

**FINANCE COMMITTEE NOTES**  
**Tuesday, August 14, 2018**

**GENERAL BUSINESS**

*Meeting commenced at 11:30 a.m.*

**ATTENDEES**

**Committee Members:** Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson (present beginning with agenda item #4); Council Member Beau Wright; Mayor Treney Tweedy, Ex-Officio.

**Others:** Bonnie Svrcek, City Manager; Reid Wodicka, Deputy City Manager; Donna Witt, Chief Financial Officer; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst

1. Report on the General Fund Reserve for Contingencies.

*Donna Witt reported there were no new items to present leaving a full balance of \$1.2 million in the FY 2019 Reserve for Contingencies.*

2. Consider a request to adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$41,936 with resources from an Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

*The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.*

3. Consider a request to adopt a resolution to amend the FY 2019 General Fund budget and appropriate \$196,031 with resources of \$178,531 from the State Department of Social Services (DSS) and \$17,500 from Horizon Behavioral Health to the Division of Social Services for staff and operations. This is in preparation for the expansion of Medicaid benefits and to approve the addition of three full-time positions for the Lynchburg Division of Social Services, to include an out-stationed worker at Horizon Behavioral Health located at 2215 Langhorne Road.

*The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.*

4. Consider a request to adopt a resolution to amend the FY 2019 General Fund budget and appropriate \$40,500 from the Assigned Fund Balance Reserve for Parking for the purchase of four (4) parking payment stations.

*The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.*

5. Consider a request to adopt a resolution to amend the FY 2019 General Fund budget and appropriate \$15,000 to the Parks and Recreation Fees budget with resources from a grant dispersed by the Local Environmental Agricultural Project (LEAP) on behalf of Virginia Fresh

Match (VFM) as allocated from the United States Department of Agriculture's Food Insecurity Nutrition Incentive (FINI) grant program.

*The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.*

6. Consider a request to adopt a resolution to amend the FY 2019 Water Fund Operating Budget to add one new full time employee (FTE). This is a result of the need for an engineering project manager to be assigned to manage the Main Street Renewal Project. This is a full-time commitment and creates a need to fill an engineering project manager to handle current and future workloads in the Department of Water Resources. The engineering project manager assigned to Main Street Renewal Project will be funded through the Water, Sewer, Stormwater, and General Fund Capital Budgets.

*The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.*

7. Approve the guidelines for the operation of the City Council's Finance Committee.

*The Committee unanimously approved the guidelines as submitted. The item will be considered by City Council at their September 11, 2018 meeting. City Manager Svrcek asked the committee to consider whether the current meeting time suits the members.*

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

*Donna Witt reported Local Sales and Use Tax revenue through May 2018 is flat (Actual is \$181,000 below Adopted) and continues to reflect similar to what other localities are experiencing statewide. Consumer Utility Tax- Electric revenue is slightly above budget by \$75,000, reflecting the weather extremes. The Communication Sales and Use Tax revenue is flat with Budget, but continues to decline from the prior fiscal years as anticipated. Revenues from Meals Tax are looking good (Actual to Adopted is up by \$250,000) and are helping to make up for loss in Sales Tax. Actual Collected to Assessed is down \$91,000, and the City is taking steps to strengthen collection efforts. Revenues from Lodging Tax has not performed as anticipated due to delays in hotel openings (The Virginian was open 45 Days in FY 2018) and is currently \$175,000 below budget.*

9. Roll Call

*Council Member Helgeson suggested an item regarding the Krise Building may need to be added to the City Council Work Session agenda in October pending the closing status. Finance Committee members each confirmed their desire to keep the meetings on the 4<sup>th</sup> Tuesday at 11:30 a.m. in City Hall, 3<sup>rd</sup> Floor, Bidder's Room.*

Meeting adjourned at 12:23 p.m.