

COUNCIL MEMBER WRIGHT WILL GIVE THE INVOCATION

A G E N D A

City Council Meeting of January 22, 2019

4:00 P.M.

1. Report from U.S. Census Bureau Representative on Census 2020
2. Recommendation Regarding Implementation of Phase I of Citywide Salary Study
3. Roll Call
4. Consideration of a closed meeting for discussion and consideration of the conditions of employment for the City Manager and the City Attorney, pursuant to Section 2.2-3711(A.)(1) of the Code of Virginia.

7:30 P.M.

City Council Agenda Items

GENERAL POLICY REGARDING PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS

Each speaker shall clearly state his or her name and locality of residence.

The City Council agenda is divided into three sections.

CONSENT AGENDA: This section includes routine items. All items may be approved by one vote.

PUBLIC HEARINGS: This section includes all public hearings as required by law or as Council may direct.

Procedure:

- Staff will make a presentation.
- For Zoning petitions, the applicant or his or her representative shall have ten (10) minutes to make a presentation.
- Comments will then be solicited from those in favor.
- Comments will then be solicited from those in opposition.

During the public hearing there shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify that group at the beginning of his or her remarks. A group may have only one spokesperson.

After public comments have been received, for zoning petitions the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

Upon the conclusion of public comments or the applicant's rebuttal the public hearing will be closed and the matter referred to Council for deliberation.

PUBLIC PRESENTATIONS: Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council. Individuals may speak up to 3 minutes; or group spokesperson up to 5 minutes. Once Council has heard a presentation from a citizen or organization on a particular subject, the citizen or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of Council present and voting.

GENERAL BUSINESS: This section includes items of a general nature to be considered by Council.

City Council may make exceptions to these rules at its discretion.

Prior to a meeting, any questions which citizens may have regarding any item on the agenda may be addressed to City Council or the City Administration. The following numbers are provided for the convenience of the citizens:

CITY COUNCIL 455-3995 MAYOR 455-3995 CITY MANAGER 455-3990

A reasonable charge may be made for copying and other activities related to responding to long and involved inquiries.

CITIZENS OFTEN EXPRESS CONFLICTING AND DIVERSE POSITIONS REGARDING SPECIFIC ISSUES UNDER CONSIDERATION. TO ENCOURAGE CITIZEN PARTICIPATION AND TO AVOID INTIMIDATION TO PERSONS WHO MAY EXPRESS SOMETIMES UNPOPULAR OPINIONS, APPLAUSE, CHEERS, OR JEERS FROM THE AUDIENCE ARE NOT PERMITTED. WHEN APPEARING BEFORE CITY COUNCIL CITIZENS MAY NOT ENGAGE IN BEHAVIOR THAT INTIMIDATES OR INSULTS OTHERS, ENGAGE IN DISRUPTIVE BEHAVIOR, USE PROFANITY OR VULGAR LANGUAGE, PROMOTE PRIVATE BUSINESS VENTURES OR CAMPAIGN FOR PUBLIC OFFICE.

* PREVIOUSLY DISCUSSED AND/OR CONSIDERED BY CITY COUNCIL

C O N S E N T A G E N D A

- #5. Consideration of approving the minutes of the November 13, 2018 meeting.
 - #6. Consideration of approving the minutes of the November 27, 2018 meeting.
-

P U B L I C H E A R I N G S

- #7. Public hearing to execute an Air Traffic Control Tower Operations Agreement with the Federal Aviation Administration (FAA) which sets forth the terms under which the FAA will provide Air Traffic Control services at Lynchburg Regional Airport.
-

G E N E R A L B U S I N E S S

- #8. Consideration of introducing a Resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$87,019 with resources from the 2018 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.
(File: Fire) #R-19-_____
- #9. Consideration of introducing a Resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$53,136 with resources of \$26,568 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and \$26,568 from the FY 2019 Fire Department's budget to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department.
(File: Fire) #R-19-_____
- #10. Consideration of adopting a Resolution providing commentary on the Virginia Department of Rail and Public Transportation Transit Funding Formula.
(File: Transit) #R-19-_____
- #11. Consideration of introducing a Resolution from the FY 2019 General Fund budget and appropriate \$761,619 with resources from the Reserve for Salary Study Implementation Plan.
(File: Council) #R-19-_____

FINANCE COMMITTEE AGENDA

**Tuesday, January 22, 2019
11:30 a.m. – Bidder's Room**

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from December 11, 2018.

Contact: Donna Witt, Chief Financial Officer 455-3968

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

Contact: Donna Witt, Chief Financial Officer 455-3968

11:40 a.m.

3. Consider a request to adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$87,019 with resources from the 2018 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

Contact: Fire Chief Greg Wormser 455-6340

11:45 a.m.

4. Consider a request to adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$53,136 with resources of \$26,568 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and \$26,568 appropriated from the FY 2019 Fire Department's budget to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department.

Contact: Fire Chief Greg Wormser 455-6340

11:50 a.m.

5. Review collections received from five of the City's largest revenue sources.

Contact: Donna Witt, Chief Financial Officer 455-3968

11:55 a.m.

6. Roll Call

The next Finance Committee meeting is Tuesday, February 26, 2019, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, December 11, 2018

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

Committee Members: Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Council Member Beau Wright; Mayor Treney Tweedy, Ex-Officio.

Others: Bonnie Svrcek, City Manager; Reid Wodicka, Deputy City Manager; Donna Witt, Chief Financial Officer; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst

1. Approval of the Draft Finance Committee Meeting Notes from November 27, 2018.

The meeting notes from November 27, 2018 were approved as submitted.

2. Report on the General Fund Reserve for Contingencies.

Donna Witt reported there were no new items since the last meeting. The FY 2019 Reserve for Contingencies current balance is \$1,132,527.

3. Consider a request to adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$4,000 with resources from the Virginia Department of Environmental Quality Competitive Litter Prevention and Recycling Grant to purchase a Bigbelly waste receptacle for placement in downtown.

The Committee approved this item and will be considered by full Council at their December 11, 2018 meeting.

4. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending September 30, 2018.

GLTC: Brian Booth reported total revenues for the first quarter of FY 2019 were approximately 1% under budget due mainly to Liberty University revenue at 4% below budget and the Federal Transit Administration (FTA) withholding Federal Assistance. Other contract revenue is \$11,000 above budget. Total expenses are currently below budget by 6%, mainly due to savings in labor and benefits from vacant positions during the quarter ending September 30, 2018. As the year continues and staff filling the vacancies are trained, these expenses are expected to level out.

Airport: Mark Courtney reported revenues were looking higher than last year, with all jet service providing higher landing fee revenues. There are also three leases boosting revenues. Expenses are expected to be fairly flat throughout FY 2019 and, with an anticipated operating surplus of approximately \$172,000, the airport is expected to remain self-sufficient with no operating subsidy required for the foreseeable future.

Lynchburg Regional Juvenile Detention Center: Tamara Rosser reported revenues were slightly higher than budgeted due to the Community Placement Program, where revenues are received regardless of the number served. All other revenues are on track with budget. Expenses are also on track at \$654,882 for the first quarter of FY 2019.

Children's Services Act (CSA): Tamara Rosser reported the CSA was relatively quiet and gearing up for the year. Expenses and revenues were low in first quarter but would catch up in the second quarter.

Water: Tim Mitchell reported revenues were over budget by \$230,000, mainly due to higher than anticipated interest earnings. Expenses are approximately \$82,000 less than budget, due primarily to unfilled positions. The fund balance ratio is 63% (compared to target range of 25% - 40%) and will likely make a transfer for "pay go" capital projects.

Sewer: Tim Mitchell reported revenues exceeded budget by \$500,000 due to higher than anticipated leachate processing and higher returns on cash investments. Expenses were \$96,500 higher than budget due to increased cost in chemicals, use of temporary personnel at new truck haul waste station, and engineering services required for roof replacement program. Debt coverage ratio is 1.23 compared to target minimum of 1.20 and the fund balance ratio was 45% (compared to a target range of 25% to 40%).

Stormwater: Tim Mitchell reported revenues were close to budget, exceeding amount budgeted by \$16,500. Expenses were expected to be about \$77,000 above budget due to contractual services that include unanticipated maintenance of \$50,000 needed to repair detention ponds from the August 2018 flood event and \$40,000 budgeted in FY2018 for sediment control study deferred to FY 2019. The fund balance ratio is 21% (compared to the target balance of 15% - 20%) and there is no debt service in the Stormwater Fund.

General Fund: Donna Witt reported the City is doing well overall for the first quarter. The Real Estate tax installment due on November 15 was extended due to snow event. Sales and Use Tax revenues were up \$268,000. Business License tax is due May 1 so collections to date are a small part of the annual budget. Meals Tax and Lodging Tax revenues were both above budget projections based on collections for two months. Fines and Forfeitures revenue was down a bit due primarily to timing in receipt of fines, Interest on Investments is ahead of projections, and Charges for Services revenue is behind budget projections by about \$195,000 due to ambulance billing and police off-duty collections not meeting expectations. Dedicated revenues are down a bit, but just a timing issue and operating expenses are at 24.1%, in line with target projections.

5. Roll Call

There were no items for roll call.

Meeting adjourned at 12:17 p.m.

FY 2019 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2018	\$1,150,000	\$50,000
Carryforward to FY 2019 Reserve for Contingencies - FY 2019 Adopted Budget	0	
BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>
 APPROPRIATIONS (Second Reading)		
Police Department - Patrol rifles and ammunition to outfit the field operations bureau (November 13, 2018)	(67,473)	
 TOTAL APPROPRIATIONS	<u>(\$67,473)</u>	<u>\$0</u>
 REMAINING BALANCE	<u><u>\$1,082,527</u></u>	<u><u>\$50,000</u></u>
 ITEMS INTRODUCED		
 TOTAL INTRODUCED ITEMS	<u>\$0</u>	<u>\$0</u>
 REMAINING BALANCE	<u><u>\$1,082,527</u></u>	<u><u>\$50,000</u></u>
 PENDING ITEMS		
 TOTAL PENDING ITEMS	<u>\$0</u>	<u>\$0</u>
 PROJECTED BALANCE, JUNE 30, 2019	<u><u>\$1,082,527</u></u>	<u><u>\$50,000</u></u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: January 22, 2019

AGENDA ITEM #: **3**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2018 State Homeland Security Program (SHSP) grant: \$87,019 for the Fire Department Technical Rescue Team

KEY ELEMENTS:

☐ Economic Development ☐ Excellent Government ☐ Natural and Built Environment ☒ Safe Community ☐ Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$87,019 with resources from the 2018 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

SUMMARY: The Fire Department seeks authorization to accept a non-matching grant for technical rescue equipment. The Virginia Department of Emergency Management administers this grant from the United States Department of Homeland Security (DHS) through the State Homeland Security Program (SHSP). The grant program provides funding to improve the nation's readiness in preventing, protecting against, responding to, recovering from, and mitigating terrorist attacks, major disasters and other emergencies. The grant reflects DHS's focus on implementation of an all-of-nation, whole-community approach to building, sustaining, and delivering core capabilities essential to achieving a secure and resilient nation.

The Fire Department was awarded \$87,019 to be utilized by the Technical Rescue Team. The funds will be used for the purchase of shoring equipment, replacing existing equipment that has exceeded its useful life. This equipment can be used in a variety of ways such as stabilization of a structure that is in danger of collapse, stabilizing a vehicle after a crash, and stabilizing an unsafe trench or confined space. Shoring equipment is vital to the successful mitigation of a variety of incident types and ensures not only the prolonged safety of our citizens, but also the immediate safety of our responders.

This grant is 100% reimbursable; no local match is required.

PRIOR ACTION(S): Finance Committee January 22, 2019

FISCAL IMPACT: None – No local match is required. Future funds may be needed for periodic maintenance of the equipment purchased.

CONTACT(S): Fire Chief Greg Wormser, 455-6340
Battalion Chief Sean Regan, 546-1648
Fire Administrative Manager Annette Pettyjohn, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$87,019 is appropriated with resources from the 2018 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

Introduced:

Adopted:

Certified:

Clerk of Council

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LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 22, 2019**

AGENDA ITEM #: **4**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase one stretcher, and LifePak 15.

KEY ELEMENTS:

___Economic Development ___Excellent Government ___Natural and Built Environment **X**Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$53,136 with resources of \$26,568 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and \$26,568 appropriated from the FY 2019 Fire Department's budget to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department.

SUMMARY: The Virginia Office of Emergency Medical Services (EMS) awards grant funding to EMS agencies for the purpose of obtaining and maintaining emergency vehicles and equipment; providing EMS management, leadership, and advanced life support training; and achieving other goals that support the enhancement of community EMS services.

The Fire Department has been awarded RSAF grant funds to purchase one (1) LifePak 15 cardiac monitor and one (1) Power Pro stretcher. The stretcher will replace one in-service stretcher, which has exceeded the manufacturer's recommended useful life. The LifePak 15 cardiac monitor will replace one in-service LifePak 12 unit purchased in 2008. The monitor has remained in service through a preventative maintenance contract; however, it has significantly exceeded the useful life recommended by the manufacturer. The LifePak 12 model cardiac monitor is no longer supported by the manufacturer.

This grant requires a local match. The Fire Department applied for these funds under a Hardship Request, which would have required the locality to pay 20 percent and RSAF would have paid 80 percent. However, the RSAF funds were awarded with a required 50 percent match. The itemized cost: one LifePak 15 cardiac monitor - \$34,640 and one Power Pro stretcher - \$18,496. With a total cost of \$53,136, the required local match is \$26,568. The match will be funded from the FY 2019 Fire Department budget.

PRIOR ACTION(S): Finance Committee January 22, 2019

FISCAL IMPACT: \$26,568 in matching funds will be provided from the FY 2019 Fire Department's budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S): Fire Chief Greg Wormser, 455-6340
Battalion Chief Heather Childress, 455-6360
Annette Pettyjohn, Fire Administrative Manager, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$53,136 is appropriated with resources of \$26,568 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and \$26,568 from the FY 2019 Fire Department's budget to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department.

Introduced:

Adopted:

Certified:

Clerk of Council

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FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **January 22, 2019**

AGENDA ITEM #.: **5**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Revenue Update**

RECOMMENDATION: Review the collections received from five of the City's largest revenue sources.

SUMMARY: Five of the City's major revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through November 2018 has been posted for these five revenue streams.

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Chief Financial Officer, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2018 – FY 2019

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2018 - FY 2019**

	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Adopted FY 2019	Actual FY 2019	Actual FY 2019 to Adopted FY 2019	Actual FY 2019 to Actual FY 2018
SALES & USE TAX								
<i>ADOPTED FY 2019 BUDGET - \$15,351,347</i>								
JULY	\$1,131,485	\$1,207,589	\$1,152,527	\$1,134,520	\$1,138,514	\$1,361,089	\$222,575	\$226,569
AUGUST	1,299,763	1,198,772	1,267,330	1,248,275	1,252,669	1,287,868	35,199	39,593
SEPTEMBER	1,204,336	1,269,930	1,275,989	1,289,489	1,294,028	1,305,048	11,020	15,559
OCTOBER	1,185,608	1,231,666	1,253,143	1,210,820	1,215,082	1,304,503	89,421	93,683
NOVEMBER	1,241,898	1,227,636	1,254,548	1,348,270	1,353,016	1,370,625	17,609	22,355
TOTAL	\$6,063,090	\$6,135,593	\$6,203,537	\$6,231,374	\$6,253,310	\$6,629,133	\$375,823	\$397,759
CONSUMER UTILITY TAX - ELECTRIC								
<i>ADOPTED FY 2019 BUDGET - \$3,775,650</i>								
JULY	\$321,596	\$332,876	\$328,501	\$335,326	\$325,420	\$343,448	\$18,028	\$8,122
AUGUST	305,012	333,953	355,434	327,959	318,270	332,393	14,123	4,434
SEPTEMBER	317,947	328,411	351,627	314,864	305,562	324,940	19,378	10,076
OCTOBER	273,264	281,514	294,038	297,177	288,398	318,779	30,381	21,602
NOVEMBER	273,353	270,434	274,145	284,069	275,677	282,758	7,081	(1,311)
TOTAL	\$1,491,172	\$1,547,188	\$1,603,745	\$1,559,395	\$1,513,326	\$1,602,318	\$88,992	\$42,923
COMMUNICATIONS SALES & USE TAX								
<i>ADOPTED FY 2019 BUDGET - \$3,045,315</i>								
JULY	\$283,594	\$276,750	\$265,192	\$255,279	\$253,776	\$249,150	(4,626)	(\$6,129)
AUGUST	281,957	270,038	269,212	263,011	253,776	239,664	(14,112)	(23,347)
SEPTEMBER	283,441	273,974	266,593	258,291	253,776	248,251	(5,525)	(10,040)
OCTOBER	287,702	277,686	274,702	273,952	253,776	244,684	(9,092)	(29,268)
NOVEMBER	279,441	271,470	270,909	259,546	253,776	240,685	(13,091)	(18,861)
TOTAL	\$1,416,135	\$1,369,918	\$1,346,608	\$1,310,079	\$1,268,881	\$1,222,434	(\$46,447)	(\$87,645)

**Comparison of Collections
Budget to Actual FY 2018 - FY 2019**

	Actual Collected FY 2016 ²	Actual Collected FY 2017 ²	Actual Collected FY 2018 ²	Adopted FY 2019	Actual Assessed FY 2019	Actual Assessed FY 2019 to Adopted FY 2019	Actual Collected FY 2019 ²	Actual Collected FY 2019 to Adopted FY 2019	Actual Collected FY 2019 to Assessed FY 2019
MEALS TAX									
ADOPTED FY 2019 BUDGET - \$14,932,800									
JULY ¹	\$1,046,770	\$1,088,474	\$1,109,545	\$1,169,904	\$1,175,950	\$6,046	\$1,157,381	(\$12,523)	(\$18,569)
AUGUST	1,213,559	1,098,748	1,140,836	1,177,711	1,251,404	73,693	1,208,215	30,504	(43,189)
SEPTEMBER	1,167,356	1,243,540	1,295,882	1,250,626	1,266,118	15,492	1,301,166	50,540	35,048
OCTOBER	1,152,017	996,549	1,249,486	1,313,873	1,325,734	11,861	1,321,368	7,495	(4,366)
NOVEMBER	1,156,651	1,382,308	1,170,367	1,186,761	1,201,826	15,065	1,178,554	(8,207)	(23,272)
TOTAL	\$5,736,353	\$5,809,619	\$5,966,116	\$6,098,875	\$6,221,032	\$122,157	\$6,166,684	\$67,809	(\$54,348)

LODGING TAX
ADOPTED FY 2019 BUDGET - \$2,700,000

JULY ¹	\$180,808	\$207,361	\$248,422	\$256,064	\$292,053	\$35,989	\$291,530	\$35,466	(\$523)
AUGUST	202,217	167,929	224,761	230,006	266,118	36,112	266,637	36,631	519
SEPTEMBER	206,009	215,545	222,577	228,214	241,823	13,609	242,417	14,203	594
OCTOBER	160,131	214,418	245,408	252,305	303,525	51,220	293,555	41,250	(9,970)
NOVEMBER	177,048	222,988	206,772	213,412	203,885	(9,527)	203,731	(9,681)	(154)
TOTAL	\$926,213	\$1,028,241	\$1,147,940	\$1,180,002	\$1,307,404	\$127,402	\$1,297,870	\$117,868	(\$9,534)

¹ Due to year end accounting activities, a portion of Meals and Lodging Tax revenues associated with May and June were posted in June and July.

² Meals and Lodging Tax data includes columns titled "Actual Collected ." The amounts in these columns include all revenue received per month regardless of whether the payment is current or delinquent.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 22, 2019**

AGENDA ITEM #: **1**

CONSENT:
ACTION:

REGULAR:
INFORMATION: X

WORK SESSION: X

CLOSED SESSION:
(Confidential)

ITEM TITLE: Report from U.S. Census Bureau Representative on Census 2020

KEY ELEMENTS:

☐ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☐ Vibrant Community

RECOMMENDATION: Hear remarks from a representative of the U.S. Census Bureau regarding the 2020 Census.

SUMMARY: A representative from the U.S. Census Bureau will be present to share remarks regarding the 2020 Census.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Bonnie Svrcek, City Manager - 455-3990
John Hughes, Assistant City Manager – 455-3990

ATTACHMENT(S): None

REVIEWED BY: bms

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LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 22, 2019**

AGENDA ITEM #: **2**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Recommendation Regarding Implementation of Phase I of Citywide Salary Study

KEY ELEMENTS:

X Economic Development X Excellent Government X Natural and Built Environment X Safe Community X Vibrant Community

RECOMMENDATION: Hear recommendations from the City Manager regarding Phase I implementation of the Citywide Salary Study.

SUMMARY: City Council approved funding in the amount of \$100,000 for a Citywide Salary Study in FY 2018. Korn Ferry was the chosen consultant to perform the Study. On September 25, 2018 a representative of Korn Ferry presented the findings from the Study to City Council. The City Manager noted that the next step was to determine how best to implement Phase I of the Study's recommendations with moving all employees to the new minimum of pay ranges as a first priority. Recommendations are included in the attached PowerPoint.

Following the Work Session, Council is asked to consider adopting a Resolution during General Business to appropriate funds from the Citywide Salary Study and Implementation Plan Reserve.

PRIOR ACTION(S): May 23, 2017 – City Council appropriation of funds for Citywide Salary Study and appropriation of \$450,000 for the Citywide Salary Study and Implementation Plan Reserve

May 22, 2018 – City Council appropriation of \$1,759,566 for the Citywide Salary Study and Implementation Plan Reserve.

September 25, 2018 – Report to City Council by Korn Ferry on Salary Study outcomes

FISCAL IMPACT:

**FY 2019 Fiscal Impact
(assuming 5 months of implementation,
February 2019 - June 2019)**

Fund	Move to Minimum	Phase I Market Adjustments	Total
General	\$248,026	\$513,593	\$761,619
Detention	31,733	0	31,733
Water	39,800	36,124	75,924
Sewer	42,958	20,125	63,083
Stormwater	10,310	2,175	12,485
Airport	4,851	1,892	6,743
Fleet	0	7,603	7,603
	\$377,678	\$581,512	\$959,190

CONTACT(S): Bonnie Svrcek, City Manager - 455-3990
James Lowe, Director of Human Resources - 455-4205

ATTACHMENT(S): PowerPoint Presentation

REVIEWED BY: bms

014AFC



Phase I Salary Study Implementation

**City Council
Work Session
January 22, 2019**





Background

- In FY 2018 City Council approved the use of \$100,000 for a Citywide Salary Study
- Korn Ferry was chosen as the consultant to perform this Study beginning in November 2017
- Korn Ferry presented their process and findings to City Council on September 25, 2018
- Council appropriated \$2,209,566 for Implementation of Study recommendations into a Citywide Salary Study and Implementation Plan Reserve



Actions since September 25, 2018

- Analyzed the Data provided by Korn Ferry
- Developed a strategy to recommend Phase I implementation to City Council for appropriation
 1. Bring Employees to at least Minimum of Pay Ranges
 2. Identified most urgent needs for adjustments using recruitment, retention, compression, high performance, high potential, succession planning, tenure, acceptable performance and no more than a 5% increase beyond minimum as principles for adjustments
 3. Evaluated proposals from Department Directors regarding highest priority needs based on above principles; with few minor exceptions, Department requests were approved



Market Comparisons

- In September 2018, Council requested a more detailed list of comparisons used in the Salary Study
 - Myriam Michaels, consultant with Korn Ferry, will provide these details



Funding Needed to Fully Implement Salary Study

- Including Benefits (Virginia Retirement System, Life Insurance, Virginia Local Disability Plan, Social Security, Medicare) the total costs for Implementation is \$5,521,736 All Funds
- The General Fund cost of implementation is \$4,470,158



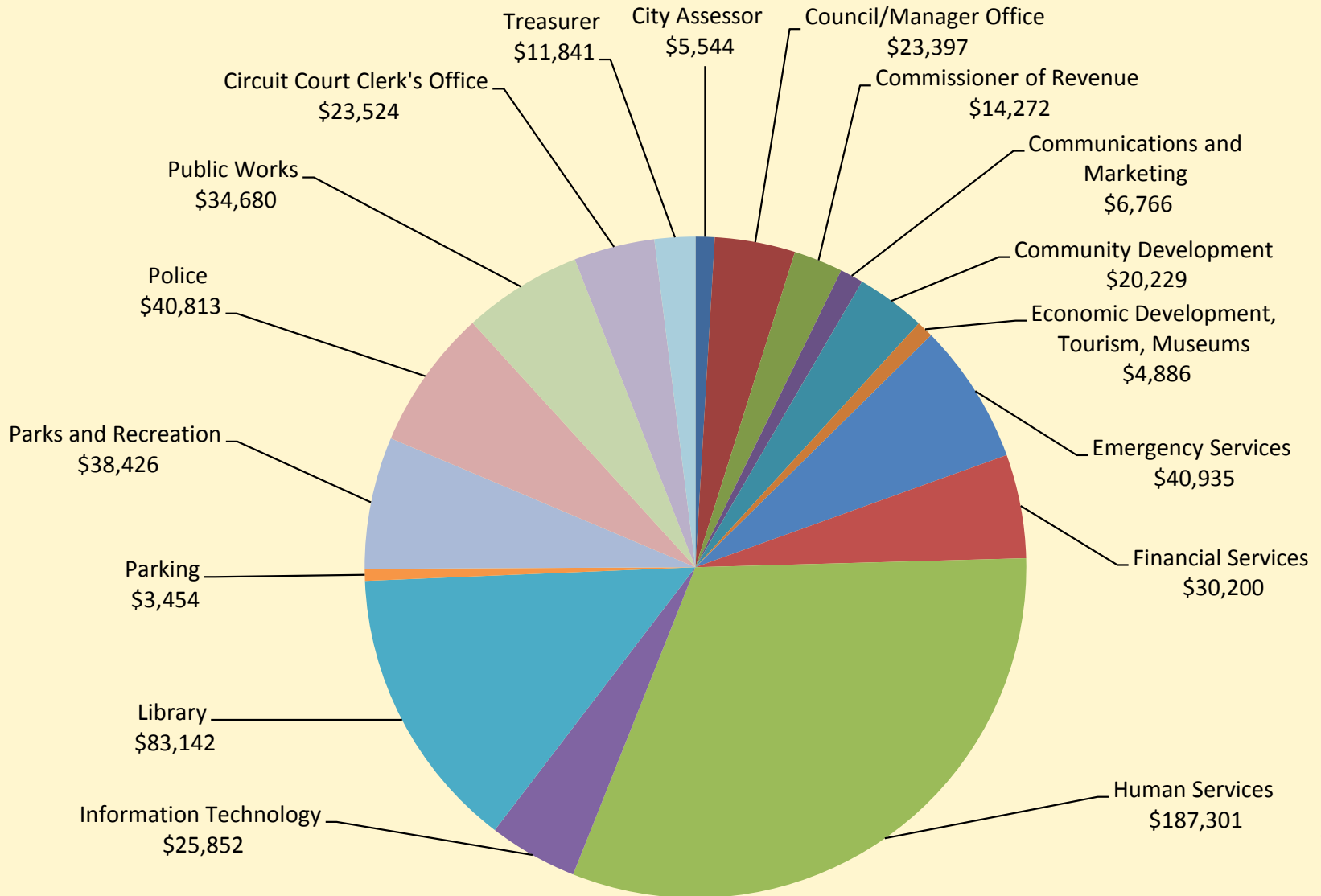
Proposed Allocation of Funds (with Benefits) Phase I - General Fund Only

	Annual	February to June 2019
Citywide Salary Study and Implementation Plan Reserve Funds Available	\$2,209,566	\$920,653
Funds needed to get All Employees to Minimum of New Pay Range	\$595,262	\$248,026
Highest Priority Adjustments based on Department Analysis and Requests	\$1,232,623	\$513,593
Balance Remaining	\$381,681	\$ 159,034



Breakdown of Phase I Adjustments to Minimum of Pay Range

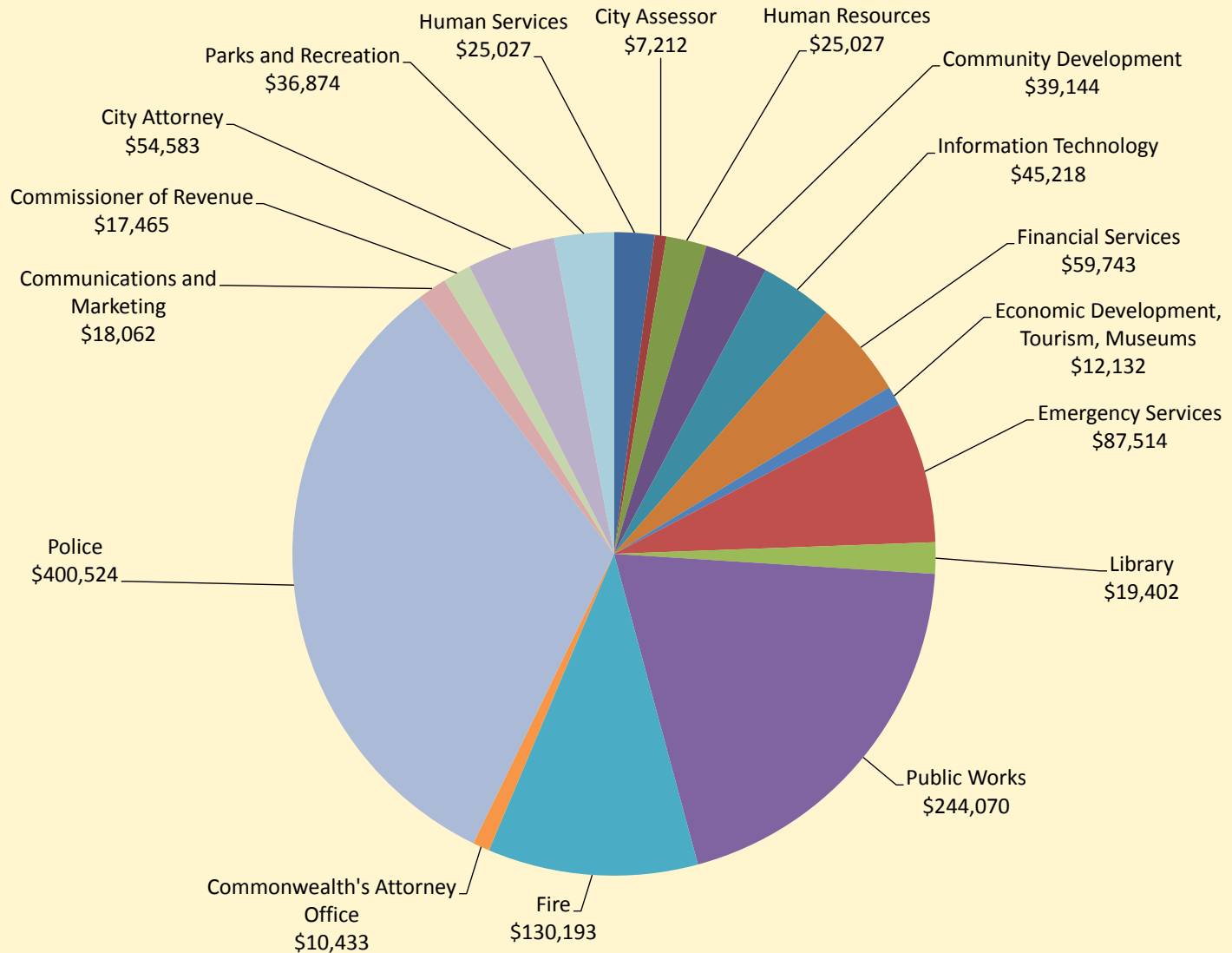
General Fund - \$595,262 Annualized (\$248,026 5 months)





Breakdown of Phase I Adjustments Beyond Minimum Based on Highest Priorities

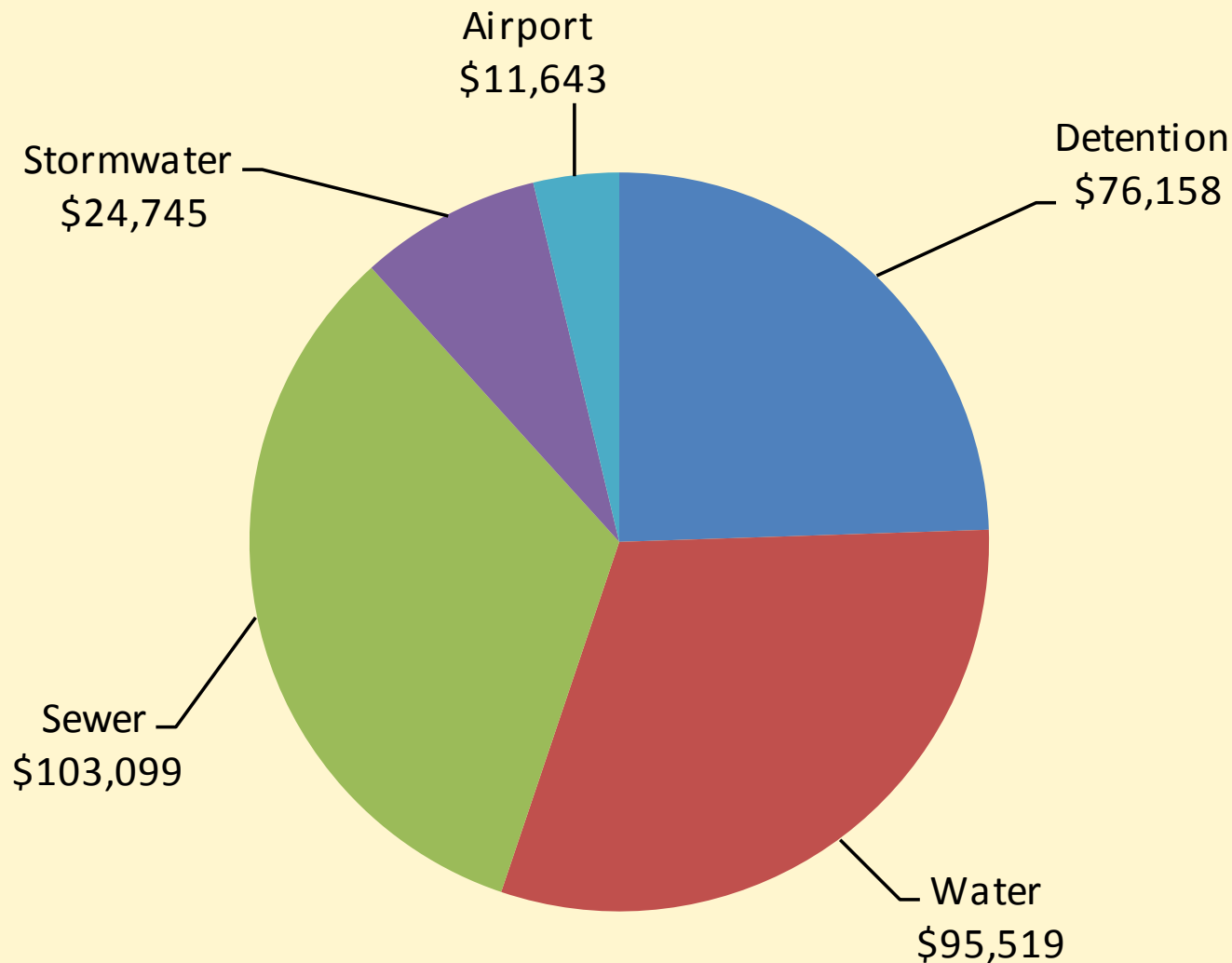
General Fund - \$1,232,623 Annualized (\$513,593 5 months)





Breakdown of Phase I Adjustments to Minimum of Pay Range

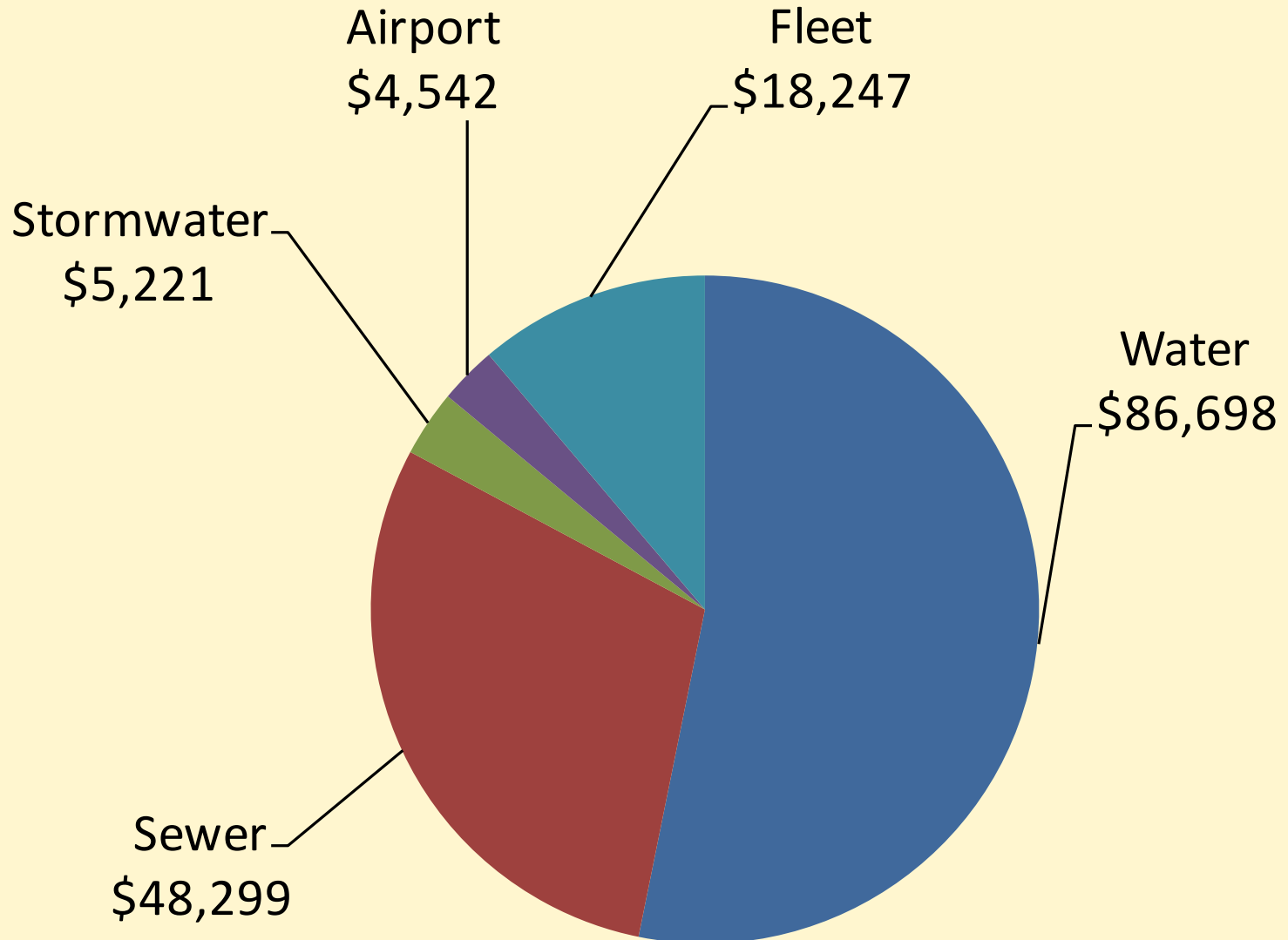
Other Funds - \$311,164 Annualized (\$129,652 5 months)





Breakdown of Phase I Adjustments Beyond Minimum Based on Highest Priorities

Other Funds - \$163,007 Annualized (\$67,919 5 months)





Next Steps

- Adopt a Resolution appropriating funding in FY 2019 from the Citywide Salary Study and Implementation Plan Reserve
 - Phase I Implementation covers the period February – June 2019
 - Pending Council Approval, adjustments will be effective for the February 28, 2019 pay date
- Appropriate full funding in FY 2020 for Phase I adjustments during budget process

100

// A regular meeting of the Council of the City of Lynchburg was held on the 13th day of November, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following

Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow,

Sterling A. Wilder, Beau Wright, Treney Tweedy

7

Absent:

0

// Mayor Tweedy and Vice Mayor Dolan presented the 2018 Digital Cities Survey Winner Award to Director of Information Technology Mike Goetz and Staff. For the 15th consecutive year, the City of Lynchburg has been nationally ranked by the Center for Digital Government as a top 10 award winner in the 2018 Digital Cities Survey. The annual award recognizes cities using technology to tackle social challenges, enhance cybersecurity, improve transparency, and much more. The City of Lynchburg tied for 2nd in the nation in its population category.

// Mayor Tweedy and Vice Mayor Dolan recognized Parks and Recreation Director Jenny Jones and her Staff for receiving awards. The five awards that Parks and Recreation received from the Virginia Recreation and Park Society (VRPS) include:

- Best New Renovation – Creekside Trail Extension Project
- Best Health and Wellness Initiative – We Got the Beet
- Most Innovative Marketing Strategy – Community Market Beet Mascot
- Most Innovative Marketing Piece – We Got the Beet (song/video)
- Outstanding New Professional – Community Recreation Supervisor Megan Heatwole

// City Planner Tom Martin stated the purpose of this item is to address the Downtown 2040 Master Plan concerns and questions that were raised from the October 9, 2018 public hearing and to provide additional information and responses to questions that were raised about the Plan. Mr. Martin stated that the responses to the questions and concerns that had been raised by City Council were outlined in a detailed memorandum. One of the concerns expressed during the October 9th meeting was the amount of community outreach and engagement during the Downtown Master Plan process. Mr. Martin stated that community engagement is extremely important to any planning process and staff approached this

engagement with extensive communication through multiple sources, detailing housing, gentrification, and engagement with the minority community. In order to bring focus to the issues of community engagement Staff presented the following revision to the Downtown 2040 Master Plan for consideration. The revision states, "It will continue to be a welcoming and inclusive place for people of all incomes, ages, abilities and ethnicities". The revision was sent to Ms. Leslie King who responded with positive feedback. Mr. Martin mentioned other questions that were raised as follows:

Questions were raised regarding compelling reasons for converting to Two-Way Traffic

- Promote walkability and safety
- Two-Way streets improve circulation
- Promote economic development
- Promote a dense urban core

Questions about loss of Public Parking to Public Space and Streetscape

- Two parking studies have shown ample parking since 2001
- Angled parking can offset loss from pocket parks
- Parking loss is situational; some of the 18 spaces removed during first phase of the waterline project could be recovered with two-way traffic
- Projects require Council approval through the budget process

Questions raised on the Two-Way Traffic Design Issues

- Negligible impact on turning movement and vehicle conflict points
- Parallel parking occurs on other two-way streets
- Parking and Loading can be managed with existing staff
- No analytic data that two-way would move traffic into neighborhoods on a regular basis

Provided examples of Traffic Calming Tools

- Speed humps/tables/cushions
- Center islands
- Circuitous routes

102

- Narrower lanes/wider sidewalks
- Roundabouts/traffic circles
- Curb extensions (or “bulb outs”)
- Chicanes (serpentine curve in a road)
- Two-way traffic
- Traffic signals and Four-way stops

Accommodating Cranes and Construction

- Five right-of-way permits issued Downtown in 2018
- Two of the five permits occurred on side streets
- Only one permit required lane closure for extended time
- Construction and cranes accommodated on existing Downtown two-way streets without issues
 - Temporary flagging
 - Detours

Impacts of Parking and Loading on Businesses

- Paid on-street parking promotes turnover of prime spaces in front of businesses
- Free off-street parking options
- Deliveries can be accommodated working together with Stakeholders to achieve what is acceptable to the individual and the public good.
 - 5th Street businesses relocated to be closer to customers

Plan Implementation Matrix

- Short, Mid, and Long-term strategies
- Timeframes are estimates; subject to funding, code changes, other strategies, etc.
- Flexible; reprioritized as opportunities arise
- Cost of studies supporting master plan - \$571,000
- Cost of implementing two-way traffic - \$572,000
- Cost estimates are planning level projections
- Priority projects estimated at \$15 million would be programmed into the Capital Improvement Plan over the next two decades

Mr. Martin stated the adoption of the Downtown 2040 Master Plan does not guarantee funding but considers a multitude of capital improvements city- wide. The 2040 Master Plan provides a vision for

103

downtown over the next 20 years. As long as we are renegotiating the goals and objectives included in the Plan we should be able to reprioritize things in the Plan. Staff was asked to suggest a timeline for 2-Way Traffic and Loading Zone Implementation.

December 2018

- Finalize Church Street design
- Design two-way traffic for Main Street
- Amend City Code for loading zones
- Provide consistent signage and time limits for loading zones throughout Downtown
- Designate Loading Zones on Jefferson Street

July 2019

- Convert Church Street to two-way traffic from 5th Street to Washington Street

Project Completion (dates to be determined)

- Convert Main Street to two-way upon completion of Main Street Renewal Project.

This concludes the presentation on the Downtown 2040 Master Plan. Mayor Tweedy thanked Mr. Martin and City staff for a thorough presentation and detailed report. City Council had the following follow-up questions and comments regarding the Plan.

Vice Mayor Dolan stated she still had reservations regarding two-way traffic. She went on to say that all of the information she could find about the implementation of two-way traffic in other cities indicated that they had converted for all of the reasons that were documented in the downtown plan. She also stated that she supported two-way traffic. She did ask whether the Main Street renewal would take five years. The response - would probably be three years beginning in 2019.

Council Member Nelson stated that revitalization is essential to the development of Downtown. From the Budget Retreat it was stated that there are gaps that need to be filled in the operating and capital budget. He asked if Council approved the Master Plan would it include funding for the Plan. Mr. Martin responded the approval of the Plan is simply the approval; this Plan does not commit funding. The approval of the Plan is simply the approval of the Plan and provides a blueprint for the future and the direction the City wants to move toward.

Council Member Wright said that the City has some very high priorities including the Public Safety building, schools that need to be replaced and the need to address College Lake. He further stated that he thoroughly endorses the Plan and would like to see it approved as soon as possible.

104

Council Member Nelson asked that the resolution include language that addressed his concerns about two-way traffic - that it will not be implemented until obstacles to street delivery of goods had been resolved. He asked if two-way traffic was funded in the current budget. Mr. Martin stated that it was not.

Council Member Perrow stated he wanted to know how the City could measure the success of two way traffic and Mr. Martin responded that Staff would track property values and the number of new businesses on the street. Mr. Martin went on to say that with solid data, Lynchburg could become a model for other cities considering implementing two-way traffic. Another key component Council Member Perrow said was economic development and that many businesses have said that two-way traffic would cause problems for them and they had fears about the financial effects of downtown construction coupled with the conversion to two-way traffic.

Council Member Helgeson voiced several concerns. These ranged from the implementation to two-way traffic to the cost of executing projects in the Downtown 2040 Master Plan. He also stated that the City's upcoming budget was already overflowing with expenditures and it did not make sense to approve a plan that would sit on a shelf without proper funding. He said by approving the Master Plan with two-way traffic, Council Members would be disregarding the voices of residents and business owners who have issues with the plan.

Council Member Nelson made an initial motion to approve the plan with two-way traffic seconded by Council Member Wilder. Council Member Perrow made a substitute motion to approve the plan only after striking the implementation of two-way traffic from the recommendation which was seconded by Council Member Helgeson. The substitute motion failed by the following recorded vote:

Ayes: Helgeson, Perrow	2
Noes: Dolan, Nelson, Wilder, Wright, Tweedy	5

On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-18-094, as presented, approving the Downtown 2040 Master Plan:

Ayes: Dolan, Nelson, Perrow, Wilder, Wright, Tweedy	6
Noes: Helgeson	1

105

// During roll call Council Member Perrow mentioned he is supporting the Mustaches for Kids (M4K) charity. He urged others to visit the website www.m4klynchburg.org. Visitors to the site can donate money and six other groups are supported by the charity (Jubilee, Boys and Girls Club, etc.).

// Council Member Wright congratulated Parks and Recreation and the City for reopening their refreshed neighborhood center. He received a number of phone calls about the congestion in front of the Academy (especially between the parking lot and the Academy).

// Council Member Wilder thanked the City for the Downtown 2040 Master Plan and all their hard work in making this become a reality.

// Mayor Tweedy mentioned that Fire Chief Wormser and his daughter will be participating in Dancing with the Stars. In addition, the Mayor attended a State Game meeting and stated Lynchburg will host the games next year, which is estimated to bring 14,000 visitors to the City. She also mentioned Lynchburg's annual Grease Friday Take Back Event (November 23rd) for citizens to drop off used grease at the River Ridge Mall instead of dumping it down the drain.

// City Council recessed the meeting at 5:47 p.m.

// City Council reconvened the meeting at 7:30 p.m.

The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy	7
Absent:	0

Council Member Wilder gave the Invocation, followed by the Pledge of Allegiance.

// Mayor Tweedy presented a Proclamation for Nurse Practitioner Week for November 11-17, 2018.

// Copies of the minutes of the October 9, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote approved the minutes as amended:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy	7
Noes:	0

106

// In the matter of Police, Resolution #R-18-088, to amend the FY 2019 General Fund budget and appropriate \$67,473 with resources from the General Fund Reserve for Contingencies to assist in the purchase of 43 patrol rifles and ammunition laid over from the October 23, 2018 meeting, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Police, Resolution #R-18-089, to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$39,954 with resources from the 2018 Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase law enforcement equipment laid over from the October 23, 2018 meeting, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Police, Resolution #R-18-090, to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$46,400 with resources of \$23,200 from the Bulletproof Vest Partnership 2018 Grant Program and \$23,200 transferred from the FY 2019 General Fund Police Department (\$19,200) and Sheriff's Office (\$4,000) budgets to purchase 58 replacement bulletproof vests for law enforcement officers, laid over from the October 23, 2018 meeting, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

107

// In the matter of Registrar, City Council Report #7 was considered to amend Section 14-36 of the City Code relating to the designation of the City's Central Absentee Voter Election Precinct. City Attorney Walter Erwin provided background information and the summary of the request. He stated the state code requires the City to designate a Central Absentee Voter Election Precinct for the purpose of receiving, counting, and recording absentee ballots in elections. Section 14-36 of the City Code designated the "Office of the General Registrar in the Department of Motor Vehicles building, on Odd Fellows Road" as the Central Absentee Voter Election Precinct. In April of 2017 the Office of the General Registrar relocated from the Department of Motor Vehicles building to 825 Kemper Street, Suite A, so it is necessary to amend Section 14-36 of the City Code to reflect the relocation of the Office of the General Registrar and to designate the new address as the Central Absentee Voter Election Precinct for the City. On motion of Council Member Helgeson, seconded by Council Member Wright, Council by the following recorded vote adopted Ordinance #0-18-095, as presented, amending Section 14-36 of the City Code relating to the designation of the City's Central Absentee Voter Election Precinct:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy

7

Noes:

0

// In the matter of City Council, City Council Report #8 was considered to adopt the 2019 General Assembly Legislative Agenda. City Manager Bonnie Svrcek stated during Council's Work Session on October 23, 2018 Council discussed the Proposed 2019 Legislative Agenda with a clarifying change to the language regarding flexibility for developers concerning the installation of sidewalks in certain circumstances. Highlights of the 2019 Proposed Legislative Agenda include:

- Adding language regarding a payment-in-lieu of a sidewalk installation with funds banked for sidewalks in higher priority areas of the City.
- Eliminating language regarding infill development because this past year staff was advised that offering a tax incentive would require an amendment to the State Constitution and there was little interest in the Legislature to amend the Constitution.
- Adding language to the Telecommunications statement to include Wireless Infrastructure. During the past three General Assembly sessions, legislation was adopted that limits local governments' authority to regulate the placement of wireless communications infrastructure in the public right of way and on public property. Additional legislation is expected in 2019 that will further limit local authority.
- Language supporting the City's request of \$8.0 million towards stabilizing the College Lake lakebed to create beneficial wetlands and remove the dam.

108

- Updates to the Water Quality and Environment section.
- Adding language regarding a dedicated revenue stream for emergency management functions.

Ms. Svrcek went on to say after the adoption, meetings would be scheduled with the City's General Assembly delegation to discuss the items included in Council's 2019 Legislative Agenda. On motion of Council Member Perrow, seconded by Council Member Nelson, Council by the following recorded vote adopted Resolution #R-18-096, as presented, adopting the 2019 Legislative Agenda:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// On motion of Council Member Wilder, seconded by Vice Mayor Dolan, Council by the following recorded vote elected to hold a closed meeting for the discussion of a prospective business where no previous announcement has been made of the business interest in locating its facilities in the community, pursuant to Section 2.2-3711(A)(5) and (39) of the Code of Virginia:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// The meeting was re-opened to the public.

// Council Member Helgeson made the following motion:

WHEREAS, the Council of the City of Lynchburg has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by City Council that such closed meeting was conducted in conformity with Virginia law;

109

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

The Motion was seconded by Council Member Perrow, and Council by the following recorded vote adopted the motion:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy

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Noes:

0

// The meeting was adjourned at 8:45 P.M.

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// A regular meeting of the Council of the City of Lynchburg was held on the 27th day of November, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow,

Sterling A. Wilder, Beau Wright, Treney Tweedy

7

Absent:

0

// Assistant City Manager John Hughes provided an update on the City's Thriving City Initiative. He provided the following background information:

- The issue of poverty is a priority for City Council
- Council requested periodic updates
- Goals for the City:
 - Raise medium household income
 - Lower poverty rate

On November 7, 2017 Council discussed the City's poverty rate during their annual retreat. Council heard information related to the From Poverty to Progress initiative and among other items, requested that staff periodically update Council on progress of Lynchburg's poverty initiative in Council Work Sessions.

On January 23, 2018 Council also agreed on the Thriving City concept that combined several City initiatives under a single umbrella. In addition, Council approved an application for Poverty to Progress workgroups to access mini-grants for their work. A report to Council on June 12, 2018 provided updates on From Poverty to Progress, Economic Development, Downtown 2040, and Reimagining Neighborhood Centers, initiatives that contribute to a Thriving City.

At the Community Gathering of June 28, 2018 it was announced that "From Poverty to Progress" and "Bridges of Central Virginia" would combine to tackle the poverty issue in Lynchburg. The blending of these two initiatives is now known as "Bridges to Progress."

The report includes an update on the Bridges to Progress initiative, the Economic Development Plan and Reimagining Neighborhood Centers.

101

Next steps in Thriving City progress

- New TANF Grant Opportunity
 - Expansion of current programming
 - Incorporation of employment-focused intervention
 - Ability to focus on Department for Aging and Rehabilitative Services (DARS) population
 - Help to lessen impact of local poverty funding
- Bridges to Progress Steering Committee
 - Will meet November 28, 2018
 - Action Plans
 - Operations
 - Movement of the City's initiative to combat poverty and create a Thriving City

Thriving City Update: Economic Development & Tourism was presented by Marjette Upshur, Director of Economic Development and Tourism. The following are highlights from the presentation.

Building Tomorrow's City of Lynchburg Vision Statement

- One of the best small cities in the country
- Driven by innovative businesses and forward-thinking organizations
- Lynchburg is a community that values history, natural beauty and healthy, inclusive neighborhoods
- Every resident has the opportunity to thrive in the City of Lynchburg

Five Blueprint Opportunity Goals

- Expand and support Lynchburg's existing company foundation
- Engage and collaborate with city anchor institutions
- Support talent and in-demand skill development for Lynchburg's target industry clusters
- Create, embrace and promote community
- Tell the City of Lynchburg's story

Economic Development Accomplishments

- Release Annual Report, September 2018
- Opportunity Zone Workshop
- 7th CO.STARTERS cohort, graduated 75 to date
- AEP grant for EDA property development and marketing
- International Paper expansion
- Multiple unannounced expansions

Tourism Accomplishments

- Launched LYH, tourism rebrand
- Launched – "Little Did They Know" podcast, November
- Hosting Virginia Film Office FAM Tour, December
- Artisan Trail to launch, January 2019
- Create Virginia Development, March 2019
- Hosting Virginia Museum Association, March 2019
- Hosting Statewide Visitors Center FAM Tour, April 2019
- Partnership with Amherst County on Whitewater Feasibility Study

102

Thriving City - Reimagining Neighborhood Centers was presented by Jenny Jones, Director of Parks and Recreation. The following are the different topics that were discussed on the neighborhood centers:

Reimagining Neighborhood Centers

- Renew Six Neighborhood Center Facilities
- Invest in Staff Development and Partnerships
- Feature Program and Services which support
 - Career Development
 - Family
 - Education
- Facility Renewal Project through Community Development Block Grants
 - College Hill Center, 811 Jackson Street
 - Status: Projected completed November 2018
 - Daniels Hill Center, 314 Norwood Street
 - Status: Project Completed November 2018
- Featured Programs and Services
 - Expand Preschool Playgroup Programs
 - Support Social Emotional Learning
 - Create a Culture of Reading
- Invest in Staff Development and Partnerships
 - Bolster Staff Development Around Safety
 - Enhance Staff Training Around Key Services
 - Deepen Partnerships to Meet Community Needs

Following the presentation Council had the following questions and comments.

Council Member Nelson expressed the following:

- (Diamond Hill and Jefferson Park) - He asked if these 2 centers planned for construction was funded. Ms. Jones stated that budgetary changes do not impact this funding.
- Really excited about these programs and services to revitalize our neighborhoods by utilizing other organizations, businesses, and local partnerships.

103

Council Member Perrow expressed the following:

- He especially liked the educational opportunities available to help kids at the community centers.
- (Hiring staff) - Has the appropriate staff been hired? Ms. Jones stated greater stability given the pay increases and requirements such as a Bachelor's degree.

Council Member Wilder expressed his appreciation for great things happening and all the hard work occurring at our local community centers. Ms. Jones stated it is really the Senior Rec Specialists that build relationships with the community.

Council Member Wright wanted to confirm that the amount of funding per center, per year is \$1,775. Ms. Jones confirmed.

Council Member Helgeson asked whether the \$1,775 covers the salaries, upkeep of the building or electricity costs. Ms. Jones stated that utilities come out of Public Works and salaries are a different line item. The \$1,775 is only for the programming, materials and supplies.

Mayor Tweedy mentioned that she is happy to see the community centers thriving and including the local communities in this process. She appreciated the use of education and economic development as a framework for each center to pull in partners who can provide opportunities for individuals and communities to better understand how to access local resources. Lastly, she applauded the efforts of Ms. Jones and others to improve local community centers. She also encouraged everyone to come out to the local community centers.

// City Transportation Engineer Don DeBerry presented the Transportation Planning Overview as an information update regarding transportation planning in the City of Lynchburg.

Key Points

- Congestion/capacity issues
- Transportation projects to take 10 years to develop and fund
- State and Federal funds are very competitive
- More planning specific to the City leads to better projects
 - Take into account the Comprehensive Plan, the Economic Development Blueprint, and Downtown 2040

Existing Transportation Plans

- City 2030 Comprehensive Plan
- Central Virginia Metropolitan Planning Organization (CVMPO) 2040 Long Range Transportation Plan
- Downtown 2040 Master Plan

2040 Long Range Transportation Plan (LRTP)

- The City's Transportation Plan has been managed to date by the CVMPO and Virginia Department of Transportation (VDOT)
- Plan identifies needs not solutions
- Limited consideration was given to growth potential as identified in Comprehensive Plan

Growth:

- Comprehensive Plan anticipates and lays out areas for growth along with the Future Land Use Map (FLUM)
- The 2040 CVMPO, LRTP projected a population of 87,000 for the City
- The most recent Census update projects a population of 100,000 for the City in 2045
- Growth will likely lead to further congestion problems

Key Congestion Concern Areas

- Lakeside Drive
- Lynchburg Expressway
- Old Forest Road
- Rivermont Avenue
- 501/221 Intersection
- Old Graves Mill Road
- Wards Road
- Graves Mill Road
- Candler's Mountain Road (City and Virginia Department of Transportation)

Projected Roadway Capacity Issues

- Assumptions based on 87,000 population
- Congestion map indicates roads that are over capacity
- 2040 LRTP has suggested projects but they have not been modeled to provide and assess outcomes of solutions
- Some possible solutions could address several problem areas (ex. Odd Fellows Road Interchange)

Points to Consider

- The City should model the growth proposed by the Comprehensive Plan to determine effects on the transportation system
- As growth occurs, the City will need to fund transportation needs

105

Recommendations

- Develop and maintain a City transportation plan that:
 - Identifies transportation needs generated by growth envisioned in the Comprehensive Plan
 - Evaluates and recommends preferred solutions for deficiencies
 - Estimates the cost and timing for solutions
- Begin a recurring transportation planning effort beginning in FY 2020
 - Fund this planning effort every five years in conjunction with the MPO, LRPT update
- Consider developing and funding a Right-of-Way Opportunities Account to purchase needed properties
 - When available
 - Prior to redevelopment

// During roll call Council Member Wright commended the Downtown Association and community partners on the tree lighting event.

// Council Member Perrow mentioned one more week for Moustache 4 Kids

// Council Member Helgeson thanked the Finance Committee for the presentation and for thinking about the concerns of the upcoming budget.

// Council Member Wilder mentioned several events that he attended including the School Partnership breakfast; Jubilee receiving their 30th Award; and Habitat for Humanity celebrating their 303 house dedication.

Mayor Tweedy mentioned the Budget Pop Up events that were being conducted throughout the City and encouraged citizens to go online and participate by answering three questions related to the Budget.

// The meeting was adjourned at 6:00 P.M.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 22, 2019**

AGENDA ITEM #: **7**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Public Hearing – Authorize an Air Traffic Control Tower Operations Agreement with the Federal Aviation Administration (FAA)

KEY ELEMENTS:

☒ Economic Development ☐ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☐ Vibrant Community

RECOMMENDATION: After a public hearing, authorize the City Manager to execute an Air Traffic Control Tower Operations Agreement with the Federal Aviation Administration (FAA).

SUMMARY: In 2017 Lynchburg Regional Airport (LYH) constructed a new air traffic control tower (ATCT) to replace the 50-year-old tower that had exceeded its useful life. The new ATCT became operational in June 2017, after which the old tower underwent demolition.

While the old tower was leased to the FAA and operated by contract air traffic controllers under the FAA's Contract Tower Program, upon the opening of the new ATCT the FAA terminated the prior lease, with the intent of replacing it with a standardized air traffic control (ATC) Operations Agreement for the airport's new ATCT. Following an extended negotiation period with the U.S. Contract Tower Association to establish a new, nationwide standard for all contract towers, in December 2018 the FAA provided to LYH a new ATC Tower Operations Agreement in order to establish the terms under which the FAA will continue to provide ATC services at LYH.

This agreement now requires all airports receiving contract ATC services to provide the tower facility at no charge to the FAA. In addition, it also requires the airport to provide all utilities, custodial services and ATC tower radios/equipment at no cost to the FAA.

PRIOR ACTION(S): None

FISCAL IMPACT: Since the new requirements that the ATC facility, utilities, radios and equipment be provided by the airport at no cost to the FAA, the airport no longer receives approximately \$37,000 annually in rent. Additional annual expenses include approximately \$11,000 for radio and equipment contract maintenance services (less 80% state grant eligibility).

CONTACT(S): Mark F. Courtney, Airport Director, 455-6089

ATTACHMENT(S): Resolution; Air Traffic Control Tower Operations Agreement (FAA template)

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED That the Lynchburg City Council authorizes the City Manager to execute an Air Traffic Control Tower Operations Agreement with the Federal Aviation Administration (FAA) which sets forth the terms under which the FAA will provide Air Traffic Control services at Lynchburg Regional Airport.

Adopted:

Certified:

Clerk of Council

012AFC

**AIR TRAFFIC CONTROL TOWER OPERATIONS AGREEMENT BETWEEN
FEDERAL AVIATION ADMINISTRATION (FAA)**

AND

[Insert Name of Airport Sponsor]

I. PARTIES

This Air Traffic Control Tower Operations Agreement (TOA) (hereinafter "Agreement"), is hereby made and entered into this _____ day of _____, 20____ by and between the Federal Aviation Administration ("FAA") and the _____ ("Airport Sponsor") (collectively known as the "Parties").

II. SCOPE

The purpose of this Memorandum of Understanding (MOU) between the FAA and the Airport Sponsor is to set forth the terms under which the FAA will provide air traffic control (ATC) services to the Airport Sponsor at *(Insert Name of Airport)* ("Airport"), located in *(Insert City, Insert State)*. This Agreement replaces and supersedes any prior TOA signed by the parties.

III. ROLES AND RESPONSIBILITIES OF THE PARTIES

A. Roles and responsibilities of the FAA.

The FAA shall provide ATC services at the Airport, by way of a contractual agreement between the FAA and an air traffic control services provider of the FAA's choice, in accordance with standards established by the FAA, subject to the availability of funds.

The tower hours of operation will be (Insert Tower Hours of Operation).

The FAA reserves the right to adjust those hours in accordance with applicable FAA standards, regulations and policy.

The FAA/ATC contractor will collect hourly and daily traffic count data during tower operating hours.

The FAA will maintain all FAA-owned equipment installed in the tower.

The FAA will conduct annual occupational safety and health inspections, for any FCT that is an FAA employee's duty station.

The FAA will conduct periodic security inspections based upon the criteria identified in FAA Order 1600.69, as may be amended. Relevant portions of the Order will be provided to Airport Sponsors. (A Signed Non-Disclosure Agreement (NDA) will be required to receive a copy of the Order.)

B. Roles and responsibilities of the Airport Sponsor.

The Airport Sponsor shall provide and maintain, at no expense to the FAA, an Airport Traffic Control Tower (ATCT) that meets all applicable state and local codes, standards and regulations.

In the absence of applicable state and local codes, standards, and regulations, the Airport Sponsor shall provide and maintain, at no expense to the FAA, an Airport Traffic Control Tower (ATCT) that meets all applicable Federal codes, standards and regulations.

The Airport Sponsor shall provide, maintain, and replace, at no expense to the FAA, all non-FAA-owned tower equipment required by the Minimum Equipment and Facilities List (MEL).

The Airport Sponsor shall provide and continually maintain all utilities and services, including but not limited to: heating, air conditioning, electrical, water, gas and sewer. The Airport Sponsor shall maintain janitorial services (to include washing tower cab windows and shades, interior and exterior, when necessary).

The Airport Sponsor shall be responsible for the proper and continued functioning of all equipment that the FAA determines is necessary for ATC operations, including that which cannot be placed in operation or otherwise controlled from the ATCT building or that is not otherwise within the control of the FAA, its agents, representatives or contractors. Examples include, but are not limited to airport lighting, windsock, obstruction lights, rotating beacon, etc.

The Airport Sponsor is responsible for ensuring security and controlled access to the tower is established and maintained in accordance with FAA Order 1600.69, as may be amended. Relevant portions of the Order will be provided to Airport Sponsors. (A Signed NDA will be required to receive a copy of the Order.)

The Airport Sponsor agrees to enter into a Letter of Agreement (LOA) with the ATC service provider's local representative specifically for the purpose of providing an airport point of contact and procedures to follow to ensure a timely response to requests concerning equipment, security or building problems.

In accordance with FAA Order JO 7210.3, as revised, other Letters of Agreement may be necessary for topics such as airport emergency service, control of vehicular traffic on airport movement areas, operation of airport lighting, local procedures and reporting airport conditions. However, the terms and conditions

set forth in this Agreement or the FAA Contract Tower (FCT) contract cannot be waived or superseded by such local agreements.

IV. BENEFIT/COST RATIOS CONSIDERATION

Current procedures require FAA to recalculate benefit/cost ratios periodically to determine the percentage of funds for which the FAA and the airport are responsible. The FAA currently provides full funding for sites with a benefit/cost ratio of 1.0 or greater. Fully funded sites whose benefit/cost ratio decreases to less than 1.0 will be offered the opportunity to participate in the FCT Cost Share Program.

V. SUPPLEMENTAL HOURS

If the Airport Sponsor requests ATC services outside of FAA approved tower hours of operation, the provision of such additional services shall be at the expense of the Airport Sponsor. These supplemental hours of operation may be achieved through an agreement with the air traffic control services provider, supplemental agreement with the FAA, or by other authorized means.

VI. POINTS OF CONTACT

Airport Sponsor

FCT Program Implementation Manager

FCT Program Manager

VII. CHANGES AND/OR MODIFICATIONS

Changes and/or modifications to this Agreement shall be in writing and signed by both parties. The modification shall cite the subject Agreement, and shall state the exact nature of the modification. No oral statement by any person shall be interpreted as modifying or otherwise affecting the terms of this Agreement.

VIII. TERMINATION

The Airport Sponsor agrees that notwithstanding any other provisions of this TOA, the FAA's ability to provide contract ATC service is contingent upon the appropriation of adequate funds. If adequate annual appropriations are not provided, the FAA may terminate this Agreement without penalty.

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party (other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date) by giving the other party at least Ninety (90) days prior written notice of termination. Upon receipt of a notice of termination, the receiving party shall take immediate steps to stop the accrual of any additional obligations, which might require payment.

IX. TERM OF THE AGREEMENT

This Agreement shall automatically renew annually on the effective date unless terminated by either of the parties in writing, as provided herein.

X. DISPUTES

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any disagreement through good faith negotiations, the Director of Operations- Headquarters (AJT-2) will resolve the dispute. The decision of the Director of Operations-Headquarters is not subject to further administrative review and, to the extent permitted by law, is final and binding.

XI. INSURANCE

The Airport Sponsor shall arrange by insurance or otherwise for the full protection of the Airport Sponsor from and against all liability to third parties arising out of, or related to, the performance of this Agreement to the extent permitted by law. *(If necessary, Airport Sponsor may insert a description of any State laws that apply here.)*

XII. LIABILITY

The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Airport Sponsor, its employees or contractors, or any third party acting on its behalf. The Airport Sponsor agrees to hold the FAA harmless against any claim by third persons for injury, death, or property damage arising out of or in connection with the Airport Sponsor's performance under this Agreement.

XIII. LEGAL AUTHORITY

This "other transaction" MOU is entered into under the authority of 49 U.S.C. §§ 106 (f)(2)(A) and 106(l) and (m), which authorizes agreements and other transactions on such terms and conditions as the Administrator determines necessary. This MOU is not a Memorandum of Agreement, procurement contract, grant or cooperative agreement. Nothing in this Agreement shall be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

XIV. CIVIL RIGHTS ACT

The Airport Sponsor shall comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs and, if requested, provide a certification to that effect.

XV. PROTECTION OF INFORMATION

The parties agree that they shall take appropriate measures to protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this MOU.

XVI. FUNDING

No funds are obligated under this MOU. Each party shall bear the full cost it incurs in performing, managing, and administering its responsibilities under this MOU.

XVII. CONSTRUCTION

Parties agree to exercise good faith in achieving the goals of this MOU; this means that the Government will adopt and perform the above delineated roles and responsibilities and will provide air traffic control services for the above designated airport sponsor at the designated location. The Airport Sponsor also agrees to adopt and perform the above delineated roles and responsibilities. Neither party is authorized or empowered to act on behalf of the other with regard to any matter, and neither party shall be bound by the acts or conduct of the other in connection with any activity under this MOU. This provision shall survive termination of this MOU. The undersigned TOA holder affirms that this MOU is entered knowingly and voluntarily.

The FAA reserves the right to withdraw FAA funding for ATC services from Airport Sponsors that do not comply with the terms of this agreement.

AGREED:

Airport Sponsor

BY: _____

TITLE: _____

DATE: _____

Federal Aviation Administration

BY: _____

TITLE: _____

DATE: _____

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: January 22, 2019

AGENDA ITEM #: 8

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2018 State Homeland Security Program (SHSP) grant: \$87,019 for the Fire Department Technical Rescue Team

KEY ELEMENTS:

☐ Economic Development ☐ Excellent Government ☐ Natural and Built Environment ☒ Safe Community ☐ Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$87,019 with resources from the 2018 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

SUMMARY: The Fire Department seeks authorization to accept a non-matching grant for technical rescue equipment. The Virginia Department of Emergency Management administers this grant from the United States Department of Homeland Security (DHS) through the State Homeland Security Program (SHSP). The grant program provides funding to improve the nation's readiness in preventing, protecting against, responding to, recovering from, and mitigating terrorist attacks, major disasters and other emergencies. The grant reflects DHS's focus on implementation of an all-of-nation, whole-community approach to building, sustaining, and delivering core capabilities essential to achieving a secure and resilient nation.

The Fire Department was awarded \$87,019 to be utilized by the Technical Rescue Team. The funds will be used for the purchase of shoring equipment, replacing existing equipment that has exceeded its useful life. This equipment can be used in a variety of ways such as stabilization of a structure that is in danger of collapse, stabilizing a vehicle after a crash, and stabilizing an unsafe trench or confined space. Shoring equipment is vital to the successful mitigation of a variety of incident types and ensures not only the prolonged safety of our citizens, but also the immediate safety of our responders.

This grant is 100% reimbursable; no local match is required.

PRIOR ACTION(S): Finance Committee January 22, 2019

FISCAL IMPACT: None – No local match is required. Future funds may be needed for periodic maintenance of the equipment purchased.

CONTACT(S): Fire Chief Greg Wormser, 455-6340
Battalion Chief Sean Regan, 546-1648
Fire Administrative Manager Annette Pettyjohn, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$87,019 is appropriated with resources from the 2018 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

Introduced:

Adopted:

Certified:

Clerk of Council

010AFC

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 22, 2019**

AGENDA ITEM #: **9**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase one stretcher, and LifePak 15.

KEY ELEMENTS:

___Economic Development ___Excellent Government ___Natural and Built Environment **X**Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$53,136 with resources of \$26,568 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and \$26,568 appropriated from the FY 2019 Fire Department's budget to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department.

SUMMARY: The Virginia Office of Emergency Medical Services (EMS) awards grant funding to EMS agencies for the purpose of obtaining and maintaining emergency vehicles and equipment; providing EMS management, leadership, and advanced life support training; and achieving other goals that support the enhancement of community EMS services.

The Fire Department has been awarded RSAF grant funds to purchase one (1) LifePak 15 cardiac monitor and one (1) Power Pro stretcher. The stretcher will replace one in-service stretcher, which has exceeded the manufacturer's recommended useful life. The LifePak 15 cardiac monitor will replace one in-service LifePak 12 unit purchased in 2008. The monitor has remained in service through a preventative maintenance contract; however, it has significantly exceeded the useful life recommended by the manufacturer. The LifePak 12 model cardiac monitor is no longer supported by the manufacturer.

This grant requires a local match. The Fire Department applied for these funds under a Hardship Request, which would have required the locality to pay 20 percent and RSAF would have paid 80 percent. However, the RSAF funds were awarded with a required 50 percent match. The itemized cost: one LifePak 15 cardiac monitor - \$34,640 and one Power Pro stretcher - \$18,496. With a total cost of \$53,136, the required local match is \$26,568. The match will be funded from the FY 2019 Fire Department budget.

PRIOR ACTION(S): Finance Committee January 22, 2019

FISCAL IMPACT: \$26,568 in matching funds will be provided from the FY 2019 Fire Department's budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S): Fire Chief Greg Wormser, 455-6340
Battalion Chief Heather Childress, 455-6360
Annette Pettyjohn, Fire Administrative Manager, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$53,136 is appropriated with resources of \$26,568 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and \$26,568 from the FY 2019 Fire Department's budget to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department.

Introduced:

Adopted:

Certified:

Clerk of Council

011AFC

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **January 22, 2019**

AGENDA ITEM #: **10**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Virginia Department of Rail and Public Transportation – Transit Funding Formula Commentary

KEY ELEMENTS:

☒ Economic Development ☐ Excellent Government ☒ Natural and Built Environment ☐ Safe Community ☒ Vibrant Community

RECOMMENDATION: Review and adopt the draft resolution to provide input on the Department of Rail and Public Transportation's proposed policy and guidelines for performance-based operating assistance allocation.

SUMMARY: The General Assembly enacted into legislation to be effective July 1, 2019 all statewide operating funds for transit are to be allocated based on performance and service delivery factors. The Transit Service Delivery Advisory Committee in coordination with the Department of Rail and Public Transportation have been reviewing possible formulas for calculating operating funds and have issued a final recommendation for public comment prior to presentation to the Commonwealth Transportation Board (CTB) for review and adoption.

For the purpose of system sizing the following metrics are to be used, weighted by percentages:

- Operating Cost – 50%
- Ridership – 30%
- Revenue Vehicle Hours – 10%
- Revenue Vehicle Miles – 10%

The Department of Rail and Public Transportation recognizes the potential impacts associated with the implementation of these new metrics and has proposed to allow a transition year to adjust the system sizing metrics for FY 2020 only as follows:

- **Operating Cost – 60%**
- **Ridership – 20%**
- Revenue Vehicle Hours – 10%
- Revenue Vehicle Miles – 10%

In order to compare how these new formulas would affect funding for transit agencies, the Department of Rail and Public Transportation applied the formula to the FY 2019 allocation and compared it against actual allocations. In this comparison, the Greater Lynchburg Transit Company (GLTC) would receive increased state funding over actual FY 2019's allocation by approximately \$23,000 when using the final system sizing metrics (Operating Cost 50% & Ridership 30%), but is projected to lose approximately \$103,000 when the FY 2020 transition years 2020 metrics were applied (Operating Cost 60% & Ridership 20%).

The attached draft resolution is offered for City Council's consideration and would be submitted to the Department of Rail and Public Transportation during its public comment period for the draft Performance-Based Operating Assistance Guidance, if approved. The public comment period closes February 3rd, 2019.

PRIOR ACTION(S): n/a

FISCAL IMPACT: There is no direct financial impact to this action; however, GLTC would experience a loss of state funding as a result of the funding formula if alternative measures are not adopted.

CONTACT(S): Brian Booth, General Manager, Greater Lynchburg Transit Company, 455-5084

ATTACHMENT(S):

Resolution
Funding Comparison Chart

REVIEWED BY:

bms

RESOLUTION:

WHEREAS, Section 33.2-1526.1 of the *Code of Virginia* provides that the Commonwealth Transportation Board shall establish service delivery factors, based on effectiveness and efficiency, to guide the relative distribution of such funding; and

WHEREAS, the Department of Rail and Public Transportation has published draft Performance-Based Operating Assistance Guidance which outlines operating assistance allocation methodology as well as recommendations for a transitioned approach to the final formula methodology;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the City Council expresses its concern regarding the negative impact that the Greater Lynchburg Transit Company would experience due to the anticipated loss of state operating funds during any transition years as the Department of Rail and Public Transportation adjusts to the final operating formula presented; and

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the Department of Rail and Public Transportation take into consideration alternative measures to limit the negative impact that an agency may experience during transition years with regard to funding that otherwise would not have been impacted with the final operating formula methodology.

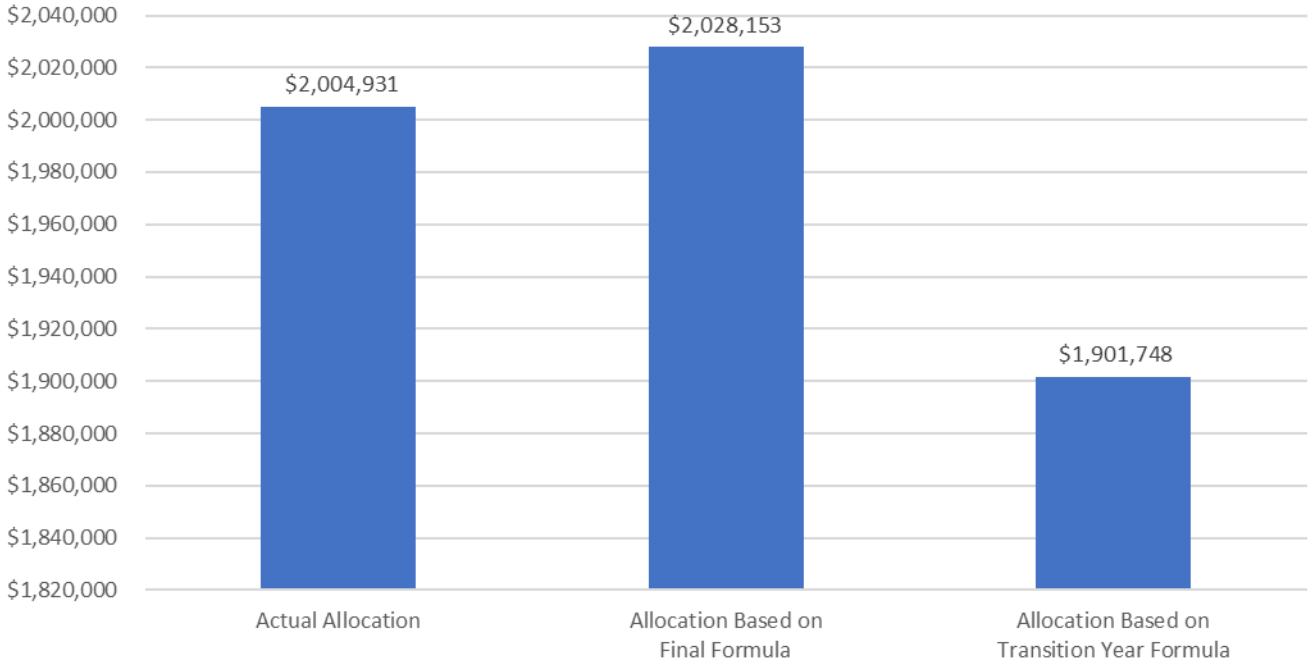
Adopted:

Certified:

Clerk of Council

013AFC

Future State Operating Fund Estimates
Compared Against FY 2019 Allocation



LYNCHBURG CITY COUNCIL

Agenda Item Summary

REVISED

MEETING DATE: **January 22, 2019**

AGENDA ITEM #: **11**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Adopt a Resolution Appropriating Funds from the Citywide Salary Study and Implementation Plan Reserve

KEY ELEMENTS:

X Economic Development **X** Excellent Government **X** Natural and Built Environment **X** Safe Community **X** Vibrant Community

RECOMMENDATION: Appropriate funds from the Citywide Salary Study and Implementation Plan Reserve to support moving all employees to the minimum of the new pay ranges and address the highest priority market adjustments.

SUMMARY: Council heard a presentation at the January 22, 2019 Work Session regarding the implementation of Phase I of the Citywide Salary Study approved by Council in May, 2017. The purpose of this Council action is to appropriate funds to support Phase I recommendations as noted on the fiscal impact table. This funding is to support implementation from February 2019 through June 2019.

Pending City Council approval, adjustments will be effective for the February 28, 2019 pay date.

PRIOR ACTION(S): May 23, 2017 – City Council appropriation of funds for Citywide Salary Study and appropriation of \$450,000 for the Citywide Salary Study and Implementation Plan Reserve

May 22, 2018 – City Council appropriation of \$1,759,566 for the Citywide Salary Study and Implementation Plan Reserve

September 25, 2018 – Report to City Council by Korn Ferry on Salary Study outcomes

January 22, 2019 – City Council Work Session

FISCAL IMPACT:

FY 2019 Fiscal Impact
(assuming 5 months of implementation, February 2019 - June 2019)

Fund	Move to Minimum	Phase I Market Adjustments	Total
General REVISED	\$253,002 \$248,026	\$529,083 \$513,593	\$782,085 \$761,619
Detention	31,733	0	31,733
Water	39,800	36,124	75,924
Sewer	42,958	20,125	63,083
Stormwater	10,310	2,175	12,485
Airport	4,851	1,892	6,743
Fleet	0	7,603	7,603
	\$382,654 \$377,678	\$597,002 \$581,512	\$979,656 \$959,190

CONTACT(S): Bonnie Svrcek, City Manager – 455-3990
James Lowe, Director of Human Resources – 455-4205

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

- A. BE IT RESOLVED that the FY 2019 General Fund budget is amended and ~~\$761,619~~ \$777,109 is appropriated with resources of \$743,271 from the Citywide Salary Study and Implementation Plan Reserve and \$33,838 from additional State revenue to support moving all employees to the minimum of the new pay ranges and address the highest priority market adjustments.

Department	Total
City Assessor	\$5,315
City Attorney	\$4,395
Council/Manager Office	\$9,749
Commissioner of Revenue	\$13,224
Commonwealth's Attorney Office	\$4,347
Communications and Marketing	\$10,345
Community Development	\$24,739
Economic Development, Tourism, Museums	\$7,091
Emergency Services	\$53,520
Financial Services	\$37,476
Fire	\$54,247
Human Resources	\$10,428
Human Services	\$122,308
Information Technology	\$29,613
Library	\$42,726
Parking	\$1,439
Parks and Recreation	\$31,375
Police	\$183,890
Public Works	\$116,146
Circuit Court Clerk's Office	\$9,802
Treasurer	\$4,934
	\$777,109

Introduced:

Adopted:

Certified:

Clerk of Council

- B. BE IT RESOLVED that the FY 2019 General Fund budget is amended and \$4,976 is appropriated with resources from the Citywide Salary Study and Implementation Plan Reserve to support moving the City Manager closer to the minimum of the new pay range for such position.

Introduced:

Adopted:

Certified:

Clerk of Council