. All equipment used by authorized towing services must be in good working order, and the use of equipment from another towing firm, regardless of ownership, is prohibited. Authorized towing services shall have at least one regular tow truck and one rollback to perform services under this Article. The rollback must have at least an eight thousand (8,000) pound winch and a deck rating of a minimum seven thousand (7,000) pounds, which shall be maintained in good condition with Virginia license plates, current Virginia inspection stickers, and an SCC license. The towing business name, address, and telephone number must be printed on both sides of the towing vehicle in letters and numbers of such size, shape and color as to be readily legible during daylight hours from a distance of fifty (50) feet while the vehicle is not in motion. All towing vehicles, including heavy-duty wreckers, must be equipped with the following:

- (1) A chassis rated with sufficient gross vehicle weight to match the maximum capacity of the crane mounted thereon;
- (2) One (1) five-pound ABC or one (1) ten-pound ABC fire extinguisher;
- (3) Two (2) operable amber revolving or flashing emergency lights, mounted on the highest part of the vehicle and visible from all sides;
- (4) One (1) heavy-duty street broom and one (1) shovel; and
- (5) Liquid absorbent source for small clean-ups.

(f) Heavy-Duty Towing Equipment. Towing services included on the Heavy-Duty Tow Rotation List shall make available a heavy-duty wrecker, equipped with a wrecker crane capable of lifting at least 50,000 pounds and capable of towing at least 80,000 pounds. It shall be equipped with:

- (1) A wheel lift or under-reach of sufficient size to tow all types of trucks, tractors, and trailers without damage;
- (2) A heavy-duty sling;
- (3) Air brakes; and
- (4) An auxiliary air supply capable of tying into the air brakes of the disable vehicle to enable safe towing under the braking control of the wrecker.

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- (g) Response Time. Time is of the essence in the performance of services. The authorized towing service shall arrive on the scene within thirty (30) minutes of receiving a call, with a grace period of ten minutes if requested by the towing service within the first twenty-five (25) minutes. If such time limit is not met, the request will be considered cancelled, and an officer may request service from the next authorized towing service on the list. In such an event, neither the City nor the vehicle owner shall be liable for any payment to the initial towing service. Heavy-duty towing services are exempt from this requirement, provided they notify the law enforcement agency within the first twenty-five (25) minutes of receiving a call and arrive in a reasonably timely manner.

Authorized towing services will not be responsible for unavoidable delays caused by circumstances such as natural disasters or Acts of God. However, if the Chief of Police deems that excessive delays are the result of circumstances within the control of the towing service, including but not limited to negligence, lack of manpower, and poorly conditioned equipment, he or she may suspend and/or terminate the towing service from the Towing Rotation List.

If a tow truck is not available or the authorized towing service cannot respond within the time required, the towing service shall immediately notify the dispatcher and explain the reason why. If upon arrival at the towing scene, the towing and recovery operator determines that the responding towing vehicle will not be sufficient for the task, the towing service will be permitted to retrieve additional equipment, provided it is able to respond within the thirty (30) minute time period required.

- (h) Storage and Security of Vehicles. All authorized towing services shall have a secured lot for storage of vehicles located within the City of Winchester or within five (5) miles of the City of Winchester. Storage lots located in the City must meet **off-street parking area surface requirements of the Winchester Zoning Ordinance**, however a storage facility allowing for the inside storage of vehicles is also permissible. A sign must be conspicuously posted at the lot or facility identifying the towing firm's name and telephone number. The space available in a lot shall be a minimum of 1,500 feet. Share lots are permitted, so long as each towing service sharing the lot meets the minimum space requirement of 1,500 feet.

SECTION 14-162. LIABILITY AND PROHIBITED ACTS.

- (a) Prohibited Acts. Violation of any provision of this section may subject the towing service to temporary or permanent removal from the Tow Rotation List, as well as

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possible termination of the Towing Service Agreement. Violations shall include, but are not limited to:

- (1) Deliberate failure of a towing business to respond to a call after accepting it;
- (2) Securing a Towing Service Agreement by fraud or concealment of a material fact which, if known, would cause the application to be rejected;
- (3) Violation of the Towing Service Agreement;
- (4) Chronic or repeated violations, even if minor in nature, of this Article, and/or;
- (5) A single, serious violation of this provision, including but not limited to:
 - a. Soliciting business at the scene of accidents;
 - b. Knowingly charging excessive fees for services, or charging for services not rendered in violation of §46.2-118;
 - c. Alcohol or drug use;
 - d. Repeated failure to take a call and/or failing to respond to calls in a timely manner;
 - e. Failure to notify the Chief of Police of immediate changes regarding insurance, or the taking on of a new partner(s), owner(s), agent(s), corporate officer(s), or any other material changes to information disclosed in the application for a Towing Service Agreement;
 - f. Failure to remain current in financial obligations to the City;
 - g. Failure to comply with the requirements of this Article.

Unauthorized Provision of Towing Service. No towing service shall respond to an accident for the purpose of towing vehicles unless specifically called there by the Police Department, other law enforcement personnel, or the person involved in the accident or emergency. Violation of this section shall result in suspension from the towing list for thirty (30) days for the first offense, sixty (60) days for the second offense and permanent removal from the Tow Rotation List for the third offense.

(b) Liability. All authorized towing and recovery operators entering into a Towing Service Agreement shall remain independent contractors and shall not be deemed to be employees of the City. Any such operator utilized in response to a police request shall indemnify and hold free and harmless the City for any costs and expenses, including but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which the City, its agents, employees, and representatives may pay or become obligated to pay on account of any, all, and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of an act or omission of the towing and recovery operator, its agents, employees, owners, officers, or directors.

(b)

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WINCHESTER CODE

SECTION 14-163. FEES AND COMPENSATION.

(a) Maximum Fees. An authorized towing service, in accordance with §46.2-118, must have readily available at their principal office, upon request, information on the maximum fees normally charged for basic services, including the towing and initial hookup of vehicles. The hookup and initial towing fee of a vehicle without the consent of the vehicle owner or operator shall not exceed one hundred ~~and twenty-five dollars and~~ fifty dollars (\$150.00), however the City may set reasonable limits on fees charged for the removal of vehicles from private property in violation of §46.2-1231 and 1215 if the fair market value of such removal is taken into consideration.

(b) Storage Fee. An authorized towing service may charge fifty dollars (\$50.00) a day for the storage of a towed vehicle; however there shall be no charge for the first twenty-four hours of vehicle storage for vehicles towed in accordance with §46.2-1233.1 of the Code of Virginia. An administrative fee of ninety dollars (\$90.00) may be charged for long-term storage exceeding seventy-two (72) hours.

(c) Record of Fees Charged. The towing service shall issue an itemized receipt for payment for towing and storage services to the owner of the towed vehicle. Said receipt shall include a signature line where the owner of the vehicle may acknowledge receipt of the vehicle and acceptance of the fees charged.

SECTION 14-164. RECORDS AND INSPECTIONS.

(a) Inspections by Chief of Police. All tow vehicles, required equipment and storage facilities utilized by authorized towing services on the Tow Rotation List shall be inspected and approved by the Chief of Police prior to initial use. The Chief of Police may periodically inspect any tow trucks, equipment, and storage facilities used under this Article. The tow truck inspection shall take place at a location designated by the Chief of Police. There will be an annual inspection of all tow trucks, equipment, and storage facilities, for which a fee of fifty dollars (\$50.00) will be charged for each vehicle inspected. Such annual inspection shall occur on or about the anniversary date of the approval of the towing service's application. If a towing service changes the location of its storage facility, a new inspection must be conducted prior to approval of the new facility.

The Chief of Police shall give the towing service written notice if a vehicle or storage facility is found to be unacceptable. Unacceptable tow trucks, equipment and/or storage facilities may not be used in the performance of duties under a Towing Service Agreement until replaced, repaired, or otherwise brought into compliance and approved by the Chief of Police. Failure to comply with this provision shall result in suspension of

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the towing service from the Tow Rotation List until the necessary corrections have been made.

- (b) **Inspection of Stored Vehicles.** Upon receiving a request to release or permit an inspection of a stored or seized vehicle from the owner, operator, other authorized person during other than normal business hours, a towing service may require one hour's notice for the release of such vehicle. A fee may be charged for after-hours access to the vehicle for purposes of inspection, release, or retrieval of property; however such fees shall be reasonable in light of fees charged by other towing services in the City for comparable service.
- (c) **Responsibility to Vehicle Owner.** Towing services shall comply with the rights of owners of vehicles as set forth in the Code of Virginia §46.2-1217. Towing services must allow for the retrieval of personal property from the vehicle and shall not require that payment for towing and storage be rendered prior to providing such access to the vehicle owner or operator. Additionally, authorized towing services shall be responsible for vehicle(s) towed, including any contents within, from the time the vehicle is towed until the occurrence of one of the following:
 - (1) The vehicle is delivered to a location specified by the owner or other authorized person;
 - (2) The vehicle and property is released to and accepted by the owner or authorized person in the condition as originally towed. A facsimile authorization shall be acceptable as a form of release from the owner of the vehicle along with a photocopy of photo identification; or
 - (3) The vehicle is otherwise disposed of according to law.
- (d) **Records.** All authorized towing businesses shall keep records of all vehicles towed pursuant to the Towing Service Agreement. These records shall include, at a minimum, the date and time of the tow, the vehicle's license number and state of issue, the model and color of vehicle, the location from which it was towed, the charges for towing and storage, the disposition of the vehicle and the date of disposition, and an inventory of any items of value. Such records shall be retained for at least twelve (12) months following the date of tow, and shall be available for inspection by the Chief of Police during the towing service's normal business hours.
- (e) **Release and Disposition of Vehicle.** An attendant must be on duty between the hours of 8:00AM and 5:00PM every Monday through Friday, with the exception of holidays, to permit inspection or release of stored vehicles. After hours, the owner or attendant must be available by telephone. If an owner or lien holder fails to claim any vehicle or if a towing service wants to satisfy any lien which it has on a vehicle, it shall be the towing service's responsibility to dispose of or sell the vehicle in compliance with the Code of

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Virginia. Towing services shall not release any vehicle designated as “seized” or “seized for forfeiture” by the Police Department or other law enforcement agency until the towing service obtains permission from the requesting agency. The towing service shall bill the requesting agency for the cost of the tow and storage.

SECTION 14-165. COMPLAINTS.

Complaints resulting from a failure to adhere to proper towing procedure, as outlined in the standard Towing Service Agreement, shall be handled as any other citizen complaint. This may include direction of the complaint through the applicable chain of command, to the Chief of Police, or to the Towing Advisory Board. Authorized towing services must agree to abide by decisions rendered by the Chief of Police and the Towing Advisory Board in response to and resolution of complaints.

SECTION 14-166. AMENDMENTS TO ORDINANCES.

The Towing Advisory Board is authorized to recommend revisions to this section. Revisions shall be effective from the date on which they are adopted by the City Council, unless otherwise provided. Towing businesses on the Tow Rotation List shall be given written notification of any changes ten (10) days prior to the revision being adopted. They may cancel their participation on the Tow Rotation List if they do not wish to accept the revision. Cancellations must be submitted in writing to the Chief of Police.

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: February 18, 2014 CUT OFF DATE: _____

RESOLUTION ORDINANCE PUBLIC HEARING

ITEM TITLE: Authorize Supplemental Appropriations for the FY 2014 budget

STAFF RECOMMENDATION: Approve as recommended; send to public hearing

PUBLIC NOTICE AND HEARING: April 8, 2014

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	<i>[Signature]</i>	_____	2/12/2014
6. City Manager	<i>[Signature]</i>	_____	2-12-14
7. Clerk of Council	<i>[Signature]</i>	_____	2-12-14
Initiating Department Director's Signature: _____	<i>[Signature]</i>	_____	2-5-14
	Finance Director		Date



APPROVED AS TO FORM:

[Signature]
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Mary Blowe, Finance Director
Date: February 25, 2014
Re: Ordinance to authorize the additional appropriation of funds for necessary expenditures for Fiscal Year 2014

THE ISSUE: The FY 2014 budget needs to be amended to account for additional revenues and proposed expenditures.

RELATIONSHIP TO STRATEGIC PLAN: These budget amendments help to create a more livable City for all, particularly objective 1, to upgrade City school facilities and also develop a high performing organization with the use of grant funds.

BACKGROUND: City Staff is requesting the following amendments to the FY 2014 budget:

1. **General Fund** to increase by \$20,324,845 for the following items: \$20,191,249 bond proceeds for bond issuance costs and to transfer to Schools for school construction; Police Department including \$4,237 federal grant for police supplies , \$15,325 asset forfeiture funds and \$8,400 sale of surplus property for vehicle maintenance; Commonwealth Attorney for \$26,175 asset forfeiture funds for operating supplies; Sheriff's Office for \$60,000 asset forfeiture funds for courthouse security; and \$19,459 for a vehicle for Zoning & Inspections which was funded in the FY2013 budget but received in FY2014. In addition, \$66,000 will be transferred from the Information Technology budget to the Police budget to purchase a police SWAT vehicle.
2. **Highway Maintenance Fund** to increase by \$79,400 for snow removal funded by state funds.
3. **School Funds** – see attached School Board Resolutions dated July 8, 2013 and October 28, 2013.

BUDGET IMPACT: The City's budget will increase to allow for the expenditure of grant funds and bond proceeds. In addition, \$19,459 is being requested from unassigned General Fund fund balance.

OPTIONS: Adopt ordinance as presented or amend the ordinance.

RECOMMENDATIONS: Staff recommends the adoption of this ordinance.

**FY 2014 Supplemental Appropriations
General Fund 111**

Description		Account Number		Amount	
				Debit	Credit
<u>February 2014 Supplement (Pending 5/13/2014 Council Action)</u>					
Revenue	Local	111-0000-318	9906		8,400
Revenue	State Asset Forfeiture Funds	111-0000-324	0523		7,500
Revenue	Federal Asset Forfeiture Funds	111-0000-333	0114		90,000
Revenue	Federal Grant	111-0000-333	1011		4,237
Revenue	Bond Proceeds	111-0000-341	0458		18,709,518
Revenue	Bond Premium	111-0000-341	0420		1,481,730
Revenue	Fund Balance/Supplemental Appropriation	111-0000-341	0701		23,459
Total Revenue					\$ - \$ 20,324,845
Expenditure	Information Technology- Police Body Cameras	111-1251-415	6014	(66,000)	
Expenditure	Sheriff	111-2171-420	xxxx	60,000	
Expenditure	Commonwealth Attorney	111-2211-422	6026	26,175	
Expenditure	Police - Vehicle repair & maintenance	111-3111-431	3315	8,400	
Expenditure	Police - Vehicle	111-3111-431	8105	66,000	
Expenditure	Police Grants	111-3172-431	6010	4,237	
Expenditure	Police Assest Forfeiture Funds	111-3172-431	xxxx	15,325	
Expenditure	Zoning & Inspections	111-3421-434	8105	19,459	
Expenditure	Transfer to Schools - Bond Proceeds	111-9311-493	9232	20,000,000	
Expenditure	Bond Issuance Costs	111-9511-495	9125	191,249	
Total Expenditures					\$ 20,324,845 \$ -

DATE: JULY 8, 2013
TO: SCHOOL BOARD MEMBERS
FROM: LINDA MEADOWS
SUBJECT: BUDGET AMENDMENTS

BACKGROUND

The attached resolution will increase the Capital Improvements Fund (CIP) by \$210,000. These funds along with the FY 2014 budget amount of \$490,000 will be used for summer project work.

RECOMMENDATION

It is recommended that the School Board approve the budget amendments as presented.

KEY POINTS

- Will fund summer project work for Quarles Elementary, John Kerr, and Va. Ave/Charlotte DeHart Elementary Schools.
- They will also fund projects at the City Yards for the Transportation Department.
- FY 2014 budget appropriation totaled \$490,000

STRATEGIC PLAN REFERENCE

GOALS

- Effective & Efficient System Management

PRIORITIES

- Provide high-quality and appropriate products, resources, and services that are essential to the success of students and personnel
- Promote efficient use of resources to include efficiency in energy use, hiring, record retention, food services, and transportation service

LAW, POLICY, REGULATION

Section 22 1-94, Section 22 1-115, and Section 15 2-2507 of the State Code and Winchester Public School policy DA-management of Funds.

FISCAL IMPACT

The FY 2014 Capital Improvements fund will increase by \$210,000.

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

Be it resolved that the Winchester City School Board requests the following budget amendments for fiscal year 2013-2014:

CAPITAL IMPROVEMENTS FUND

INCREASE OF \$210,000 FOR SUMMER PROJECTS. These estimated carryover funds will fund summer project work for the following:

Quarles Elementary	Modulars, building a ramp, carpet and painting
John Kerr Elementary	Architect fees
Va. Ave./Charlotte DeHart Elementary	Building a ramp
City Yards	Paving school bus area
City Yards	Transportation office



Chairman



Bonnie Stickley
Clerk of the Board

Finance\RSI.07 8 13 budget amendments

**WINCHESTER PUBLIC SCHOOLS
SCHOOL BOARD RESOLUTION
OCTOBER 28, 2013**

Be it resolved that the Winchester City School Board requests the following budget amendments for fiscal year 2013-2014:

SCHOOL OPERATING FUND

PROJECT GRADUATION INCREASE OF \$2,721. These reimbursable state funds will target students who have not achieved a verified credit in English, Writing, Reading, and/or Algebra.

CTE STATE EQUIPMENT INCREASE OF \$5,278. These reimbursable state funds will be used for Career-Technical Education (CTE) Equipment and materials.

CTE WORKPLACE READINESS GRANT OF \$688. These reimbursable state funds will provide workplace readiness skills for standard diploma graduates.

HOMELESS INCREASE FOR DONATIONS RECEIVED IN FY 14 OF \$24,299. These donated funds were received in FY 14 from the Chain of Checks Charitable Program and to assist students and families affected by an apartment building fire.

WEF DONATION OF \$2,000. This donation will be used to help fund the StarBase program at Handley High School.

FOOD SERVICES FUND

FRESH FRUIT AND VEGETABLE PROGRAM (FFVP) GRANT INCREASE OF \$60,295. 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 DECREASE OF \$24,133. These carryover reimbursable funds are used for expenses associated with the pre-school program, and the elementary reading programs.

TITLE II, PART A, DECREASE OF \$13,743. These reimbursable funds are used for professional development and class size reduction,

TITLE III INCREASE OF \$20,575. These reimbursable carryover funds will be used for the instruction of LEP Students and translation services.

21ST CENTURY JHHS-GPS GRANT, DECREASE OF \$27,978. These reimbursable funds are used for the 21st century program at Handley High School.

BUDGET AMENDMENTS
OCTOBER 28, 2013

TITLE VIB, INCREASE OF \$40,859. These reimburseable funds are used to help fund Special Education programs.

TITLE VI-B PRESCHOOL, DECREASE OF \$1,431. These reimburseable preschool funds are used for expenses related to the preschool program.

CARL PERKINS GRANT, DECREASE OF \$3,720. These reimburseable funds will increase the career-technical education (CTE) program expenditures.

HOMELESS – PROJECT HOPE GRANT INCREASE OF 8,006. These reimbursable funds will be used for instructional supplies and pupil transportation.

SUMMARY OF FEDERAL GRANT FUNDS

GRANT	ALLOCATION	CARRY OVER	TOTAL	FY14 BUDGET	DIFFERENCE
Title VIB Grant	842,384	71,512	913,718	873,037	40,859
Title VIB Preschool	29,015	0	29,015	30,446	-1,431
21 st CC JHHS-GPS	0	169,993	169,993	197,971	-27,978
Title I Grant	897,051	253,471	1,150,522	1,174,655	-24,133
Carl Perkins Grant	72,927	0	72,927	76,647	-3,720
Homeless Grant	20,000	18,006	38,006	30,000	8,006
Title II Grant	146,735	23,206	169,941	183,684	-13,743
Title III Grant	96,255	33,324	129,579	109,004	20,575
TOTAL	2,104,367	569,512	2,673,701	2,675,444	-1,565

CAPITAL IMPROVEMENTS FUND

CAPITAL IMPROVEMENT FUND INCREASE OF \$1,426,115 . These funds are composed of carryover funds of \$1,326,115 and a state security equipment grant of \$100,000. They will be allocated as follows:

PROJECT	AMOUNT
Facilities	\$ 1,116,000
Technology	\$ 310,115
TOTAL	\$ 1,426,115

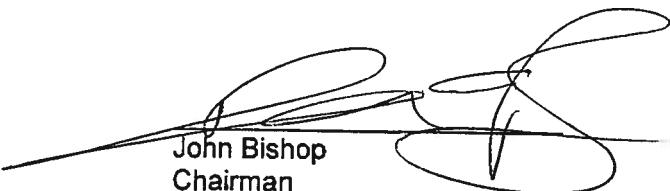
BUDGET AMENDMENTS
OCTOBER 28, 2013

FUND RAISING FUND

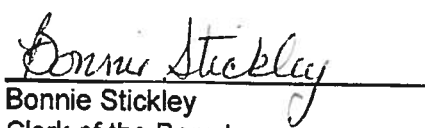
FUND RAISING CARRYOVER OF \$181,235. These are funds remaining from the historic tax credits and Handley donations. These funds will be used for the Handley project.

TEXTBOOK FUNDS

TEXTBOOK FUND CARRYOVER OF \$84,314. These carryover funds will be used to purchase textbooks for all schools.



John Bishop
Chairman



Bonnie Stickley
Clerk of the Board

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, 2014

WHEREAS, Council approves the following additional funds for the purposes herein specified for the fiscal year ending June 30, 2014:

GENERAL FUND

REVENUE

Local	8,400
State	7,500
Federal	94,237
Bond Proceeds	20,191,249
Fund Balance/Supplemental Appropriation	<u>23,459</u>
TOTAL GENERAL FUND REVENUE	20,324,845

EXPENDITURES

General Government	(66,000)
Judicial Administration	86,175
Public Safety	113,421
Transfers	20,000,000
Community Development	<u>191,249</u>
TOTAL GENERAL FUND EXPENDITURES	20,324,845

HIGHWAY MAINTENANCE FUND

REVENUE

State	<u>79,400</u>
TOTAL HIGHWAY MAINTENANCE REVENUE	79,400

EXPENDITURES

Public Works	<u>79,400</u>
TOTAL HIGHWAY MAINTENANCE EXPENDITURES	79,400

SCHOOL OPERATING FUND

<u>REVENUE</u>	
Local	26,299
State	<u>8,687</u>
TOTAL SCHOOL OPERATING REVENUE	34,986
<u>EXPENDITURES</u>	
Instruction	27,708
Technology	<u>7,278</u>
TOTAL SCHOOL OPERATING EXPENDITURES	34,986

SCHOOL FEDERAL GRANTS FUND

<u>REVENUE</u>	
Federal	<u>(1,565)</u>
TOTAL SCHOOL GRANTS REVENUE	(1,565)
<u>EXPENDITURES</u>	
Instruction	2,155
Technology	<u>(3,720)</u>
TOTAL SCHOOL GRANTS EXPENDITURES	(1,565)

SCHOOL TEXTBOOK FUND

<u>REVENUE</u>	
Fund Balance/Supplemental Appropriation	<u>84,314</u>
TOTAL SCHOOL TEXTBOOK REVENUE	84,314
<u>EXPENDITURES</u>	
Instruction	<u>84,314</u>
TOTAL SCHOOL TEXTBOOK EXPENDITURES	84,314

SCHOOL CAPITAL IMPROVEMENTS FUND

<u>REVENUE</u>	
State	100,000
Fund Balance/Supplemental Appropriation	<u>1,536,115</u>
TOTAL SCHOOL CIP REVENUE	1,636,115
<u>EXPENDITURES</u>	
Facilities	1,116,000
Technology	310,115
Transportation	<u>210,000</u>
TOTAL SCHOOL CIP EXPENDITURES	1,636,115

SCHOOL FUND RAISING FUND

REVENUE

Fund Balance/Supplemental Appropriation	<u>181,235</u>
TOTAL SCHOOL FUND RAISING REVENUE	181,235

EXPENDITURES

Facilities	<u>181,235</u>
TOTAL SCHOOL FUND RAISING EXPENDITURES	181,235

SCHOOL FOOD SERVICES FUND

REVENUE

Federal	<u>60,295</u>
TOTAL SCHOOL FOOD SERVICES REVENUE	60,295

EXPENDITURES

Food Services	<u>60,295</u>
TOTAL SCHOOL FOOD SERVICES EXPENDITURES	60,295

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, 2014.

2014 Fire and Rescue Department Statistics

Month	Incidents											Casualties		Training Hours		Resuscitation Efforts	
	EMS	Fire	Total	Struc. Fire	Fire Other	ALS 1	ALS 2	BLS	Pt. Ref.	Mutual Aid Given	Mutual Aid Recvd.	Fire	Civ.	Dept. Personnel	LFCC Ride-Along Students	Cardiac Arrest	Cardiac Arrest Saved
January	420	151	571	4	147	184	7	166	26	49	16	0	0	780	0	6	1
February			0		0												
March			0		0												
April			0		0												
May			0		0												
June			0		0												
July			0		0												
August			0		0												
September			0		0												
October			0		0												
November			0		0												
December			0		0												
TOTAL	420	151	571	4	147	184	7	166	26	49	16	0	0	780	0	6	1
																16.67%	

26.3% National Average

10 Years of Incidents											
2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
4932	5288	5711	5673	5571	5365	5407	5539	5541	5756	5605	

Other Monthly Activity:



National Ave. Apartment Fire



Weems Lane Chimney Fire

FY 2014 EMS Revenue Recovery Statistics

	Total billed	Payment Adj.	Net Collectable	Total paid by insurance	Patient Payment	Refunds	Total Deposit	Total Revenue	Increase from FY2013	Percent Increase From FY2013
JULY	\$163,055.00	\$29,077.91	\$133,977.09	\$78,111.51	\$7,412.38	\$0.00	\$85,523.89	\$85,523.89	\$11,689.82	16%
AUGUST	\$154,505.00	\$32,272.97	\$122,232.03	\$73,528.51	\$6,674.02	\$786.97	\$79,415.56	\$164,939.45	\$5,398.05	3%
SEPTEMBER	\$168,585.00	\$36,138.00	\$132,447.00	\$62,215.42	\$4,021.25	\$0.00	\$66,236.67	\$231,176.12	\$1,046.95	0%
OCTOBER	\$154,657.00	\$31,826.91	\$122,830.09	\$97,671.85	\$5,189.38	\$0.00	\$102,861.23	\$334,037.35	\$16,666.69	5%
NOVEMBER	\$144,732.00	\$25,784.70	\$118,947.30	\$80,177.99	\$1,259.84	\$1,066.84	\$80,370.99	\$414,408.34	\$20,198.58	5%
DECEMBER	\$185,865.00	\$29,243.81	\$156,621.19	\$91,187.58	\$6,753.98	\$0.00	\$97,941.56	\$512,349.90	\$50,636.58	11%
JANUARY	\$156,822.00	\$7,119.78	\$149,702.22	\$98,396.35	\$6,093.49	\$0.00	\$104,489.84	\$616,839.74	\$57,542.23	10%
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTALS	\$1,128,221.00	\$191,464.08	\$936,756.92	\$581,289.21	\$37,404.34	\$1,853.81	\$616,839.74			



2014 Fire Marshal Division Statistics

Month	City Fire Property Dollar Loss/Save			Plan Review		Inspections/Investigations								Public Education			
	Loss	Value	Saved	#	Revenue	Fire Insp.	Follow-up	Sprinkler	Alarm	Supres.	Site	Other Insp.	Investig.	Smoke Alarms Installs	Car Seat Installs	Pub Ed Children	Pub Ed Adult
January	\$21,750.00	\$294,500.00	\$272,750.00	7	\$1,249.50	9	8	1	0	3	0	17	1	1	9	32	16
February			\$0.00														
March			\$0.00														
April			\$0.00														
May			\$0.00														
June			\$0.00														
July			\$0.00														
August			\$0.00														
September			\$0.00														
October			\$0.00														
November			\$0.00														
December			\$0.00														
TOTAL	\$21,750.00	\$294,500.00	\$272,750.00	7	\$1,249.50	9	8	1	0	3	0	17	1	1	9	32	16



2014 Station/Apparatus Statistics

	Station Logbook Runs			
Month	1	2	4	5
January	155	126	180	275
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
TOTAL	155	126	180	275



A Virginia Accredited Law Enforcement Agency

Timbrook Public Safety Center
 231 East Piccadilly Street
 Winchester, VA 22601

Telephone: (540) 545-4700
 FAX: (540) 542-1314
 Website: www.winchesterva.gov

**WINCHESTER POLICE DEPARTMENT
 MONTHLY COUNCIL REPORT
 January 2014**

5 YEAR TREND FOR MAJOR CRIMES- January

	2010	2011	2012	2013	2014
THEFT	59	48	52	42	82
GRAND THEFT	12	9	19	24	9
MVT	1	1	2	2	1
ROBBERY	1	1	2	4	0
RAPE	1	0	1	1	0
B&E	7	9	10	11	11

5 YEAR TREND ENFORCEMENT -Enforcement for January - 5 year trend

	2010	2011	2012	2013	2014
Felony Arrests	17	26	15	25	37
Misdemeanor Arrests	87	133	95	148	154
Legal Document - Felony	44	14	19	35	24
Legal Document - Misdemeanor	144	149	139	146	68
DUI Arrests	14	28	7	26	18
Incident Reports	258	308	254	290	290
Field Contacts Documented	6	41	24	36	16
Speeding - Radar	51	171	140	101	101
Traffic Violations	219	400	244	235	292
Warnings					94
Vehicle Crash Investigations	55	48	48	37	21
Parking Violations	233	217	134	105	117

Up-to-date statistics can be found at www.winchesterpolice.org/crimestats/index1.html and up-to-date crime maps are available at www.winchesterpolice.org/crimemap/index1.html.