

**FINANCE COMMITTEE AGENDA**  
**Tuesday, November 26, 2013**  
**Bidder's Room**  
**11:00 a.m.**

**GENERAL BUSINESS**

**11:00 a.m.**

1. Report on the General Fund Reserve for Contingencies

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

**11:05 a.m.**

2. Consider a request to adopt a resolution to amend the FY 2014 General Fund budget and appropriate \$507,487 for transfer to the School Operating Fund with resources from unexpended FY 2013 School Operating appropriations to fund maintenance and security needs as well as the replacement of student records software.

Contact: Dr. Scott Brabrand, Superintendent of Schools 515-5070

**11:15 a.m.**

3. Consider a request to adopt a resolution to amend the FY 2014 Schools Capital Project Fund budget and appropriate \$589,731 with resources from the General Fund Heritage High School Committed Fund Balance for architectural fees for Heritage High School based on a revised construction cost estimate.

Contact: Dr. Scott Brabrand, Superintendent of Schools 515-5070

**11:25 a.m.**

4. Consider a request to adopt a resolution to amend the FY 2014 Stormwater Capital Projects Fund budget and appropriate \$600,000 with resources transferred from the FY 2014 Stormwater Operating Fund budget to provide necessary funding for initial master planning efforts to comply with federal and State mandates according to the Municipal Separate Storm Sewer System (MS4) permit and provide matching resources for grant funds available from the Virginia Stormwater Local Assistance Fund.

Contact: Tim Mitchell, Director of Water Resources 455-4252

**11:30 a.m.**

5. Consider a request adopt a resolution to amend the FY 2014 Sewer Capital Projects Fund budget and appropriate \$30,000,000 with resources from the Virginia Public Building Authority to accelerate completion of the Combined Sewer Overflow (CSO) Program.

Contact: Tim Mitchell, Director of Water Resources 455-4252

**11:35 a.m.**

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

Contact: Donna Witt, Director of Financial Services

455-3968

**11:40 a.m.**

7. Roll Call

### **OTHER INFORMATION**

1. Adopt a resolution to amend the FY 2014 General Fund budget and appropriate \$35,747 with resources from the State Compensation Board, Technology Trust Fund fees to support information technology needs in the Office of the Circuit Court.
2. Per Finance Committee request at the September 24, 2013 meeting, staff has compiled a Comprehensive List of Fees. For ease of reading, the report will be printed on oversized paper and provided in hard copy form at the meeting.

**The next Finance Committee meeting is Tuesday, December 10, 2013, at 11:30 a.m.**

FY 2014 GENERAL FUND RESERVE FOR CONTINGENCIES

**BEGINNING BALANCE, JULY 1, 2013**

Anticipated carryforward to FY 2014 Reserve for Contingencies - 05/28/13 Council Meeting

**BALANCE**

**APPROPRIATIONS (Second Reading)**

Additional funding for the Regional Radio Upgrade Project - 10/22/13 Council Meeting  
Debt service interest payment on \$10m bond issue - 10/22/13 Council Meeting

**TOTAL APPROPRIATIONS**

**REMAINING BALANCE**

**ITEMS INTRODUCED**

**TOTAL INTRODUCED ITEMS**

**REMAINING BALANCE**

**PENDING ITEMS**

**TOTAL PENDING ITEMS**

**PROJECTED BALANCE**

<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
\$700,000	\$0
450,000	50,000
<b><u>\$1,150,000</u></b>	<b><u>\$50,000</u></b>
\$210,700	
166,528	
<b><u>\$377,228</u></b>	<b><u>\$0</u></b>
<b><u>\$772,772</u></b>	<b><u>\$50,000</u></b>
<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b><u>\$772,772</u></b>	<b><u>\$50,000</u></b>
<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b><u>\$772,772</u></b>	<b><u>\$50,000</u></b>

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **December 10, 2013**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Appropriation of Fund Balance from FY 2013 Unexpended School Operating Fund**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 General Fund budget and appropriate \$507,487 for transfer to the School Operating Fund with resources from unexpended FY 2013 School Operating appropriations to fund maintenance and security needs as well as the replacement of student records software.

SUMMARY: This action is requested in accordance with an agreement signed by the Lynchburg City Council and the Lynchburg City School Board dated December 14, 1993. This agreement provides for the creation and maintenance of a school operating fund balance for "the purpose of underwriting any occasional shortfalls from the various budgetary categories of direct State funding support as well as other applications, all based upon the required expenditure approval of the School Board."

The FY 2013 audit identified \$507,487 as available fund balance to be returned to City Schools. These funds are requested by the School Board to be used for maintenance and security needs (\$207,487) and the replacement of student records software (\$300,000).

PRIOR ACTION(S): November 26, 2013 Finance Committee  
December 14, 1993 Agreement with Schools regarding the Return of Fund Balance

FISCAL IMPACT: Transfer of available fund balance in the amount of \$507,487 to the School Operating Fund.

CONTACT(S): Dr. Scott Brabrand, Superintendent, Lynchburg City Schools, 515-5070  
Anthony Beckles, Chief Financial Officer, Lynchburg City Schools, 515-5010  
Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S): Resolution  
Request from Dr.Scott Brabrand, Superintendent dated November 20, 2013

REVIEWED BY:

RESOLUTION

BE IT RESOLVED that the FY 2014 General Fund budget is amended and \$507,487 is appropriated for transfer to the School Operating Fund with resources from unexpended FY 2013 School Operating appropriations to fund maintenance and security needs as well as the replacement of student records software.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council



SCHOOL ADMINISTRATION BUILDING

915 Court Street  
Post Office Box 2497  
Lynchburg, VA 24505-2497  
www.lcsedu.net

November 20, 2013

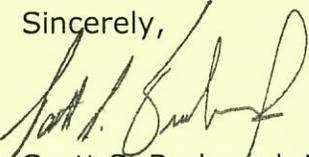
Mr. L. Kimball Payne, III  
City Manager  
900 Church Street  
Lynchburg, Virginia 24504

Dear Mr. Payne:

I am requesting reappropriation of the Lynchburg City Schools fund balance for FY2013 in the amount of \$507,487 for the following purposes:

Maintenance and Security Needs	\$ 207,487
Purchase of Student Information System Software	<u>\$ 300,000</u>
Total	\$ 507,487 =====

Thank you for your attention to this matter. Please call if you have questions.

Sincerely,  
  
Scott S. Brabrand, Ed.D.  
Superintendent

SSB/wls

cc: Anthony E. Beckles, Sr., Chief Financial Officer

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **December 10, 2013**

AGENDA ITEM NO.: **3**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Appropriation for Heritage High School Architectural Services**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 Schools Capital Project Fund budget and appropriate \$589,731 with resources from the General Fund Heritage High School Committed Fund Balance for architectural fees for Heritage High School based on a revised construction cost estimate.

SUMMARY: The contract with Moseley Architects was signed on June 7, 2012. The fee was negotiated at 5.75% of the estimated \$60 million for construction of Heritage High School, which is \$3,450,000. Article 11.1 of the contract states "The updated estimated of the Cost of Work at the midpoint of Design Development Phase shall be the basis of the adjustment (increase or decrease) of compensation of Basic Services of Architect."

Mosley has submitted an amendment to the contract for additional fees based on the construction cost estimate determined by the Third Party Cost Estimator, Downey & Scott, LLC. Downey & Scott's construction cost estimate is \$70,256,192 which increases the cost under the Moseley Architect contract by \$589,731 to \$4,039,731.

PRIOR ACTION(S): November 26, 2013 Finance Committee  
August 23, 2013 Appropriation for Land Acquisition, Surveys and Contract Administration (\$1,185,000)  
October 9, 2012 Appropriation for Architecture and Engineering Services (\$3,480,000)

FISCAL IMPACT: Use of General Fund Heritage High School Committed Fund Balance which leaves a balance of \$1,894,223

CONTACT(S): Dr. Scott Brabrand, Superintendent, Lynchburg City Schools, 515-5070  
Ben Copeland, Assistant Superintendent of Operations & Administration,  
Lynchburg City Schools, 515-5070  
Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S): Resolution

REVIEWED BY:

RESOLUTION

BE IT RESOLVED that the FY 2014 Schools Capital Project Fund budget is amended and \$589,731 is appropriated with resources from the General Fund Heritage High School Committed Fund Balance for Heritage High School architectural services.

Introduced:

Adopted:

Certified:

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Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **December 10, 2013**

AGENDA ITEM NO.: **4**

CONSENT:                   REGULAR: **X**

WORK SESSION:

CLOSED SESSION:  
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **FY 2014 Budget Adjustment for Transfer of \$600,000 to Stormwater Capital Fund**

RECOMMENDATION:

Adopt a resolution to amend the FY 2014 Stormwater Capital Projects Fund budget and appropriate \$600,000 with resources transferred from the FY 2014 Stormwater Operating Fund budget to provide necessary funding for initial master planning efforts to comply with federal and State mandates according to the Municipal Separate Storm Sewer System (MS4) permit and provide matching resources for grant funds available from the Virginia Stormwater Local Assistance Fund.

SUMMARY:

Due to the FY 2013 Stormwater Operating Fund ending the year with higher than anticipated revenues and lower than budgeted expenses, \$600,000 is available in the Stormwater Operating Fund for transfer to the Stormwater Capital Fund to begin funding master planning efforts and infrastructure projects that qualify for a 50% matching grant from the Virginia Stormwater Local Assistance Fund (SLAF). The SLAF funds capital projects that improve water quality and reduce pollutants coming from stormwater sources to meet Total Maximum Daily Loads (TMDL) limits. In the event a SLAF grant is not awarded, the funds will be utilized for water quality projects associated with TMDL and permit compliance and stormwater infrastructure renewal.

PRIOR ACTION(S):

Adoption of the FY 2014 Stormwater Operating Fund Budget: May 14, 2013  
November 26, 2013 Finance Committee

FISCAL IMPACT:

A one-time transfer of funds from the Stormwater Operating Fund to the Stormwater Capital Fund of \$600,000.

CONTACT(S):

Tim Mitchell, Director of Water Resources, 455-4252

ATTACHMENT(S):

Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2014 Stormwater Capital Projects Fund budget is amended and \$600,000 is appropriated with resources transferred from the FY 2014 Stormwater Operating Fund budget to provide necessary funding for initial master planning efforts to comply with federal and State mandates according to the Municipal Separate Storm Sewer System (MS4) permit and provide matching resources for grant funds available from the Virginia Stormwater Local Assistance Fund.

Introduced:

Adopted:

Certified:

\_\_\_\_\_

Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **December 10, 2013**

AGENDA ITEM NO.: **5**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **\$30,000,000 Grant Award from Virginia Public Building Authority**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 Sewer Capital Projects Fund budget and appropriate \$30,000,000 with resources from the Virginia Public Building Authority to accelerate completion of the Combined Sewer Overflow (CSO) Program.

SUMMARY: The City of Lynchburg has been awarded a grant totaling \$30,000,000 from the Virginia Public Building Authority to help complete the CSO Program. This grant coupled with the proposed CSO Long Term Control Plan, which was submitted to the Department of Environmental Quality (DEQ), will allow for a faster and less expensive approach to finishing the CSO program. Disbursements of these proceeds shall be authorized by the State Water Control Board under the authority of DEQ and administered by the Virginia Resources Authority.

A public hearing is scheduled for December 10, 2013; the public will be notified through an advertisement in *The News and Advance*.

No local match is required with this grant award. Grant funds will be used to reimburse costs incurred by the Sewer Capital Projects Fund for CSO projects.

PRIOR ACTION(S):

November 26, 2013 Finance Committee

FISCAL IMPACT:

None, no local match is required.

CONTACT(S):

Tim Mitchell, Director of Water Resources, 455-4252

ATTACHMENT(S):

Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2014 Sewer Capital Projects Fund budget is amended and \$30,000,000 is appropriated with resources from the Virginia Public Building Authority to accelerate completion of the Combined Sewer Overflow (CSO) Program.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **November 26, 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 September has been posted 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 2013 – FY 2014

REVIEWED BY:

**Comparison of Collections  
Budget to Actual FY 2013 - FY 2014**

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Adopted FY 2014	Actual FY 2014	Actual FY 2014 to Adopted FY 2014	Actual FY 2014 to Actual FY 2013			
<b>SALES &amp; USE TAX</b>										
<i>ADOPTED FY 2014 BUDGET - \$13,440,973</i>										
JULY	\$979,650	\$1,014,596	\$996,646	\$985,733	\$1,075,816	\$90,083	\$79,170			
AUGUST	1,022,849	1,079,129	1,145,592	1,133,048	1,098,342	(34,706)	(47,250)			
SEPTEMBER	1,102,964	1,100,698	1,117,209	1,104,976	1,083,199	(21,777)	(34,010)			
<b>TOTAL</b>	<b>\$3,105,463</b>	<b>\$3,194,423</b>	<b>\$3,259,447</b>	<b>\$3,223,756</b>	<b>\$3,257,357</b>	<b>\$33,601</b>	<b>(\$2,090)</b>			
<b>CONSUMER UTILITY TAX - ELECTRIC</b>										
<i>ADOPTED FY 2014 BUDGET - \$3,650,000</i>										
JULY	\$352,603	\$341,729	\$323,141	\$312,574	\$325,815	\$13,241	\$2,674			
AUGUST	345,842	345,615	345,163	333,876	318,738	(15,138)	(26,425)			
SEPTEMBER	329,379	325,754	318,915	308,486	317,324	8,838	(1,591)			
<b>TOTAL</b>	<b>\$1,027,824</b>	<b>\$1,013,098</b>	<b>\$987,219</b>	<b>\$954,937</b>	<b>\$961,877</b>	<b>\$6,940</b>	<b>(\$25,342)</b>			
<b>COMMUNICATIONS SALES &amp; USE TAX</b>										
<i>ADOPTED FY 2014 BUDGET - \$3,462,621</i>										
JULY	\$301,373	\$349,339	\$293,358	\$288,552	\$286,999	(\$1,553)	(\$6,359)			
AUGUST	344,401	294,910	291,560	288,552	284,691	(3,861)	(6,869)			
SEPTEMBER	274,076	179,549	263,295	288,551	284,249	(4,302)	20,954			
<b>TOTAL</b>	<b>\$919,850</b>	<b>\$823,798</b>	<b>\$848,213</b>	<b>\$865,655</b>	<b>\$855,939</b>	<b>(\$9,716)</b>	<b>\$7,726</b>			
	Actual Assessed FY 2012	Actual Collected FY 2012 <sup>1</sup>	Actual Assessed FY 2013	Actual Collected FY 2013 <sup>1</sup>	Adopted FY 2014	Actual Assessed FY 2014	Assessed FY 2014 to Adopted FY 2014	Actual Collected FY 2014	Collected FY 2014 to Adopted FY 2014	Collected FY 2014 to Assessed FY 2014
<b>MEALS TAX</b>										
<i>ADOPTED FY 2014 BUDGET - \$11,785,000</i>										
JULY <sup>2</sup>	\$889,917	\$889,135	\$943,431	\$1,044,556	\$917,109	\$950,875	\$33,766	\$1,159,786	\$242,677	\$208,911
AUGUST	960,082	962,761	1,042,850	1,026,544	1,013,754	1,062,943	49,189	1,024,718	10,964	(38,225)
SEPTEMBER	984,785	998,157	1,011,701	1,012,294	983,475	1,038,949	55,474	1,052,079	68,604	13,130
<b>TOTAL</b>	<b>\$2,834,784</b>	<b>\$2,850,053</b>	<b>\$2,997,982</b>	<b>\$3,083,394</b>	<b>\$2,914,338</b>	<b>\$3,052,767</b>	<b>\$138,429</b>	<b>\$3,236,583</b>	<b>\$322,245</b>	<b>\$183,816</b>
<b>LODGING TAX</b>										
<i>ADOPTED FY 2014 BUDGET - \$1,700,000</i>										
JULY <sup>2</sup>	\$180,074	\$168,386	\$180,074	\$197,072	\$160,554	\$174,789	\$14,235	\$223,419	\$62,865	\$48,630
AUGUST <sup>3</sup>	192,759	200,321	163,020	275,903	145,349	185,677	40,328	185,340	39,991	(337)
SEPTEMBER	156,383	159,891	160,661	157,680	143,245	181,706	38,461	204,758	61,513	23,052
<b>TOTAL</b>	<b>\$529,216</b>	<b>\$528,598</b>	<b>\$503,755</b>	<b>\$630,655</b>	<b>\$449,148</b>	<b>\$542,172</b>	<b>\$93,024</b>	<b>\$613,517</b>	<b>\$164,369</b>	<b>\$71,345</b>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> The August FY 2013 collection amount includes a one-time \$140,000 payment in delinquent taxes.

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **December 10, 2013**

AGENDA ITEM NO.: **OTHER INFORMATION**

CONSENT: **X**

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Technology Trust Fund (TTF) Fees for the Office of the Circuit Court Clerk**

### RECOMMENDATION:

Adopt a resolution to amend the FY 2014 General Fund budget and appropriate \$35,747 with resources from the State Compensation Board, Technology Trust Fund fees to support information technology needs in the Office of the Circuit Court.

### SUMMARY:

As required by the Code of Virginia, Section 17.1-279 – Additional fee to be assessed by circuit court clerks for information technology, “the clerk of each circuit court shall assess a \$5 fee, known as the “Technology Trust Fund Fee,” in each civil action, upon each instrument to be recorded in the deed books, and upon each judgment to be docketed in the judgment lien docket book. Such fee shall be deposited by the State Treasurer into a trust fund.” Annually, a portion of this fee is returned to the local Office of the Circuit Court Clerk based on its information technology needs. These funds cannot be used to take the place of current funding supplied by the locality.

### PRIOR ACTION(S):

Finance Committee November 26, 2013

### FISCAL IMPACT:

None

### CONTACT(S):

Eugene C. Wingfield, Circuit Court Clerk, 455-2611

### ATTACHMENT(S):

Resolution

### REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2014 General Fund budget is amended and \$35,747 is appropriated with resources from the State Compensation Board, Technology Trust Fund fees to support information technology needs in the Office of the Circuit Court Clerk.

Introduced:

Adopted:

Certified:

\_\_\_\_\_

Clerk of Council

# memo

To: City Council

From: Donna S Witt, Director of Financial Services 

CC: L. Kimball Payne, III, City Manager; Bonnie Svrcek, Deputy City Manager

Date: 11/26/2013

Re: Comprehensive List of Fees

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Per Finance Committee request at the September 24, 2013 meeting, staff has compiled a Comprehensive List of Fees. For ease of reading, the report will be printed on oversized paper and provided in hard copy form at the Finance Committee meeting. All other City Council members will be provided with a copy at today's scheduled meeting. The referenced State and City Code sections have also been compiled and will be added to Council's Dropbox as a pdf file this afternoon.