DANVILLE CITY COUNCIL WORK SESSION AGENDA

MUNICIPAL BUILDING

January 16, 2018

7:30 P.M.

MEETING CALLED TO ORDER

MINUTES

A. Consideration of Approval of Minutes from Regular Work Session held on December 19, 2017.
Council Letter Number CL - 1828.

WORK SESSION ITEMS

A. Review of General Fund Financials through December 31, 2017.
Council Letter Number CL - 1816.

B. Review of Public Work's Right of Way Schedule for Maintenance.
Council Letter Number CL - 1804.

PROGRAM UPDATE

COMMUNICATIONS FROM

A. City Manager

B. Deputy City Manager

C. City Attorney

D. City Clerk

E. Roll Call

ADJOURNMENT

Council Letter
City of Danville, Virginia

CL-1825 **Meeting Minutes** **Item #: A.**

Work Session Meeting

Meeting Date: 01/16/2018

Subject: Consideration of Approval of Meeting Minutes

From: Susan M. DeMasi, Clerk of Council

COUNCIL ACTION

Work Session: 1/16/2018

SUMMARY

Consideration of Approval of Minutes from Regular Work Session held on December 19, 2017.
Council Letter Number CL - 1828.

Attachments

Meeting Minutes

A Regular Work Session of the Danville City Council convened on December 19, 2017 at 8:23 p.m. in the Fourth Floor Conference Room of the Municipal Building. Council Members present were: James B. Buckner, Mayor John B. Gilstrap, Vice Mayor Alonzo L. Jones, Dr. Gary P. Miller, J. Lee Vogler, Jr., Sherman M. Saunders, and Madison J.R. Whittle (7). L. G. “Larry” Campbell Jr., and Fred O. Shanks, III were absent. (2)

Staff Members present were: City Manager Ken Larking, City Attorney W. Clarke Whitfield Jr., and City Clerk Susan M. DeMasi. Deputy City Manager Earl B. Reynolds was absent.

Mayor Gilstrap presided.

MINUTES

Upon **Motion** by Council Member Buckner and **second** by Council Member Miller, Minutes of the Regular Work Session held on November 21, 2017, and Council Retreat held on October 15, 2017 and October 16, 2017 were approved as presented. Draft copies were distributed to Council Members prior to the Meeting.

WORK SESSION ITEMS

Mayor Gilstrap noted an item needed to be added to the Agenda as Work Session Item A, to discuss the process for signage entering the City, for Wendell Scott. Council Member Vogler moved to add the new Item, the Motion was seconded by Vice Mayor Jones and approved unanimously.

DISCUSSION OF ADDING SIGNS IN THE CITY

Mayor Gilstrap noted they heard the presentation at the Regular Meeting and would like Council to establish the process. Mayor Gilstrap noted he does not support keeping the same Memorial Commission for this task; this is entirely different, it is not the naming or renaming of any building. City Attorney Clarke Whitfield noted the Code is very specific in Section 2-41, that the Mayor can establish a specific committee for a specific purpose, for a specific time period that would then report back to Council. Mayor Gilstrap questioned if that could be all Council members and Mr. Whitfield confirmed it could, it is for the Mayor to appoint.

Mayor Gilstrap stated he thought a discussion was needed because some Council Members have expressed opposition to this. Mayor Gilstrap noted he would like to have a process, have Council Members to look at it, study it and bring a report back to Council. Mr. Whitfield explained he could appoint as many members as he wanted, but he does need to designate a Chairman if he is going under the special committees powers that he has. Council Member Miller noted the City doesn’t have anything like this and needs to establish some ongoing rule for putting up signs. Mayor Gilstrap also noted the City does not have control over all locations, some of them are State owned, and the City has no control over that. City Manager Ken Larking noted it was his understanding, the bypass in particular, that VDOT is the organization that would be putting signs up and the City would have to get approval from them for any signage on the 29 bypass. Mr. Larking stated it wouldn’t hurt to look into this and to ask them about the procedure.

Mayor Gilstrap suggested the Committee be appointed and add someone from Community Development or Planning that is familiar with the sign ordinance, and add three council members. Mr. Whitfield noted the meetings would have to be advertised.

Vice Mayor Jones noted Council Members seemed excited about this, and asked if Council could do a straw poll, if there is enough, move it forward. Mayor Gilstrap stated there are two Council Members not present and does not know how either of them feel, but it is a Council decision. Mr. Vogler suggested a straw poll, not to make a final decision, but to direct staff to come back to Council with how it would look. Council can have the full, final discussion about the details, and then make a decision to put it on the agenda.

Mayor Gilstrap noted Wendell Scott and his family are not the only famous people in Danville, and stated he is sure the Camilla Williams family will feel as strongly as the Wendell Scott family that she was known worldwide for her opera voice. That the Herman Moore family will feel as strongly as the Scott family, that is deserving of recognition; Mayor Gilstrap stated he does not think it is as simple as one family making a presentation. There are twenty other families that Council will hear from. Council Member Saunders noted Mayor Gilstrap is right, and is thinking what is the decision, is it to put up signs at five points in the City Danville. Is Council talking about cost, approval, process, has Council asked the staff to look at a process when Council does this, and Council wants as much public support as possible.

Mayor Gilstrap noted the process is for the Mayor to appoint a special committee for a specific purpose and timeframe; that is the process he was beginning to initiate. Mayor Gilstrap asked Mr. Saunders to serve on it along with Mr. Vogler, Mr. Buckner, and will ask Mr. Shanks, and Mr. Whittle. Mr. Gillie will be staff support and Mr. Saunders will be the Chair. The committee will report back to Council and gave direction that he is asking for: to study all the possibilities of the names that may have to be added to this or just the one and the cost. Because of the holidays it may be difficult to meet, can they shoot for the second meeting in January.

CONSIDERATION OF APPOINTMENTS TO BOARDS AND COMMISSIONS

Vice Mayor Jones noted the Committee on Appointments makes the following recommendations:

Building Code Board of Appeals:	Reappoint:	Jeffrey L. Bond and Arthur Craft
Employee Retirement System:	Reappoint:	Linwood Wright and Gus Dolianitis
Fair Housing Board:	Appoint:	Gary Wasson
Planning Commission:	Appoint: Reappoint:	Steve Petrick Manuel Dodson

Council had no objections to the recommendations and the Appointments will be put on the next Council agenda.

REVIEW OF FISCAL YEAR 2017 AUDIT RESULTS

Director of Finance Michael Adkins noted Norman Yoder from Brown, Edwards, the City's independent auditor was present. They have completed the City's Audit and there are three documents for Council, the first is the CAFR which contains the June 30 statements along with the Audit Report, the Letter to Management and a Review of Internal Controls. Mr. Yoder has comments to share with Council.

Mr. Yoder noted he is required to report to Council about the Audit; the Audit started in the summer and it went very well. Mr. Yoder noted there was a clean opinion, as the City has had in the past, with fewer findings than it has had since they started doing the audit several years ago; that would indicate progress in the area of internal controls. The management team has worked on a lot of the recommendations and has made good progress with those. Mr. Yoder stated he appreciated the cooperation and help they receive from the City's staff, does not feel there is anything specifically he needs to review with Council but if Council has any questions or comments he will be glad to answer them.

Mr. Whittle questioned Uncorrected Misstatements and Mr. Yoder noted he is referring to a letter where the auditors cover some required communications and in that letter, one of the things they communicate is any immaterial or past adjustments. These are things that may crop up towards the end of the audit; the finance team decides not to record an adjustment in the current financial statement, but they have to be listed.

Mr. Adkins noted these cases deal with estimates. In the case of the item with respect to damage to a dam, when the City was doing the financials, staff had no idea how much money the City would receive from insurance, so staff didn't book anything. But the auditors said the City has a minimum, they will receive at least a certain amount and should book at least that much. The other case that was pointed out was health insurance, it is an estimate of how many claims have been incurred by the employees that they don't know about yet. Last year, that number from the insurance consultant looked high, but staff had nothing to compare it to; as time went on, staff could see that it was too high. The claims the City actually got in were not that much.

Mr. Yoder noted, bottom line, these are immaterial, the auditors track them internally in conducting the audit so they can measure whether misstatements are accumulating and heading in one direction or another. Mr. Larking explained the purpose of the Financial Statement is to fairly represent what has happened; if there are discrepancies that occur because of estimates that had to be made, this outlines those discrepancies.

Council thanked Mr. Yoder for his presentation.

REVIEW OF GENERAL FUND FINANCIALS THROUGH NOVEMBER 30, 2017

Director of Finance Michael Adkins reviewed the Financial Statements which mark five months into the new fiscal year or 42% complete. General Fund revenues are good with nearly $37M at the end of November and 36% of budget, which is usually where the City is at this point in the year. There was an increase with the Real Estate Tax increase; the City saw about $1.3M more in revenues compared to last year at this time. Mr. Adkins noted he looked at real estate collections as of today, they were due on December 5, 2017, and the City has collections of $8.4M, right at 50% of budget which is where the City should be at the end of the month. Personal Property is also on track, not at 50% because the City does not receive all of the State's share of that equally throughout the year, but is where it should be. Local taxes still show increases over last year with $8.6M collected in local taxes through November with increases in Sales, Meals and Lodging Taxes. They were small, ranging from $38,000 to $71,000 above last year; all three are either right at or over budget. Mr. Adkins noted all the other revenue categories, which are mostly state and federal funding, are on track with budget and comparable to last year.

On the Expenditure side, the Departmental Expenditures were only at 39% of budget at the end of November, with 42% of the year complete; the City continues the trend of underspending the budget. The Non-Departmental is also right at budget, that is where the group health insurance is accounted for; it is good news that the group health insurance is following budget this year where it exceeded budget last year. Mr. Adkins stated the big change this year is the Transfer to Schools; the Schools spend Federal, State and Local money. This year, their receipt of Federal funding is delayed so they are spending more local money; the City has actually transferred about two-thirds of their budget to them already. Mr. Adkins noted they will only transfer up to the budget; usually the deficit at this point of the year is about $14 to $15M because they are spending equally through the year.

Mr. Adkins noted he left a handout for Council, *Proposed Changes to Financial Policy,* with highlighted text, that he would like to bring to the second business meeting in January. Mr. Adkins explained the first change has to do with the Utility contributions to the General Fund. For some time, the Danville Utility Commission has been asking about the transfer policy. The current policy does not allow for any decrease in that transfer from the Utility Funds, and states the transfer can be increased if there is an increase in the investment in fixed assets by the Utility Funds, but there is no possibility of a decrease. In talking and working with them, Mr. Adkins noted he believed this would ease that need, has highlighted the language that would be included and any language that would be taken out. If that calculation used shows that a decrease is warranted, then the transfer could be reduced, but no more than 1%. The worst case scenario, every utility fund, the City has five, if every one of those funds showed a decrease in fixed assets over a five year period, the maximum decrease to the budget would be 1%, which would be about $150,000. That is the proposed change for that policy.

Mr. Adkins noted the other proposed change is an addition, not a change in the policy and has to do with the National Resource Group that is helping the City with the five year financial plan. One of the requirements of receiving that grant and working with them, is that the City have a policy which insists the City have a multi-year financial plan. Mr. Adkins noted the language he proposes to add basically states the City will be adopting some type of five year financial plan that includes a balanced budget, and also looks at the effect on the City's unreserved fund balance as those plans are made. It is a formality to put this into the policies to meet the requirements the grant.

Council had no objections to the changes in policy.

<u>REVIEW OF CITY COUNCIL POLICY ON RECOGNITIONS</u>

Assistant to the City Manager, Amanda Paez noted she distributed a handout, *Danville City Council Guidelines for Recognition*. Ms. Paez noted the list of examples is not exhaustive, these were just some examples to go over each type of recognition. The most important thing to point out is that ultimately the Mayor decides what gets recognized and how it is recognized; these are general guidelines to help the office go through the recognition process and create the documents. Mayor Gilstrap noted he requested this, he gets many requests and had requested some guidelines.

Council agreed to put this on an upcoming Council business agenda.

PROGRAM UPDATE

Mr. Larking stated he had a meeting with Mark Ferrell from the Virginia Attorney General's Office last week regarding assistance they would like to provide the City with regard to the implementation of the City's Comprehensive Gang Model. They are looking at giving the City about $100,000 toward implementing that program. Mr. Larking noted they tried to get a grant to help pay for the Project Coordinator; staff had put together a budget to submit to them for consideration, to set them up in an office, supplies, everything they would need in order to begin the process of implementing the Comprehensive Gang Model. Human Resources has developed a job description for the position and specific tasks they would need to accomplish such as seeking additional funding for the program to make sure it was sustainable going forward, to help the youth and those involved in gang activity. Mr. Larking noted he is requesting Council's approval to apply for the grant and look at trying to advertise the position in anticipation of getting the funding. Mr. Gilstrap noted he has no problem as long as the person that accepts this job realizes that it will terminate when funding terminates. Council had no objections.

COMMUNICATIONS

Mr. Saunders requested staff look into small tokens to present to guests who come to the City and Mayor Gilstrap noted his agreement.

Mr. Vogler questioned the status of the Data Center tax cut and Mr. Larking noted it is still being researched by staff, it will come to a work session, a public hearing will need to occur and Council will have to decide if it is something they want to have done immediately or during the budget process.

MEETING ADJOURNED AT 9:28 P.M.

APPROVED:

____
MAYOR

ATTEST:

____
CITY CLERK

Council Letter
City of Danville, Virginia

CL-1816 **Work Session Item #: A.**

Work Session Meeting

Meeting Date: 01/16/2018

Subject: General Fund Financial Update as of December 31, 2017

From: Michael Adkins, Director of Finance

COUNCIL ACTION

Work Session: 01/16/2018

SUMMARY

A brief summary of General Fund financial results through December 31, 2017 will be given.

Attachments

Financial Statements

City of Danville
Department of Finance
Michael Adkins, Director

To: Ken F. Larking, City Manager

From: Michael L. Adkins, Director of Finance

Date: January 5, 2018

Subject: Summary of Preliminary General Fund Financial Results for December 31, 2017

After completing the first half of fiscal year 2018, revenues are very comparable to the previous year, showing a slight increase of 1%. As of December 31, General Fund revenues were $46,071,092. This represents 45% of our FY 2018 budget. Last year, at this time, we had collected $45,658,136, or 46% of budget. The increase in revenue is primarily due to increased collections along with the increased real estate tax rate.

With tax bills due December 5, we saw steady collection activity in the General Property Tax category this month. Current year real estate tax collections were $8.6 million at December 31. This is an increase of nearly $800,000 over the prior year, primarily related to the tax rate increase as previously mentioned. We continue to see steady performance in the collection of delinquent real estate taxes compared to budget this year with $463,043 realized through December. This accounts for 46% of the current year's budget. Personal property taxes are also performing well with $5 million received through December 31. This represents 44% of the FY 2018 budget and reflects an increase of $227,000 over last year at this time.

Local taxes collected through December 31, were $10.2 million, or 40% of budget. This is very comparable to FY 2017, showing a slight increase of $129,000 over last year. Sales tax collections through December amounted to $4.3 million, or 49% of budget, an increase of nearly $44,000 over last year. Meals taxes collected for the first half of the fiscal year amounted to $3.8 million, or 50% of budget, an increase of $42,000 over last year. Business Licenses realized at the end of December were $693,804, showing a decrease of $24,000 from the previous year. Lodging taxes received as of December 31, were $514,359, or 52% of budget, an increase of $53,000 over the prior year. All other revenue categories are performing well at this point in the fiscal year and any notable variances between the current and prior years relates to timing.

Expenditures at December 31 were $63,801,309, or 56% of budget. This is an increase of $5.9 million compared to December 31, 2017, primarily resulting from budgeted transfers to Danville City Schools. A portion of the increase is a result of a budgeted increase of $2.1 million, with the remaining increase resulting from timing differences.

City Schools requested federal funding later in FY 2018, where last year, federal funds were received earlier. This has created a need to transfer a larger portion of the budgeted support to Schools earlier this fiscal year. This timing difference will self-correct as we progress into the fiscal year. Departmental expenditures at the end of December were contained under budget at 47% and show an increase of only about $484,000 over last year, primarily related to budgeted pay increases and overtime expense in public safety resulting from vacancies in the Police and Juvenile Detention divisions.

Total General Fund expenditures exceeded revenues by $17,730,218. This is typical for the first part of the fiscal year in the General Fund because the timing of the revenue recognition is not matched with expenditures. The accelerated transfers to Schools has also created more of a deficit than usual at this point in the year. As mentioned in the October and November review, the gap was expected to close with tax collections in November and December. The General Fund recovered $6.5 million of this deficit during the months of November and December. This gap should continue to close as we progress through the fiscal year, which will help to restore the fund balance in the General Fund. For now, the General Fund is performing as expected.

CITY OF DANVILLE, VIRGINIA
GENERAL FUND REPORT
50% OF YEAR LAPSED AS OF DECEMBER 31, 2017
PRE-CLOSING FIGURES - SUBJECT TO CHANGE - UNAUDITED

	Budgets & Appropriations For Current Year	Actual Revenues & Expenditures For Year-to-Date	Percent Realized/Expended This Year	Encumbrances	Balance to be Realized/Expended	Actual Revenues & Expenditures At This Date Last Year
REVENUES:						
Property Taxes	$ 30,721,540	$ 14,689,510	47.82%		$ 16,032,030	$ 13,775,393
Other Local Taxes	25,655,000	10,162,135	39.61%		15,492,865	10,033,005
License Permits & Privilege Fees	229,890	111,226	48.38%		118,664	120,468
Fines & Forfeitures	447,450	160,931	35.97%		286,519	166,772
Revenue From Use Money & Property	1,182,410	535,258	45.27%		647,152	779,917
Charges For Services	3,558,570	1,722,456	48.40%		1,836,114	1,807,129
Miscellaneous Revenue	125,000	53,673	42.94%		71,327	40,598
Recovered Cost	5,361,660	2,366,147	44.13%		2,995,513	2,348,180
Non-Categorical Aid	6,092,720	2,890,169	47.44%		3,202,551	2,929,251
Shared Expenses (Categ. Aid State)	4,873,810	2,085,188	42.78%		2,788,622	2,291,099
Categorical Aid (State)	9,234,440	3,784,898	40.99%		5,449,542	3,951,324
Emergency Services (Federal)	-	-			-	-
Categorical Aid (Federal)	27,020	-	0.00%		27,020	-
Transfers From Utilities	15,019,000	7,509,500	50.00%		7,509,500	7,415,000
Transfers From Other	-	-			-	-
TOTAL REVENUES	**$ 102,528,510**	**$ 46,071,092**	**44.93%**		**$ 56,457,418**	**$ 45,658,136**
EXPENDITURES:						
General Government Administration	$ 8,686,523	$ 4,492,377	51.72%	$ 129,857	$ 4,064,288	$ 4,132,806
Judicial Administration	6,580,418	3,377,118	51.32%	3,061	3,200,239	3,265,242
Public Safety	29,296,928	14,277,231	48.73%	278,888	14,740,809	13,918,489
Public Works	4,691,932	2,041,085	43.50%	245,317	2,405,530	2,009,409
Health, Education, Welfare & Soc. Svc.	9,172,600	3,620,427	39.47%	13,887	5,538,285	3,851,311
Parks, Recreation & Cultural	5,160,480	2,208,167	42.79%	50,193	2,902,121	2,331,588
Community Development	2,288,765	1,219,824	53.30%	98,513	970,428	1,243,163
Non-Departmental	11,943,410	5,755,292	48.19%	5,000	6,183,118	6,009,067
Transfer to Schools - Operating	26,299,534	18,956,973	72.08%	2,863,521	4,479,040	12,564,675
Transfer to Capital Projects	5,466,450	5,466,450	100.00%	-	-	4,677,685
Transfer to Other Funds	4,145,390	2,386,364	57.57%	-	1,759,026	3,937,114
TOTAL EXPENDITURES	**$ 113,732,430**	**$ 63,801,309**	**56.10%**	**$ 3,688,238**	**$ 46,242,883**	**$ 57,940,549**
Revenue over(under) Expenditures		$ (17,730,218)				$ (12,282,413)
FUND BALANCE:						
Beginning Fund Balance 07/01/2017		$ 42,975,385				$ 48,992,907
Revenue over(under) Expenditures		(17,730,218)				(12,282,413)
Ending Fund Balance 12/31/17		**$ 25,245,168**				**$ 36,710,494**
Composition of Fund Balance:						
Reserved for Encumbrances/Designated Funds		$ 9,940,195				$ 12,296,160
Unassigned		15,304,973				24,414,334
TOTAL FUND BALANCE 12/31/17		**$ 25,245,168**				**$ 36,710,494**

1/5/2018

City of Danville, Virginia
Summary of Other Local Tax Revenues - PRE-CLOSING - UNAUDITED
For the period ending December 31, 2017 (year to date)

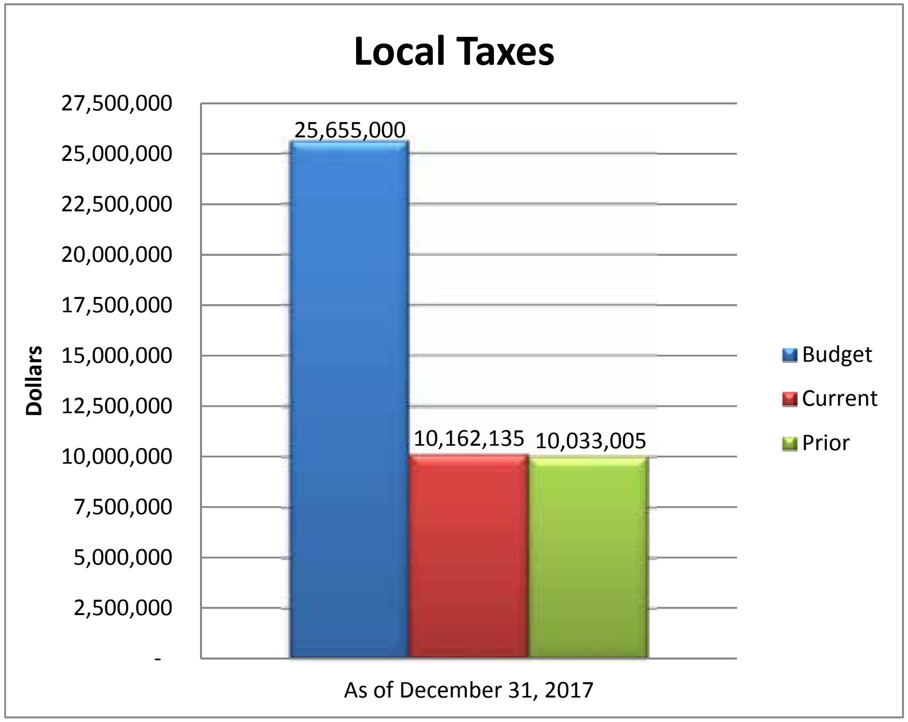
Description	Current Budget	Revenue Realized	Percentage Realized	Prior Year Budget	Prior Year Realized	Percentage Prior Year
Sales Tax	$ 8,750,000	$ 4,282,296	48.94%	$ 8,500,000	$ 4,238,806	49.87%
Business Licenses	5,100,000	693,804	13.60%	5,000,000	718,168	14.36%
Meals Tax	7,500,000	3,746,779	49.96%	7,200,000	3,704,486	51.45%
Utility Taxes	978,000	459,796	47.01%	986,000	393,589	39.92%
Vehicle License Fees	1,000,000	214,259	21.43%	980,000	230,960	23.57%
Bank Stock Tax	790,000	-	0.00%	750,000	-	0.00%
Recordation Tax	180,000	82,968	46.09%	160,000	98,596	61.62%
Hotel Motel Tax	990,000	514,359	51.96%	840,000	461,516	54.94%
Daily Property Rental Tax	17,000	10,680	62.82%	15,000	10,901	72.67%
Motor Vehicle Tax	135,000	76,217	56.46%	126,000	88,895	70.55%
DMV Fees	215,000	80,977	37.66%	200,000	87,088	43.54%
TOTAL	$ 25,655,000	$ 10,162,135	39.61%	$ 24,757,000	$ 10,033,005	40.53%

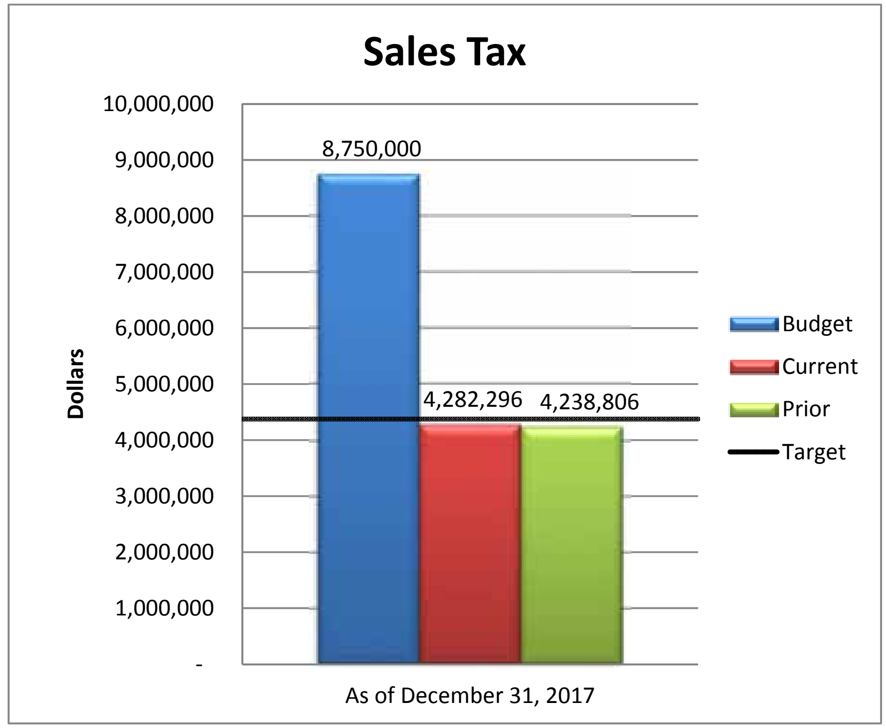
CITY OF DANVILLE, VIRGINIA
GENERAL FUND
COMPOSITION OF FUND BALANCE
PRELIMINARY - AS OF DECEMBER 31, 2017

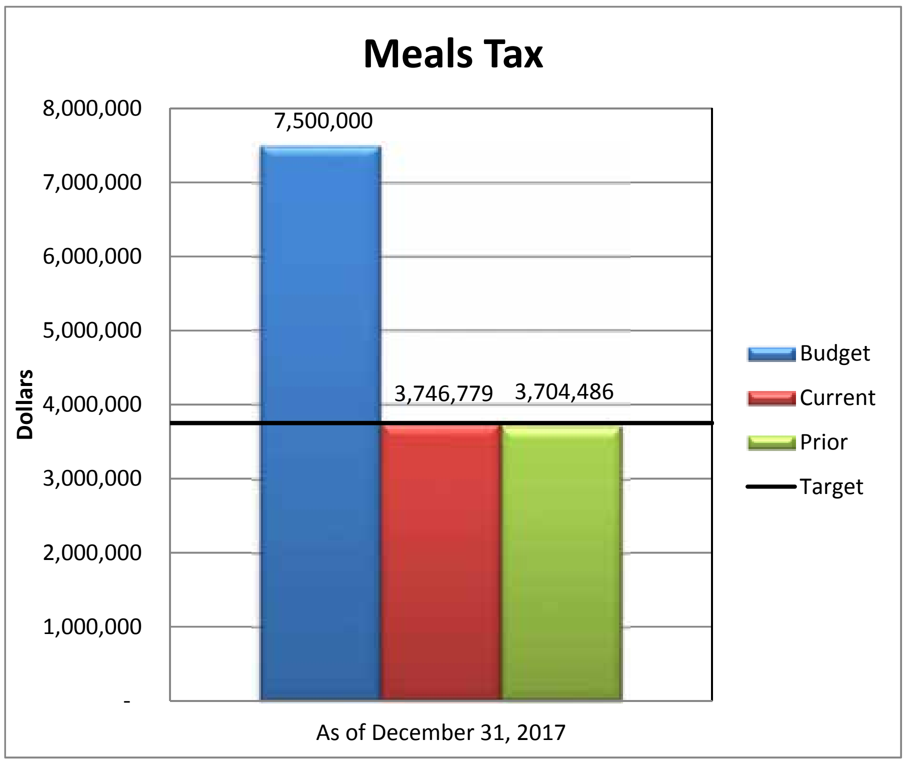
Beginning Total Fund Balance, July 1, 2017	$ 42,975,385.04
Add: General Fund Revenues	46,071,091.58
Deduct: General Fund Expenditures	(63,801,309.11)
Ending Total Fund Balance, December 31, 2017	$ 25,245,167.51

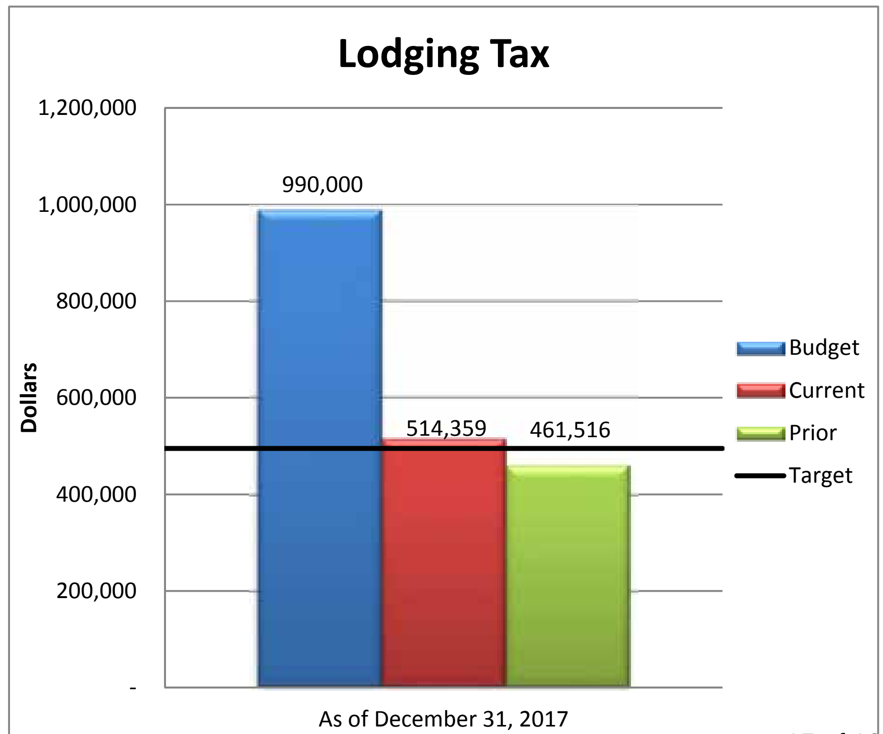
Composition of Fund Balance:	
Restricted for Commonwealth Attorney	$ 92,874.19
Restricted for Police Department	67,434.66
Restricted for Fire Department	79,284.45
Committed for Sheriff's Department	2,230.71
Committed to Schools	922,053.29
Committed to Budget Stabilization	3,000,000.00
Committed for GWHS Stadium	1,300,000.00
Committed budget of Fund Balance FY2018	153,249.98
Assigned to Sheriff's Department	18,559.60
Assigned to Community Development Dept.	12,841.03
Assigned for Encumbrances	3,688,238.09
Assigned for Tobacco Repayments	386,250.00
Nonspendable (Inventory and Prepaids)	217,178.79
UNASSIGNED	**15,304,972.72**
Total Fund Balance, December 31, 2017	$ 25,245,167.51

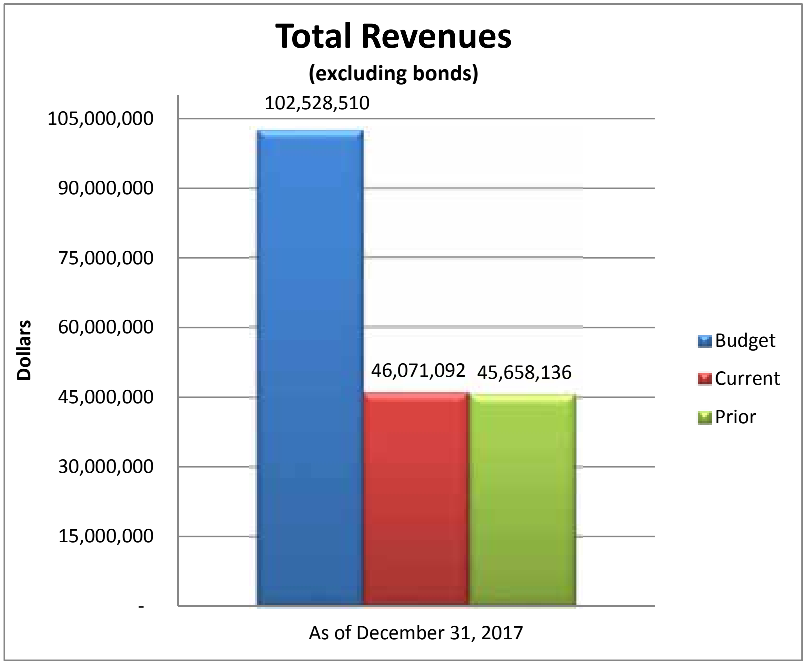
Unassigned fund balance from above	$ 15,304,972.72
Unassigned Minimum per policy (20% of General Fund Operating Revenues) based on FY 2018 budget	20,491,036.00
Current surplus (deficit) over (under) minimum	$ (5,186,063.28)


Local Taxes
27,500,000
25,000,000
22,500,000
20,000,000
17,500,000
15,000,000
12,500,000
10,000,000
7,500,000
5,000,000
2,500,000
-
Dollars
25,655,000
10,162,135
10,033,005
Budget
Current
Prior
As of December 31, 2017

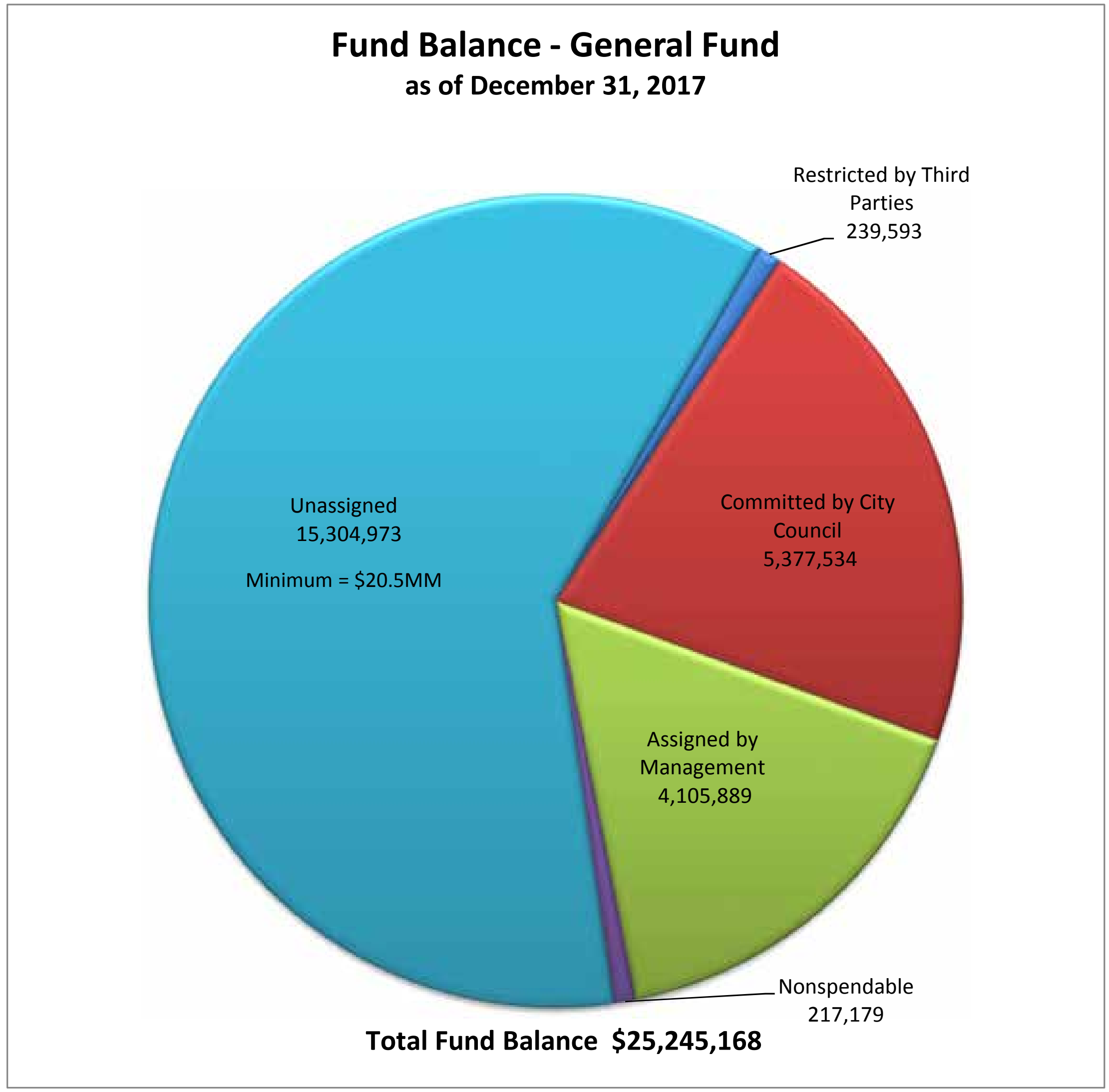

Sales Tax
10,000,000
9,000,000
8,000,000
7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000
-
Dollars
8,750,000
4,282,296
4,238,806
Budget
Current
Prior
Target
As of December 31, 2017


Meals Tax
8,000,000
7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000
-
Dollars
7,500,000
3,746,779
3,704,486
Budget
Current
Prior
Target
As of December 31, 2017

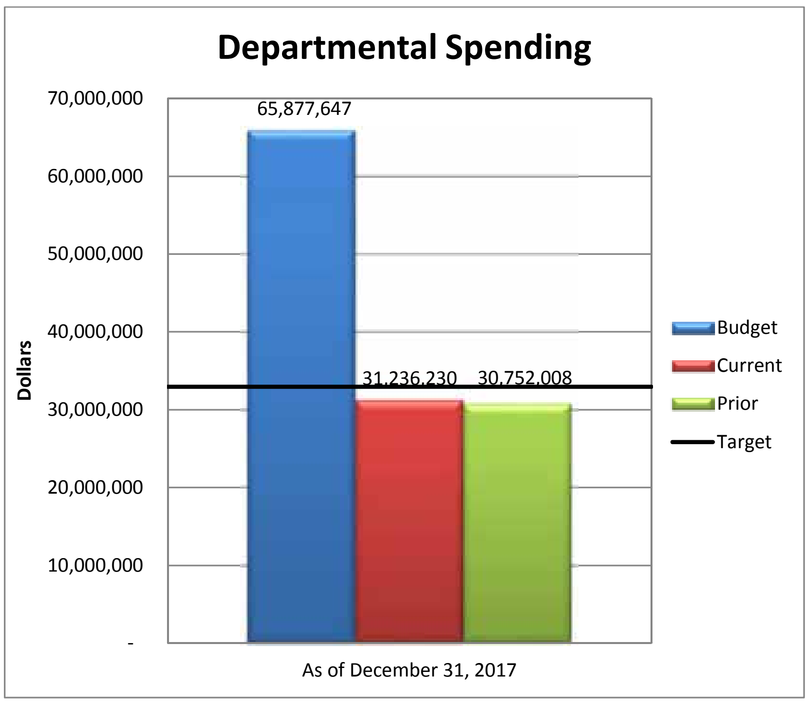

Lodging Tax
1,200,000
1,000,000
800,000
600,000
400,000
200,000
-
Dollars
990,000
514,359
461,516
Budget
Current
Prior
Target
As of December 31, 2017



Total Revenues
(excluding bonds)
105,000,000
90,000,000
75,000,000
60,000,000
45,000,000
30,000,000
15,000,000
-
Dollars
102,528,510
46,071,092
45,658,136
Budget
Current
Prior
As of December 31, 2017



Fund Balance - General Fund
as of December 31, 2017
Restricted by Third Parties
239,593
Unassigned
15,304,973
Minimum = $20.5MM
Committed by City Council
5,377,534
Assigned by Management
4,105,889
Nonspendable
217,179
Total Fund Balance $25,245,168



Departmental Spending
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
-
Dollars
65,877,647
31,236,230
30,752,008
Budget
Current
Prior
Target
As of December 31, 2017

Council Letter
City of Danville, Virginia

CL-1804 **Work Session Item #: B.**

Work Session Meeting

Meeting Date: 01/16/2018

Subject: Public Works Right-Of-Way Maintenance Schedule

From: Richard Drazenovich, Public Works Director

COUNCIL ACTION

Work Session: 01/16/2018

SUMMARY

City Council has recently received inquiries regarding the Public Works schedule for cutting roadside slopes, alleys, center medians, and grass strips between the property line and the edge of the pavement. Public Works has prepared a PowerPoint presentation to update Council on the vegetative management status.

BACKGROUND

Public Works maintains a very high standard for the appearance of the City of Danville rights-of-way. Maintenance includes mowing, tree pruning, litter collecting, sweeping, landscaping, slope cutting, spraying, code enforcement, etc.

- The City has 316 miles of roads (222 are residential and 94 are arterial/collector).
- There are approximately 2,717 commercial and 22,937 residential properties in the city.
- The City has 143,850 feet of roadside guardrail.
- There are an unknown number of alleys and unopened rights-of-way in the City.
- There are approximately 50 locations where medians, planters, interchanges, and plazas are landscaped at a higher level than just grass.

The following is the schedule for each type of right-of-way vegetative maintenance:

<u>Mowing of Center Medians</u>
Public Works utilizes three, two-man mowing crews with zero-turn mowers to mow center medians on a schedule of every two weeks as needed between April and October.

<u>Guardrails</u>
Public Works uses a herbicide spray crew and two adult detention crews to cut and spray guardrails three times during the growing season. The growth is monitored and cut more frequently if needed.

<u>Roadside Slope Management</u>
Roadside slopes are cut a minimum of once per year. Public Works utilizes two adult detention crews to cut roadside slopes. The slopes have been overgrown with broadleaf trees, sumac, vines, poison ivy, and thick root masses which make cutting hazardous and difficult. Two years ago, Public Works implemented a vegetative spraying program to eliminate the thick woody overgrowths and weeds. All slopes have been cut and are on schedule.

Roadway Edge Cutting
Where there are wooded or undeveloped areas, the roadside edge is cut annually using a boom mower (a tractor with a cutting head at the end of a 20 ft. arm).

Roadside Medians
The area between the property line and the edge of paving or curb is the responsibility of the adjacent property owner. Except for slope and edge cutting of wooded/undeveloped areas, the City does not cut these areas.

Unopened Rights-Of-Way
There are countless unopened rights-of-way or alleys throughout the City. These are mostly paper streets/alleys and have not been mowed by City crews.

Alleys
There are several alleys in the West End area which were maintained by City crews when refuse collection was collected from the alleys. The City stopped cutting these alleys when they were no longer utilized.

Drainage Easements
A drainage easement provides that the City's right to conduct maintenance extends only to those issues which may interfere with the proper use of the drainage ditch. Unless the overgrowth were to interfere with the free flow of the water, grass cutting and right-of-way clearing is not done within an easement.

Street Sweeping
Street sweeping is done on a monthly schedule utilizing two sweepers and four drivers. Arterial streets and the River District are done during overnight hours.

Litter collection
Litter is collected weekly on primaries and interchanges utilizing three crews. Each staffed by one City employee and three adult detention inmates.

Attachments

No file(s) attached.