

FINANCE COMMITTEE AGENDA
Tuesday, June 25, 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. Consideration of a request to adopt a resolution to amend the FY 2014 Schools Capital Fund budget and appropriate \$1,185,000 with resources from the General Fund Heritage High School Committed Fund Balance for activities related to the Heritage High School Construction Project.

Contact: Kimball Payne, City Manager

455-3990

11:50 a.m.

3. Consideration of a request to adopt a resolution to amend the FY 2013 City Federal State Aid Fund budget and appropriate \$108,358 with resources from the U.S. Department of Housing and Urban Development (HUD) and the Division of Social Services to provide 10 units of tenant-based rental assistance and associated supportive services.

Contact: Bonnie Svrcek, Deputy City Manager

455-3987

11:45 a.m.

4. Consideration of a request to adopt a resolution to amend the FY 2014 City Federal State Aid Fund budget and appropriate \$11,500 with resources in the amount of \$8,950 from the Virginia Department of Historic Resources (VDHR) and \$2,550 transferred from the General Fund Community Development budget to prepare a State/National Historic District nomination for historically significant structures within and adjacent to the Pierce Street Renaissance District.

Contact: Kent White, Director of Community Development

455-3919

11:55 a.m.

5. Consideration of a request to approve the submittal of an application for the 2013 Edward Byrne Memorial Justice Assistance Grant in the amount of \$40,753 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase Body Mic Transmitters, Cradles, and in car DVR systems; a high capacity printer; and six tasers.

Contact: Parks Snead, Police Chief

455-6104

12:00 p.m.

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

Contact: Donna Witt, Director of Financial Services

455-3968

12:05 p.m.

7. Roll Call

The next Finance Committee meeting is Tuesday, July 9, 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 | \$650,000 | \$50,000 |
| Anticipated carryforward to FY 2013 Reserve for Contingencies - 05/22/12 Council Meeting | 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) | |
| Third Quarter Adjustments - 04/23/13 Council Meeting | 22,660 | |
| Democratic Primary Election (June) - 05/28/13 Council Meeting | 17,441 | |
| TOTAL APPROPRIATIONS | <u>\$172,510</u> | <u>\$42,000</u> |
| REMAINING BALANCE | <u>\$977,490</u> | <u>\$8,000</u> |
| ITEMS INTRODUCED | | |
| TOTAL INTRODUCED ITEMS | <u>\$0</u> | <u>\$0</u> |
| REMAINING BALANCE | <u>\$977,490</u> | <u>\$8,000</u> |
| PENDING ITEMS | | |
| River Ridge Mall Settlement - 06/11/13 | \$139,036 | |
| TOTAL PENDING ITEMS | <u>\$139,036</u> | <u>\$0</u> |
| PROJECTED BALANCE | <u>\$838,454</u> | <u>\$8,000</u> |

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 25, 2013**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR: X

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: **Appropriation for Heritage High School Related Activities**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 Schools Capital Fund budget and appropriate \$1,185,000 with resources from the General Fund Heritage High School Committed Fund Balance for activities related to the Heritage High School Construction Project.

SUMMARY: As discussed at the May 14, 2013 City Council meeting, the Proposed FY 2014-2018 Capital Improvement Program (CIP) includes the Heritage High School (HHS) Project with a FY 2015 appropriation of \$83.25 million. Prior appropriations total \$3.48 million, resulting in proposed total project appropriations of \$86.73 million. This \$1.185 million appropriation is not in addition to the \$86.73 million but allows for the following activities to be funded as decisions on design continue:

\$675,000 for property acquisition and appraisals

\$ 90,000 for surveys

\$ 20,000 for architect reimbursable

\$400,000 for engineering and construction services, including value engineering

PRIOR ACTION(S): Numerous.

FISCAL IMPACT: Use of General Fund Heritage High School Committed Fund Balance

CONTACT(S): Kimball Payne, 455-3990

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the FY 2014 Schools Capital Project Fund budget is amended and \$1,185,000 is appropriated with resources from the General Fund Heritage High School Committed Fund Balance for activities related to the Heritage High School Construction Project.

Introduced:

Adopted:

Certified:

_____ Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 25, 2013**

AGENDA ITEM NO.: **3**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Shelter Plus Care Grant Renewal**

RECOMMENDATION: Adopt a resolution to amend the FY 2013 City Federal State Aid Fund budget and appropriate \$108,358 with resources from the U.S. Department of Housing and Urban Development (HUD) and the Division of Social Services to provide 10 units of tenant-based rental assistance and associated supportive services.

SUMMARY: The City has received a Shelter Plus Care renewal grant award in the amount of \$98,358 from the U.S. Department of Housing and Urban Development (HUD). The overall goal of this grant is to identify homeless persons, ready for permanent housing, and offer additional time, financial assistance and services to reinforce their own resources, skills and motivation to live independently and achieve self-sufficiency.

With the annual renewal grants issued since Fiscal Year 2010 the City, as grant recipient, in conjunction with Lynchburg Neighborhood Development Foundation (LNDF) has been coordinating this program to provide Tenant-Based Rental Assistance to 10 eligible homeless persons and/or households who are prepared to enter into permanent housing. Participation in the program is conditional on continuing appropriate services, such as counseling, medications, and rehabilitative programs. LNDF will provide supportive services needed, and continue to engage local property owners to work with the program so that appropriate housing is available to the participants that are currently in the Shelter Plus Care Program.

The Division of Social Services, through contractual services within their FY 2013 budget, will be providing \$10,000 for the supportive services component of this grant.

PRIOR ACTION(S): June 25, 2013: Finance Committee

FISCAL IMPACT: Funding in the amount of \$10,000 from the Division of Social Services for supportive services.

CONTACT(S): Bonnie Svrcek, Deputy City Manager, 455-3987
Melva Walker, Grants Manager, 455-3916

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2013 City Federal State Aid Fund budget is amended and \$108,358 is appropriated with resources of \$98,358 from the U.S. Department of Housing and Urban Development (HUD) to provide 10 units of tenant-based rental assistance; and \$10,000 from the Division of Social Services for associated supportive services.

Introduced:

Adopted:

Certified: _____
Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 25, 2013**

AGENDA ITEM NO.: **4**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Pierce Street State/National Historic District Nomination Grant Appropriation**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City Federal State Aid Fund budget and appropriate \$11,500 with resources in the amount of \$8,950 from the Virginia Department of Historic Resources (VDHR) and \$2,550 transferred from the General Fund Community Development budget to prepare a State/National Historic District nomination for historically significant structures within and adjacent to the Pierce Street Renaissance District.

SUMMARY: The Department of Community Development is requesting an appropriation of \$11,500, with \$8,950 reimbursable from VDHR, to prepare a State and National Historic District nomination request. The nomination would be submitted to VDHR and the National Parks Service to consider listing historically significant structures within and around the Pierce Street Renaissance District on the State and National Historic Registers. The Pierce Street Renaissance District is the only one of eight (8) locally designated historic districts not listed within the State and National Historic Registers. The State/National designation would make local property owners eligible to apply for Federal and State Rehabilitation Tax Credits. City Code Section 35.1-44.1, Historic Districts, already provides for the review of alterations affecting those historic districts and properties within the Pierce Street Renaissance District by the City's Historic Preservation Commission. The listing of any structure within the State or National Historic Register would not create any additional restrictions on a property unless the owner (i) decides to voluntarily donate historic easements to the Commonwealth of Virginia; (ii) participates in the state/national tax credit program; or (iii) accepts a federal or state rehabilitation grant.

Property owners within an area listed on the State and National Historic Register are potentially eligible for Federal and State Rehabilitation Tax Credits. A study conducted in 2007 (and updated in 2010) concluded that since the state tax credit program's inception in 1997, it has spurred private investment of approximately \$1.5 billion in the rehabilitation of more than 1,200 landmark buildings.

On September 11, 2012, City Council approved a grant to complete a preliminary information form inventory of the historically significant structures within and around the Pierce Street Renaissance District.

A \$2,550 local match is required for the grant; funds would be designated from the Department of Community Development's Planning Division budget to provide the required match.

PRIOR ACTION(S): Finance Committee June 25, 2013

FISCAL IMPACT: The required local match of \$2,550 is available for transfer from the FY 2014 General Fund Community Development budget.

CONTACT(S): Kent White, Director of Community Development, 455-3900; Tom Martin, City Planner, 455-3909; Kevin Henry, Planner II, 455-3915

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City Federal State Aid Fund budget is amended and \$11,500 is appropriated with resources of \$8,950 from the Virginia Department of Historic Resources and \$2,550 transferred from the General Fund Community Development budget to prepare a State/National Historic District nomination for historically significant structures within and adjacent to the Pierce Street Renaissance District.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 25, 2013**

AGENDA ITEM NO.: **5**

CONSENT:

REGULAR: **X**

WORKSESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **2013 Edward Byrne Memorial Justice Assistance Grant (JAG)**

RECOMMENDATION: Approve the submittal of an application for the 2013 Edward Byrne Memorial Justice Assistance Grant in the amount of \$40,753 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase Body Mic Transmitters, Cradles, and in car DVR systems; a high capacity printer; and six tasers.

SUMMARY: The City of Lynchburg is eligible to receive \$40,753 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized to purchase Body Mic Transmitters, Cradles and in car DVR systems for the Police Department (\$31,924), a high capacity printer for the Office of the Commonwealth's Attorney (\$3,740), and six (6) tasers for the Sheriff's Department (\$5,089). Total equipment cost is \$40,753, which is fully reimbursable by the grant. No local matching funds are required.

The grant requirements stipulate the governing body must approve the application.

PRIOR ACTION(S): June 25, 2013 Finance Committee

FISCAL IMPACT: None, no local match is required.

CONTACT(S): Police Chief Parks Snead, 455-6104
Captain Ryan Zuidema, 455-6052

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED THAT The Lynchburg City Council hereby authorizes the submission of an application for a 2013 Edward Byrne Memorial Justice Assistance Grant in the amount of \$40,753 to purchase Body Mic Transmitters, Cradles, and in car DVR systems; a high capacity printer; and six tasers.

Introduced:

Adopted:

Certified:

Clerk of Council

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **June 25, 2013**

AGENDA ITEM NO.: **6**

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 April has been posted for the 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 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) |
| MARCH | 1,118,448 | 1,112,797 | 1,196,149 | 1,182,274 | 1,138,611 | (\$43,663) | (\$57,538) |
| APRIL | 1,094,054 | 1,135,478 | 1,053,637 | 1,041,415 | 1,129,443 | \$88,028 | \$75,806 |
| TOTAL | \$10,601,648 | \$11,146,623 | \$11,238,652 | \$11,108,285 | \$11,375,214 | \$266,929 | \$136,562 |
| 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 |
| MARCH | 322,341 | 299,725 | 298,405 | 302,523 | 326,828 | 24,305 | 28,423 |
| APRIL | 285,348 | 284,770 | 271,034 | 274,774 | 320,253 | 45,479 | 49,219 |
| TOTAL | \$3,185,998 | \$3,238,171 | \$3,137,396 | \$3,180,692 | \$3,215,432 | \$34,740 | \$78,036 |
| 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 |
| MARCH | 310,456 | 300,235 | 302,278 | 294,167 | 299,333 | 5,166 | (2,945) |
| APRIL | 298,840 | 285,073 | 292,542 | 294,166 | 287,442 | (6,724) | (5,100) |
| TOTAL | \$2,952,472 | \$2,996,212 | \$2,871,260 | \$2,941,666 | \$2,922,898 | (\$18,768) | \$51,638 |

¹ 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.

**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 |
| MARCH | 996,664 | 976,512 | 1,079,018 | 1,073,364 | 993,892 | 1,092,759 | 98,867 | 1,091,421 | 97,529 | (1,338) |
| APRIL | 977,562 | 993,046 | 1,017,193 | 1,011,594 | 937,211 | 1,052,568 | 115,357 | 1,067,037 | 129,826 | 14,469 |
| TOTAL | \$9,190,597 | \$9,009,480 | \$9,796,398 | \$9,741,981 | \$9,013,087 | \$10,084,448 | \$1,071,361 | \$10,082,535 | \$1,069,448 | (\$1,913) |
| 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 |
| MARCH | 154,963 | 151,945 | 154,626 | 144,654 | 141,683 | 158,737 | 17,054 | 158,706 | 17,023 | (31) |
| APRIL | 154,731 | 157,779 | 146,380 | 149,258 | 133,835 | 161,422 | 27,587 | 161,391 | 27,556 | (31) |
| TOTAL | \$1,444,493 | \$1,399,183 | \$1,513,604 | \$1,478,549 | \$1,360,007 | \$1,522,379 | \$162,372 | \$1,651,451 | \$291,444 | \$129,072 |

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.