// A special meeting of the Council of the City of Lynchburg was held on the 7th day of November, 2017, at 9:00 A.M. at the Region 2000 Conference Room Bank of the James Building. Joan Foster, President, presiding. The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Absent: 0

// Mayor Foster welcomed everyone and gave an over review of the City Council Retreat Agenda.

// Mayor Foster reviewed City Council's Rules of Procedure. The discussion was directed to the section "Call for the Question" regarding City Council deliberation when an item of business has exceeded thirty (30) minutes. Mayor Foster posed a question to Council: do we want to change this section? Some suggestions were: debate should be ten (10) minutes with additional time and a motion to extend to fifteen (15) minutes; suspend the rule and extend the debate; lengthy items need a time limit for each item; complex issues might take more than thirty (30) minutes; limiting interruptions from others and lastly, enforce the rules we already have. Leave rules as they are and be more forceful in carrying out the rules. City Attorney Walter Erwin offered some suggestions to Council that basically follows Robert's Rules of Order with some modifications. Mr. Erwin went on to say the Robert's Rules are there to help organize a meeting in a timely and efficient manner. It was by consensus of Council not to modify Council's Rules of Procedure at this time.

// Deputy City Manager Charles Hartgrove provided Highlights of FY 2018 – FY 2019 Work Plan. Mr. Hartgrove stated that the name changed; instead of Strategic Plan is now The Evolution of our ~~Strategic~~ Work Planning Process. The following are the guidelines that were presented for the Work Planning Process for FY 2018 – FY 2019

"How did we get here"?

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- December – April: Teams were assigned for goal setting.
- May 10, 2017: The Leadership Team to create an action oriented plan focused on mapping out connections between departments with concrete goals, measures, and timelines for implementation. The Leadership Team agreed with the process as well as the need to value organizational culture change and integration of the initiatives into our culture, creative thinking and options to do things differently and involvement in the process of thought and change. From the outset of this transition, City of Lynchburg Leadership Team had three main goals for this document:

  1. To create an internally facing plan that identifies opportunities for departments to work collaboratively, reducing the duplication of efforts within the organization.

  2. To be actionable, rather than a 30,000 feet guiding document with broad recommendations and strategy.

3. To be built by staff, incorporating the ideas and feedback from all staff, from entry level to Leadership Team.

Mr. Hartgrove next steps are “What are we doing now”?

The Leadership Team was asked to give feedback on the work plan action items along with additional action items that should be considered. Are the action items in the right place and where your department should be involved? How are we measuring and tracking our action items and to focus on “how can we” as opposed to “why can’t we.”

“Where are we going”?

- Begin using the workbook! This is a template that is designed to be changed, added to, and edited by staff.
- Action plans will be linked to the 2017 National Citizen Survey results as part of measuring performance indicators.
- Action plans in this workbook have implementation deadlines ranging from Fall 2017 to Spring 2019.

Mr. Hartgrove received feedback, questions and suggestions from Council after the presentation. Some of Council questions were; the operational way or amend for work plan request; how are you assigning priorities to this work plan, and how to balance the plan with ways to communicate better.

// Council took a break at 10:05 a.m. and reconvened at 10:20 a.m.

// Assistant City Manager John Hughes, IV, provided a presentation on the Update and Future Steps on Poverty. Mr. Hughes stated background information which included the following:

- City’s Poverty Rate was 24.8% in 2015.
- City Council made poverty a priority and endorsed an approach to address poverty at the 2016 retreat.
- $50,000 allocated to poverty reduction efforts.
- Assistant City Manager position designated to spend half-time managing the ongoing poverty reduction plan.

Mr. Hughes explained the approach to address poverty in Lynchburg regarding Intervention, Prevention, and Community Engagement.

The Process……..

- Exploration
- Action Items
- Action Plans
- Plan Execution

From Poverty to Progress

- Mayor Foster issued a call to action at the State of the City address in March 2017

- “From Poverty to Progress” begins
- May 4, 2017 meeting
- Focus groups and action items
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- Action plan development

Focus Areas that were development from the May 4, 2017

- Poverty 101
- Childcare
- Education
- Food Disparity
- Physical/Mental Health
- Housing
- Legal System
- Transportation
- Workforce Development

Ongoing Efforts “From Poverty to Progress”

- Tech Hire Program
- Inter-Agency Collaboration
- Temporary Assistance for Needy Families (TANF) Grant
- Bloomberg Mayor’s Challenge
- Community Dialogue
- Faith-based Organization

Facilitators concerns:

- 50 families/households is a nebulous number. Would like to change the narrative to a more community-oriented strategy
- Progress for All
- Community Wealth Building
- Thriving City Initiative

Council discussion items:

- Any adjustments to the process
- Goals for FY 2019
- Would it make sense to create a board or commission on poverty and what would be some of the next steps

Proposed Guidelines for Access to City Funding included the following:

- Rational

- Protocol
- Disbursement Method
- Limitations

Current restrictions on this allocation include Council's mandate to have any request for funding approved by the governing body through the customary procedure. Council endorsed a name change for Poverty to Progress to Thriving Community.

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// Director of Communications and Marketing JoAnn Martin Introducing the City's New App – A snapshot preview – The New App will feature City Council information, how to report an issue from your phone, check on many services and many other wonderful features. The New App will roll out on December 1, 2017.

// Director of Human Resources Heather Brown provided an Overview – Glancing Back/Focusing Forward. Ms. Brown reported that this report contains an overview of the state of the City of Lynchburg workforce including summary information related to employee demographics and current human resources projects. The City's workforce of 1,187 full-time equivalent employees has seen little demographic variance over previous years, representing a stable experienced employee group. Our desire is for our employees to be representative of the larger Lynchburg Community which is 37% minority and 63% white.

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- Average length of service 11 years
- Average age 44
- Gender distribution 60% male and 40% female
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- Turnover
- Compensation
- Benefits
- Occupational Health
- Training and Development

// Council Member Wilder left the meeting at 2:10 P.M.

// Director of Financial Services Donna Witt provided a report on FY 2017 Financial Results, FY 2018 First Quarter, Financial Update, and FY 2018 Operating Budget BIG Issues.

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- Actual FY 2017 Expenditures were 98.6% (within $2.6 million) of the Adopted FY 2017 Budget.

<u>Major Revenues</u>

- Net Current real Property

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Expenditures

- Interest in FY 2019 associated with the Line of Credit
- Continuation of funding for Long-Term "On-Time" Debt Financing Reserve
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Big Concerns for FY 2019

- Decreased Growth in Sales Tax
- Nominal Growth in Meals Tax
- Flat Real Estate Assessments

Ms. Witt presented an overview of Requested FY 2019 – FY 2023 Capital Improvement Program Projects. The Capital Improvement Projects (CIP) FY 2019 – FY 2023 Priorities which consist of Buildings, Transportation, Parks and Recreation and Schools were discussed. Ms. Witt gave a report on the Pay-As-You-Go History for Adopted Budgets FY 2008 – Projected FY 2019.

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- Target Budget of 2% on dedicated revenues
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