

**FINANCE COMMITTEE NOTES**  
**Tuesday, September 25, 2018**

**GENERAL BUSINESS**

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

**ATTENDEES**

**Committee Members:** Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Council Member Beau Wright; Mayor Treney Tweedy, Ex-Officio.

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

1. Approval of the Draft Finance Committee Meeting Notes from August 14, 2018.

*The meeting notes from August 14, 2018 were approved as submitted.*

2. 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.*

3. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$10,780 with resources from a grant from the Library of Virginia to preserve Marriage Bonds M – Z, 1805 – 1824 and Marriage Bonds A – I, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

*The Committee unanimously approved this item. The item will be considered by City Council at their September 25, 2018 meeting.*

4. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$61,928 with resources of \$41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,698 and \$2,945 transferred from the FY 2019 General Fund Police Department budget to provide selective enforcement activities and attend related training.

*The Committee unanimously approved this item. The item will be considered by City Council at their September 25, 2018 meeting.*

5. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$27,225 with resources of \$18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$7,924 and \$1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.

*The Committee unanimously approved this item. The item will be considered by City Council at their September 25, 2018 meeting.*

6. Adopt a resolution authorizing the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of \$39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant 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 September 25, 2018 meeting.*

7. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$239,695 with resources of \$217,905 from the Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighter's (AFG) and \$21,790 appropriated from the Fire Department General Fund to purchase (179) firefighter self-rescue devices more commonly referred to as Bail-out devices.

*The Committee unanimously approved this item. The item will be considered by City Council at their October 9, 2018 meeting.*

8. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$98,136 with resources of \$49,068 from the RSAF grant, \$49,068 from the FY 2019 General Fund Fire Department budget to purchase (1) Power Pro stretcher, (1) LifePak 15, (42) ballistic helmets, and (46) ballistic vests for the Fire Department.

*The Committee unanimously approved this item.*

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

*Donna Witt indicated the numbers now reflect the full FY 2018 year of revenues. Local Sales and Use Tax revenue did not meet the expectations of staff, with 2018 finishing just under FY 2017 performance. Part of the difference is Use Tax, which is inconsistent from month to month and difficult to forecast. Consumer Utility Tax- Electric revenue finished the year flat, with the weather fluctuations making this revenue source difficult to predict. The Communication Sales and Use Tax revenue reflected a \$100,000 decrease from last year as anticipated. She noted without changes from the General Assembly to allow taxation on internet streaming programs, this revenue will continue to decline. Revenues from Meals Tax are seeing growth, but the percentage increase year to year is slowing down. Ms. Witt indicated the Commonwealth Attorney is providing assistance in collecting delinquent meals tax. Lodging Tax revenues did not see the growth expected, mainly due to loss of rooms to newer hotels in Campbell County and several new hotels opening later than anticipated.*

## 10. Roll Call

*There were no items for Roll Call.*

Meeting adjourned at 12:00 p.m.