

FINANCE COMMITTEE AGENDA
Tuesday, April 23, 2013
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 FY 2013 City/Federal/State Aid Fund budget and appropriate \$79,054, fully reimbursable from the Sprint Nextel Corporation Frequency Reconfiguration Project, to fund the purchase of an Emergency Management Information Management System (\$30,597) and P25 compatible mobile radios (\$48,457).

Contact: William A. Aldrich, Director of Emergency Services 455-4285

11:40 a.m.

3. Consider a request to adopt a resolution to amend the FY 2013 General Fund budget and appropriate \$17,441 with resources from the General Fund Reserve for Contingencies to provide funding to the Electoral Board/Registrar's Office for estimated costs for the June 11, 2013, Democratic Primary Election.

Contact: Carolyn C. Sherayko, Registrar 847-1609

11:45 a.m.

4. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$261,667 with resources of \$209,333 from the RSAF grant and \$52,334 transferred from the FY 2014 General Fund Fire Department budget to purchase one Type I ambulance for the Fire Department.

Contact: Fire Chief Steven B. Ferguson 455-6340

11:55 a.m.

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

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

12:00 p.m.

6. Roll Call

The next Finance Committee meeting is Tuesday, May 28, 2013, at 11:30 a.m.

FY 2013 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2012		
Anticipated carryforward to FY 2013 Reserve for Contingencies - 05/22/12 Council Meeting	\$650,000	\$50,000
	500,000	
BALANCE	<u>\$1,150,000</u>	<u>\$50,000</u>
 APPROPRIATIONS (Second Reading)		
Human Services Building Bond Reissue - 01/08/13 Council Meeting		\$42,000
Registrar Grant for Electronic Pollbook Laptop Computers - 2/26/13 Council Meeting	\$16,727	
Holiday Inn Parking Deck Repairs - 3/12/13 Council Meeting	182,250	
Holiday Inn Parking Deck Repairs - 3/31/13 Insurance Reimbursement	(\$66,568)	
TOTAL APPROPRIATIONS	<u>\$132,409</u>	<u>\$42,000</u>
 REMAINING BALANCE	<u>\$1,017,591</u>	<u>\$8,000</u>
 ITEMS INTRODUCED		
Democratic Primary Election (June) - 04/23/13 Finance Committee	\$17,441	
 TOTAL INTRODUCED ITEMS	<u>\$17,441</u>	<u>\$0</u>
 REMAINING BALANCE	<u>\$1,000,150</u>	<u>\$8,000</u>
 PENDING ITEMS		
Third Quarter Adjustments - 04/09/13 Council Meeting	\$22,660	
 TOTAL PENDING ITEMS	<u>\$22,660</u>	<u>\$0</u>
 PROJECTED BALANCE	<u>\$977,490</u>	<u>\$8,000</u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **April 23, 2013**

AGENDA ITEM NO.: **2**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: **Sprint Nextel Corporation Frequency Reconfiguration Reimbursement**

RECOMMENDATION:

Adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$79,054, fully reimbursable from the Sprint Nextel Corporation Frequency Reconfiguration Project, to fund the purchase of an Emergency Management Information Management System (\$30,597) and P25 compatible mobile radios (\$48,457).

SUMMARY:

On August 6, 2004 the Federal Communications Commission (FCC) issued an order to reconfigure the 800 MHz band to minimize harmful interference to public safety radio communications systems in the band. As part of the order, Sprint Nextel Corporation was ordered to pay incumbents an amount to effect a reconfiguration of incumbent's affected frequency allocations (Reconfiguration Cost).

In 2007 the Central Virginia Planning District Commission through the Central Virginia Radio Communications Board entered into an agreement with Sprint Nextel Corporation to reconfigure our regional radio system as prescribed by the FCC order. Sprint Nextel Corporation agreed to pay appropriate costs of the reconfiguration, including the purchase of new radio equipment where necessary and reimbursement of personnel costs as related to the project.

The reconfiguration project was finished in 2012. The City of Lynchburg received 294 replacement radios, and has a current balance of \$79,054 in reimbursed personnel related expenses. I recommend using the reimbursed funds to enhance City emergency management preparedness and also supplement existing CIP funds designated for P25 mobile radio purchases.

First, I recommend using \$30,597 to purchase an Emergency Management Information Management System. This system would provide a clear common operational picture during large scale events that involve implementation of the Emergency Operations Plan. A common operational picture facilitates collaborative planning and assists City Management, Command and the EOC to achieve situational awareness.

Second, I recommend using the balance of \$48,457 to supplement an existing CIP fund to purchase P25 capable radios and installation materials for use by City personnel. Many of the radios still in service in the City are not capable of working on the new P25 radio system being installed. A CIP was established several years ago to replace these radios and a plan was adopted to replace the radios as vehicles were being replaced. During that time the costs of radios has increased and some additional radios have been identified for replacement due to the enhanced capabilities of the new system.

PRIOR ACTION(S): April 23, 2013 Finance Committee

FISCAL IMPACT: The use of these funds will be in lieu of General Fund resources.

CONTACT(S): William A. Aldrich, Director, Department of Emergency Services, 455-4285

ATTACHMENT(S): None

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the FY 2013 City/Federal/State Aid Fund budget is amended and \$79,054 is appropriated fully reimbursable by the Sprint Nextel Corporation Frequency Reconfiguration Project, to fund the purchase of an Emergency Management Information Management System (\$30,597) and P25 compatible mobile radios (\$48,457).

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 14, 2013**

AGENDA ITEM NO.: **3**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Electoral Board/Registrar's Request for Supplemental Funding**

RECOMMENDATION:

Adopt a resolution to amend the FY 2013 General Fund budget and appropriate \$17,441 with resources from the General Fund Reserve for Contingencies to provide funding to the Electoral Board/Registrar's Office for estimated costs for the June 11, 2013, Democratic Primary Election.

SUMMARY:

On June 11, 2013, the Democratic Party will hold a primary to choose nominees for Lieutenant Governor and Attorney General. The Electoral Board/Registrar's Office requests City Council appropriate \$17,441 to cover the costs associated with the primary. Costs will include an estimated \$431 for additional Registrar's Office staffing, \$13,020 for election official pay, \$2,000 for election software programming, \$900 for ballot printing, \$200 for postage, \$400 for precinct supplies, \$130 for the required legal notice in the newspaper, \$160 for election day mileage for Electoral Board and Deputy Registrar, \$200 for election day and canvass day lunches for absentee precinct and office staff.

PRIOR ACTION(S):

Finance Committee April 23, 2013

FISCAL IMPACT:

\$17,441 from the FY 2013 General Fund Reserve for Contingencies

CONTACT(S):

Carolyn C. Sherayko, Registrar, 847-1609

ATTACHMENT(S):

None

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2013 General Fund budget is amended and \$17,441 is appropriated with resources from the General Fund Reserve for Contingencies to provide funding to the Electoral Board/Registrar's Office for estimated costs for the June 11, 2013, Democratic Primary Election.

Introduced:

Adopted:

Certified:

Clerk of Council

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **April 23, 2013**

AGENDA ITEM NO.: **4**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase one Type I ambulance.

RECOMMENDATION:

Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$261,667 with resources of \$209,333 from the RSAF grant and \$52,334 transferred from the FY 2014 General Fund Fire Department budget to purchase one Type I ambulance 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 Fire and EMS Department desires to submit a grant request for \$261,667 in Rescue Squad Assistance funding to purchase a Type I ambulance. The ambulance would replace one in-service ambulance.

This grant requires a local match; the department is applying for these funds under a Hardship Request, which would require the locality to pay 20 percent and RSAF would pay 80 percent. With a total cost of \$261,667, the required local match is \$52,334. Grants will be awarded in July 2013; therefore, if awarded, the match will be funded from the FY 2014 General Fund Fire Department budget.

PRIOR ACTION(S):

None

FISCAL IMPACT:

\$52,334 in matching funds will be provided from the Fire Department's FY 2014 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the vehicle purchased.

CONTACT(S):

Fire Chief Steven B. Ferguson, 455-6340
Acting Battalion Chief Heather Childress, 455-6360
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):

None

REVIEWED BY:

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **April 23, 2013**

AGENDA ITEM NO.: **5**

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 February has been posted for four of the five revenue streams. As of the date of this report (April 18, 2013), the State has neither released Communications Sales and Use Tax funds for the month of February to localities nor has it provided a report with the amount of funds to expect.

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 2012 – FY 2013

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2012 - FY 2013**

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Adopted FY 2013	Actual FY 2013	Actual FY 2013 to Adopted FY 2013	Actual FY 2013 to Actual FY 2012
SALES & USE TAX							
<i>ADOPTED FY 2013 BUDGET - \$13,284,506</i>							
JULY	\$980,632	\$979,650	\$1,014,596	\$1,002,827	\$996,646	(\$6,181)	(\$17,950)
AUGUST	984,751	1,022,849	1,079,129	1,066,611	1,145,592	78,981	66,463
SEPTEMBER	1,118,288	1,102,964	1,100,698	1,087,930	1,117,209	29,279	16,511
OCTOBER	1,074,618	1,056,307	1,055,941	1,043,692	1,033,859	(9,833)	(22,082)
NOVEMBER	1,075,789	1,144,056	1,117,090	1,104,132	1,187,008	82,876	69,918
DECEMBER	1,340,449	1,548,053	1,488,926	1,471,654	1,466,715	(\$4,939)	(\$22,211)
JANUARY	905,873	1,018,798	998,052	986,475	1,085,312	\$98,837	\$87,260
FEBRUARY	908,746	1,025,671	1,134,434	1,121,275	1,074,819	(\$46,456)	(\$59,615)
TOTAL	\$8,389,146	\$8,898,348	\$8,988,866	\$8,884,596	\$9,107,160	\$222,564	\$118,294
CONSUMER UTILITY TAX - ELECTRIC							
<i>ADOPTED FY 2013 BUDGET - \$3,757,100</i>							
JULY	\$309,784	\$352,603	\$341,729	\$346,445	\$323,141	(\$23,304)	(\$18,588)
AUGUST	318,714	345,842	345,615	350,384	345,163	(5,221)	(452)
SEPTEMBER	313,468	329,379	325,754	330,249	318,915	(11,334)	(6,839)
OCTOBER	277,528	283,250	280,745	284,619	279,145	(5,474)	(1,600)
NOVEMBER	275,270	262,650	281,842	285,731	282,035	(3,696)	193
DECEMBER	309,087	341,053	325,287	329,776	330,714	938	5,427
JANUARY	412,142	388,100	344,439	349,192	346,399	(2,793)	1,960
FEBRUARY	362,316	350,799	322,546	326,997	342,839	15,842	20,293
TOTAL	\$2,578,309	\$2,653,676	\$2,567,957	\$2,603,395	\$2,568,351	(\$35,044)	\$394
COMMUNICATIONS SALES & USE TAX							
<i>ADOPTED FY 2013 BUDGET - \$3,530,000</i>							
JULY	\$260,565	\$301,373	\$349,339	\$294,166	\$293,358	(\$808)	(\$55,981)
AUGUST	271,686	344,401	294,910	294,167	291,560	(2,607)	(3,350)
SEPTEMBER	293,483	274,076	179,549	294,167	263,295	(30,872)	83,746
OCTOBER	318,835	299,531	309,437	294,166	319,011	24,845	9,574
NOVEMBER	309,705	292,735	284,123	294,167	300,665	6,498	16,542
DECEMBER	300,961	344,423	233,654	294,167	297,855	3,688	64,201
JANUARY	296,884	265,736	337,936	294,166	282,620	(11,546)	(55,316)
FEBRUARY	291,057	288,629	287,492	294,167	287,759	(6,408)	267
TOTAL	\$2,343,176	\$2,410,904	\$2,276,440	\$2,353,333	\$2,336,123	(\$17,210)	\$59,683

**Comparison of Collections
Budget to Actual FY 2012 - FY 2013**

	Actual Assessed FY 2011	Actual Collected FY 2011 ²	Actual Assessed FY 2012	Actual Collected FY 2012 ¹	Adopted FY 2013	Actual Assessed FY 2013	Assessed FY 2013 to Adopted FY 2013	Actual Collected FY 2013 ¹	Collected FY 2013 to Adopted FY 2013	Collected FY 2013 to Assessed FY 2013
MEALS TAX										
<i>ADOPTED FY 2013 BUDGET - \$10,830,000</i>										
JULY	\$874,987	\$844,384	\$889,917	\$889,135	\$820,859	\$958,235	\$137,376	\$1,044,556	\$223,697	\$86,321
AUGUST	916,720	872,601	960,082	962,761	884,371	1,042,850	158,479	1,026,544	142,173	(16,306)
SEPTEMBER	909,620	881,239	984,785	998,157	904,581	1,011,701	107,120	1,012,294	107,713	593
OCTOBER	939,119	938,152	999,289	994,851	918,237	1,006,966	88,729	1,003,032	84,795	(3,934)
NOVEMBER	868,677	837,655	916,955	898,157	841,506	964,775	123,269	868,692	27,186	(96,083)
DECEMBER	938,858	892,398	1,028,805	986,078	946,300	1,044,178	97,878	1,083,983	137,683	39,805
JANUARY	856,523	806,405	931,373	950,784	855,624	927,026	71,402	889,358	33,734	(37,668)
FEBRUARY	911,867	967,088	988,981	977,100	910,506	983,390	72,884	995,618	85,112	12,228
TOTAL	\$7,216,371	\$7,039,922	\$7,700,187	\$7,657,023	\$7,081,984	\$7,939,121	\$857,137	\$7,924,077	\$842,093	(\$15,044)
LODGING TAX										
<i>ADOPTED FY 2013 BUDGET - \$1,700,000</i>										
JULY	\$161,614	\$159,195	\$180,074	\$168,386	\$140,452	\$180,074	\$39,622	\$197,072	\$56,620	\$16,998
AUGUST ²	170,748	159,316	192,759	200,321	176,240	163,020	(13,220)	275,903	99,663	112,883
SEPTEMBER	148,532	140,207	156,383	159,891	142,957	160,661	17,704	157,680	14,723	(2,981)
OCTOBER	184,513	173,828	185,386	185,530	169,498	183,064	13,566	191,453	21,955	8,389
NOVEMBER	125,640	116,376	131,053	131,431	119,846	131,993	12,147	129,941	10,095	(2,052)
DECEMBER	105,337	90,610	108,029	92,483	98,771	112,277	13,506	113,067	14,296	790
JANUARY	116,099	127,772	122,636	115,790	112,126	134,471	22,345	129,578	17,452	(4,893)
FEBRUARY	122,316	122,155	136,278	130,805	124,599	136,660	12,061	136,660	12,061	0
TOTAL	\$1,134,799	\$1,089,459	\$1,212,598	\$1,184,637	\$1,084,489	\$1,202,220	\$117,731	\$1,331,354	\$246,865	\$129,134

¹ Meals and Lodging Tax data includes columns titled "Actual Collected ." The figures listed under these columns include all revenue received per month under that description regardless of whether the payment is current or delinquent.

² The August FY 2013 collection amount includes a one-time \$140,000 payment in delinquent taxes.