FINANCE COMMITTEE AGENDA

Tuesday, May 24, 2016
11:30 a.m. - Bidder's Room

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from April 26, 2016

   Contact: Reid Lanham, Operations Manager 455-4231

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies

   Contact: Reid Lanham, Operations Manager 455-4231

11:40 a.m.

3. Approve the submittal of the grant application for the Bulletproof Vest Partnership 2016 Grant Program for the amount of $49,460. This grant requires a 50% match which is included as part of the FY 2017 LPD and LSO operating budgets. $24,730 will come from the Bulletproof Vest Partnership 2016 Grant Program and $24,730 transferred from the FY 2017 General Fund Police Department ($23,290) and Sheriff's Office ($1,440) budgets to purchase 64 replacement bulletproof vests for law enforcement officers.
   .
   Contact: Raul Diaz, Police Chief 455-6104

11:45 a.m.

4. Approve the Police Department's application for the 2016 COPS Hiring Program thirty-six (36) month Grant funding in the amount of $1,096,643 to enhance the newly created Community Action Team (CAT) program. The $1,096,643 total includes a 25% local match of $274,161 over the course of the thirty-six (36) month period of time.

   Contact: Raul Diaz, Police Chief 455-6104

11:55 a.m.

5. Adopt a resolution to amend the FY 2016 Water Capital Projects Fund budget and appropriate $8,000 with resources from a 2012 Dam Safety, Flood Prevention and Protection Assistance Fund grant to reimburse costs associated with bringing Pedlar Dam into compliance with minimum standards for dam safety.

   Contact: Tim Mitchell, Director of Water Resources 455-4252

12:00 p.m.

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

   Contact: Reid Lanham, Operations Manager 455-4231

12:05 p.m.

7. Roll Call

The next Finance Committee meeting is Tuesday, June 28, 2016, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, April 26, 2016

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES
Committee Members: *Councilmember Jeff S. Helgeson, Chairman; Councilmember Randy Nelson; Mayor Michael A. Gillette, Ex-Officio*
Others: *Bonnie Svrcek, Deputy City Manager; Donna Witt, Director of Financial Services; Reid Lanham, Accounting Operations Manager; Starlette Early, Budget Analyst*
Absent: *Councilmember Treney Tweedy was unable to attend.*

1. Approval of the Draft Finance Committee Meeting Notes from March 22, 2016

   The Finance Committee meeting notes for March 22, 2016 were unanimously approved.

2. Report on the General Fund Reserve for Contingencies

   Donna reported on two new items introduced for the Reserve for Contingencies: $21,442 for Third Quarter Adjustments with the second reading tonight; and $648,243 to be used for FY 2017 CIP Pay-As-You-Go funding. If approved, the current balance in the General Fund Reserve for Contingencies is $342,426.

3. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $196,503 with resources of $157,202 from the RSAF grant and $39,301 from the FY 2017 General Fund Fire Department budget to purchase six (6) Stryker PowerLoad systems for ambulances and to fund a PulsePoint program in the community.

   The Committee unanimously approved this item.

4. Consider a request to adopt a resolution to amend the FY 2016 City/Federal/State Aid Fund budget and appropriate $34,900 with resources from additional Federal funds received from a revised Virginia Department of Criminal Justice Services FY 2016 Victim Witness Grant Program award to fund employee compensation increases and updates to office space.

   The Committee unanimously approved this item. This item will be taken to full Council for consideration on May 10, 2016.

5. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC), Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending March 31, 2016.

GLTC: Josh Baker reported the changes they made helped level off overtime expenses and they are projecting to end the fiscal year in the black.

Airport: Mark Courtney reported the Airport Fund is on track with budget and is pleased with the on-time rate of 88% compared to other reginal airports. Looking ahead the Airport expects to continue to operate without a subsidy from the City.

Lynchburg Regional Juvenile Detention Center: Robin Mamola reported revenues from services are below budget due to serving fewer juveniles but they are seeing new revenue from the Department of Juvenile Justice (DJJ) Re-entry program. Expenditures are within budget. Staff is looking for ways to reduce fixed costs.

Children's Services Act (CSA): Robin reported revenues are down as it is taking longer to receive requested reimbursements from the State. They are working hard to use IV-E funding where possible and are diligent with parental co-pays. Expenses are lower in mandated services due to transferring some to IV-E, higher in Special Ed where students are staying longer periods of time, and lower in non-mandated services due to an increase in mandated services for this population.

Water: Tim Mitchell reported revenues are tracking along budget and expenses are lower than budgeted due to vacancies in administration and savings in chemicals and electricity by using the Pedlar Reservoir as sole source of water. Overall the Water Fund is at or above target ratio however, the next few years will be challenging due to changes in contracts with Bedford County.

Sewer: Tim Mitchell reported revenues are exceeding budget because of additional leachate from Maplewood Landfill and sewer sales from WestRock and Frito-Lay. Expenses are also slightly exceeding budget due to sludge disposal challenges related to odor issues. Tim is unsure if the additional revenue from leachate will continue but any additional funds will be transferred to the Sewer Capital Fund.

Stormwater: Tim Mitchell reported overall revenues are within budget and expenses are slightly down due to savings in supplies and materials as staff continues to develop priority repair schedule and lower contractual services by performing in-house repairs.

General Fund: Donna Witt reported the General Fund is in good shape with large revenues in line or above budget and expenditures within budget.

6. Investment Summary.

Donna Witt provided a summary of investments as of January 31, 2016. According to the City's Financial Policies, this summary will be added to the list of quarterly reports presented to the Finance Committee.

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

The Chairman of the Finance Committee commented there was ample information provided with the General Fund quarterly report and this item did not need to be presented.

8. Roll Call

There were no items for roll call.

Meeting adjourned at 12:46 p.m.

The next Finance Committee meeting is Tuesday, May 24, 2016, at 11:30 a.m.

AGENDA ITEM NO.: 2

FY 2016 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2015	$565,917	$50,000
Carryforward to FY 2016 Reserve for Contingencies - 05/26/15 Council Meeting	584,083	
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
Body-Worn Camera Pilot Implementation Program - 11/10/15 Council Meeting	($103,818)	
Technology-related Equipment for Circuit Court - 03/08/16 Council Meeting	($84,071)	
Third Quarter Adjustments - 04/26/16 Council Meeting	($21,442)	
TOTAL APPROPRIATIONS	**($209,331)**	**$0**
REMAINING BALANCE	**$940,669**	**$50,000**
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$940,669**	**$50,000**
PENDING ITEMS		
FY 2017 to be used for CIP Pay-As-You-Go - 05/24/2016 Second Reading	($648,243)	
TOTAL PENDING ITEMS	**($648,243)**	**$0**
PROJECTED BALANCE	**$292,426**	**$50,000**

April 2016

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **May 24, 2016** AGENDA ITEM NO.: **3**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)

ACTION: **X** INFORMATION:

ITEM TITLE: **Police Bulletproof Vest Partnership 2016 Grant Funding**

RECOMMENDATION:
Approve the submittal of the grant application for the Bulletproof Vest Partnership 2016 Grant Program for the amount of $49,460. This grant requires a 50% match which is included as part of the FY 2017 LPD and LSO operating budgets. $24,730 will come from the Bulletproof Vest Partnership 2016 Grant Program and $24,730 transferred from the FY 2017 General Fund Police Department ($23,290) and Sheriff's Office ($1,440) budgets to purchase 64 replacement bulletproof vests for law enforcement officers.

SUMMARY:
Total vest replacement costs are $49,460. The grant requires a 50% local match; these funds are available in the FY 2017 General Fund Police Department and Sheriff's Office operating budgets.

PRIOR ACTION(S):
No prior action

FISCAL IMPACT:
The required local match is budgeted in the FY 2017 General Fund Police Department and Sheriff's Office operating budgets; therefore, no additional funds are required.

CONTACT(S):
Police Chief Raul Diaz, 455-6104; Captain M.L. Jamison, 455-6168;
Sheriff Ron Gillispie, 847-1301; Deputy Chief D.T. Sloan, 847-1301

ATTACHMENT(S):

REVIEWED BY:

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **May 24, 2016** AGENDA ITEM NO.: **4**

CONSENT: REGULAR: WORK SESSION: CLOSED SESSION: (Confidential)

ACTION: INFORMATION:

ITEM TITLE: **2016 Community Oriented Policing Services (COPS) Hiring Program Grant Application**

RECOMMENDATION:

Approve the Police Department's application for the 2016 COPS Hiring Program thirty-six (36) month Grant funding in the amount of $1,096,643 to enhance the newly created Community Action Team (CAT) program. The $1,096,643 total includes a 25% local match of $274,161 over the course of the thirty-six (36) month grant period.

SUMMARY:

The Lynchburg Police Department is eligible to apply for $1,096,643 with the US Department of Justice COPS Hiring Program 36 month Grant. This grant award will require a 25% local match in the amount of $274,161. Funding will be utilized to enhance the newly created Community Action Team (CAT) program by hiring seven (7) additional officers which will allow the LPD to move seven (7) senior officers into the unit.
This grant is a thirty-six (36) month grant opportunity. The grant requires that the officers hired using these grant funds employment continue for a minimum of twelve (12) months after the grant period ends.

The additional positions will require the LPD to increase the size of its fleet by six (6) vehicles over the course of the thirty-six (36) month grant period.

The LPD's goal is to increase overall staffing of officers from 174 (as proposed in the FY 2017 budget) to 181 with the addition of these seven (7) positions. Due to the large demand for community policing, the Lynchburg Police Department has begun a Community Action Team (CAT) program that will pull officers from patrol functions and place them on an assigned unit solely dedicated to addressing community policing concerns within the City of Lynchburg. Once fully staffed, the CAT Team will have 12 officers, one to be assigned to each beat within the City of Lynchburg. However, current staffing does not allow the department to completely reach the objective for this newly created unit and currently only has 5 officers assigned to it, one of which is a supervisor. It is necessary to increase overall sworn police staffing in order to realize the community policing goals and objectives set forth by the Chief of Police.

For FY 2017 the local match of $68,540 and the cost of two patrol vehicles of $92,800 for a total of $161.340 will be requested from the Reserve for Contingency. In the following years, the local match and required vehicles will be requested in the Police Department annual budget submission.

PRIOR ACTION(S):

None

FISCAL IMPACT:

FY 2017 25% local match of the overall 25% match of $274,161 = $68,540 plus the cost for two patrol vehicles of $92,800 equals a total of $161,340
FY 2018 33% local match of the overall 25% match of $274,161 = $90,473 plus the cost for two patrol vehicles of $92,800 equals a total of $183,273
FT 2019 42% local match of the overall 25% match of $274,161 = $115,148 plus the cost for two patrol vehicles of $92,800 equals a total of $207,948
FY 2020 fully fund 7 officer positions of approximately $319,006 and for every year thereafter.

There is no recommend “exit strategy” as these positions are required to meet the goals and objectives of the Police Chief regarding community policing.

CONTACT(S):

Police Chief Raul Diaz, 455-6104
Audrey Gallahan, 455-6134

ATTACHMENT(S):
Community Action Team Officer Position Description
Community Building Briefing Paper

REVIEWED BY:

PM-5 **CITY OF LYNCHBURG POSITION DESCRIPTION**

DEPARTMENT Lynchburg Police Department	DIVISION
Office of the Chief of Police	DATE: March 31, 2016

POSITION
Community Action Team Officer

GENERAL DEFINITION OF WORK

Works as a member of a team to develop and nurture working relationships and partnerships with local government agencies, businesses and the citizens of Lynchburg. Assist and mentor officers and civilian employees in community engagement techniques, including identifying crime prevention techniques, problem solving solutions and available department, city and community resources.

Facilitate the Lynchburg Police Departments goal of enhancing current relationships, developing new partnerships and directing officer efforts toward problematic areas within the City of Lynchburg.

Schedule is flexible with days off and hours subject to short notice change.

Reports to the Professional Standards Unit Supervisor (Lieutenant)

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Facilitates problem-solving techniques to assist officers and detectives in reducing crime and improving the quality of life in the city;

Works closely with the community, CID, CPU, TSU and fellow patrol officers as they develop and implement effective partnerships in an effort to identify address and resolve neighborhood issues;

Able to develop presentations and speak in front of large crowds on a moment's notice;

Able to understand statistical data and current demographics of the city and Lynchburg Police Department in order to evaluate problem areas and community engagement action plans;

Familiar with current social and political issues facing the City of Lynchburg and the Police Department;

Understands and is able to articulate current trends in policing to include best practices for engaging communities;

Facilitate the police departments attendance at city and community sponsored functions;

Assist LPD Officers with ongoing community engagement activities, providing guidance and direction as needed;

Provides classroom instruction and presentation to officers and citizens on community engagement activities;

Partners with city departments to facilitate problem solving and to provide the necessary resource for officers and citizens of Lynchburg;

Provides weekly updates for ongoing and future community engagement programs;

Works with Public Information Officer to implement community engagement projects and educational materials;

Attends Neighborhood Watch meetings and maintains liaison with Neighborhood Watch Captains;

Meets with community members to maintain partnerships and problem solving

Performs other related duties as may be assigned.

MINIMUM TRAINING AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school supplemented by technical courses related to the area assigned and extensive experience in police work including some specialized experience in the area assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of community engagement methods, practices and procedures; thorough knowledge of the geography of the city; thorough knowledge of the rules and regulations of the Department; ability to establish effective working relationships with others; ability to communicate effectively verbally and in writing; ability to deal courteously with the public; ability to analyze situations and to adopt effective and reasonable course of action with due regard to surrounding hazards and circumstances; possess the creativity necessary to organize large scale projects which will utilize resources found within the police department, local businesses, government agencies and involved community members and promote collaborative efforts between them.

COMMUNITY BUILDING

At its heart, community building is a philosophy under which enforcement, prevention, problem solving, and community involvement are used simultaneously to attack crime and its root causes. Because community oriented policing (Community Building) requires a proactive approach to be successful, the police and community must work together as partners in identifying and addressing issues and problems.

Two of the key elements of community building are:

Public Involvement:
Citizens as groups or individuals work with police to identify priorities and implementing responses. Without input from the community, the Lynchburg Police Department cannot hope to effectively or efficiently serve the citizens and business owners of Lynchburg

Proactive Enforcement:
Instead of adhering to the reactive, traditional approach to law enforcement (where police become involved only after a crime has been committed), community oriented policing (Community Building) is based upon citizens and police identifying quality of life issues and needs so that crime can be prevented and quality of life improved. Once needs are identified under the partnership model described above, police and the public work together to deter crime by making potential targets less inviting. This may involve other departments within City Hall or civic groups cooperating with the police to bring about a lasting solution.

Lynchburg Police Departments Community Action Team

The primary premise of C.A.T. is to focus on the root-causes of problems and identify how these problems are associated with other crimes. C.A.T. members will spend a great deal of time gathering information on specific issues through various connections with the public and other law enforcement organizations.

The C.A.T. establishes a collaborative effort between the police department and the community that identifies problems of crime and disorder. The C.A.T. also involves all elements of the community in the search for solutions to these problems. The partnerships formed by C.A.T. will foster trust between the community and our organization.

The C.A.T. tactic is best used in areas experiencing higher-than-average social disorder. These areas include neighborhoods that have a higher frequency of violence over sustained periods of time compared to other neighborhoods.

C.A.T. Goals/Mission

Educate the public through awareness and prevention
Police connect more directly with citizens to better access police information and resources.
Promote high visibility and enforcement by police.

Cooperate with other agencies in education and enforcement
Gather intelligence to support trends and target specific enforcement in the future.
Inform the public and communities of our actions and results.
Gauge public attitudes and mobilize accordingly.

C.A.T. members, through constant, reliable participation in community activities become well known to community leaders, civic and religious groups, and other neighborhood organizations. They become a trusted, dependable advocate for their community. The goal of the entire C.A.T. program is to give law enforcement its most powerful tool - unity with the community that we serve.

C.A.T. Performance Measures

Reduction of crime in the area (post-implementation);
Noticeable reduction in crime by community members (reduced fear of crime and increased public safety);
Useable intelligence;
Improved Citizen/Police relations;
Quality of life issues effectively addressed;
Entire Police Department involved in Community Building; and
Feedback from partners and community members.

C.A.T. Functions

The Team is founded on close, mutually beneficial ties between police and community members. At the center of community policing are three essential and complementary core components:
Partnerships between the Police Department and the community
Problem solving as a method to identify and solve problems of concern to the community
Change management within the Police Department to accommodate increased community involvement

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **June 14, 2016** AGENDA ITEM NO.: **5**

CONSENT: **X** REGULAR: WORK SESSION: CLOSED SESSION: (Confidential)

ACTION: INFORMATION:

ITEM TITLE: **Budget Amendment and Appropriation of a $8,000 Grant Award from the Department of Conservation and Recreation**

RECOMMENDATION: Adopt a resolution to amend the FY 2016 Water Capital Projects Fund budget and appropriate $8,000 with resources from a 2012 Dam Safety, Flood Prevention and Protection Assistance Fund grant to reimburse costs associated with bringing Pedlar Dam into compliance with minimum standards for dam safety.

SUMMARY: The City of Lynchburg has been awarded a grant totaling $8,000 from the Virginia Department of Conservation and Recreation (DCR). This is the fifth year such assistance has been awarded for Pedlar Dam. This grant reimburses the City for dam break inundation zone analysis, mapping, and digitization, emergency action plan development, incremental damage assessment, and engineering for dam repairs.

No local match is required with this grant award. Grant funds will be used to reimburse costs incurred by the Water Capital Projects Fund for this project.

PRIOR ACTION(S): Finance Committee, May 24, 2016

FISCAL IMPACT: None, no local match is required.

CONTACT(S): Tim Mitchell, Director of Water Resources, 455-4252

ATTACHMENT(S): Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2016 Water Capital Projects Fund budget is amended and $8,000 is appropriated with resources from a Virginia Department of Conservation and Recreation grant to reimburse costs associated with bringing Pedlar Dam into compliance with minimum standards for dam safety.

Introduced: Adopted:

Certified: ____________________________
Clerk of Council

cc: T. Mitchell
D. Witt

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **May 24, 2016**			AGENDA ITEM NO.: **6**
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: Sales Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through March 2016 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, Director of Financial Services, 455-3968

ATTACHMENT(S):
Comparison of Collections Budget to Actual FY 2015 – FY 2016

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2015 - FY 2016

SALES & USE TAX

ADOPTED FY 2016 BUDGET - $14,700,000

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Actual FY 2016	Actual FY 2016 to Adopted FY 2015	Actual FY 2016 to Actual FY 2015
JULY	$1,014,596	$996,646	$1,075,816	$1,131,485	$1,119,202	$1,207,589	$88,387	$76,104
AUGUST [1]	1,079,129	1,145,592	1,098,342	1,299,763	1,142,228	1,198,772	56,544	(100,991)
SEPTEMBER	1,100,698	1,117,209	1,083,199	1,204,336	1,191,262	1,269,930	78,668	65,594
OCTOBER	1,055,941	1,033,859	1,161,965	1,185,608	1,172,738	1,231,666	58,928	46,058
NOVEMBER	1,117,090	1,187,008	1,155,729	1,241,898	1,228,417	1,227,636	(781)	(14,262)
DECEMBER [2]	1,488,926	1,466,715	1,316,419	1,669,810	1,651,684	1,600,507	(51,177)	(69,303)
JANUARY	998,052	1,085,312	1,103,175	1,073,237	1,061,587	1,055,364	(6,223)	(17,873)
FEBRUARY	1,134,434	1,074,819	1,172,252	1,131,392	1,119,110	1,159,820	40,710	28,428
MARCH	1,196,149	1,138,611	1,217,930	1,282,807	1,268,882	1,323,375	54,493	40,568
TOTAL	**$10,185,015**	**$10,245,771**	**$10,384,827**	**$11,220,336**	**$10,955,110**	**$11,274,659**	**$319,549**	**$54,323**

CONSUMER UTILITY TAX - ELECTRIC

ADOPTED FY 2016 BUDGET - $3,790,000

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Actual FY 2016	Actual FY 2016 to Adopted FY 2015	Actual FY 2016 to Actual FY 2015
JULY	$341,729	$323,141	$325,815	$321,596	$320,615	$332,876	$12,261	$11,280
AUGUST	345,615	345,163	318,738	305,012	304,082	333,953	29,871	28,941
SEPTEMBER	325,754	318,915	317,324	317,947	316,978	328,411	11,433	10,464
OCTOBER	280,745	279,145	273,646	273,264	272,431	281,514	9,083	8,250
NOVEMBER	281,842	282,035	280,945	273,353	272,520	270,434	(2,086)	(2,919)
DECEMBER	325,287	330,714	348,750	346,565	345,509	321,380	(24,129)	(25,185)
JANUARY	344,439	346,399	374,541	365,859	364,744	346,212	(18,532)	(19,647)
FEBRUARY	322,546	342,839	372,254	381,844	380,680	361,670	(19,010)	(20,174)
MARCH	298,405	326,828	334,289	339,965	338,929	312,928	(26,001)	(27,037)
TOTAL	**$2,866,362**	**$2,895,179**	**$2,946,302**	**$2,925,405**	**$2,916,487**	**$2,889,378**	**($27,109)**	**($36,027)**

COMMUNICATIONS SALES & USE TAX

ADOPTED FY 2016 BUDGET - $3,300,000

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Actual FY 2016	Actual FY 2016 to Adopted FY 2015	Actual FY 2016 to Actual FY 2015
JULY	$349,339	$293,358	$286,999	$283,594	$275,000	$276,750	$1,750	($6,844)
AUGUST	294,910	291,560	284,691	281,957	275,000	270,038	(4,962)	(11,919)
SEPTEMBER	179,549	263,295	284,249	283,441	275,000	273,974	(1,026)	(9,467)
OCTOBER	309,437	319,011	288,830	287,702	275,000	277,686	2,686	(10,016)
NOVEMBER	284,123	300,665	284,176	279,441	275,000	271,470	(3,530)	(7,971)
DECEMBER	233,654	297,855	289,726	282,491	275,000	276,524	1,524	(5,967)
JANUARY	337,936	282,620	264,960	275,361	275,000	271,160	(3,840)	(4,201)
FEBRUARY	287,492	287,759	280,480	291,186	275,000	275,887	887	(15,299)
MARCH	302,278	299,333	288,500	285,971	275,000	282,470	7,470	(3,501)
TOTAL	**$2,578,718**	**$2,635,456**	**$2,552,611**	**$2,551,144**	**$2,475,000**	**$2,475,959**	**$959**	**($75,185)**

Comparison of Collections
Budget to Actual FY 2015 - FY 2016

MEALS TAX

ADOPTED FY 2016 BUDGET - $13,715,000

	Actual Assessed FY 2013	Actual Collected FY 2013 [5]	Actual Assessed FY 2014	Actual Collected FY 2014 [5]	Actual Assessed FY 2015	Actual Collected FY 2015 [5]	Adopted FY 2016	Actual Assessed FY 2016	Actual Assessed FY 2016 to Adopted FY 2016	Actual Collected FY 2016 [5]	Actual Collected FY 2016 to Adopted FY 2016	Actual Collected FY 2016 to Assessed FY 2016
JULY [3]	$943,431	$1,044,556	$944,920	$1,159,786	$1,009,124	$970,597	$1,026,218	$1,090,368	$64,150	$1,046,770	$20,552	($43,598)
AUGUST	1,042,850	1,026,544	1,056,821	1,024,718	1,152,551	1,119,585	1,172,074	1,173,209	1,135	1,213,559	41,485	40,350
SEPTEMBER	1,011,701	1,012,294	1,030,134	1,052,079	1,107,413	1,159,391	1,126,172	1,187,734	61,562	1,167,356	41,184	(20,378)
OCTOBER	1,006,966	1,003,032	1,046,550	958,359	1,149,721	1,119,430	1,169,196	1,181,133	11,937	1,152,017	(17,179)	(29,116)
NOVEMBER	964,775	868,692	1,019,305	1,064,385	1,079,590	1,099,028	1,097,877	1,104,321	6,444	1,156,651	58,774	52,330
DECEMBER	1,044,178	1,083,983	1,061,859	1,035,379	1,138,978	1,117,510	1,158,271	1,225,475	67,204	1,224,108	65,837	(1,367)
JANUARY	927,026	889,358	968,124	971,677	1,089,143	963,288	1,107,592	1,007,562	(100,030)	908,712	(198,880)	(98,850)
FEBRUARY	983,390	995,618	987,205	957,979	1,032,923	1,198,810	1,050,420	1,143,880	93,460	1,154,457	104,037	10,577
MARCH	1,092,759	1,091,421	1,144,197	1,142,746	1,222,307	1,177,822	1,243,012	1,258,241	15,229	1,393,915	150,903	135,674
TOTAL	**$9,017,076**	**$9,015,498**	**$9,259,115**	**$9,367,108**	**$9,981,750**	**$9,925,461**	**$10,150,833**	**$10,371,923**	**$221,090**	**$10,417,545**	**$266,712**	**$45,622**

LODGING TAX

ADOPTED FY 2016 BUDGET - $2,037,000

	Actual Assessed FY 2013	Actual Collected FY 2013 [5]	Actual Assessed FY 2014	Actual Collected FY 2014 [5]	Actual Assessed FY 2015	Actual Collected FY 2015 [5]	Adopted FY 2016	Actual Assessed FY 2016	Actual Assessed FY 2016 to Adopted FY 2016	Actual Collected FY 2016 [5]	Actual Collected FY 2016 to Adopted FY 2016	Actual Collected FY 2016 to Assessed FY 2016
JULY [3]	$180,074	$197,072	$174,759	$223,419	$189,065	$180,395	$186,540	$180,587	($5,953)	$180,808	($5,732)	$221
AUGUST [4]	163,020	275,903	185,662	185,340	185,946	185,402	183,463	206,422	22,959	202,217	18,754	(4,205)
SEPTEMBER	160,661	157,680	181,706	204,758	173,904	173,875	171,582	204,267	32,685	206,009	34,427	1,742
OCTOBER	183,064	191,453	184,462	185,014	209,859	209,788	207,056	196,681	(10,375)	160,131	(46,925)	(36,550)
NOVEMBER	131,993	129,941	153,745	148,082	141,855	144,988	139,961	140,923	962	177,048	37,087	36,125
DECEMBER	112,277	113,067	141,137	126,077	115,033	119,891	113,497	130,478	16,653	130,150	16,653	(328)
JANUARY	134,471	129,578	133,071	125,716	117,665	108,523	116,094	120,072	3,978	109,217	(6,877)	(10,855)
FEBRUARY	136,660	136,660	136,497	139,851	130,777	133,217	129,031	150,144	21,113	140,716	11,685	(9,428)
MARCH	158,737	158,706	176,151	172,029	184,242	178,963	181,782	204,178	22,396	222,261	40,479	18,083
TOTAL	**$1,360,957**	**$1,490,060**	**$1,467,190**	**$1,510,286**	**$1,448,346**	**$1,435,042**	**$1,429,004**	**$1,533,752**	**$104,420**	**$1,528,557**	**$99,553**	**($5,195)**

[1] The August FY 2015 Actual amount includes a one-time, $145,000 payment in taxes, which was redistributed to the City from another locality.

[2] Retailer over-reported Sales & Use Tax in December FY 2015 by $50,000; Corrected in December FY 2016 by reducing owed tax of $39,000 and taking additional $11,000

[3] 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.

[4] The August FY 2013 collection amount includes a one-time, $140,000 payment in delinquent taxes.

[5] Meals and Lodging Tax data includes columns titled "Actual Collected ." The figures listed under 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: **May 24, 2016**			AGENDA ITEM NO.: 15
CONSENT:	REGULAR: **X**	WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION: **X**		INFORMATION:	

ITEM TITLE: **Continuation of the Public Hearing Regarding School Board Appointments**

RECOMMENDATION: Receive input from citizens regarding appointments (or reappointments) to vacancies that will exist June 30 in each of the three (3) School Board representational districts.

SUMMARY: The Code of Virginia stipulates that Council may appoint only those nominees or applicant who names have been considered at a public hearing. Following the public hearing City Council may either conclude the public hearing or continue to the next meeting to allow more time for citizen input. The City Code requires that these appointments be made during the month of June; so therefore, no action may be taken on this matter except at the June 14 or June 28 meetings.

The names of the volunteers whose applications have been received to date are also included. There have been two additional volunteers since the initial public hearing on May 10th.

PRIOR ACTION(S): May 10, 2016, Public Hearing

FISCAL IMPACT: None

CONTACT(S): Valeria P. Chambers – 455-3995

ATTACHMENT(S): List of volunteers

REVIEWED BY: lkp

069K

*New Volunteers

<u>School Board Appointment List – May 24, 2016</u>

<u>Current School Board Members to be Reappointed/Replaced.</u>

Mary Ann Hoss, School District 1 (Not eligible to serve again)

Jettie Marie Waller, School District 2 (Not willing to serve again)

Michael Nilles, School District 3(Willing to serve again)(spoke at May 10 meeting)

<u>CURRENT VOLUNTEERS</u>

<u>SCHOOL DISTRICT 1 -</u>
Tracy Baker (spoke at May 10 meeting)

<u>SCHOOL DISTRICT 2</u> –
Gregory M. Crivello (submitted a letter at May 10 meeting)
***Lewis Lee, Jr**
***Charleta F. Mason**
James W. Tolbert

<u>SCHOOL DISTRICT 3-</u>
Desmond Mosby
Tiffany Jefferson Tullock

AGENDA ITEM #16

May 3, 2016

Clerk of Lynchburg City Council: Valeria Chambers

My name is Rick Forney, I live in Hardy Va. I am a GBS survivor, now the Mid Atlantic Regional Director and Liaison for the Surrounding area.

May is Awareness month designated by the GBS-CIDP foundation. I would like to address city council members and any others that will be at the May 24th council meeting.

The month of May has been designated as GBS/CIDP awareness month for the purpose of educating the public and focusing attention on the disorders known as Guillian-Barre Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP). (The GBS/CIDP Foundation International is asking the Liaisons to contact their local Officials to request their support.   I would like to ask for the same support from City Of Roanoke, Virginia.

Within the surrounding area there are approximately 432 people that are afflicted with one of these syndromes or variants of GBS/CIDP. In the state of Virginia there are over 1,020 diagnosed with one of the syndromes mentioned. Once afflicted, the effects of these syndromes are debilitating and can last lifetime. Our foundation offers a support group that provides emotional support to patients and their families. This includes hospital visits, distribution of literature, organizing support group meetings and providing assistance during a very difficult time.

Please visit our web site for new articles, newsletters and publications.
http://www.gbs-cidp.org/

In closing I would like to ask you to please designate May as GBS/CIDP Awareness Month in the Commonwealth of Virginia.

072K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 24, 2016**		AGENDA ITEM NO.: 17
CONSENT:	REGULAR: **X**	CLOSED SESSION: (Confidential)
ACTION: **X**	INFORMATION:	

ITEM TITLE: **VDOT Revenue Sharing Programmatic Administration Agreement Extension**

RECOMMENDATION: Approve the attached resolution to extend the VDOT Revenue Sharing Program administration agreement for an additional three years. (FY 2017, FY2018 & FY2019)

SUMMARY: The programmatic administration agreement allows the City to continue administrating Revenue Sharing projects, with partial funding received from VDOT, for another three years without having to execute a specific agreement for each project. Currently, without the programmatic agreement, the City would have nine individual agreements.

PRIOR ACTION(S): Original agreement executed on September 23, 2013.

FISCAL IMPACT: N/A

CONTACT(S):

Lee Newland, City Engineer	455-3947
Gaynelle Hart, Director of Public Works	455-4406

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

WHEREAS, the Lynchburg City Council desires to extend the previously executed Programmatic Project Administration Agreement for Revenue Sharing Projects with the Virginia Department of Transportation; and,

WHEREAS, this extension will be for three additional fiscal years expiring on June 30, 2019; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The Lynchburg City Council hereby reaffirms its commitments to fund the local share of preliminary engineering, right of way and construction (as applicable) of the projects under agreement with the Virginia Department of Transportation in accordance with the Revenue Sharing Projects financial documents.

BE IT FURTHER RESOLVED THAT: L. Kimball Payne, III, City Manager, and his successor, are authorized to execute the City State Agreements and to execute any other documents that may be needed for the projects with the Virginia Department of Transportation.

Adopted:

Certified: ______________________________
Clerk of Council

070K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **~~May 10, 2016~~ May 24, 2016** AGENDA ITEM NO.: 18, 19

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)

ACTION: **X** INFORMATION:

ITEM TITLE: **1) Adopt and Appropriate the FY 2017 Operating Budget; 2) Adopt the FY 2017-2021 Capital Improvement Program; 3) Adopt and Appropriate the FY 2017 Capital Budget; 4) Adopt a Resolution Authorizing the City Manager to Award Monetary Incentives, Awards, and Bonuses to Employees for Exceptional Services; 5) Adopt a Resolution requiring City Council approval to spend Poverty Initiative funds; 6) Adopt and Appropriate $50,000 of the FY 2017 Reserve for Contingencies for use by the City Manager; 7) Adopt a Resolution to set the Personal Property Tax Relief Rate; and 8) Adopt an Ordinance to change the City Code for Business License Tax.**

RECOMMENDATION: Adopt and appropriate the FY 2017 Operating Budget; adopt the FY 2017-2021 Capital Improvement Program; adopt and appropriate the FY 2017 Capital Budget; adopt a resolution authorizing the City Manager to award monetary incentives, awards, and bonuses to employees for exceptional services; adopt a resolution requiring City Council approval to spend Poverty Initiative funds; adopt and appropriate $50,000 of the FY 2017 Reserve for Contingencies for use by the City Manager; adopt a resolution to set the Personal Property Tax Relief Rate; and adopt an ordinance to change the City Code for Business License Tax.

SUMMARY: Following the April 5, 2016 Public Hearing for the FY 2017 Budget, Council adjusted the Proposed FY 2017 General Fund Budget as follows:

General Fund

Revenues and Use of Fund Balance	**Proposed Operating Budget**	**Adjustments**	**Revised Budget**
Revenues	$180,417,924	$637	$180,418,561
Other Financing Sources	250,000		250,000
Use of Fund Balance	5,005,969		5,005,969
Total Revenues and Use of Fund Balance	**$185,673,893**	**$637**	**$185,674,530**
Expenditures			
Operations	$117,176,466	328,264	$117,504,730
Debt Service	17,923,738		17,923,738
Schools - Operations	41,181,666	(327,627)	40,854,039
Schools - School Buses	500,000		500,000
Greater Lynchburg Transit Company	1,675,805		1,675,805
Transfers to Other Funds	674,732		674,732
Reserves	2,131,851		2,131,851
Capital Improvements	4,409,635		4,409,635
Total Expenditures, Reserves, and Transfers	**$185,673,893**	**$637**	**$185,674,530**

Based on City Council’s Work Session discussions regarding the FY 2017 budget, staff made the following adjustments:

To Revenues and Use of Fund Balance:

1. Reduced Local Sales Tax by $300,000 based on updated revenue projections.
2. Reduced Business License Tax by $40,363 based on a Council decision to change the fee structure.
3. Added $50,000 in Lodging Tax based on updated revenue projections.
4. Added $300,000 in Current Personal Property based on updated revenue projections.
5. Adjusted Current Personal Property – Allowance for Uncollectible by $9,000 based on updated revenue projections.

To Expenditures:

1. Added $21,327 to the Sheriff's Office budget to fund a $1.50/hour pay increase for part-time and temporary Deputy Sheriffs.
2. Reduced funding to Schools by $327,627.
3. Added $572,020 to fund a 2% General Fund Compensation Adjustment beginning January 2017.
4. Use of Managed Vacancy Program funds of $265,083.

Details of all City Council and staff adjustments can be found in Attachment A.

Also, State code requires the Personal Property Tax Relief Rate be set at the time the budget is adopted.

Adopting Resolutions A, B, E, H, I, J, K, L, M, N, O, P, and Q require a majority vote of all of the members of City Council in attendance, said vote to be taken by ayes and noes.

Adopting Resolutions C, D, F, and G require a two – thirds majority vote (i.e. five of seven) among the members elected to City Council, said vote to be taken by ayes and noes.

Adopting Ordinance R requires a majority vote of all of the members of City Council in attendance, said vote to be taken by ayes and noes.

<u>City/Federal/State Aid Fund</u>
The City/Federal/State Aid Fund is adjusted by $481 for the Social Services Grants – Outstationed Eligibility Workers (OEW) Program to reflect a 2% General Fund Compensation Adjustment beginning January 2017 offset by a $481 increase in Localities/Other Reimbursements.

<u>Water Fund</u>
The Water Fund is adjusted by $44,861 to reflect a 2% General Fund Compensation Adjustment beginning January 2017.

<u>Sewer Fund</u>
The Sewer Fund is adjusted by $30,546 to reflect a 2% General Fund Compensation Adjustment beginning January 2017.

<u>Stormwater Fund</u>
The Stormwater Fund is adjusted by $4,757 to reflect a 2% General Fund Compensation Adjustment beginning January 2017.

<u>Fund Balance</u>
With the adjustments noted above, the General Fund undesignated fund balance as of June 30, 2017 is projected to be $19,491,586 or 10.8% of revenues. Council's target for undesignated fund balance is 10% of revenues.

<u>PRIOR ACTION(S):</u> March 8, 15, 22, 29 April 12, 19, 26, 2016 – City Council Work Sessions
April 5, 2016 – Public Hearing on the Proposed FY 2017 Budgets for General Government, Schools, Water, Sewer, Stormwater, Airport, and Other Funds, and the FY 2017 - 2021 Capital Improvement Program

<u>BUDGET IMPACT:</u>
See attached budget resolutions and ordinance.

CONTACT(S): L. Kimball Payne, III, City Manager, 455-3990; Bonnie Svrcek, Deputy City Manager, 455-3990; Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S): Attachment A: Balancing the FY 2017 General Fund Budget

Resolutions to:
Adopt and Appropriate the FY 2017 Operating Budget (A-K)
~~Adopt the FY 2017-2021 Capital Improvement Program (L)~~
~~Adopt and Appropriate the FY 2017 Capital Budget (M)~~
~~Adopt a Resolution Authorizing the City Manager to Award Monetary Incentives, Awards, and Bonuses to Employees for Exceptional Services (N)~~
~~Adopt a Resolution requiring City Council approval to spend Poverty Initiative funds (O)~~
~~Adopt and Appropriate $50,000 of the FY 2017 Reserve for Contingencies for use by the City Manager (P)~~
~~Adopt a Resolution to set the Personal Property Tax Relief Rate (Q)~~
~~Adopt an Ordinance to change the City Code for Business License Tax (R)~~

REVIEWED BY: lkp

062K

ATTACHMENT A

BALANCING THE FY 2017 GENERAL FUND BUDGET

Revenues and Use of Fund Balance	
Proposed Revenues (from the FY 2017 Proposed Operating Budget)	**$180,417,924**
Use of Fund Balance, Committed/Assigned Fund Balance, and Other	5,255,969
Total Proposed Revenues and Use of Fund Balance	**$185,673,893**
Adjustments: Revenue Summary	
Non-dedicated Revenue Adjustments	**Increase/(Decrease)**
Local Sales Tax	($300,000)
Business License Tax	(40,363)
Lodging Tax	50,000
Current Personal Property	300,000
Current Personal Property - Allowance for Uncollectible	(9,000)
Revised Revenues and Use of Fund Balance	**$185,674,530**
Expenditures, Reserves, and Transfers	
Proposed Expenditures, Reserves, and Transfers (*from the FY 2017 Proposed Operating Budget*)	**$185,673,893**
Adjustments: Expenditures, Reserves, and Transfers	**Increase/(Decrease)**
Provide funding for a $1.50/hr pay increase for part-time and temporary Deputy Sheriffs	$21,327
Reduce proposed increase in City Contribution for Schools	(327,627)
Provide funding for a 2% General Fund Compensation Adjustment beginning January 2017	572,020
Use of Managed Vacany Program funds	(265,083)
Revised Expenditures	**$185,674,530**
Balance of Revised Revenues, Use of Fund Balance, and Expenditures	**$0**

AGENDA ITEM NO. 19

#R-16-058

19.* BE IT RESOLVED that by majority vote the FY 2017 School Operating Budget, including the revenues and expenditures proposed by the City Manager, be adopted for the fiscal year beginning July 1, 2016 and ending June 30, 2017 and said funds be appropriated:

SCHOOL INCOME		SCHOOL EXPENDITURES	
Beginning Balance	$0	Operations	$93,279,102
State	49,896,363	Grant Funded Expenditures	9,515,677
Federal	463,000	Ending Balance	0
Grants	9,515,677	**Total**	**$102,794,779**
Local – Operating	40,854,039		
Local – School Buses	500,000		
Miscellaneous	1,565,700		
Total	**$102,794,779**		

Introduced: May 10, 2016 Adopted: May 24, 2016

Certified: ______________________________
Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: ~~May 10, 2016~~ **May 24, 2016** AGENDA ITEM NO.: 18, 19

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)

ACTION: **X** INFORMATION:

ITEM TITLE: **1) Adopt and Appropriate the FY 2017 Operating Budget; 2) Adopt the FY 2017-2021 Capital Improvement Program; 3) Adopt and Appropriate the FY 2017 Capital Budget; 4) Adopt a Resolution Authorizing the City Manager to Award Monetary Incentives, Awards, and Bonuses to Employees for Exceptional Services; 5) Adopt a Resolution requiring City Council approval to spend Poverty Initiative funds; 6) Adopt and Appropriate $50,000 of the FY 2017 Reserve for Contingencies for use by the City Manager; 7) Adopt a Resolution to set the Personal Property Tax Relief Rate; and 8) Adopt an Ordinance to change the City Code for Business License Tax.**

RECOMMENDATION: Adopt and appropriate the FY 2017 Operating Budget; adopt the FY 2017-2021 Capital Improvement Program; adopt and appropriate the FY 2017 Capital Budget; adopt a resolution authorizing the City Manager to award monetary incentives, awards, and bonuses to employees for exceptional services; adopt a resolution requiring City Council approval to spend Poverty Initiative funds; adopt and appropriate $50,000 of the FY 2017 Reserve for Contingencies for use by the City Manager; adopt a resolution to set the Personal Property Tax Relief Rate; and adopt an ordinance to change the City Code for Business License Tax.

SUMMARY: Following the April 5, 2016 Public Hearing for the FY 2017 Budget, Council adjusted the Proposed FY 2017 General Fund Budget as follows:

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Revenues and Use of Fund Balance	**Proposed Operating Budget**	**Adjustments**	**Revised Budget**
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Total Revenues and Use of Fund Balance	**$185,673,893**	**$637**	**$185,674,530**
Expenditures			
Operations	$117,176,466	328,264	$117,504,730
Debt Service	17,923,738		17,923,738
Schools - Operations	41,181,666	(327,627)	40,854,039
Schools - School Buses	500,000		500,000
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Reserves	2,131,851		2,131,851
Capital Improvements	4,409,635		4,409,635
Total Expenditures, Reserves, and Transfers	**$185,673,893**	**$637**	**$185,674,530**

Based on City Council's Work Session discussions regarding the FY 2017 budget, staff made the following adjustments:

To Revenues and Use of Fund Balance:
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2. Reduced Business License Tax by $40,363 based on a Council decision to change the fee structure.
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4. Added $300,000 in Current Personal Property based on updated revenue projections.
5. Adjusted Current Personal Property – Allowance for Uncollectible by $9,000 based on updated revenue projections.

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4. Use of Managed Vacancy Program funds of $265,083.

Details of all City Council and staff adjustments can be found in Attachment A.

Also, State code requires the Personal Property Tax Relief Rate be set at the time the budget is adopted.

Adopting Resolutions A, B, E, H, I, J, K, L, M, N, O, P, and Q require a majority vote of all of the members of City Council in attendance, said vote to be taken by ayes and noes.

Adopting Resolutions C, D, F, and G require a two – thirds majority vote (i.e. five of seven) among the members elected to City Council, said vote to be taken by ayes and noes.

Adopting Ordinance R requires a majority vote of all of the members of City Council in attendance, said vote to be taken by ayes and noes.

<u>City/Federal/State Aid Fund</u>
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<u>Fund Balance</u>
With the adjustments noted above, the General Fund undesignated fund balance as of June 30, 2017 is projected to be $19,491,586 or 10.8% of revenues. Council's target for undesignated fund balance is 10% of revenues.

<u>PRIOR ACTION(S):</u> March 8, 15, 22, 29 April 12, 19, 26, 2016 – City Council Work Sessions
April 5, 2016 – Public Hearing on the Proposed FY 2017 Budgets for General Government, Schools, Water, Sewer, Stormwater, Airport, and Other Funds, and the FY 2017 - 2021 Capital Improvement Program

<u>BUDGET IMPACT:</u>
See attached budget resolutions and ordinance.

CONTACT(S): L. Kimball Payne, III, City Manager, 455-3990; Bonnie Svrcek, Deputy City Manager, 455-3990; Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S): Attachment A: Balancing the FY 2017 General Fund Budget

Resolutions to:
Adopt and Appropriate the FY 2017 Operating Budget (A-K)
~~Adopt the FY 2017-2021 Capital Improvement Program (L)~~
~~Adopt and Appropriate the FY 2017 Capital Budget (M)~~
~~Adopt a Resolution Authorizing the City Manager to Award Monetary Incentives, Awards, and Bonuses to Employees for Exceptional Services (N)~~
~~Adopt a Resolution requiring City Council approval to spend Poverty Initiative funds (O)~~
~~Adopt and Appropriate $50,000 of the FY 2017 Reserve for Contingencies for use by the City Manager (P)~~
~~Adopt a Resolution to set the Personal Property Tax Relief Rate (Q)~~
~~Adopt an Ordinance to change the City Code for Business License Tax (R)~~

REVIEWED BY: lkp

062K

ATTACHMENT A

BALANCING THE FY 2017 GENERAL FUND BUDGET

Revenues and Use of Fund Balance	
Proposed Revenues (from the FY 2017 Proposed Operating Budget)	**$180,417,924**
Use of Fund Balance, Committed/Assigned Fund Balance, and Other	5,255,969
Total Proposed Revenues and Use of Fund Balance	**$185,673,893**
Adjustments: Revenue Summary	
Non-dedicated Revenue Adjustments	**Increase/(Decrease)**
Local Sales Tax	($300,000)
Business License Tax	(40,363)
Lodging Tax	50,000
Current Personal Property	300,000
Current Personal Property - Allowance for Uncollectible	(9,000)
Revised Revenues and Use of Fund Balance	**$185,674,530**
Expenditures, Reserves, and Transfers	
Proposed Expenditures, Reserves, and Transfers (*from the FY 2017 Proposed Operating Budget*)	**$185,673,893**
Adjustments: Expenditures, Reserves, and Transfers	**Increase/(Decrease)**
Provide funding for a $1.50/hr pay increase for part-time and temporary Deputy Sheriffs	$21,327
Reduce proposed increase in City Contribution for Schools	(327,627)
Provide funding for a 2% General Fund Compensation Adjustment beginning January 2017	572,020
Use of Managed Vacany Program funds	(265,083)
Revised Expenditures	**$185,674,530**
Balance of Revised Revenues, Use of Fund Balance, and Expenditures	**$0**

AGENDA ITEM NO. 18

#R-16-050

18.* BE IT RESOLVED that by majority vote the FY 2017 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) including the revenues and expenditures proposed by the City Manager and revised by City Council be adopted as the annual operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2016 and ending June 30, 2017 and said funds be appropriated:

GENERAL FUND INCOME		**GENERAL FUND EXPENDITURES**	
Beginning Balance	$22,714,978	General Government	$12,503,341
Non-Dedicated Revenues		Judicial Administration	4,935,004
General Property Taxes	79,002,770	Public Safety	36,811,291
Other Local Taxes	53,161,856	Public Works	18,097,617
Permits, Fees, and Regulatory Licenses	748,526	Health and Welfare	20,033,127
Fines and Forfeitures	442,500	Parks, Recreation and Cultural	5,800,412
Use of Money and Property	379,420	Community Development	4,599,967
Charges for Services	3,371,992	Non-Departmental	6,444,802
Miscellaneous	243,900	Transfer to Other Funds	674,732
Revenue from the Commonwealth	6,192,584	General Fund - Debt Service	9,483,676
Dedicated Revenues		Schools - Debt Service	8,440,062
Revenue from Use of Money & Property		Reserves	2,131,851
Charges for Services	4,142,675	Transfer to Capital - City	3,871,635
Recreation Revenue	475,822	Transfer to Capital - Schools	538,000
Parking	515,000	Ending Balance	19,491,586
Miscellaneous	2,145,074	**Subtotal**	**$153,857,103**
Revenue from the Commonwealth			
Categorical Aid - State Shared Expenditures	3,099,164	External Service Providers[1]	$8,279,169
Categorical Aid	19,151,969		
Revenue from the Federal Government	7,345,309	Component Units[1]	$43,029,844
Use of Committed/Assigned Fund Balance and Other	2,032,577		
Total	**$205,166,116**	**Total**	**$205,166,116**

[1] *To be considered separately*

Introduced: May 10, 2016 Adopted: May 24, 2016

Certified: ______________________________

Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 24, 2016**			AGENDA ITEM NO.: 20
CONSENT:	REGULAR: **X**	WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION: **X**		INFORMATION:	

ITEM TITLE: **Approval of Employment Agreement with the New City Manager**

RECOMMENDATION: Adopt a resolution approving the Employment Agreement with the new City Manager.

SUMMARY: When City Council acted to appoint Bonnie Svrcek as the next City Manager it indicated that it would act on her Employment Agreement at a later date. The agreement will be ready for action on May 24th.

PRIOR ACTION(S): May 10, 2016, City Council unanimously approved the appointment of Bonnie Svrcek as Lynchburg City Manager effective July 1, 2016.

FISCAL IMPACT: N/A

CONTACT(S): Margaret Schmitt, Director of Human Resources, 455-4208.

ATTACHMENT(S): None. The agreement is undergoing final revision as this report is being written. An electronic version of the Employment Agreement will be provided to City Council once the revisions are complete and hard copies will be provided at the meeting.

REVIEWED BY: lkp

RESOLUTION

BE IT HEREBY RESOLVED THAT the Lynchburg City Council hereby appoints Bernadette M. Svrcek, City Manager for the City of Lynchburg, Virginia, effective July 1, 2016, and authorizes the Mayor, on behalf of City Council, to sign an Employment Agreement with her.

Adopted: May 24, 2016

Certified: ______________________________
Clerk of Council

073K

// A regular meeting of the Council of the City of Lynchburg was held on the 24th day of May, 2016, at 4:00 P.M. in the Council Chamber, City Hall, Michael Gillette, President, presiding. The following Members were present:

Present: Foster, Helgeson, Nelson, Perrow, Gillette 5

Absent: Johnson, Tweedy 2

// During roll call Council Member Nelson mentioned a concern about a road construction sign obstructing the vision of drivers pulling out of Edley Place onto Fort Avenue heading North.

// Council Member Foster mentioned that the Martin Luther King, Jr., sign near the Old City Cemetery, heading South, is again skewed and needs to be secured.

// Council Member Perrow asked Department of Public Works Director Gaynelle Hart if it is time to turn on City fountains. Council Member Perrow also mentioned that approximately forty members of Sorensen's Political Leaders Program visited Lynchburg over the weekend. They toured Amazement Square and heard presentations on local government and interactions with regionalism.

// Council Member Helgeson commended Public Works Director Gaynelle Hart for having the potholes on Wards Ferry Road repaired.

// Mayor Gillette noted that the air show was a success and thanked Campbell County for their work and for an opportunity to bring this event to the region.

// On motion of Council Member Perrow, seconded by Council Member Nelson, Council by the following recorded vote elected to hold a closed meeting for consultation with legal counsel and briefings by staff members regarding a legal matter requiring the provision of legal advice, specifically various legal matters relating to the Midtown Connector Project, pursuant to Section 2.2-3711(A.)(7), of the Code of Virginia, 1950:

Ayes: Foster, Helgeson, Nelson, Perrow, Gillette 5

Noes: 0

Absent: Johnson, Tweedy 2

// Council members Johnson and Tweedy joined the closed session.

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

// Council Member Foster 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;

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 Nelson, and Council by the following recorded vote adopted the motion:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// City Council recessed the meeting at 5:50 p.m.

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

The following Members were present:

Present: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Absent: 0

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

// Mayor Gillette along with Dana Wright recognized the following Mayor's Youth Council Senior Students whose terms will end in June: Kate Ruehle, President; Corbett McKinney, Vice President; Makayla Rony, Secretary; and Parker John Pfaff, Treasurer (absent). Mayor Gillette also recognized two Mayor's Youth Council Sophomores in attendance - Woods Cook and Will Winstead.

// Mayor Gillette along with Communications and Marketing Director Joann Martin recognized and presented certificates to the 2016 Citizens Academy Graduates. Remarks on behalf of the class were given by Ivette Matos-Serrano and Michael Brosmer.

// In the matter of Commonwealth, Resolution #R-16-042 to amend the FY 2016 City/Federal/State Aid Fund budget and appropriate $34,900 with resources from additional Federal funds received from a revised Virginia Department of Criminal Justice Services FY 2016 Victim Witness Grant Program award to fund employee compensation increases and updates to office space, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// In the matter of Public Works – General #1, Resolution #R-16-048, to amend the FY 2016 General Fund budget and appropriate $2,120,916 with resources from pre-paid rent from the Lynchburg Baseball Corp. to fund capital improvements to the Baseball Stadium and parking lot, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-051 adopting the FY 2017 Mandated and Contractual External Service Providers Budget and appropriating $8,190,632 for this budget, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-052 adopting the FY 2017 Central Virginia Alliance for Community Living (formerly Central Virginia Area Agency on Aging) Budget and appropriating $15,000 for this budget, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-053 adopting the FY 2017 Central Virginia Community College Board and Related Operations Budget and appropriating $1,906 for this budget, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-054 adopting the FY 2017 Robert E. Lee Soil & Water Conservation District Budget and appropriating $10,000 for this budget, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16- 055 adopting the FY 2017 Virginia Legal Aid Society Budget and appropriating $11,249 for this budget, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// Council Member Perrow asked that item #9 be pulled from the Consent Agenda which would be voted on separately. Council Member Perrow disclosed the following statement; "my wife is a member of the Board of Trustees for Amazement Square. This is a volunteer position, not paid whatsoever. Her being on the Board is not a personal interest of ours as a family and therefore not a legal conflict of interest. I can vote on this fairly and without judgment." In the matter of FY2017 Budget/CIP, Resolution #R-16-056 adopting the FY 2017 Amazement Square Real Estate Tax Refund Budget and appropriating $5,604 for this budget, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Perrow, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-057 adopting the FY 2017 Region 2000 Local Government Council Budget and appropriating $44,778 for this budget, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-059 adopting the FY 2017 Greater Lynchburg Transit Company Budget and appropriating $8,113,688 for this budget, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-060 adopting FY 2017 Operating Fund Budgets for other funds and appropriating the sums of each fund, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-062 adopting the FY 2017 Capital Budget and appropriating $31,744,850 for the City Capital Projects Fund, $538,000 for the Schools Capital Projects Fund, $1,900,000 for the Airport Capital Projects Fund, $4,600,000 for the Water Capital Projects Fund, $4,515,000 for the Sewer Capital Projects Fund, and $1,125,000 for the Stormwater Capital Projects Fund, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-065 and appropriating $50,000 of the FY 2017 Reserve for Contingencies funding for use by the City Manager for the fiscal year beginning July 1, 2016 through June 30, 2017, laid over from the May 10, 2016 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7
Noes: 0

// In the matter of School - Board, a public hearing regarding City Council Report #15 was held as a continuation of the May 10, 2016, public hearing to receive input from citizens regarding appointments (or reappointments) to vacancies that will exist June 30 in each of the three (3) School Board representational districts. Mayor Gillette read into the record additional names of volunteers who have applied to-date to serve on the School Board: District I – Susan Morrison; District 2 – Lewis Lee, Jr. and Charleta Mason.

The following candidates spoke before City Council to communicate their interest and present their credentials and qualifications to serve on the School Board – Charleta Mason and Susan Morrison. Lewis Lee, Jr. submitted a letter to Council. There was no one else present who wished to speak to this item. On motion of Council Member Johnson, seconded by Council Member Nelson, Council by the following recorded vote closed the public hearing and after the regular meeting will select candidates in a closed meeting to interview for the School Board:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette	7
Noes:	0

// Mr. Rick Forney spoke before Council, providing information about Guillian-Barre Syndrome (GBS) Month.

// In the matter of Public Works, City Council Report #17 was considered. On motion of Council Member Perrow, seconded by Council Member Johnson, Council by the following recorded vote adopted Resolution #R-16-068, as presented, to extend the Virginia Department of Transportation (VDOT) Revenue Sharing Program administration agreement for an additional three years (FY2017, FY2018 and FY2019):

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette	7
Noes:	0

// In the matter of FY2017 Budget/CIP, Resolution #R-16-050 adopting the FY 2017 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) and appropriating $205,166,116 for this budget, laid over from the May 10, 2016 meeting, was again presented and read. On motion of Council Member Johnson, seconded by Council Member Tweedy, Council by the following recorded vote adopted the Resolution with no further discussion:

Ayes: Foster, Johnson, Nelson, Perrow, Tweedy, Gillette	6
Noes: Helgeson	1

// Council Member Nelson disclosed that his wife is an employee of the Lynchburg School System but that does not by recommendation letter of the Commonwealth's Attorney constitute a statutory conflict of interest and would not impair his ability to be objective in consideration of this item. Vice Mayor Johnson disclosed that the amount that he is paid as an employee of Lynchburg City Schools is not enough to constitute a legal conflict of interest and therefore he will vote on this matter. In the matter of FY 2017 Budget/CIP, Resolution #R-16-058 adopting the FY 2017 School Operating Budget and appropriating $102,794,779 for this budget, laid over from the May 10, 2016 meeting, was again presented and read. On motion of Council Member Johnson, seconded by Council Member Foster, Council by the following recorded vote adopted the Resolution with no further discussion:

Ayes: Foster, Johnson, Nelson, Perrow, Tweedy, Gillette	6
Noes: Helgeson	1

// In the matter of Council, City Council Report #20 was considered on adopting a Resolution approving the Employment Agreement with the new City Manager. Council Member Helgeson stated that he voted in favor of hiring Ms. Svrcek as the new City Manager; however, he does not agree with the justification for the amount of compensation which starts at 95% of the current City Manager's ending salary and there will be an additional position in the City Manager Office. Council Member Helgeson suggested incentive pay for performance and other Council members spoke in support of the contract. On motion of Council Member Perrow seconded by Council Member Johnson, Council by the following recorded vote adopted Resolution #R-16-069, as presented, approving the Employment Agreement with the new City Manager, Bonnie Svrcek:

Ayes: Foster, Johnson, Nelson, Perrow, Tweedy, Gillette 6

Noes: Helgeson 1

// On motion of Council Member Johnson, seconded by Council Member Nelson, Council by the following recorded vote elected to hold a closed meeting for the discussion and consideration of candidate interviews for appointment to the School Board:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

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

// Council Member Johnson 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;

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 Nelson, and Council by the following recorded vote adopted the motion:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// The meeting was adjourned at 8:42 P.M.

Clerk of Council