

**FINANCE COMMITTEE AGENDA**  
**Tuesday, August 14, 2012**  
**Bidder's Room**  
**11:30 a.m.**

**GENERAL BUSINESS**

**11:30 a.m.**

1. Report on the General Fund Reserve for Contingencies

Contact: Donna Witt, Director of Financial Services 455-3968

**11:35 a.m.**

2. Consider a request to adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$70,110 with resources of \$63,099 from the 2012 Byrne/JAG Program and \$7,011 from Central Virginia Community Services to implement a multi-disciplinary Crisis Intervention Team.

Contact: Police Chief Parks Snead 455-6104

**11:40 a.m.**

3. Consider a request to adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$43,266 with resources from the 2012 Edward Byrne Memorial Justice Assistance Grant to purchase Taser Electronic Control Devices and holsters, laptop computers and docking stations, and audio/video recording equipment.

Contact: Police Chief Parks Snead 455-6104

**11:45 a.m.**

4. Consider a request to adopt a resolution to amend the FY 2013 City Capital Projects Fund budget and appropriate \$97,000 with resources from the Virginia Department of Conservation and Recreation, Recreational Trails Program to rehabilitate 5.2 miles of existing trail from Hollins Mill to the Blackwater Creek Athletic Area and extend the trail an additional 1.5 miles from the Blackwater Creek Athletic Area through Lynchburg College.

Contact: Kay Frazier, Director of Parks and Recreation 455-5868

**11:50 a.m.**

5. Consider a request to adopt a resolution to amend the FY 2013 City Capital Project Fund budget and appropriate \$30,000 with resources from the Virginia Department of Environmental Quality, Voluntary Remediation Program, Site Specific Assessment Grant to complete a site specific environmental assessment and remediation plan for the former Allen Morrison property.

Contact: Kay Frazier, Director of Parks and Recreation 455-5868

**11:55 a.m.**

6. Consider a request to approve the submittal of an application for \$50,000 in Virginia Brownfields Assistance Funds to assist with the remediation of the former Allen Morrison property.

Contact: Kay Frazier, Director of Parks and Recreation

455-5868

**12:00 p.m.**

7. Consider a request to adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$134,860 with resources of \$87,446 from the RSAF grant and \$47,414 transferred from the FY 2013 General Fund Fire Department budget to purchase two (2) Physio LifePak 15 cardiac monitor/defibrillators, two (2) Stryker Power Pro ambulance cots, and ten (10) Panasonic Toughbook 19 computers for the Fire Department.

Contact: Fire Chief Brad Ferguson

455-6104

**12:05 p.m.**

8. Consider a request to approve the submittal of a grant application to the Department of Homeland Security Federal Emergency Management Agency's (DHS/FEMA) National Preparedness Directorate's FY 2012 Assistance to Firefighters Grant (AFG) in the Operations and Safety category for \$311,004 with resources of \$248,804 from the AFG FY 2012 fund and \$62,200 from the City/Federal/State Aid Fund (Fire Programs Aid to Localities entitlement funds) to purchase replacement hydraulic rescue tools and to fund a Paramedic training project for the Fire Department.

Contact: Fire Chief Brad Ferguson

455-6104

**12:10 p.m.**

9. Consider a request to adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$376,796 with resources from the Virginia Department of Transportation Safe Routes to School Grant Program to improve routes for families and the community to have safe pedestrian and bicycle access to Dearington, T. C. Miller, and Perrymont Elementary Schools.

Contact: Dave Owen, Director of Public Works

455-4469

**12:15 p.m.**

10. Review the collections received from five of the top revenue sources.

Contact: Donna Witt, Director of Financial Services

455-3968

**12:20 p.m.**

11. Organizational discussion and review of Finance Committee Guidelines.

Contact: Donna Witt, Director of Financial Services

455-3968

**12:25 p.m.**

12. Roll Call

**The next Finance Committee meeting is Tuesday, September 25, 2012, at 11:30 a.m.**

FY 2013 GENERAL FUND RESERVE FOR CONTINGENCIES

**BEGINNING BALANCE, JULY 1, 2012**

Anticipated carryforward to FY 2013 Reserve for Contingencies - 05/22/12 Council Meeting

**BALANCE**

**APPROPRIATIONS (Second Reading)**

**TOTAL APPROPRIATIONS**

**REMAINING BALANCE**

**ITEMS INTRODUCED**

**TOTAL INTRODUCED ITEMS**

**REMAINING BALANCE**

**PENDING ITEMS**

**TOTAL PENDING ITEMS**

**PROJECTED BALANCE**

<b>Reserve for Contingencies</b>	<b>City Manager's Discretionary Funding</b>
\$650,000	\$50,000
500,000	
<b>\$1,150,000</b>	<b>\$50,000</b>
<b>\$0</b>	<b>\$0</b>
<b>\$1,150,000</b>	<b>\$50,000</b>
<b>\$0</b>	<b>\$0</b>
<b>\$1,150,000</b>	<b>\$50,000</b>
<b>\$0</b>	<b>\$0</b>
<b>\$1,150,000</b>	<b>\$50,000</b>

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **August 14, 2012**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Byrne/JAG – Crisis Intervention Team Grant (CIT)**

### RECOMMENDATION:

Adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$70,110, with resources of \$63,099 from the 2012 Byrne/JAG Program and \$7,011 from Central Virginia Community Services, to implement a multi-disciplinary Crisis Intervention Team.

### SUMMARY:

The Lynchburg Police Department is eligible to receive \$63,099 in federal funding from the Byrne/JAG Program to implement a multi-disciplinary Crisis Intervention Team (CIT) to more effectively handle persons with mental disabilities who come into contact with police and divert them from the criminal justice system. Funding will be used to hire a program manager (contracted, temporary employee) and provide necessary training to police personnel.

The grant period is for one year and requires a 10% match. Central Virginia Community Services has committed to provide the \$7,011 local match. The total program cost is \$70,110.

### PRIOR ACTION(S):

August 14, 2012 Finance Committee

### FISCAL IMPACT:

None, the 10% required local match will be provided by Central Virginia Community Services.

### CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain R.M. Zuidema, Police Department, 455-6052

### ATTACHMENT(S):

Resolution

Central Virginia Community Services' Letter of Match Commitment

REVIEWED BY: lkp

RESOLUTION:

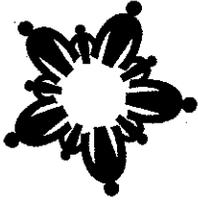
BE IT RESOLVED that the FY 2013 City/Federal/State Aid Fund budget is amended and \$70,110 is appropriated, with resources of \$63,099 from the 2012 Byrne/JAG Program and \$7,011 from Central Virginia Community Services, to implement a multi-disciplinary Crisis Intervention Team.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council



CENTRAL VIRGINIA  
**Community Services**

ADMINISTRATION  
2241 Langhorne Road • Lynchburg, VA 24501-1114  
Office: 434-847-8050 • Fax: 434-847-6099 • www.cvcsb.org

July 9, 2012

Mr. Kimball Payne- City Manager  
The City of Lynchburg  
900 Church Street  
Lynchburg, VA 24504

Dear Mr. Payne:

Central Virginia Community Services (CVCS) is the public provider of Mental Health, Substance Use Disorder, and Intellectual Disability services in Region 2000. We support any evidence based practices that improve the quality of life for the individuals that we serve. Crisis Intervention Team models provide law enforcement officers with training that helps them defuse situations involving mentally ill individuals during misdemeanor crimes.

CVCS is in support of the Byrne grant awarded to the Lynchburg Police Department and will provide the first year 10% match through payment to the City of Lynchburg.

Please contact Felicia Prescott at 434 841-0529 to establish the payment process.

Respectfully,

Nancy Cottingham  
CEO

c: Felicia H. Prescott

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 11, 2012**

AGENDA ITEM NO.: **3**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **2012 Edward Byrne Memorial Justice Assistance Grant (JAG)**

### RECOMMENDATION:

Adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$43,266 with resources from the 2012 Edward Byrne Memorial Justice Assistance Grant to purchase Taser Electronic Control Devices and holsters, laptop computers and docking stations, and audio/video recording equipment.

### SUMMARY:

The City is eligible to receive \$43,266 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized to purchase Taser Electronic Control Devices and holsters for the Police Department and Sheriff's Office (\$18,874), laptop computers and docking stations for the Office of the Commonwealth's Attorney (\$4,392), and audio/video recording equipment for the Police Department (\$20,000). Total equipment cost is \$43,266, which is fully reimbursable by the grant. No local matching funds are required.

### PRIOR ACTION(S):

April 10, 2012 City Council – Approval of application submission  
August 14, 2012 Finance Committee

### FISCAL IMPACT:

None, no local match is required.

### CONTACT(S):

Police Chief Parks Snead, 455-6104  
Captain R.M. Zuidema, Police Department, 455-6052

### ATTACHMENT(S):

Resolution

### REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2013 City/Federal/State Aid Fund budget is amended and \$43,266 is appropriated with resources from the 2012 Edward Byrne Memorial Justice Assistance Grant to purchase Taser Electronic Control Devices and holsters, laptop computers and docking stations, and audio/video recording equipment.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 11, 2012**

AGENDA ITEM NO.: **4**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **Virginia Department of Conservation and Recreation – Recreational Trails Program Grant**

### RECOMMENDATION:

Adopt a resolution to amend the FY 2013 City Capital Projects Fund budget and appropriate \$97,000 with resources from the Virginia Department of Conservation and Recreation, Recreational Trails Program to rehabilitate 5.2 miles of existing trail from Hollins Mill to the Blackwater Creek Athletic Area and extend the trail an additional 1.5 miles from the Blackwater Creek Athletic Area through Lynchburg College.

### SUMMARY:

The City applied for and received \$97,000 in grant funds from the Virginia Department of Conservation and Recreation to support the implementation of the first phase of the Creekside Trail Extension Plan. This funding will be used to rehabilitate 5.2 miles of existing trail from Hollins Mill to the Blackwater Creek Athletic Area and extend the trail an additional 1.5 miles from the Blackwater Creek Athletic Area through Lynchburg College.

In February and August of 2011, Council adopted resolutions supporting the submittal of the grant application. The grant requires a minimum match of 20% (\$24,250). The match will be met through a combination of funds donated by the Friends of Lynchburg Stream Valleys (\$17,261) and existing capital funds within Capital Improvement Program (CIP) Creekside Trail Extension Project (\$8,000). The donation was appropriated with the application resolution; therefore, no matching funds need to be appropriated with this resolution. No additional City funds are needed to meet the match requirement.

The Natural Bridge Appalachian Club has committed to supervising and supporting volunteer labor during construction, with in-kind volunteer support of the projected estimated at \$25,000.

### PRIOR ACTION(S):

January 25, 2011 Finance Committee

February 8, 2011 City Council

August 9, 2011 City Council

August 14, 2012 Finance Committee

### FISCAL IMPACT:

None, the required local match is available through a donation from the Friends of Lynchburg Stream Valleys and existing funds in the CIP.

### CONTACT(S):

Kay Frazier, Director of Parks and Recreation, 455-5868

Andrew Reeder, Parks Service Manager, 455-5876

### ATTACHMENT(S):

Resolution

### REVIEWED BY:

RESOLUTION

BE IT RESOLVED that the FY 2013 City Capital Projects Fund budget is amended and \$97,000 is appropriated with resources from the Virginia Department of Conservation and Recreation, Recreational Trails Program to rehabilitate 5.2 miles of existing trail from Hollins Mill to the Blackwater Creek Athletic Area and extend the trail an additional 1.5 miles from the Blackwater Creek Athletic Area through Lynchburg College.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 11, 2012**

AGENDA ITEM NO.: **5**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **Virginia Department of Environmental Quality, Site Specific Assessment Grant**

### RECOMMENDATION:

Adopt a resolution to amend the FY 2013 City Capital Project Fund budget and appropriate \$30,000 with resources from the Virginia Department of Environmental Quality, Voluntary Remediation Program, Site Specific Assessment Grant to complete a site specific environmental assessment and remediation plan for the former Allen Morrison property.

### SUMMARY:

As a participant in the Virginia Department of Environmental Quality, Brownfields Voluntary Remediation Program, the City has been awarded \$30,000 in Site Specific Assessment Grant funds to complete a site assessment and to finalize the remediation plan of the former Allen Morrison property. A site assessment has been substantially completed and final remediation options are under development. Several samples are required to complete the site assessment; indications are this will be the final required sampling. Once sampling is complete the remediation plan can also be finalized.

This award requires no match. No additional City funds are requested to support this award.

### PRIOR ACTION(S):

August 14, 2012 Finance Committee

### FISCAL IMPACT:

None, no local match is required.

### CONTACT(S):

Kay Frazier, Director of Parks and Recreation, 455-5868

Dee Dee Conner, Principal Engineer, 455-3928

### ATTACHMENT(S):

Resolution

### REVIEWED BY:

RESOLUTION

BE IT RESLOVED that the FY 2013 City Capital Projects Fund budget is amended and \$30,000 is appropriated with resources from the Virginia Department of Environmental Quality to complete a site specific environmental assessment and remediation plan for the former Allen Morrison property.

Introduced:

Adopted:

Certified: \_\_\_\_\_  
Clerk of Council

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **August 14, 2012**

AGENDA ITEM NO.: **6**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

**ITEM TITLE: Virginia Department of Environmental Quality, Virginia Brownfields Assistance Fund Application**

### RECOMMENDATION:

Approve the submittal of an application for \$50,000 in Virginia Brownfields Assistance Funds to assist with the remediation of the former Allen Morrison property.

### SUMMARY:

The final site assessment and a final remediation plan of the former Allen Morrison property are near completion. Funds are available through the Virginia Department of Environmental Quality to assist localities with the clean-up and remediation of brownfield sites.

Staff plans to submit an application requesting \$50,000 in Virginia Brownfields Assistance Funds, which will be used to implement the remediation plan of the former Allen Morrison property. The final remediation plan is contingent upon completing the required sampling and receiving final approval of the plan from the Virginia Department of Environmental Quality.

The grant requires no match. No additional City funds are requested to support this application.

### PRIOR ACTION(S):

None

### FISCAL IMPACT:

None, no local match is required.

### CONTACT(S):

Kay Frazier, Director of Parks and Recreation, 455-5868  
Dee Dee Conner, Principal Engineer, 455-3928

### ATTACHMENT(S):

None

### REVIEWED BY:

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 11, 2012**

AGENDA ITEM NO.: **7**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

**ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) Grant to purchase cardiac equipment, ambulance cots, and Toughbooks**

**RECOMMENDATION:** Adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$134,860 with resources of \$87,446 from the RSAF grant and \$47,414 transferred from the FY 2013 General Fund Fire Department budget to purchase two (2) Physio LifePak 15 cardiac monitor/defibrillators, two (2) Stryker Power Pro ambulance cots, and ten (10) Panasonic Toughbook 19 computers for the Fire Department.

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

The Physio LifePak 15 cardiac monitor/defibrillators will replace two in-service LifePak 12 units that have reached the end of their useful life cycle. The LifePak 15 is an upgrade from the LifePak 12; it has carboxyhemoglobin monitoring capability and is more ruggedly constructed.

The Stryker Power Pro ambulance cots will replace two current cots that will be five years old by the grant award date. The current units are demonstrating mechanical difficulties and the maintenance costs are increasing. Additionally, the Power Pro cots have reduced back injuries to EMS providers while lifting and moving patients on cots.

The Toughbook 19 computers will replace eight current Toughbooks that have reached the end of their useful life cycle and add two to the inventory for spares. The Toughbooks will be placed in the medic units and in the EMS Supervisor's vehicle for patient care reporting.

This grant requires a local match. The two LifePak 15 cardiac monitor / defibrillators cost \$63,215 (RSAF: \$50,572, local match: \$12,643). The two Power Pro stretchers cost \$26,698 (RSAF: \$19,944, local match: \$6,754). The ten Panasonic Toughbook 19 computers cost \$44,947 (RSAF: \$16,930, local match: \$28,017). The total cost is \$134,860. The \$47,414 match will be funded from the FY 2013 General Fund Fire Department budget.

**PRIOR ACTION(S):** Finance Committee, April 24, 2012; Finance Committee, August 14, 2012

**FISCAL IMPACT:** The \$47,414 in matching funds will be provided from the Fire Department's FY 2013 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment purchased.

**CONTACT(S):** Fire Chief Steven B. Ferguson, 455-6340; Battalion Chief Jason Campbell, 455-6363; Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

**ATTACHMENT(S):**  
Resolution

**REVIEWED BY:**

RESOLUTION:

BE IT RESOLVED that the FY 2013 City/Federal/State Aid Fund budget is amended and \$134,860 is appropriated with resources of \$87,446 from the RSAF grant and \$47,414 transferred from the FY 2013 General Fund Fire Department budget to purchase two (2) Physio LifePak 15 cardiac monitor/defibrillators, two (2) Stryker Power Pro ambulance cots, and ten (10) Panasonic 19 Toughbook computers for the Fire Department.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **August 14, 2012**

AGENDA ITEM NO.: **8**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

**ITEM TITLE:** Department of Homeland Security Federal Emergency Management Agency's National Preparedness Directorate's grant application for replacement hydraulic rescue tools and a Paramedic training project.

**RECOMMENDATION:** Approve the submittal of a grant application to the Department of Homeland Security Federal Emergency Management Agency's (DHS/FEMA) National Preparedness Directorate's FY 2012 Assistance to Firefighters Grant (AFG) in the Operations and Safety category for \$311,004 with resources of \$248,804 from the AFG FY 2012 fund and \$62,200 from the City/Federal/State Aid Fund (Fire Programs Aid to Localities entitlement funds) to purchase replacement hydraulic rescue tools and to fund a Paramedic training project for the Fire Department.

**SUMMARY:** DHS/FEMA awards grant funding through the Assistance to Firefighters Grant (AFG) program with the primary goal of meeting the firefighting and emergency response needs of fire departments and other agencies by assisting with the purchase of critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards.

The department needs to replace its hydraulic rescue tools. The current cache is fourteen (14) years old; the tools are very worn and have been repaired multiple times. These tools are used most often for vehicle extrications, but are used occasionally for forcible entry and structural collapse applications. Some of the tools being requested for replacement are hydraulic cutters and rams, a combi-tool, and a spreader. Most of the tools are housed on the Lynchburg Rescue 1 unit. Personnel assigned to this apparatus are part of the Virginia Region III Technical Rescue Team, which is responsible for a 15 county area in central Virginia. The total cost of replacement tools is \$135,824.

The department is also requesting funding for a Paramedic training project. This training would result in national registry paramedic certification for ten (10) employees and includes costs for tuition, textbooks, personnel costs (overtime & back filling vacancies), clinical precepting, and written and practical testing. Lynchburg is experiencing an increase in call volume, particularly EMS responses, which comprise eighty-five percent (85%) of the calls for service. Twelve (12) Advanced Life Support (ALS) employees are eligible to retire, at which point there will be an ALS shortfall in the field. The total cost for the Paramedic training project is \$175,180.

The grant provides eighty percent (80%) of the approved funding; twenty percent (20%) of the total project cost must be provided by the submitting agency. The twenty percent (20%) match of \$62,200 is available in the City/Federal/State Aid Fund budget for Fire Programs.

**PRIOR ACTION(S):** None

**FISCAL IMPACT:** None, the required twenty percent (20%) local match is available in the City/Federal/State Aid Fund budget for Fire Programs. Future funds will be needed for periodic maintenance of the equipment.

**CONTACT(S):** Fire Chief Steven B. Ferguson, 455-6340; Battalion Chief Jason Campbell, 455-6363; Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

**ATTACHMENT(S):** None

**REVIEWED BY:**

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 11, 2012**

AGENDA ITEM NO.: **9**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **Safe Routes to School Grant**

RECOMMENDATION: Adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$376,796 with resources from the Virginia Department of Transportation Safe Routes to School Grant Program to improve routes for families and the community to have safe pedestrian and bicycle access to Dearington, T. C. Miller, and Perrymont Elementary Schools.

SUMMARY: On May 10, 2011, Council approved the submittal of a grant application to the Virginia Department of Transportation (VDOT) Safe Routes to School (SRTS) Program to provide pedestrian improvements around Dearington, T. C. Miller, and Perrymont Elementary Schools for the purpose of promoting safe walking access to the schools for families and the community.

In February 2012, the project application was selected by VDOT's SRTS Program and approved for funding by the Secretary of Transportation and the Commonwealth Transportation Board.

The total project cost is \$376,796; the scope of work for the project is as follows:

- ***Dearington Elementary School, project cost – \$115,870:***

Approximately 2,930 feet of new sidewalks, 8 new pedestrian crosswalks, and ADA ramps as needed along Caroline, Page, York, Kirby, 2<sup>nd</sup>, Munford, and Stoneridge Streets; Hillcrest Avenue; and Langhorne Road.

- ***T. C. Miller Elementary School, project cost – \$125,944:***

Approximately 2,065 feet of new sidewalks, 16 pedestrian signals, and improvements to 18 crosswalks with ADA ramps as needed along Oakley and Mansfield Avenues; Kenyon, Eldon, and Richmond Streets; and McWane Circle.

- ***Perrymont Elementary School, project cost – \$134,982:***

Approximately 3,154 feet of new sidewalks and four bicycle and pedestrian crossing improvements along Perrymont, Biltmore, and Alabama Avenues; Alamont and Alexander Streets; and Thomas and Brandon Roads.

The grant period is three years and requires no local match. The project is the result of a partnership among Lynchburg City Schools, Virginia's Region 2000, and the City of Lynchburg to expand pedestrian resources to ensure residents and students can safely access local school facilities and other resources in the community. The development of these resources supports safe access, increases opportunities for exercise and healthy lifestyles for residents, and meets several of the City's Sustainable Lynchburg Initiative goals.

PRIOR ACTION(S): Council approval of SRTS Travel Plans and VDOT Grant Submittal, May 10, 2011; Finance Committee, August 14, 2012

FISCAL IMPACT: None, no local match is required; the City is responsible for future maintenance.

CONTACT(S):

Dave Owen, Director of Public Works, 455-4469; Donald DeBerry, City Traffic Engineer, 455-3935; Numan Franklin, Neighborhood Program Coordinator, 455-3931; Kelly Hitchcock, Region 2000 Local Government Council, 845-5678

ATTACHMENT(S): Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2013 City/Federal/State Aid Fund budget is amended and \$376,796 is appropriated with resources from the Virginia Department of Transportation Safe Routes to School Grant Program to improve routes for families and the community to have safe pedestrian and bicycle access to Dearington, T. C. Miller, and Perrymont Elementary Schools.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **August 14, 2012**

AGENDA ITEM NO.: **10**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

ACTION:

INFORMATION: **X**

(Confidential)

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 for the month of May has come in for these revenue streams.

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Bonnie Svrcek, Deputy City Manager, 455-3990

Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2011 – FY 2012

REVIEWED BY:

**Comparison of Collections  
Budget to Actual FY 2011 - FY 2012**

	Actual FY 2010	Actual FY 2011	Adopted FY 2012	Actual FY 2012	Actual FY 2012 to Adopted FY 2012	Actual FY 2012 to Actual FY 2011
<b>SALES &amp; USE TAX</b>						
JULY	\$980,632	\$979,650	\$935,860	\$1,014,596	\$78,736	\$34,946
AUGUST	984,751	1,022,849	977,128	1,079,129	102,001	56,280
SEPTEMBER	1,118,288	1,102,964	1,053,662	1,100,698	47,036	(2,266)
OCTOBER	1,074,618	1,056,307	1,009,090	1,055,941	46,851	(366)
NOVEMBER	1,075,789	1,144,056	1,092,917	1,117,090	24,173	(26,966)
DECEMBER	1,340,449	1,548,053	1,478,855	1,488,926	10,071	(59,127)
JANUARY	905,873	1,018,798	973,258	998,052	24,794	(20,746)
FEBRUARY	908,746	1,025,671	979,824	1,134,434	154,610	108,763
MARCH	1,118,448	1,112,797	1,063,055	1,196,149	133,094	83,352
APRIL	1,094,054	1,135,478	1,084,722	1,053,637	(31,085)	(81,841)
MAY	1,045,410	1,068,073	1,020,330	1,078,175	57,845	10,102
<b>TOTAL SALES TAX</b>	<b>\$11,647,058</b>	<b>\$12,214,696</b>	<b>\$11,668,701</b>	<b>\$12,316,827</b>	<b>\$648,126</b>	<b>\$102,131</b>
<b>CONSUMER UTILITY TAX - ELECTRIC</b>						
JULY	\$309,784	\$352,603	\$346,679	\$341,729	(\$4,950)	(\$10,874)
AUGUST	318,714	345,842	340,032	345,615	5,583	(227)
SEPTEMBER	313,468	329,379	323,845	325,754	1,909	(3,625)
OCTOBER	277,528	283,250	278,491	280,745	2,254	(2,505)
NOVEMBER	275,270	262,650	258,237	281,842	23,605	19,192
DECEMBER	309,087	341,053	335,323	325,287	(10,036)	(15,766)
JANUARY	412,142	388,100	381,580	344,439	(37,141)	(43,661)
FEBRUARY	362,316	350,799	344,906	322,546	(22,360)	(28,253)
MARCH	322,341	299,725	294,690	298,405	3,715	(1,320)
APRIL	285,348	284,770	279,986	271,034	(8,952)	(13,736)
MAY	278,200	266,190	261,718	266,883	5,165	693
<b>TOTAL CONSUMER UTILITY TAX - ELECTRIC</b>	<b>\$3,464,198</b>	<b>\$3,504,361</b>	<b>\$3,445,487</b>	<b>\$3,404,279</b>	<b>(\$41,208)</b>	<b>(\$100,082)</b>
<b>COMMUNICATIONS SALES &amp; USE TAX</b>						
JULY	\$260,565	\$301,373	\$300,000	\$349,339	\$49,339	\$47,966
AUGUST	271,686	344,401	300,000	294,910	(5,090)	(49,491)
SEPTEMBER	293,483	274,076	300,000	179,549	(120,451)	(94,527)
OCTOBER	318,835	299,531	300,000	309,437	9,437	9,906
NOVEMBER	309,705	292,735	300,000	284,123	(15,877)	(8,612)
DECEMBER	300,961	344,423	300,000	233,654	(66,346)	(110,769)
JANUARY	296,884	265,736	300,000	337,936	37,936	72,200
FEBRUARY	291,057	288,629	300,000	287,492	(12,508)	(1,137)
MARCH	310,456	300,235	300,000	302,278	2,278	2,043
APRIL	298,840	285,073	300,000	292,542	(7,458)	7,469
MAY	302,657	295,365	300,000	287,784	(12,216)	(7,581)
<b>TOTAL COMMUNICATIONS SALES &amp; USE TAX</b>	<b>\$3,255,129</b>	<b>\$3,291,577</b>	<b>\$3,300,000</b>	<b>\$3,159,044</b>	<b>(\$140,956)</b>	<b>(\$132,533)</b>

**Comparison of Collections  
Budget to Actual FY 2011 - FY 2012**

	Actual Assessed FY 2010	Actual Collected FY 2010	Actual Assessed FY 2011	Actual Collected FY 2011 <sup>1</sup>	Adopted FY 2012	Actual Assessed FY 2012	Assessed FY 2012 to Adopted FY 2012	Actual Collected FY 2012 <sup>1</sup>	Collected FY 2012 to Adopted FY 2012	Collected FY 2012 to Assessed FY 2012
<b>MEALS TAX</b>										
JULY	\$839,928	\$826,353	\$874,667	\$889,021	\$835,569	\$889,644	\$54,075	\$892,539	\$56,970	\$2,895
AUGUST	873,544	852,361	919,645	887,724	878,537	956,576	78,039	971,510	92,973	14,934
SEPTEMBER	886,624	872,175	913,272	880,776	872,449	980,197	107,748	1,012,493	140,044	32,296
OCTOBER	924,582	893,704	937,375	941,300	895,474	995,036	99,562	1,009,281	113,807	14,245
NOVEMBER	837,144	858,427	868,677	841,407	830,975	906,101	75,126	908,504	77,529	2,403
DECEMBER	899,516	883,421	938,858	896,364	898,764	1,019,365	120,601	996,320	97,556	(23,045)
JANUARY	803,345	807,206	859,121	810,293	820,718	924,032	103,314	959,726	139,008	35,694
FEBRUARY	822,655	827,555	915,173	966,787	874,265	943,438	69,173	986,487	112,222	43,049
MARCH	968,786	947,631	999,738	978,127	955,050	1,083,987	128,937	1,080,244	125,194	(3,743)
APRIL	929,765	875,244	979,630	981,560	935,841	1,014,963	79,122	1,020,795	84,954	5,832
MAY	921,099	910,597	947,807	982,010	905,440	999,034	93,594	1,061,617	156,177	62,583
<b>TOTAL MEALS TAX</b>	<b>\$9,706,988</b>	<b>\$9,554,674</b>	<b>\$10,153,963</b>	<b>\$10,055,369</b>	<b>\$9,703,082</b>	<b>\$11,663,364</b>	<b>\$1,009,291</b>	<b>\$10,899,516</b>	<b>\$1,196,434</b>	<b>\$187,143</b>
<b>LODGING TAX</b>										
JULY	\$147,313	\$147,902	\$157,770	\$158,924	\$151,017	\$153,650	\$2,633	\$152,925	\$1,908	(\$725)
AUGUST	150,371	150,240	167,992	168,208	153,623	192,820	39,197	202,698	49,075	9,878
SEPTEMBER	151,523	151,029	147,853	140,181	141,525	156,383	14,858	159,934	18,409	3,551
OCTOBER	176,619	176,796	181,130	173,843	173,378	185,386	12,008	185,896	12,518	510
NOVEMBER	114,742	103,448	125,640	107,940	114,092	131,053	16,961	130,815	16,723	(238)
DECEMBER	105,936	115,602	105,337	90,601	102,420	108,317	5,897	94,608	(7,812)	(13,709)
JANUARY	118,905	113,768	116,099	127,763	111,130	122,636	11,506	119,670	8,540	(2,966)
FEBRUARY	112,201	116,491	122,316	122,119	117,081	136,278	19,197	132,754	15,673	(3,524)
MARCH	141,548	133,995	154,963	152,073	148,331	154,632	6,301	144,715	(3,616)	(9,917)
APRIL	148,829	129,180	154,731	157,792	148,109	146,099	(2,010)	149,641	1,532	3,542
MAY	163,309	154,168	176,929	162,801	169,356	187,057	17,701	177,373	8,017	(9,684)
<b>TOTAL LODGING TAX</b>	<b>\$1,531,296</b>	<b>\$1,492,619</b>	<b>\$1,610,760</b>	<b>\$1,562,245</b>	<b>\$1,530,062</b>	<b>\$1,859,288</b>	<b>\$144,249</b>	<b>\$1,651,029</b>	<b>\$120,967</b>	<b>(\$23,282)</b>

<sup>1</sup> Meals and Lodging Tax data includes a column titled "Actual Collected FY 2012." The figures listed under this column include all revenue received per month under that description regardless of whether the payment is current or delinquent.

**Finance Committee Guidelines**  
*(Staff Recommendations, August 14, 2012)*

**General Purpose Statement**

To guide the City in the execution of Council-adopted financial policies; to review and serve as a filter in determining specific budget/financial actions to be considered by City Council; and, to review financial reports on a quarterly basis to determine if any revenue or expenditure adjustments are necessary during the fiscal year.

To better facilitate the Finance Committee meetings, the agenda format is divided into two sections: General Business and Other Information. Following is a sample of items that may be included in each of these sections:

**I. Items considered as General Business**

1. A review of the status of the General Fund Reserve for Contingencies
2. Any item requesting an appropriation from:
  - Reserve for Contingencies-All Funds
  - Fund Balance-All Funds
3. Review of grant applications:  
 Prior to submitting grant applications, the grant application or concept will be reviewed by the Finance Committee if local funding is required during or following the end of the grant period. Departments applying for grants must include a strategy for consideration by the Committee outlining what action will occur when the grant funding expires.
4. ~~New programs or changes in programs creating a current or future budget impact, to include both revenue and expenditure impact.~~
4. Discuss quarterly financial reports for the General, Water, Sewer, *Stormwater*, Airport, ~~Stadium~~, Juvenile Detention Home, and Comprehensive Services Act (CSA) Funds.
6. ~~Presentation of the Annual Financial Trend Indicator Report~~
5. Proposed Amendments to Fiscal Management Policies.
6. The structure and timing of proposed bond sales.

**II. Items Considered as Other Information**

1. Items that do not require immediate Council action but are to advise Council on future items, issues, or simply information sharing. Examples include: reports from bond rating agencies, changes in Virginia Retirement System costs, changes in accounting identified by the Governmental Accounting Standards Board (GASB), grants that are fully reimbursable, requiring no current or local funding.

**III. Financial items to be considered by the full City Council at ~~Council work sessions~~**

1. Input into the planning and approach for the annual Capital Improvement Program and Operating Budget.
2. Review and deliberations regarding the Proposed Capital Improvement Program and Operating Budget
3. Requests for funding by outside agencies.
4. Carry Forward
5. Third Quarter Adjustments
6. *Use of Contingency*
7. *Financial Trend Indicator Reports*
8. *New programs or changes in programs creating a current or future budget impact, to include both revenue and expenditure impact.*

**IV. Roll Call Items**