

**FINANCE COMMITTEE AGENDA**  
**Tuesday, September 23, 2014**  
**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 the FY 2015 City/Federal/State Aid Fund budget and appropriate \$33,733 with resources of \$16,866 from the Bulletproof Vest Partnership 2014 Grant Program and \$16,867 transferred from the FY 2015 General Fund Police Department (\$15,636) and Sheriff's Office (\$1,231) budgets to purchase 43 replacement bulletproof vests for law enforcement officers.

Contact: Police Chief Parks Snead

455-6104

**11:40 a.m.**

3. Consider a request to adopt a resolution to amend the FY 2015 City/Federal/State Aid Fund budget and appropriate \$40,951 with resources from an Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase forensic computer software and hardware, map boards for field supervisor vehicles, an evidence refrigerator, impact munitions, a high capacity printer, and tasers.

Contact: Police Chief Parks Snead

455-6104

**11:45 a.m.**

4. Consider a request to adopt a resolution to amend the FY 2015 City/Federal/State Aid Fund budget and appropriate \$11,827 with resources of \$7,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$3,750, and \$577 transferred from the FY 2015 General Fund Police Department budget to provide funds for speed enforcement activities.

Contact: Police Chief Parks Snead

455-6104

**11:50 a.m.**

5. Consider a request to adopt a resolution to amend the FY 2015 City/Federal/State Aid Fund budget and appropriate \$51,509 with resources of \$32,809 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$16,405, and \$2,295 transferred from the FY 2015 General Fund Police Department budget to provide selective DUI and occupant restraint enforcement activities, attend related training, and purchase equipment.

Contact: Police Chief Parks Snead

455-6104

**11:55 a.m.**

6. 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.**

7. Roll Call

**The next Finance Committee meeting is Tuesday, October 28, 2014, at 11:30 a.m.**

**FY 2015 GENERAL FUND RESERVE FOR CONTINGENCIES**

	<b>Reserve for Contingencies</b>	<b>City Manager's Discretionary Funding</b>
<b>BEGINNING BALANCE, JULY 1, 2014</b>	\$550,000	\$50,000
Anticipated carryforward to FY 2015 Reserve for Contingencies - 05/13/14 Council Meeting	600,000	
<b>BALANCE</b>	<b>\$1,150,000</b>	<b>\$50,000</b>
<b>APPROPRIATIONS (Second Reading)</b>		
Police Department Tasers - 06/24/14 Council Meeting	\$115,713	
School Resource Officer Grant local match and additional costs - 06/24/14 Council Meeting	83,765	
Two Community Centers - 09/09/14 Council Meeting	139,720	
<b>TOTAL APPROPRIATIONS</b>	<b>\$339,198</b>	<b>\$0</b>
<b>REMAINING BALANCE</b>	<b>\$810,802</b>	<b>\$50,000</b>
<b>ITEMS INTRODUCED</b>		
<b>TOTAL INTRODUCED ITEMS</b>	<b>\$0</b>	<b>\$0</b>
<b>REMAINING BALANCE</b>	<b>\$810,802</b>	<b>\$50,000</b>
<b>PENDING ITEMS</b>		
<b>TOTAL PENDING ITEMS</b>	<b>\$0</b>	<b>\$0</b>
<b>PROJECTED BALANCE</b>	<b>\$810,802</b>	<b>\$50,000</b>

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 23, 2014**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

ITEM TITLE: **Police Bulletproof Vest Partnership 2014 Grant Funding**

### RECOMMENDATION:

Adopt a resolution to amend the FY 2015 City/Federal/State Aid Fund budget and appropriate \$33,733 with resources of \$16,866 from the Bulletproof Vest Partnership 2014 Grant Program and \$16,867 transferred from the FY 2015 General Fund Police Department (\$15,636) and Sheriff's Office (\$1,231) budgets to purchase 43 replacement bulletproof vests for law enforcement officers.

### SUMMARY:

The Police Department and Sheriff's Office have been awarded a grant under the Bulletproof Vest Partnership. Funding will be used to purchase 43 replacement bulletproof vests for law enforcement officers.

Total vest replacement costs are \$33,733. The grant requires a 50% local match; these funds are available in the FY 2015 General Fund Police Department and Sheriff's Office operating budgets.

### PRIOR ACTION(S):

September 23, 2014 Finance Committee

### FISCAL IMPACT:

The required local match is budgeted in the FY 2015 General Fund Police Department and Sheriff's Office operating budgets; therefore, no additional funds are required.

### CONTACT(S):

Police Chief Parks Snead, 455-6104; Captain M.L. Jamison, 455-6168;  
Sheriff Ron Gillispie, 847-1301; Chief Deputy D.T. Sloan, 847-1301

### ATTACHMENT(S):

Resolution

### REVIEWED BY:

bms

RESOLUTION:

BE IT RESOLVED that the FY 2015 City/Federal/State Aid Fund budget is amended and \$33,733 is appropriated with resources of \$16,866 from the Bulletproof Vest Partnership 2014 Grant Program and \$16,867 transferred from the FY 2015 General Fund Police Department (\$15,636) and Sheriff's Office (\$1,231) budgets to purchase 43 replacement bulletproof vests for law enforcement officers.

Introduced:

Adopted:

Certified:

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Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 23, 2014**

AGENDA ITEM NO.: **3**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **2014 Edward Byrne Memorial Justice Assistance Grant (JAG)**

RECOMMENDATION: Adopt a resolution to amend the FY 2015 City/Federal/State Aid Fund budget and appropriate \$40,951 with resources from an Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase forensic computer software and hardware, map boards for field supervisor vehicles, an evidence refrigerator, impact munitions, a high capacity printer, and tasers.

SUMMARY: The City is eligible to receive \$40,951 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized to purchase forensic computer software and hardware, map boards for field supervisor vehicles, an evidence refrigerator, impact munitions for the Police Department (\$32,182); a high capacity printer for the Office of the Commonwealth's Attorney (\$3,781); and tasers for the Sheriff's Department (\$4,988). Total equipment cost is \$40,951, which is fully reimbursable by the grant. No local matching funds are required.

PRIOR ACTION(S):

May 27, 2014 City Council – Approval of application submission  
September 23, 2014 Finance Committee

FISCAL IMPACT:

None, no local match is required.

CONTACT(S):

Police Chief Parks Snead, 455-6104  
Captain M.L. Jamison, 455-6168

ATTACHMENT(S):

Resolution

REVIEWED BY:

bms

RESOLUTION:

BE IT RESOLVED that the FY 2015 City/Federal/State Aid Fund budget is amended and \$40,951 is appropriated with resources from the 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase forensic computer software and hardware, map boards for field supervisor vehicles, an evidence refrigerator, impact munitions, a high capacity printer, and tasers.

Introduced:

Adopted:

Certified:

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Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 23, 2014**

AGENDA ITEM NO.: **4**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Police Department Participation in the DMV Highway Safety Grant - Speed**

### RECOMMENDATION:

Adopt a resolution to amend the FY 2015 City/Federal/State Aid Fund budget and appropriate \$11,827 with resources of \$7,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$3,750, and \$577 transferred from the FY 2015 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 an \$11,827 grant. The funds will be used for speed enforcement activities.

This grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of \$577 is available for transfer from the FY 2015 Police Department budget to cover this expense.

An in-kind match of \$3,750 in police equipment and services is part of the grant agreement.

### PRIOR ACTION(S):

September 23, 2014 Finance Committee

### BUDGET IMPACT:

The grant requires the locality pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$577 will be transferred from the FY 2015 General Fund Police Department budget to cover this expense.

### CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain M.L. Jamison, Police Department, 455-6168

### ATTACHMENT(S):

Resolution

### REVIEWED BY:

bms

RESOLUTION:

BE IT RESOLVED that the FY 2015 City/Federal/State Aid Fund budget is amended and \$11,827 is appropriated with resources of \$7,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$3,750, and \$577 transferred from the FY 2015 General Fund Police Department budget to provide funds for speed enforcement activities.

Introduced:

Adopted:

Certified:

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Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **September 23, 2014**

AGENDA ITEM NO.: **5**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Police Department Participation in the DMV Highway Safety Grant – DUI Enforcement**

RECOMMENDATION: Adopt a resolution to amend the FY 2015 City/Federal/State Aid Fund budget and appropriate \$51,509 with resources of \$32,809 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$16,405, and \$2,295 transferred from the FY 2015 General Fund Police Department budget to provide selective DUI and occupant restraint enforcement activities, attend related training, and purchase equipment.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a \$51,509 grant. The funds will be used for selective DUI and speed enforcement activities, to attend related training, and to purchase equipment for DUI enforcement.

This grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of \$2,295 is available for transfer from the FY 2015 General Fund Police Department budget to cover this expense.

An in-kind match of \$16,405 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S):

September 23, 2014 Finance Committee

BUDGET IMPACT:

The grant requires the locality pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$2,295 will be transferred from the FY 2015 General Fund Police Department budget to cover this expense.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain M.L. Jamison Police Department, 455-6168

ATTACHMENT(S):

Resolution

REVIEWED BY:

bms

RESOLUTION:

BE IT RESOLVED that the FY 2015 City/Federal/State Aid Fund budget is amended and \$51,509 is appropriated with resources of \$32,809 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$16,405, and \$2,295 transferred from the FY 2015 General Fund Police Department budget to provide selective DUI and occupant restraint enforcement activities, attend related training, and purchase equipment.

Introduced:

Adopted:

Certified:

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Clerk of Council

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **September 23, 2014**

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 June 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 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>							
<i>ADOPTED FY 2015 BUDGET - \$13,600,000</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)
OCTOBER	1,056,307	1,055,941	1,033,859	1,022,538	1,161,965	139,427	128,106
NOVEMBER	1,144,056	1,117,090	1,187,008	1,174,010	1,155,729	(18,281)	(31,279)
DECEMBER	1,548,053	1,488,926	1,466,715	1,450,654	1,316,419	(134,236)	(150,296)
JANUARY	1,018,798	998,052	1,085,312	1,073,428	1,103,175	29,747	17,863
FEBRUARY	1,025,671	1,134,434	1,074,819	1,063,050	1,172,252	109,202	97,433
MARCH	1,112,797	1,196,149	1,138,611	1,126,143	1,217,930	91,787	79,319
APRIL	1,135,478	1,053,637	1,129,443	1,117,076	1,183,748	66,672	54,305
MAY	1,068,073	1,078,175	1,089,235	1,077,308	1,112,579	35,271	23,344
JUNE	1,073,332	1,124,148	1,125,297	1,112,975	1,161,140	48,165	35,843
<b>TOTAL</b>	<b>\$13,288,028</b>	<b>\$13,440,975</b>	<b>\$13,589,746</b>	<b>\$13,440,938</b>	<b>\$13,842,294</b>	<b>\$401,355</b>	<b>\$252,548</b>
<b>CONSUMER UTILITY TAX - ELECTRIC</b>							
<i>ADOPTED FY 2014 BUDGET - \$3,650,000</i>							
<i>ADOPTED FY 2015 BUDGET - \$3,700,000</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)
OCTOBER	283,250	280,745	279,145	270,017	273,646	3,629	(5,499)
NOVEMBER	262,650	281,842	282,035	272,812	280,945	8,133	(1,090)
DECEMBER	341,053	325,287	330,714	319,900	348,750	28,850	18,036
JANUARY	388,100	344,439	346,399	335,072	374,541	39,469	28,142
FEBRUARY	350,799	322,546	342,839	331,628	372,254	40,626	29,415
MARCH	299,725	298,405	326,828	316,141	334,289	18,148	7,461
APRIL	284,770	271,034	320,253	309,781	306,485	(3,296)	(13,768)
MAY	266,190	266,883	262,832	254,237	272,343	18,106	9,511
JUNE	316,904	301,838	295,319	285,662	303,173	17,511	7,854
<b>TOTAL</b>	<b>\$3,821,265</b>	<b>\$3,706,117</b>	<b>\$3,773,583</b>	<b>\$3,650,187</b>	<b>\$3,828,303</b>	<b>\$178,116</b>	<b>\$54,720</b>
<b>COMMUNICATIONS SALES &amp; USE TAX</b>							
<i>ADOPTED FY 2014 BUDGET - \$3,462,621</i>							
<i>ADOPTED FY 2015 BUDGET - \$3,450,000</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
OCTOBER	299,531	309,437	319,011	288,552	288,830	278	(30,181)
NOVEMBER	292,735	284,123	300,665	288,552	284,176	(4,376)	(16,489)
DECEMBER	344,423	233,654	297,855	288,551	289,726	1,175	(8,129)
JANUARY	265,736	337,936	282,620	288,552	264,960	(23,592)	(17,660)
FEBRUARY	288,629	287,492	287,759	288,552	280,480	(8,072)	(7,279)
MARCH	300,235	302,278	299,333	288,551	288,500	(51)	(10,833)
APRIL	285,073	292,542	287,442	288,552	285,052	(3,500)	(2,390)
MAY	295,365	287,784	266,034	288,552	286,178	(2,374)	20,144
JUNE	242,872	303,576	282,873	288,552	288,892	340	6,019
<b>TOTAL</b>	<b>\$3,534,449</b>	<b>\$3,462,620</b>	<b>\$3,471,805</b>	<b>\$3,462,621</b>	<b>\$3,412,733</b>	<b>(\$49,888)</b>	<b>(\$59,072)</b>

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

	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>										
<i>ADOPTED FY 2015 BUDGET - \$12,100,000</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
OCTOBER	999,289	994,851	1,006,966	1,003,032	978,872	1,026,731	47,859	958,359	(20,513)	(68,372)
NOVEMBER	916,955	898,157	964,775	868,692	937,858	1,000,780	62,922	1,064,385	126,527	63,605
DECEMBER	1,028,805	986,078	1,044,178	1,083,983	1,015,045	1,067,250	52,205	1,035,379	20,334	(31,871)
JANUARY	931,373	950,784	927,026	889,358	901,162	977,119	75,957	971,677	70,515	(5,442)
FEBRUARY	988,981	977,100	983,390	995,618	955,953	994,179	38,226	957,979	2,026	(36,200)
MARCH	1,079,018	1,073,364	1,092,759	1,091,421	1,062,271	1,131,402	69,131	1,142,746	80,475	11,344
APRIL	1,017,193	1,011,594	1,052,568	1,067,037	1,023,201	1,094,031	70,830	1,034,811	11,610	(59,220)
MAY <sup>2</sup>	1,004,820	993,883	1,058,790	841,164	1,029,250	1,106,031	76,781	1,100,601	71,351	(5,430)
JUNE <sup>2</sup>	979,912	849,219	994,811	950,882	967,056	1,021,541	54,485	1,164,223	197,167	142,682
<b>TOTAL</b>	<b>\$11,781,130</b>	<b>\$11,585,083</b>	<b>\$12,123,245</b>	<b>\$11,874,581</b>	<b>\$11,785,006</b>	<b>\$12,471,831</b>	<b>\$686,825</b>	<b>\$12,666,743</b>	<b>\$881,737</b>	<b>\$194,912</b>
<b>LODGING TAX</b>										
<i>ADOPTED FY 2014 BUDGET - \$1,700,000</i>										
<i>ADOPTED FY 2015 BUDGET - \$1,800,000</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
OCTOBER	185,386	185,530	183,064	191,453	163,220	184,209	20,989	185,014	21,794	805
NOVEMBER	131,053	131,431	131,993	129,941	117,685	153,449	35,764	148,082	30,397	(5,367)
DECEMBER	108,029	92,483	112,277	113,067	100,106	123,501	23,395	126,077	25,971	2,576
JANUARY	122,636	115,790	134,471	129,578	119,894	132,869	12,975	125,716	5,822	(7,153)
FEBRUARY	136,278	130,805	136,660	136,660	121,846	136,497	14,651	139,851	18,005	3,354
MARCH	154,626	144,654	158,737	158,706	141,530	176,151	34,621	172,029	30,499	(4,122)
APRIL	146,380	149,258	161,422	161,391	143,924	170,566	26,642	171,590	27,666	1,024
MAY	187,057	177,282	193,883	193,290	172,866	226,865	53,999	225,048	52,182	(1,817)
JUNE <sup>2</sup>	185,246	131,889	190,364	122,651	169,729	208,725	38,996	218,221	48,492	9,496
<b>TOTAL</b>	<b>\$1,885,907</b>	<b>\$1,787,720</b>	<b>\$1,906,626</b>	<b>\$1,967,392</b>	<b>\$1,699,948</b>	<b>\$2,055,004</b>	<b>\$355,056</b>	<b>\$2,125,145</b>	<b>\$425,197</b>	<b>\$70,141</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.