

**FINANCE COMMITTEE AGENDA**  
**Tuesday, July 10, 2012**  
**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 the FY 2013 General Fund Budget and appropriate \$17,736 with resources from additional Fines and Fees Collection Revenue to support a new Fines and Fees Collection Division in the Office of the Commonwealth's Attorney.

Contact: Mike Doucette, Commonwealth's Attorney 455-3762

**11:40 a.m.**

3. Consider a request to adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$50,862 with resources from Centra Health, Inc. for an Outstationed Benefit Programs Specialist position.

Contact: Cindy Kirkland, Director of Social Services 455-5788

**11:45 a.m.**

4. Consider a request to adopt a resolution authorizing the transfer of the fund balance in the amount of \$440,912, associated with the Central Virginia Radio Communications Board currently residing in the City financial system, to the Region 2000 Local Government Council financial system.

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

**11:50 a.m.**

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

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

**11:55 a.m.**

6. Roll Call

**The next Finance Committee meeting is Tuesday, August 14, 2012, at 11:30 a.m.**

FY 2013 GENERAL FUND RESERVE FOR CONTINGENCIES

**BEGINNING BALANCE, JULY 1, 2012**

Anticipated carryforward to FY 2013 Reserve for Contingencies - 05/22/12 Council Meeting

**BALANCE**

**APPROPRIATIONS (Second Reading)**

**TOTAL APPROPRIATIONS**

**REMAINING BALANCE**

**ITEMS INTRODUCED**

**TOTAL INTRODUCED ITEMS**

**REMAINING BALANCE**

**PENDING ITEMS**

**TOTAL PENDING ITEMS**

**PROJECTED BALANCE**

<b>Reserve for Contingencies</b>	<b>City Manager's Discretionary Funding</b>
\$650,000	\$50,000
500,000	
<b>\$1,150,000</b>	<b>\$50,000</b>
<b>\$0</b>	<b>\$0</b>
<b>\$1,150,000</b>	<b>\$50,000</b>
<b>\$0</b>	<b>\$0</b>
<b>\$1,150,000</b>	<b>\$50,000</b>
<b>\$0</b>	<b>\$0</b>
<b>\$1,150,000</b>	<b>\$50,000</b>

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **July 10, 2012**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **FY 2013 Commonwealth's Attorney Fines & Fees Budget**

RECOMMENDATION: Adopt a resolution to amend the FY 2013 General Fund Budget and appropriate \$17,736 with resources from additional Fines and Fees Collection Revenue to support a new Fines and Fees Collection Division in the Office of the Commonwealth's Attorney.

SUMMARY: The Office of the Commonwealth's Attorney (OCA) is transitioning from Department of Taxation collections of court fines and fees to in-house collections. In doing so, an increase of \$17,736 is necessary to support start-up costs associated with the set-up of the Fines and Fees Division. In FY 2013 the OCA anticipates it will generate enough revenue to completely off-set the increase in budget.

PRIOR ACTION(S):

Finance Committee July 10, 2012

FISCAL IMPACT:

Increase the FY 2013 OCA Budget in the amount of \$17,736, which will be offset with additional Fines and Fees revenues.

CONTACT(S):

Mike Doucette, Commonwealth's Attorney, 455-3762  
Kerry McMinn, Office Administrator, 455-3764

ATTACHMENT(S):

Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2013 General Fund Budget is amended and \$17,736 is appropriated with resources from additional Fines and Fees Collection Revenue to support a new Fines and Fees Collection Division in the Office of the Commonwealth's Attorney.

Introduced:

Adopted:

Certified:

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

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **July 10, 2012**

AGENDA ITEM NO.: **3**

CONSENT:                   REGULAR: **X**

WORK SESSION:

CLOSED SESSION:  
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Outstationed Benefit Programs Specialist**

RECOMMENDATION: Adopt a resolution to amend the FY 2013 City/Federal/State Aid Fund budget and appropriate \$50,862 with resources from Centra Health, Inc. for an Outstationed Benefit Programs Specialist position.

SUMMARY: The Department of Social Services has contracted with Centra Health to station a Benefit Programs Specialist at Lynchburg General Hospital to assist in connecting patients to Medicaid and other services while they are in the hospital. Centra Health, Inc. has agreed to reimburse the City of Lynchburg for 100% of the salary and fringe benefits for this position, a total of \$50,862 annually. The contract will run for three (3) years beginning effective July 1, 2012. The position created by this grant is restricted based on funding. Should the contract be withdrawn, the position will also cease.

PRIOR ACTION(S):

Finance Committee July 10, 2012

FISCAL IMPACT:

No local match is required. All costs of the position are being reimbursed by Centra Health.

CONTACT(S):

Cindy Kirkland, Director of Social Services, 455-5788

ATTACHMENT(S):

Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2013 City/Federal/State Aid Fund budget is amended and \$50,862 is appropriated with resources from Centra Health Inc. for an Outstationed Benefit Programs Specialist position.

Introduced:

Adopted:

Certified: \_\_\_\_\_  
Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **July 10, 2012**

AGENDA ITEM NO.: **4**

CONSENT:                   REGULAR: **X**

WORK SESSION:

CLOSED SESSION:  
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Central Virginia Radio Communications Board Fund Balance Transfer**

RECOMMENDATION: Adopt the attached resolution authorizing the transfer of the fund balance in the amount of \$440,912 for the Central Virginia Radio Communications Board from the City of Lynchburg financial system to the Region 2000 financial system.

SUMMARY: On May 1, 1996 the City of Lynchburg entered into a regional agreement with the City of Bedford, the County of Bedford and the County of Amherst to fund, build and operate a regional 800 MHz trunked radio communications system. The Central Virginia Radio Communications Board (CVRCB), made up of representatives from these member jurisdictions was created in that agreement and has overseen the building, maintenance and operation of the radio system since that time.

In the 5/1/1996 agreement the City of Lynchburg agreed to act as Fiscal Agent for the Board. The Director of the Department of Emergency Services has handled the day to day administration of the funds according to current City financial policies as they have resided in an account within the City financial system.

On June 14, 2011 Council approved the draft concept of a new cooperative agreement. On December 13, 2011 Council approved the final version of the agreement, which has since been signed by the City Manager.

The new agreement provides a new administrative structure wherein the CVRCB will operate under the Local Government Council and have legal status to enter into contracts. It provides the financial framework to support requisitioning funding for future system upgrade needs, and it reaffirms a cooperative effort that has been extremely successful in providing the region with a dependable and interoperable public safety/service radio communications system.

As such and effective on July 1, 2012, Region 2000 will begin acting as the Fiscal Agent for all CVRCB transactions. The fund balance for CVRCB that currently resides within the City financial system needs to be transferred to the Region 2000 financial system so that they will be able to properly handle and account for all future transactions.

PRIOR ACTION(S):

December 13, 2011 City Council approved Cooperative Agreement between the member jurisdictions  
July 10, 2012 Finance Committee

FISCAL IMPACT:

The CVRCB fund balance will be moved from the City financial system to the Region 2000 financial system.

CONTACT(S):

William A. Aldrich, Director of Emergency Services, 455-4285  
Donna Witt, Director of Finance, 455-3968

ATTACHMENT(S):

Resolution

REVIEWED BY: lkp

RESOLUTION:

WHEREAS, the City of Lynchburg has entered into a cooperative agreement with the City of Bedford, the County of Bedford and the County of Amherst to fund, build and operate a regional 800 MHz trunked radio communications system; and

WHEREAS, the Central Virginia Radio Communications Board will oversee the building, maintenance and operation of the communications system; and

WHEREAS, the cooperative agreement designates the Region 2000 Local Government Council as Fiscal Agent for the Central Virginia Radio Communications Board; and

WHEREAS, the funds collected in the past by authority of the 1996 Regional Cooperative Agreement to maintain and operate the communications system currently reside in the City financial system:

NOW THEREFORE, BE IT RESOLVED by the Lynchburg City Council that:

1. The City Council authorizes the transfer of the fund balance in the amount of \$440,912, associated with the Central Virginia Radio Communications Board currently residing in the City financial system to the Region 2000 Local Government Council financial system.
2. This resolution shall take effect immediately upon its adoption.

Adopted:

Certified:

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Clerk of Council

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **July 10, 2012**

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 April has come in for these revenue streams.

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 2011 – FY 2012

REVIEWED BY:

**Comparison of Collections  
Budget to Actual FY 2011 - FY 2012**

	Actual FY 2010	Actual FY 2011	Adopted FY 2012	Actual FY 2012	Actual FY 2012 to Adopted FY 2012	Actual FY 2012 to Actual FY 2011
<b>SALES &amp; USE TAX</b>						
JULY	\$980,632	\$979,650	\$935,860	\$1,014,596	\$78,736	\$34,946
AUGUST	984,751	1,022,849	977,128	1,079,129	102,001	56,280
SEPTEMBER	1,118,288	1,102,964	1,053,662	1,100,698	47,036	(2,266)
OCTOBER	1,074,618	1,056,307	1,009,090	1,055,941	46,851	(366)
NOVEMBER	1,075,789	1,144,056	1,092,917	1,117,090	24,173	(26,966)
DECEMBER	1,340,449	1,548,053	1,478,855	1,488,926	10,071	(59,127)
JANUARY	905,873	1,018,798	973,258	998,052	24,794	(20,746)
FEBRUARY	908,746	1,025,671	979,824	1,134,434	154,610	108,763
MARCH	1,118,448	1,112,797	1,063,055	1,196,149	133,094	83,352
APRIL	1,094,054	1,135,478	1,084,722	1,053,637	(31,085)	(81,841)
<b>TOTAL SALES TAX</b>	<b>\$10,601,648</b>	<b>\$11,146,623</b>	<b>\$10,648,371</b>	<b>\$11,238,652</b>	<b>\$590,281</b>	<b>\$92,029</b>
<b>CONSUMER UTILITY TAX - ELECTRIC</b>						
JULY	\$309,784	\$352,603	\$346,679	\$341,729	(\$4,950)	(\$10,874)
AUGUST	318,714	345,842	340,032	345,615	5,583	(227)
SEPTEMBER	313,468	329,379	323,845	325,754	1,909	(3,625)
OCTOBER	277,528	283,250	278,491	280,745	2,254	(2,505)
NOVEMBER	275,270	262,650	258,237	281,842	23,605	19,192
DECEMBER	309,087	341,053	335,323	325,287	(10,036)	(15,766)
JANUARY	412,142	388,100	381,580	344,439	(37,141)	(43,661)
FEBRUARY	362,316	350,799	344,906	322,546	(22,360)	(28,253)
MARCH	322,341	299,725	294,690	298,405	3,715	(1,320)
APRIL	285,348	284,770	279,986	271,034	(8,952)	(13,736)
<b>TOTAL CONSUMER UTILITY TAX - ELECTRIC</b>	<b>\$3,185,998</b>	<b>\$3,238,171</b>	<b>\$3,183,769</b>	<b>\$3,137,396</b>	<b>(\$46,373)</b>	<b>(\$100,775)</b>
<b>COMMUNICATIONS SALES &amp; USE TAX</b>						
JULY	\$260,565	\$301,373	\$300,000	\$349,339	\$49,339	\$47,966
AUGUST	271,686	344,401	300,000	294,910	(5,090)	(49,491)
SEPTEMBER	293,483	274,076	300,000	179,549	(120,451)	(94,527)
OCTOBER	318,835	299,531	300,000	309,437	9,437	9,906
NOVEMBER	309,705	292,735	300,000	284,123	(15,877)	(8,612)
DECEMBER	300,961	344,423	300,000	233,654	(66,346)	(110,769)
JANUARY	296,884	265,736	300,000	337,936	37,936	72,200
FEBRUARY	291,057	288,629	300,000	287,492	(12,508)	(1,137)
MARCH	310,456	300,235	300,000	302,278	2,278	2,043
APRIL	298,840	285,073	300,000	292,542	(7,458)	7,469
<b>TOTAL COMMUNICATIONS SALES &amp; USE TAX</b>	<b>\$2,952,472</b>	<b>\$2,996,212</b>	<b>\$3,000,000</b>	<b>\$2,871,260</b>	<b>(\$128,740)</b>	<b>(\$124,952)</b>

**Comparison of Collections  
Budget to Actual FY 2011 - FY 2012**

	Actual Assessed FY 2010	Actual Collected FY 2010	Actual Assessed FY 2011	Actual Collected FY 2011 <sup>1</sup>	Adopted FY 2012	Actual Assessed FY 2012	Assessed FY 2012 to Adopted FY 2012	Actual Collected FY 2012 <sup>1</sup>	Collected FY 2012 to Adopted FY 2012	Collected FY 2012 to Assessed FY 2012
<b>MEALS TAX</b>										
JULY	\$839,928	\$826,353	\$874,667	\$889,021	\$835,569	\$889,644	\$54,075	\$892,539	\$56,970	\$2,895
AUGUST	873,544	852,361	919,645	887,724	878,537	956,576	78,039	971,510	92,973	14,934
SEPTEMBER	886,624	872,175	913,272	880,776	872,449	980,197	107,748	1,012,493	140,044	32,296
OCTOBER	924,582	893,704	937,375	941,300	895,474	995,036	99,562	1,009,281	113,807	14,245
NOVEMBER	837,144	858,427	868,677	841,407	830,975	906,101	75,126	908,504	77,529	2,403
DECEMBER	899,516	883,421	938,858	896,364	898,764	1,019,365	120,601	996,320	97,556	(23,045)
JANUARY	803,345	807,206	859,121	810,293	820,718	924,032	103,314	959,726	139,008	35,694
FEBRUARY	822,655	827,555	915,173	966,787	874,265	943,438	69,173	986,487	112,222	43,049
MARCH	968,786	947,631	999,738	978,127	955,050	1,083,987	128,937	1,080,244	125,194	(3,743)
APRIL	929,765	875,244	979,630	981,560	935,841	1,014,963	79,122	1,020,795	84,954	5,832
<b>TOTAL MEALS TAX</b>	<b>\$8,785,889</b>	<b>\$8,644,077</b>	<b>\$9,206,156</b>	<b>\$9,073,359</b>	<b>\$8,797,642</b>	<b>\$9,713,339</b>	<b>\$915,697</b>	<b>\$9,837,899</b>	<b>\$1,040,257</b>	<b>\$124,560</b>
<b>LODGING TAX</b>										
JULY	\$147,313	\$147,902	\$157,770	\$158,924	\$151,017	\$153,650	\$2,633	\$152,925	\$1,908	(\$725)
AUGUST	150,371	150,240	167,992	168,208	153,623	192,820	39,197	202,698	49,075	9,878
SEPTEMBER	151,523	151,029	147,853	140,181	141,525	156,383	14,858	159,934	18,409	3,551
OCTOBER	176,619	176,796	181,130	173,843	173,378	185,386	12,008	185,896	12,518	510
NOVEMBER	114,742	103,448	125,640	107,940	114,092	131,053	16,961	130,815	16,723	(238)
DECEMBER	105,936	115,602	105,337	90,601	102,420	108,317	5,897	94,608	(7,812)	(13,709)
JANUARY	118,905	113,768	116,099	127,763	111,130	122,636	11,506	119,670	8,540	(2,966)
FEBRUARY	112,201	116,491	122,316	122,119	117,081	136,278	19,197	132,754	15,673	(3,524)
MARCH	141,548	133,995	154,963	152,073	148,331	154,632	6,301	144,715	(3,616)	(9,917)
APRIL	148,829	129,180	154,731	157,792	148,109	146,099	(2,010)	149,641	1,532	3,542
<b>TOTAL LODGING TAX</b>	<b>\$1,367,987</b>	<b>\$1,338,451</b>	<b>\$1,433,831</b>	<b>\$1,399,444</b>	<b>\$1,360,706</b>	<b>\$1,487,254</b>	<b>\$126,548</b>	<b>\$1,473,656</b>	<b>\$112,950</b>	<b>(\$13,598)</b>

<sup>1</sup> Meals and Lodging Tax data includes a column titled "Actual Collected FY 2012." The figures listed under this column include all revenue received per month under that description regardless of whether the payment is current or delinquent.