

FINANCE COMMITTEE AGENDA

Tuesday, September 25, 2018

11:30 a.m. – Bidder's Room

GENERAL BUSINESS

11:30 a.m.

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

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

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

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

11:40 a.m.

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.

Contact: Eugene Wingfield, Circuit Court Clerk 455-2611

11:45 a.m.

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.

Contact: Interim Chief Ryan M. Zuidema 455-6171

11:50 a.m.

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.

Contact: Interim Chief Ryan M. Zuidema 455-6171

11:55 a.m.

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.

Contact: Interim Chief Ryan M. Zuidema 455-6171

12:00 p.m.

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.

Contact: Fire Chief Greg Wormser

455-6345

12:05 p.m.

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.

Contact: Interim Deputy Chief Heather Childress

455-6360

12:10 p.m.

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

Contact: Donna Witt, Director of Financial Services

455-3968

12:15 p.m.

10. Roll Call

The next Finance Committee meeting is Tuesday, October 23, 2018, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
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 4th Tuesday at 11:30 a.m. in City Hall, 3rd Floor, Bidder's Room.

Meeting adjourned at 12:23 p.m.

FY 2019 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2018	\$1,150,000	\$50,000
Carryforward to FY 2019 Reserve for Contingencies - FY 2019 Adopted Budget	0	
BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>
 APPROPRIATIONS (Second Reading)		
 TOTAL APPROPRIATIONS	<u>\$0</u>	<u>\$0</u>
 REMAINING BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>
 ITEMS INTRODUCED		
 TOTAL INTRODUCED ITEMS	<u>\$0</u>	<u>\$0</u>
 REMAINING BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>
 PENDING ITEMS		
 TOTAL PENDING ITEMS	<u>\$0</u>	<u>\$0</u>
 PROJECTED BALANCE, JUNE 30, 2019	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 25, 2018**

AGENDA ITEM #: **3**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Grant to Preserve Marriage Bonds M - Z, 1805 – 1824 and Marriage Bonds A - I, 1825 – 1834 at the Circuit Court Clerk’s Office

KEY ELEMENTS:

Economic Development Excellent Government Natural and Built Environment Safe Community Vibrant Community

RECOMMENDATION: 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.

SUMMARY: The Library of Virginia allows Circuit Court Clerks’ Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk’s Office. The approved grant funding of \$10,780 will allow Marriage Bonds M - Z with records dated 1805 – 1824 and Marriage Bonds A – I with records dated 1825 – 1834 to be reformatted and preserved.

The grant covers 100% for total of preservation work; no local match is required of this grant.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: None – no local match is required.

CONTACT(S): Eugene Wingfield, Circuit Court Clerk, 455-2611

ATTACHMENT(S): Resolution
Library of Virginia Grant Agreement, July 25, 2018

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$10,780 is appropriated 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.

Introduced:

Adopted:

Certified:

Clerk of Council



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

July 25, 2018

The Honorable Eugene Wingfield
Clerk of the Circuit Court
City of Lynchburg
P.O. Box 4
Lynchburg, VA 24505

Grant Agreement Number: 2019FY-42

Dear Mr. Wingfield,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, July 24th, 2018 to consider eighty-nine applications submitted from eighty-seven localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of \$10,780.00**, due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: **Marriage Bonds 1805-1824, M-Z; Marriage Bonds 1825-1834, A-I**. We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway
State Librarian and State Archivist of Virginia

Paul F. Ferguson
President, Virginia Court Clerks' Association

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Lynchburg County

Date: July 31, 2018

Project Type: Item Conservation

Amount of Grant Request: \$14,110.00

Signature of Circuit Court Clerk

Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:

I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:

I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2019FY-42

Amount of Grant Award: \$10,780.00

Signature of Circuit Court Clerk

Date: _____

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 25, 2018**

AGENDA ITEM #: **4**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2019 Department of Motor Vehicles (DMV) Highway Safety Grant – Driving Under the Influence (DUI) Enforcement

KEY ELEMENTS:

Economic Development Excellent Government Natural and Built Environment Safe Community Vibrant Community

RECOMMENDATION: 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.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a \$41,285 grant. The funds will be used for selective DUI activities, alcohol testing equipment and attendance to related training.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of \$2,945 is available for transfer from the FY 2019 Police Department budget to cover this expense.

An in-kind match of \$17,698 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$2,945 from the FY 2019 General Fund Police Department budget will be used to cover this expense.

CONTACT(S):

Interim Chief Ryan M. Zuidema, 455-6171
Amy Lowe, Administrative Manager, 455-6128

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$61,928 is appropriated 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 2018 General Fund Police Department budget to provide selective enforcement activities, alcohol testing equipment and attend related training.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 25, 2018**

AGENDA ITEM #: **5**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2019 Department of Motor Vehicles (DMV) Highway Safety Grant – Speed Enforcement

KEY ELEMENTS:

Economic Development Excellent Government Natural and Built Environment Safe Community Vibrant Community

RECOMMENDATION: 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.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a \$18,150 grant. The funds will be used for speed enforcement activities.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of \$1,151 is available for transfer from the FY 2019 Police Department budget to cover this expense.

An in-kind match of \$7,924 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$1,151 from the FY 2019 General Fund Police Department budget will be used to cover this expense.

CONTACT(S): Interim Chief Ryan M. Zuidema, 455-6171
Amy Lowe, Administrative Manager, Police Department, 455-6128

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$27,225 is appropriated 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.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 25, 2018**

AGENDA ITEM #: **6**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2018 Edward Byrne Memorial Justice Assistance Grant (JAG)

KEY ELEMENTS:

Economic Development Excellent Government Natural and Built Environment Safe Community Vibrant Community

RECOMMENDATION: 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.

SUMMARY: The City of Lynchburg is eligible to receive \$39,954 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized by the Lynchburg Police Department to purchase riot control gear for the patrol division (\$31,502). The Lynchburg Sheriff's Office will utilize funds to purchase a replacement file server (\$4,303). The Office of the Commonwealth's Attorney will utilize funds to purchase two (2) computers (\$4,149). Total equipment cost is \$39,954, which is fully reimbursable by the grant. No local matching funds are required. The grant application requires the approval of the governing body prior to submission of the grant request.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: None, no local match is required

CONTACT(S): Interim Chief Ryan M. Zuidema, 434-455-6171
Amy Lowe, Administrative Manager, Police Department, 455-6128

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the Lynchburg City Council approves 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.

Adopted:

Certified:

_____ Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **7**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Department of Homeland Security Federal Emergency Management Agency's National Preparedness Directorate's Assistance to Firefighters grant to purchase self-rescue devices, otherwise known as Bailout Devices.

KEY ELEMENTS:

___ Economic Development ___ Excellent Government ___ Natural and Built Environment **X** Safe Community ___ Vibrant Community

RECOMMENDATION: 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.

SUMMARY: This is a 90/10 matching grant with the grant providing 90% of the approved funding with the department responsible for \$21,790 (10%) of the \$217,905 grant. This grant and subsequent equipment is vital to firefighter safety during an incident where self-rescue might be necessary to prevent injury or death. The devices are a harness/rope system that will be issued to each employee and affixed to their turnout gear. The devices will be installed in accordance with manufacturer's recommendations into our already established protective equipment. This equipment will allow firefighters the ability to exit a compromised structure in a safe and effective manner above ground level when normal means of egress are not available. The entirety of the grant includes training for all firefighters.

We have 179 uniformed staff that will receive the device. The cost per unit (\$1,339) includes the device, installation costs, and training.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: \$21,790 in matching funds will be provided from the Fire Department's FY 2019 budget. Future funds will be needed for periodic maintenance of the equipment

CONTACT(S):

Fire Chief Greg Wormser, 455-6345
Master Firefighter Patrick Madigan, 847-1680
Fire Administrative Manager, Annette Pettyjohn, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY:

RESOLUTION:

#R-

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$239,695 is appropriated 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.

Introduced:

Adopted:

Certified:

Clerk of Council

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **September 25, 2018**

AGENDA ITEM #: **8**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase one stretcher, LifePak 15, and ballistic vests and helmets.

KEY ELEMENTS:

Economic Development Excellent Government Natural and Built Environment Safe Community Vibrant Community

RECOMMENDATION: 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.

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

The Fire Department would like to submit a grant request for \$98,136 in Rescue Squad Assistance funding to purchase (1) Power Pro stretcher, (1) LifePak 15, (42) ballistic helmets, and (46) ballistic vests. The stretcher would replace one in-service stretcher, which has exceeded the manufacturer's recommended useful life. The LifePak 15 cardiac monitor will replace one in-service unit purchased in 2008. The monitor has remained in service through a preventative maintenance contract; however, it has significantly exceeded the useful life recommended by the manufacturer. LifePak 12 is no longer supported. The Fire Department is actively preparing and training for active shooter situations. If successful, this grant would provide a ballistic helmet and vest for each riding position in the department.

We plan to apply for the grant under an 80/20 match; however, we typically receive a 50/50 match. The itemized cost: one Power Pro stretchers--\$18,496, one LifePak 15--\$34,640, 42 ballistic helmets--\$10,500, and 46 ballistic vests--\$34,500. With a total cost of \$98,136, the maximum required local match is \$49,068. Grants will be awarded in January 2019; therefore, if awarded, the match will be funded from the FY 2019 General Fund Fire Department budget.

PRIOR ACTION(S): None

FISCAL IMPACT: \$49,068 in matching funds will be provided from the Fire Department's FY 2019 budget and the General Fund Fire Equipment Assigned Fund Balance; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S): Interim Deputy Chief Heather Childress, 455-6360
Fire Chief Greg Wormser, 455-6340
Annette Pettyjohn, Fire Administrative Manager, 455-6368

ATTACHMENT(S): None

REVIEWED BY:

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **September 25, 2018**

AGENDA ITEM #: **9**

CONSENT:
ACTION:

REGULAR: **X**
INFORMATION: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Revenue Update

KEY ELEMENTS:

Economic Development Excellent Government Natural and Built Environment Safe Community Vibrant Community

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: Local Sales and Use Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through June 2018 has been posted for these five revenue streams.

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2017 – FY 2018

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2017 - FY 2018**

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
SALES & USE TAX								
<i>ADOPTED FY 2018 BUDGET - \$15,465,700</i>								
JULY	\$1,075,816	\$1,131,485	\$1,207,589	\$1,152,527	\$1,161,098	\$1,134,520	(\$26,578)	(\$18,007)
AUGUST ¹	1,098,342	1,299,763	1,198,772	1,267,330	1,276,755	1,248,275	(28,480)	(\$19,055)
SEPTEMBER	1,083,199	1,204,336	1,269,930	1,275,989	1,285,479	1,289,489	4,010	\$13,500
OCTOBER	1,161,965	1,185,608	1,231,666	1,253,143	1,262,463	1,210,820	(51,643)	(\$42,323)
NOVEMBER	1,155,729	1,241,898	1,227,636	1,254,548	1,263,878	1,348,270	84,392	\$93,722
DECEMBER	1,316,419	1,669,810	1,600,507	1,695,286	1,707,894	1,601,584	(106,310)	(\$93,702)
JANUARY	1,103,175	1,073,237	1,055,364	1,070,830	1,078,794	1,122,715	43,921	\$51,885
FEBRUARY	1,172,252	1,131,392	1,161,810	1,148,155	1,156,694	1,117,839	(38,855)	(\$30,316)
MARCH	1,217,930	1,282,807	1,323,375	1,409,096	1,419,575	1,361,602	(57,973)	(\$47,494)
APRIL	1,183,748	1,311,297	1,202,186	1,236,313	1,245,507	1,217,305	(28,202)	(\$19,008)
MAY	1,112,579	1,213,149	1,222,060	1,271,113	1,280,566	1,305,292	24,726	\$34,179
JUNE	1,161,140	1,261,544	1,294,236	1,317,201	1,326,997	1,339,785	12,788	\$22,584
TOTAL	\$13,842,294	\$15,006,326	\$14,995,131	\$15,351,531	\$15,465,700	\$15,297,496	(\$168,204)	(\$54,035)
CONSUMER UTILITY TAX - ELECTRIC								
<i>ADOPTED FY 2018 BUDGET - \$3,790,000</i>								
JULY	\$325,815	\$321,596	\$332,876	\$328,501	\$329,749	\$335,326	\$5,577	\$6,825
AUGUST	318,738	305,012	333,953	355,434	356,785	327,959	(\$28,826)	(\$27,475)
SEPTEMBER	317,324	317,947	328,411	351,627	352,963	314,864	(\$38,099)	(\$36,763)
OCTOBER	273,646	273,264	281,514	294,038	295,155	297,177	\$2,022	\$3,139
NOVEMBER	280,945	273,353	270,434	274,145	275,187	284,069	\$8,882	\$9,924
DECEMBER	348,750	346,565	321,380	337,930	339,214	348,578	\$9,364	\$10,648
JANUARY	374,541	365,859	346,212	358,976	360,340	407,036	\$46,696	\$48,060
FEBRUARY	372,254	381,844	361,670	316,871	318,075	348,114	\$30,039	\$31,243
MARCH	334,289	339,965	312,928	304,309	305,466	313,399	\$7,933	\$9,090
APRIL	306,485	288,704	282,659	279,887	280,951	306,179	\$25,228	\$26,292
MAY	272,343	277,296	267,796	270,454	271,482	277,472	\$5,990	\$7,018
JUNE	303,173	310,184	301,340	303,480	304,633	330,415	\$25,782	\$26,935
TOTAL	\$3,828,303	\$3,801,589	\$3,741,173	\$3,775,652	\$3,790,000	\$3,890,588	\$100,588	\$114,936
COMMUNICATIONS SALES & USE TAX								
<i>ADOPTED FY 2018 BUDGET - \$3,123,400</i>								
JULY	\$286,999	\$283,594	\$276,750	\$265,192	\$260,283	\$255,279	(5,004)	(\$9,913)
AUGUST	284,691	281,957	270,038	269,212	260,283	263,011	2,728	(\$6,201)
SEPTEMBER	284,249	283,441	273,974	266,593	260,283	258,291	(1,992)	(\$8,302)
OCTOBER	288,830	287,702	277,686	274,702	260,283	273,952	13,669	(\$750)
NOVEMBER	284,176	279,441	271,470	270,909	260,283	259,546	(737)	(\$11,363)
DECEMBER	289,726	282,491	276,524	268,968	260,283	258,380	(1,903)	(\$10,588)
JANUARY	264,960	275,361	271,160	265,710	260,283	286,194	25,911	\$20,484
FEBRUARY	280,480	291,186	275,887	260,551	260,283	244,102	(16,181)	(\$16,449)
MARCH	288,500	285,971	282,470	271,925	260,283	257,969	(2,314)	(\$13,956)
APRIL	285,052	276,473	270,594	261,889	260,283	247,120	(13,163)	(\$14,769)
MAY	286,178	285,053	271,168	266,571	260,283	248,137	(12,146)	(\$18,434)
JUNE	288,892	270,246	265,047	259,854	260,287	249,994	(10,293)	(\$9,860)
TOTAL	\$3,412,733	\$3,382,916	\$3,282,768	\$3,202,076	\$3,123,400	\$3,101,975	(\$21,425)	(\$100,101)

**Comparison of Collections
Budget to Actual FY 2017 - FY 2018**

	Actual Collected FY 2015 ³	Actual Collected FY 2016 ³	Actual Collected FY 2017 ³	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 ³	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
MEALS TAX									
<i>ADOPTED FY 2018 BUDGET - \$14,400,000</i>									
JULY ²	\$970,597	\$1,046,770	\$1,088,474	\$1,122,617	\$1,132,444	\$9,827	\$1,109,545	(\$13,072)	(\$22,899)
AUGUST	1,119,585	1,213,559	1,098,748	1,207,908	1,230,475	22,567	1,140,836	(67,072)	(89,639)
SEPTEMBER	1,159,391	1,167,356	1,243,540	1,222,863	1,252,868	30,005	1,295,882	73,019	43,014
OCTOBER	1,119,430	1,152,017	996,549	1,216,067	1,246,579	30,512	1,249,486	33,419	2,907
NOVEMBER	1,099,028	1,156,651	1,382,308	1,136,983	1,172,731	35,748	1,170,367	33,384	(2,364)
DECEMBER	1,117,510	1,224,108	1,238,056	1,261,720	1,275,027	13,307	1,261,816	96	(13,211)
JANUARY	963,288	908,712	1,112,427	1,037,362	1,099,194	61,832	1,088,584	51,222	(10,610)
FEBRUARY	1,198,810	1,154,457	1,165,660	1,177,712	1,175,645	(2,067)	1,197,425	19,713	21,780
MARCH	1,177,822	1,393,915	1,303,383	1,295,456	1,347,124	51,668	1,339,823	44,367	(7,301)
APRIL	978,156	1,244,722	1,254,823	1,277,810	1,306,469	28,659	1,336,111	58,301	29,642
MAY ²	1,303,652	1,242,988	1,269,830	1,267,226	1,327,144	59,918	1,284,582	17,356	(42,562)
JUNE ²	1,228,487	1,203,793	1,227,869	1,168,994	1,216,370	47,376	1,245,454	76,460	29,084
TOTAL	\$13,435,756	\$14,109,048	\$14,381,667	\$14,392,718	\$14,782,070	\$389,352	\$14,719,911	\$327,193	(\$62,159)

LODGING TAX
ADOPTED FY 2018 BUDGET - \$2,783,000

JULY ²	\$180,395	\$180,808	\$207,361	\$231,917	\$249,245	\$17,328	\$248,422	\$16,505	(\$823)
AUGUST	185,402	202,217	167,929	\$231,917	223,881	(8,036)	224,761	(7,156)	880
SEPTEMBER	173,875	206,009	215,545	\$231,917	222,136	(9,781)	222,577	(9,340)	441
OCTOBER	209,788	160,131	214,418	\$231,917	245,586	13,669	245,408	13,491	(178)
NOVEMBER	144,988	177,048	222,988	\$231,917	207,729	(24,188)	206,772	(25,145)	(957)
DECEMBER	119,891	130,150	150,743	\$231,917	144,933	(86,984)	144,969	(86,948)	36
JANUARY	108,523	109,217	116,370	\$231,917	177,373	(54,544)	178,239	(53,678)	866
FEBRUARY	133,217	140,716	154,651	\$231,917	167,958	(63,959)	167,362	(64,555)	(596)
MARCH	178,963	222,261	192,388	\$231,916	235,935	4,019	225,836	(6,080)	(10,099)
APRIL	162,085	175,590	173,405	\$231,916	222,697	(9,219)	225,456	(6,460)	2,759
MAY ²	245,223	216,253	222,573	\$231,916	285,501	53,585	286,419	54,503	918
JUNE ²	223,849	181,884	188,180	\$231,916	245,122	13,206	251,107	19,191	5,985
TOTAL	\$2,066,199	\$2,102,284	\$2,226,551	\$2,783,000	\$2,628,096	(\$154,904)	\$2,627,328	(\$155,672)	(\$768)

¹ The August FY 2015 Sales & Use Tax Actual amount includes a one-time, \$145,000 payment in taxes, which was redistributed to the City from another locality.

² Due to year end accounting activities, a portion of Meals and Lodging Tax revenues associated with May and June were posted in June and July.

³ Meals and Lodging Tax data includes columns titled "Actual Collected ." The amounts in these columns include all revenue received per month regardless of whether the payment is current or delinquent.