

FINANCE COMMITTEE NOTES
Tuesday, October 28, 2014

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

Committee Members: Councilmember Jeff S. Helgeson, Chairman; Councilmember Randy Nelson; Councilmember Treney Tweedy; Mayor Michael A. Gillette, Ex-Officio

Others: Kim Payne, City Manager; Bonnie Svrcek, Deputy City Manager; Donna Witt, Director of Financial Services; Rhonda Allbeck, Assistant Director of Financial Services

1. Report on the General Fund Reserve for Contingencies

Donna reported no new items, leaving a balance of \$1,117,617 including the City Manager's Discretionary Funding of \$50,000.

2. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Comprehensive Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds the for the quarter ending June 30, 2014.

GLTC: Karen Walton reported that GLTC ended the year healthy, expenses are just under budget and revenues are slightly above budget.

Airport: Mark Courtney reported that the Airport fund remains stable. Expenses tracked with the budget with revenues slightly above budget. The General Fund subsidy to the Airport is \$70,252 under budget and by FY 2016, the subsidy is expected to be zero.

Lynchburg Regional Juvenile Detention Center: Tamara Rosser reported that revenue is lower than budget due to decreased revenue from non-contracting jurisdictions and expenses were within the budget.

Comprehensive Services Act (CSA): Tamara Rosser reported that the CSA fund is stable. Revenues are slightly below budget due to fewer Foster Care expenses. Expenses were down due to fewer Virginia Enhanced Maintenance Assessment Tool (VEMAT) expenses.

Water: Tim Mitchell reported that revenues are above budget due to higher water consumption. Expenses are under budget mainly due to savings in chemicals and electricity which occur when the James River water does not need to be pumped and treated.

Sewer: Tim Mitchell reported that revenues are above budget. Expenses are below budget for the year mainly due to savings in personnel services and benefits and chemicals.

Stormwater: Tim Mitchell reported that revenues are below budget due to a refund to Central Virginia Community College (CVCC). CVCC has their own MS4 permit. Expenses are under budget due to savings in Public Works and Community Development for engineering service charges, contractor drainage work and ditch cleaning.

General Fund: Donna Witt reported that the General Fund ended the year strong and was presented at the Council Budget Retreat. Revenues ended ahead of budget; Business License tax at \$837,869 over budget, Meals tax at \$881,743 over budget, Local Sales and Use Tax at \$401,319 over budget and Lodging Tax at \$425,145 over budget. Expenses ended at 95.7% of budget.

3. Consider a request to adopt a resolution to approve the submittal of an application for Transportation Alternatives Program (TAP) funding through VDOT for construction of a sidewalk on one side of Nationwide Dr.

This item will be taken to full Council for consideration this evening.

4. Consider a request to adopt a resolution to amend the FY 2015 General Fund, Parks and Recreation, Recreation Programs budget and appropriate \$81,298 with resources from the United States Department of Agriculture, Farmers' Market Promotion Grant to address food desert challenges in the city and to promote agriculture in the Region 2000 area.

This item will be taken to full Council for consideration this evening.

5. Consider a request to approve the submittal of an application for \$52,542 from the 2014 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) for the Lynchburg Fire Department's CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive) Equipment project.

Approval was granted to the Fire Department to apply for the grant.

6. Review of the Permanent Supportive Housing Program (formerly Shelter Plus Care) Renewal Grant Application for the Federal Fiscal Year (FY) 2014 Funds in the FY 2013-FY 2014 Continuum of Care Program Competition from the U. S. Department of Housing and Urban Development (HUD).

Approval was granted to apply for the grant renewal.

7. Receive a report on the FY 2014 Write-Off of Uncollectible Accounts Receivable

Donna reported collections staff does an excellent job; write-offs are minimal and the percentage written off is slightly more than FY 2013.

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

Donna reported that Sales and Use Tax is exceeding budget. Consumer Utility Tax is up overall. Communications Sales and Use Tax is still not meeting projections due to less expensive cell phone service and fewer land lines. Meals and Lodging Taxes are exceeding projections.

9. Roll Call

Meeting adjourned at 12:55 p.m.

The next Finance Committee meeting is Tuesday, November 25, 2014, at 11:30 a.m.