

To comment on these agenda items or share your opinion on any municipal topic,
e-mail commission@mtlebanon.org

TO: Mt. Lebanon Commission
FROM: Keith A. McGill, Municipal Manager
DATE: December 9, 2016
SUBJECT: Agenda – Regular Meeting – December 13, 2016 – 8 p.m.

Call to Order – Pledge of Allegiance to the Flag – Roll Call

- KF 1. Commission/Manager’s announcements:**
- Summary of discussion session topics (Manager McGill)
 - Manager’s announcements (Manager McGill)
 - Community highlights (Commission Vice President Brumfield)
- KF 2. Junior Commissioner Varsha Venugopal comments (presentation of gift/last meeting).**
- KF 3. Citizens Comments.**
- DB 4. Consideration of the [minutes](#) from the Adjourned Meeting held November 28, 2016. -
passed**
- Recommended Action:* Move to approve the minutes.
- SM 5. Public hearing on Ordinance ([Bill No. 10-16](#)) amending the Charter regarding tax limits.
hearing held**

The Home Rule Charter Section 914 contains limitations on increases in taxes, including a 2-mill limit on increases in annual real estate tax, and a restriction on increasing earned income tax only when there is a corresponding reduction in real estate. The 2-mill limit was added to Section 914 at a time when Allegheny County used a predetermined ration of 25% for assessments, whereas now it uses 100%. The 2-mill limit in Section 914 would allow a tax increase of approximately \$5,000,000 a year; the proposed 10% limit would lower this amount to approximately \$3,500,000.

Section 914 allows a tax increase in excess of the stated limitations only if the increase is approved by a referendum or by unanimous vote of all Commissioners in office. Therefore, the Commission desires to change the Charter regarding the limitations and taxes. This ordinance was introduced November 28, 2016.

Recommended Action: KF 1. Conduct the public hearing.

- DB 6. Public hearing and consideration of Ordinance ([Bill No. 7-16](#)) concerning the
Municipality’s 2017 Budget. - passed**

The Commission held budget work sessions to review the budget on November 3, November 14, and November 16. A public hearing was held November 7 to comment on the Manager’s

To comment on these agenda items or share your opinion on any municipal topic,
e-mail commission@mtlebanon.org

2017 recommended budget. A second public hearing is being held tonight regarding the Commission's proposed revisions to the manager's recommended budget. The amendments are displayed on the side wall of the Commission Chambers.

Recommended Action: KF 1. Conduct the public hearing.
 DB 2. Move to enact Ordinance (Bill No. 7-16).

To comment on these agenda items or share your opinion on any municipal topic,

e-mail commission@mtlebanon.org

Amendments to the 2017 Manager's Recommended Budget

Department	Decision Unit	Item	Funding Source						Parking Fund
			General Fund	State Hwy Aid Fund	Sewage Fund	Storm Water Fund	Capital Proj. Fund	Total Gov't Funds	
Initial Revenue Budgets			\$ 33,426,620	\$ 862,000	\$ 8,045,150	\$ 533,050	\$ 13,812,500	\$ 56,679,320	\$ 1,917,260
2017 Budget Revenue Amendments									
General Government	Real Estate Tax	Reduction of .05 mills	(116,980)	-	-	-	-	(116,980)	-
General Government	Tax Collection	School District portion of Tax Collection Carryover	7,500	-	-	-	-	7,500	-
Fund Balance	Fund Balance	Use of Fund Balance in lieu of .05 mill increase	116,980	-	-	-	-	116,980	-
Fund Balance	Fund Balance	Use of Unassigned Fund Balance	38,400	-	-	-	-	38,400	-
Fund Balance	Fund Balance	Carryovers Use of Available Funds/Fund Balance	843,240	-	-	160,000	63,000	1,066,240	(10,140)
Operating Transfers	General Fund	Transfer from General Fund	-	-	-	-	411,380	411,380	-
Operating Transfers	Storm Water Fund	Transfer from Storm Water Fund	-	-	-	-	160,000	160,000	-
Amended Revenue Budgets			\$ 34,315,760	\$ 862,000	\$ 8,045,150	\$ 693,050	\$ 14,446,880	\$ 58,362,840	\$ 1,907,120
Initial Expenditure Budgets			\$ 33,426,620	\$ 862,000	\$ 8,045,150	\$ 533,050	\$ 13,812,500	\$ 56,679,320	\$ 1,917,260
2017 Budget Expenditure Amendments									
General Government	Financial Management	Real Estate Tax Appeals	(9,000)	-	-	-	-	(9,000)	-
General Government	Office Services	Services and Commodity Reduction	(8,000)	-	-	-	-	(8,000)	-
General Government	Insurance	Cyber Security	7,700	-	-	-	-	7,700	-
General Government	Employment Benefits	Investment Consultant	5,000	-	-	-	-	5,000	-
Public Works	Pedestrian Routes	ADA Sidewalk Ramps Minimum Support	13,000	-	-	-	-	13,000	-
Public Works	Refuse Collection	Shredding Events	3,000	-	-	-	-	3,000	-
Recreation	Golf Course	Restroom Partition Replacement	2,700	-	-	-	-	2,700	-
Recreation	Ice Rink	Lobby Benches	12,000	-	-	-	-	12,000	-
Public Safety	Fire Protection	Ballistic Vests	5,000	-	-	-	-	5,000	-
Public Safety	Police Support Services	Community-based Surveillance Cameras	20,000	-	-	-	-	20,000	-
Public Works	Capital Improvements	Cedar Blvd Staircase Replacement	-	-	-	-	(63,000)	(63,000)	-
Recreation	Capital Improvements	Rewiring of Lights at Tennis Center	-	-	-	-	50,000	50,000	-
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	(13,000)	-	-	-	-	(13,000)	-
Parking	Distributed Overtime	Overtime Estimate Reduction	-	-	-	-	-	-	(10,140)
Subtotal: Budget Amendments			38,400	-	-	-	(13,000)	25,400	(10,140)
2016 Carryovers to 2017 Budget									
Operating Expenditures									
General Government	Information Services	Mobile App Development	5,000	-	-	-	-	5,000	-
General Government	Tax Collection	Real Estate Tax Collection Software	15,000	-	-	-	-	15,000	-
General Government	Public Information Office	Community Video	5,000	-	-	-	-	5,000	-
Community Development	Economic Development	Beverly Road Business District Enhancements	6,500	-	-	-	-	6,500	-
Community Development	Economic Development	Banner Replacements	17,000	-	-	-	-	17,000	-
Community Development	Planning	Subdivision and Land Development Ordinance Update	7,400	-	-	-	-	7,400	-
Public Works	Public Works Administration	Maintenance Staff Training	11,500	-	-	-	-	11,500	-
Public Works	Pedestrian Routes	ADA Sidewalk Ramps (2016)	13,000	-	-	-	-	13,000	-
Public Works	Traffic Planning and Signals	Sleepy Hollow Traffic Calming	24,000	-	-	-	-	24,000	-
Public Works	Refuse Collection	PAYT Community Input	20,000	-	-	-	-	20,000	-
Public Works	Street Lighting	LED Street Lights Program	10,000	-	-	-	-	10,000	-
Public Works	Parks Maintenance	Brafferton Hitting Wall	8,810	-	-	-	-	8,810	-
Public Safety	Police Support Services	Public Safety Center Security Cameras	8,000	-	-	-	-	8,000	-
Public Safety	Animal Control	Animal Control Vehicle Replacement	28,000	-	-	-	-	28,000	-
Capital Expenditures									
Public Works	Capital Improvements	Robb Hollow Greening	132,000	-	-	-	-	132,000	-
Recreation	Capital Improvements	Golf Course Cart Path Improvements	50,000	-	-	-	-	50,000	-
Public Works	Capital Improvements	Castle Shannon Blvd Improvements	-	-	-	-	87,000	87,000	-
Public Works	Capital Improvements	Cochran Road ADA Ramps	-	-	-	-	63,000	63,000	-
Public Works	Capital Improvements	Crosswalk Installations	-	-	-	-	25,000	25,000	-
Recreation	Capital Improvements	Ice Rink Rubber Flooring Replacement	-	-	-	-	120,000	120,000	-
Public Works	Capital Improvements	Orchard Storm Sewer Re-Route	-	-	-	-	160,000	160,000	-
Assignment Carryovers									
Public Works	Parks Maintenance	Deer Management	27,830	-	-	-	-	27,830	-
Public Works	Parks Maintenance	Invasive Species Enhancement	9,370	-	-	-	-	9,370	-
Public Works	Capital Improvements	Robb Hollow Improvements	27,950	-	-	-	-	27,950	-
Public Works	Capital Improvements	Private Street Contribution	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	Sidewalk Installations	-	-	-	-	50,000	50,000	-
Public Works	Capital Improvements	Traffic & Pedestrian Upgrades	-	-	-	-	92,380	92,380	-
Operating Transfers	Capital Projects Fund	Transfer to Capital Projects Fund	424,380	-	-	160,000	-	584,380	-
Subtotal: Carryovers			850,740	-	-	160,000	647,380	1,658,120	-
Amended Expenditure Budgets			\$ 34,315,760	\$ 862,000	\$ 8,045,150	\$ 693,050	\$ 14,446,880	\$ 58,362,840	\$ 1,907,120

To comment on these agenda items or share your opinion on any municipal topic,
e-mail commission@mtlebanon.org

SS 7. **Consideration of Ordinance (Bill No. 8-16) fixing the tax rate for the year 2017. - passed**

The municipality will be reaffirming its tax rate in accordance with the adopted budget. The tax rate for general purposes is currently 4.51 mills. The tax shall be fixed at the rate of 4.71 mills for the year 2017 and continue in force for each successive calendar year without annual reenactment unless the tax is subsequently changed. A public hearing was held November 7, 2016.

Recommended Action: Move to enact Ordinance (Bill No. 8-16).

DB 8. **Consideration of Ordinance (Bill No. 9-16) establishing compensation for employees for 2017. - passed**

This ordinance establishes the pay rates and levels for employees, including those covered by collective bargaining for 2017. It also sets hours of work and overtime, longevity and fringe benefits. This ordinance was introduced November 28, 2016.

Recommended Action: Move to enact Ordinance (Bill No. 9-16).

SM 9. **Consideration of Resolution No. R-23-16 adopting the Capital Improvement Program (CIP). - passed**

The Capital Improvement Program (CIP) for 2017-2021 was submitted to the Commission on August 1, 2016. Copies of the document were placed at the library, municipal building and website. A public hearing was held October 11, 2016.

Recommended Action: Move to adopt Resolution No. R-23-16.

SM 10. **Consideration of Resolution No. R-24-16 adopting the 2017 Comprehensive Fee Schedule. - passed**

The Commission has reviewed and is now approving the proposed 2017 Comprehensive Fee Schedule for municipal operations and activities.

Recommended Action: Move to adopt Resolution No. R-24-16.

SS 11. **Consideration of Resolution No. R-25-16 designating a depository for the funds of Mt. Lebanon for all primary banking activities. - passed**

The Municipality must designate a depository each year for its funds. The Director of Finance recommends that the municipality retain depository of First National Bank for all primary banking activities.

Recommended Action: Move to adopt Resolution No. R-25-16.

To comment on these agenda items or share your opinion on any municipal topic,
e-mail commission@mtlebanon.org

DB 12. Consideration of Resolution No. R-26-16 designating a depository for the funds of Mt. Lebanon. - passed

The Municipality must designate a depository each year for its funds. The Director of Finance recommends that the municipality retain depository of WesBanco Bank for the treasurer's account and petty cash account.

Recommended Action: Move to adopt Resolution No. R-26-16.

SM 13. Consideration of Resolution No. R-27-16 establishing employee contributions to the pension plans for 2017. - passed

Each year the employee contribution levels must be set for the municipality's pension plans. The calculation is done in accordance with state law, and the contribution levels are collectively bargained with employee groups.

Employee contributions for 2017 to the Mt. Lebanon Police, Fire and General Pension Plans are hereby established as follows:

<u>Police:</u>	4.5% of total compensation
<u>Fire:</u>	
Hired prior to August 28, 2011	5.0% of total compensation
Hired after August 28, 2011	5.0% of base salary and longevity
<u>General Employees:</u>	
Hired prior to January 1, 2012	5.0% of total compensation
Hired after January 1, 2012	5.0% of base salary and longevity

Recommended Action: Move to adopt Resolution No. R-27-16.

SS 14. Consideration to consent to the Tenth Amendment to an Agreement of Sale and Purchase with Michael G. Zamagias Interests, LTD. - passed

This amendment would extend Section 23.7 of the purchase agreement pertaining to the "repurchase."

Recommended Action: Move to approve the Tenth Amendment to extend the provision until December 31, 2017.

SS 15. Consideration for the adjustment to Financial Security posted for Mt. Lebanon High School Project. - passed

The Mt. Lebanon School District has requested to reduce the financial security posted for improvements installed for the development of the Mt. Lebanon High School Project by letter dated November 15, 2016. The request includes a reduction in the amount of the security posted for work that has been completed to date. The request has been reviewed and verified by the Municipal Engineer, and he is recommending approval of the reduction of financial security posted from \$1,655,000 to \$1,105,000 or \$550,000.

To comment on these agenda items or share your opinion on any municipal topic,
e-mail commission@mtlebanon.org

Recommended Action: Move to decrease the financial security posted for improvements for the Mt. Lebanon High School Project from \$1,655,000 to \$1,105,000 or \$550,000.

DB 16. Consideration for the adjustment to Financial Security posted for Summit Pointe Project.
- passed

Charter Homes at Summit, Inc., has requested to reduce the financial security posted for improvements installed for Summit Pointe Development by letter dated December 5, 2016. The request includes a reduction in the amount of the security posted for work that has been completed to date. The request has been reviewed and verified by the Municipal Engineer, and he is recommending approval of the reduction of financial security posted from \$1,180,477.38 to \$287,190.38 or \$893,287.

Recommended Action: Move to decrease the financial security posted for improvements for the Summit Pointe Development Project from \$1,180,477.38 to \$287,190.38 or \$893,287.

SM 17. Consideration of the expenditure list for November totaling \$3,960,311.66. *- passed*

Recommended Action: Move to approve the expenditure list for November totaling \$3,960,311.66.

KF 18. Adjournment.