



**FINANCE COMMITTEE**  
**City Council Committee**

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Tuesday, August 8, 2023 | 3:00 PM  
Lynchburg Regional Business Alliance  
Delta Star Conference Room  
Lynchburg, VA 24504

**FINANCE COMMITTEE AGENDA**

- I. Welcome** *Vice Mayor Chris Faraldi, Chair*
- II. General Business**
  - II.1.** RSAF Grant to appropriate \$57,200 for one (1) Lifepak 15 monitor/defibrillator and one (1) Lucas 2 chest compression system
- III. Other Information**
  - III.2.** FY 2024 General Fund Reserve for Contingencies
  - III.3.** Monthly Revenue Collections Update
- IV. Roll Call**
- V. Next Regular Meeting**
  - V.4.** The next Finance Committee meeting is Tuesday, September 26, 2023 at 3:00 p.m.

## AGENDA ITEM SUMMARY

### MEETING DATE

August 8, 2023

### PRESENTED BY

Gregory Wormser, Fire Chief

### AGENDA ITEM # II.1

RSAF Grant to appropriate \$57,200 for one (1) Lifepak 15 monitor/defibrillator and one (1) Lucas 2 chest compression system

### RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate \$57,200 with resources of \$28,600 from the Virginia Office of Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) and \$28,600 from the FY 2024 General Fund Fire Department budget to purchase one (1) Lifepak 15 monitor/defibrillator and one (1) Lucas 3 chest compression system for the Fire Department

### SUMMARY

The Virginia Office of Emergency Medical Services (EMS) awards grant funding to EMS agencies for the purpose of obtaining and maintaining emergency vehicles and equipment; providing EMS management, leadership, and advanced life support training, and achieving other goals that support the enhancement of community EMS services.

The Fire Department has been awarded RSAF grant funds to replace one (1) Lifepak 15 cardiac monitor/defibrillator and one (1) Lucas 3 chest compression device. Due to current service call volume and with the addition of Medic 8, the Lifepak 15 monitor/defibrillator and Lucas 3 chest compression systems will be placed on the new medic unit that will be arriving shortly.

The grant requires a local match. The Fire Department has been awarded grant funds under a 50/50 match. With a total cost of \$28,600, the maximum required local match is \$28,600. The local match will be funded from the FY 2024 General Fund Fire Department budget.

### PRIOR ACTION(S)

### FISCAL IMPACT

\$28,600 in matching funds will be funded from the FY 2024 General Fund Fire Department budget. Future funds will be needed for periodic maintenance of the equipment.

### CONTACT(S)

Gregory Wormser, Fire Chief  
Marques Bush, Deputy Fire Chief  
Annette Pettyjohn, Administrative Manager

## ATTACHMENT(S)

1. Resolution - Rescue Squad Assistance Fund Grant Program \$57,200

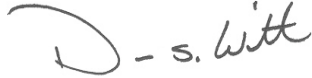
## REVIEWED BY



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Gregory Wormser, Fire Chief

Date: August 02, 2023



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Donna Witt, Chief Financial Officer

Date: August 02, 2023

RESOLUTION:

BE IT RESOLVED that the FY 2024 City/Federal/State Aid Fund budget is amended and \$57,200 is appropriated with resources of \$28,600 from the Virginia Office of Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) and \$28,600 from the FY 2024 General Fund Fire Department budget to purchase one (1) Lifepak 15 monitor/defibrillator and one (1) Lucas 3 chest compression system for the Fire Department.

Introduced:

Adopted:

Certified:

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

## AGENDA ITEM SUMMARY

### MEETING DATE

August 8, 2023

### PRESENTED BY

Donna Witt, Chief Financial Officer

### AGENDA ITEM # III.2

FY 2024 General Fund Reserve for Contingencies

### RECOMMENDATION

Receive an update on the FY 2024 General Fund Reserve for Contingencies.

### SUMMARY

The General Fund Reserve for Contingencies is a reserve in the General Fund Operating Budget designed to provide a source of funding for items not included in the current fiscal year budget. Requests for use of this reserve is recommended by the Finance Committee, with final approval by City Council.

The FY 2024 Reserve for Contingencies was adopted at \$1,200,000, including \$50,000 for City Manager's Discretionary expenditures. Updates are presented at the monthly Finance Committee meeting.

### PRIOR ACTION(S)

May 23, 2023: City Council, Adoption of the FY 2024 Operating and Capital Budgets

### FISCAL IMPACT

As noted in Attachment A.

### CONTACT(S)

Donna Witt, Chief Financial Officer

### ATTACHMENT(S)

1. General Fund Reserve for Contingencies - Finance Committee - August 2023

### REVIEWED BY

\_\_\_\_\_  
Donna Witt, Chief Financial Officer

Date:

FY 2024 GENERAL FUND RESERVE FOR CONTINGENCIES

|                                                                            | Reserve for<br>Contingencies | City Manager's<br>Discretionary<br>Funding |
|----------------------------------------------------------------------------|------------------------------|--------------------------------------------|
| <b>BEGINNING BALANCE, JULY 1, 2023</b>                                     | \$1,150,000                  | \$50,000                                   |
| Carryforward to FY 2024 Reserve for Contingencies - FY 2024 Adopted Budget | 0                            | 0                                          |
| <b>BALANCE</b>                                                             | <b>\$1,150,000</b>           | <b>\$50,000</b>                            |
| <b>APPROPRIATIONS (Second Reading)</b>                                     |                              |                                            |
| <b>TOTAL APPROPRIATIONS</b>                                                | <b>\$0</b>                   | <b>\$0</b>                                 |
| <b>REMAINING BALANCE</b>                                                   | <b>\$1,150,000</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>\$1,150,000</b>           | <b>\$50,000</b>                            |
| <b>PENDING ITEMS</b>                                                       |                              |                                            |
| <b>TOTAL PENDING ITEMS</b>                                                 | <b>\$0</b>                   | <b>\$0</b>                                 |
| <b>ENDING BALANCE, JUNE 30, 2024</b>                                       | <b>\$1,150,000</b>           | <b>\$50,000</b>                            |

## **AGENDA ITEM SUMMARY**

### **MEETING DATE**

August 8, 2023

### **PRESENTED BY**

Donna Witt, Chief Financial Officer

### **AGENDA ITEM # III.3**

Monthly Revenue Collections Update

### **RECOMMENDATION**

Review collections received from five of the City's revenue sources. This report reflects revenues collected through May 2023.

### **SUMMARY**

A comparison of collections received by month is provided for the following revenues:

1. Sales and Use Tax
2. Consumer Utility Tax - Electric
3. Meals Tax
4. Lodging Tax
5. Amusement Tax

### **PRIOR ACTION(S)**

April 26, 2022: City Council, Adoption of the FY 2023 Operating Budget

### **FISCAL IMPACT**

As noted on report.

### **CONTACT(S)**

Donna Witt, Chief Financial Officer

### **ATTACHMENT(S)**

1. Monthly Tax Revenues Comparison FY 2023- Finance Committee Report - August 2023

### **REVIEWED BY**

\_\_\_\_\_  
Donna Witt, Chief Financial Officer

Date:

**Comparison of Collections  
Budget to Actual  
Fiscal Year 2023**

|                                              | <b>Actual<br/>FY 2020</b> | <b>Actual<br/>FY 2021</b> | <b>Actual<br/>FY 2022</b> | <b>Adopted<br/>FY 2023</b> | <b>Actual<br/>FY 2023</b> | <b>Actual<br/>FY 2023 to<br/>Adopted<br/>FY 2023</b> | <b>Actual<br/>FY 2023 to<br/>Actual<br/>FY 2022</b> |
|----------------------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---------------------------|------------------------------------------------------|-----------------------------------------------------|
| <b>SALES &amp; USE TAX</b>                   |                           |                           |                           |                            |                           |                                                      |                                                     |
| <b>ADOPTED FY 2023 BUDGET - \$20,000,000</b> |                           |                           |                           |                            |                           |                                                      |                                                     |
| JULY                                         | \$1,306,001               | \$1,503,837               | \$1,595,392               | \$1,537,816                | \$1,752,857               | \$215,041                                            | \$157,465                                           |
| AUGUST                                       | 1,400,949                 | 1,396,989                 | 1,567,107                 | 1,510,552                  | 1,734,950                 | 224,398                                              | 167,843                                             |
| SEPTEMBER                                    | 1,423,548                 | 1,531,422                 | 1,702,723                 | 1,641,274                  | 1,910,727                 | 269,453                                              | 208,004                                             |
| OCTOBER                                      | 1,418,032                 | 1,498,945                 | 1,727,124                 | 1,664,794                  | 1,826,541                 | 161,747                                              | 99,417                                              |
| NOVEMBER                                     | 1,413,245                 | 1,516,545                 | 1,705,132                 | 1,643,596                  | 1,755,273                 | 111,677                                              | 50,141                                              |
| DECEMBER                                     | 1,706,366                 | 1,908,243                 | 2,128,639                 | 2,051,819                  | 2,339,927                 | 288,108                                              | 211,288                                             |
| JANUARY                                      | 1,277,127                 | 1,321,858                 | 1,623,094                 | 1,564,518                  | 1,470,075                 | (94,443)                                             | (153,019)                                           |
| FEBRUARY                                     | 1,233,105                 | 1,283,097                 | 1,496,509                 | 1,442,502                  | 1,697,755                 | 255,253                                              | 201,246                                             |
| MARCH                                        | 1,295,372                 | 1,808,603                 | 1,942,133                 | 1,872,044                  | 1,887,157                 | 15,113                                               | (54,976)                                            |
| APRIL                                        | 1,266,401                 | 1,666,552                 | 1,828,313                 | 1,762,331                  | 1,785,557                 | 23,226                                               | (42,756)                                            |
| MAY                                          | 1,327,343                 | 1,640,802                 | 1,715,663                 | 1,653,746                  | 1,771,766                 | 118,020                                              | 56,103                                              |
| <b>TOTAL</b>                                 | <b>\$15,067,489</b>       | <b>\$17,076,893</b>       | <b>\$19,031,829</b>       | <b>\$18,344,992</b>        | <b>\$19,932,585</b>       | <b>\$1,587,593</b>                                   | <b>\$900,756</b>                                    |
| <b>CONSUMER UTILITY TAX - ELECTRIC</b>       |                           |                           |                           |                            |                           |                                                      |                                                     |
| <b>ADOPTED FY 2023 BUDGET - \$3,500,000</b>  |                           |                           |                           |                            |                           |                                                      |                                                     |
| JULY                                         | \$323,666                 | \$329,721                 | \$320,905                 | \$304,203                  | \$323,533                 | \$19,330                                             | \$2,628                                             |
| AUGUST                                       | 335,376                   | 331,969                   | 340,374                   | 322,659                    | 326,174                   | 3,515                                                | (14,200)                                            |
| SEPTEMBER                                    | 322,201                   | 313,877                   | 321,494                   | 304,762                    | 316,174                   | 11,412                                               | (5,320)                                             |
| OCTOBER                                      | 294,402                   | 260,312                   | 285,740                   | 270,869                    | 264,598                   | (6,271)                                              | (21,142)                                            |
| NOVEMBER                                     | 269,899                   | 248,561                   | 265,895                   | 252,057                    | 248,183                   | (3,874)                                              | (17,712)                                            |
| DECEMBER                                     | 329,023                   | 309,832                   | 331,167                   | 313,932                    | 339,268                   | 25,336                                               | 8,101                                               |
| JANUARY                                      | 335,735                   | 362,641                   | 336,155                   | 318,660                    | 359,207                   | 40,547                                               | 23,052                                              |
| FEBRUARY                                     | 308,797                   | 354,521                   | 361,163                   | 342,367                    | 311,595                   | (30,772)                                             | (49,568)                                            |
| MARCH                                        | 299,490                   | 317,734                   | 296,578                   | 281,143                    | 287,499                   | 6,356                                                | (9,079)                                             |
| APRIL                                        | 252,299                   | 274,591                   | 270,831                   | 256,736                    | 266,517                   | 9,781                                                | (4,314)                                             |
| MAY                                          | 242,573                   | 263,295                   | 269,733                   | 255,695                    | 260,469                   | 4,774                                                | (9,264)                                             |
| <b>TOTAL</b>                                 | <b>\$3,313,461</b>        | <b>\$3,367,054</b>        | <b>\$3,400,035</b>        | <b>\$3,223,083</b>         | <b>\$3,303,217</b>        | <b>\$80,134</b>                                      | <b>(\$96,818)</b>                                   |

|                                              | Actual<br>Collected<br>FY 2020 <sup>2</sup> | Actual<br>Collected<br>FY 2021 <sup>2</sup> | Actual<br>Collected<br>FY 2022 <sup>2</sup> | Adopted<br>FY 2023  | Actual<br>Assessed<br>FY 2023 | Actual<br>Assessed<br>FY 2023 to<br>Adopted<br>FY 2023 | Actual<br>Collected<br>FY 2023 <sup>2</sup> | Actual<br>Collected<br>FY 2023 to<br>Adopted<br>FY 2023 | Actual<br>Collected<br>FY 2023 to<br>Collected<br>FY 2022 |
|----------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------|-------------------------------|--------------------------------------------------------|---------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|
| <b>MEALS TAX</b>                             |                                             |                                             |                                             |                     |                               |                                                        |                                             |                                                         |                                                           |
| <b>ADOPTED FY 2023 BUDGET - \$17,700,000</b> |                                             |                                             |                                             |                     |                               |                                                        |                                             |                                                         |                                                           |
| JULY <sup>1</sup>                            | \$1,167,412                                 | \$1,090,332                                 | \$1,381,484                                 | \$1,385,259         | \$1,506,198                   | \$120,939                                              | \$1,450,812                                 | \$65,553                                                | \$69,328                                                  |
| AUGUST                                       | 1,327,301                                   | 1,186,360                                   | 1,506,141                                   | 1,458,658           | 1,592,183                     | 133,525                                                | 1,608,171                                   | 149,513                                                 | 102,030                                                   |
| SEPTEMBER                                    | 1,348,242                                   | 1,203,439                                   | 1,457,339                                   | 1,446,836           | 1,650,857                     | 204,021                                                | 1,636,715                                   | 189,879                                                 | 179,376                                                   |
| OCTOBER                                      | 1,327,690                                   | 1,283,797                                   | 1,537,383                                   | 1,540,363           | 1,738,510                     | 198,147                                                | 1,677,356                                   | 136,993                                                 | 139,973                                                   |
| NOVEMBER                                     | 1,270,798                                   | 1,109,005                                   | 1,452,953                                   | 1,429,830           | 1,580,640                     | 150,810                                                | 1,531,231                                   | 101,401                                                 | 78,278                                                    |
| DECEMBER                                     | 1,303,873                                   | 1,124,410                                   | 1,560,912                                   | 1,504,916           | 1,680,479                     | 175,563                                                | 1,727,245                                   | 222,329                                                 | 166,333                                                   |
| JANUARY                                      | 1,229,966                                   | 1,044,041                                   | 1,277,126                                   | 1,255,364           | 1,592,131                     | 336,767                                                | 1,550,911                                   | 295,547                                                 | 273,785                                                   |
| FEBRUARY                                     | 1,097,969                                   | 1,242,188                                   | 1,494,478                                   | 1,448,035           | 1,642,649                     | 194,614                                                | 1,674,081                                   | 226,046                                                 | 179,603                                                   |
| MARCH                                        | 935,569                                     | 1,527,017                                   | 1,608,939                                   | 1,593,780           | 1,796,158                     | 202,378                                                | 1,765,436                                   | 171,656                                                 | 156,497                                                   |
| APRIL                                        | 802,509                                     | 1,386,990                                   | 1,603,883                                   | 1,606,915           | 1,770,598                     | 163,683                                                | 1,722,735                                   | 115,820                                                 | 118,852                                                   |
| MAY <sup>1</sup>                             | 883,043                                     | 1,527,359                                   | 1,664,649                                   | 1,587,822           | 1,813,188                     | 225,366                                                | 1,824,046                                   | 236,224                                                 | 159,397                                                   |
| <b>TOTAL</b>                                 | <b>\$12,694,372</b>                         | <b>\$13,724,938</b>                         | <b>\$16,545,287</b>                         | <b>\$16,257,778</b> | <b>\$18,363,591</b>           | <b>\$2,105,813</b>                                     | <b>\$18,168,739</b>                         | <b>\$1,910,961</b>                                      | <b>\$1,623,452</b>                                        |
| <b>LODGING TAX</b>                           |                                             |                                             |                                             |                     |                               |                                                        |                                             |                                                         |                                                           |
| <b>ADOPTED FY 2023 BUDGET - \$3,000,000</b>  |                                             |                                             |                                             |                     |                               |                                                        |                                             |                                                         |                                                           |
| JULY <sup>1</sup>                            | \$235,865                                   | \$155,637                                   | \$242,273                                   | \$236,852           | \$268,177                     | \$31,325                                               | \$268,473                                   | \$31,621                                                | \$26,200                                                  |
| AUGUST                                       | 359,491                                     | 213,511                                     | 333,446                                     | 331,082             | 335,636                       | 4,554                                                  | 335,707                                     | 4,625                                                   | 2,261                                                     |
| SEPTEMBER                                    | 257,054                                     | 257,411                                     | 263,845                                     | 258,216             | 300,271                       | 42,055                                                 | 301,809                                     | 43,593                                                  | 37,964                                                    |
| OCTOBER                                      | 295,030                                     | 226,390                                     | 317,407                                     | 325,356             | 386,807                       | 61,451                                                 | 384,448                                     | 59,092                                                  | 67,041                                                    |
| NOVEMBER                                     | 221,028                                     | 160,421                                     | 194,097                                     | 217,095             | 266,770                       | 49,675                                                 | 241,126                                     | 24,031                                                  | 47,029                                                    |
| DECEMBER                                     | 144,469                                     | 112,888                                     | 193,575                                     | 175,204             | 216,620                       | 41,416                                                 | 251,366                                     | 76,162                                                  | 57,791                                                    |
| JANUARY                                      | 203,671                                     | 108,941                                     | 173,332                                     | 179,315             | 265,391                       | 86,076                                                 | 265,409                                     | 86,094                                                  | 92,077                                                    |
| FEBRUARY                                     | 174,980                                     | 199,008                                     | 276,290                                     | 241,772             | 288,924                       | 47,152                                                 | 289,815                                     | 48,043                                                  | 13,525                                                    |
| MARCH                                        | 170,886                                     | 190,764                                     | 233,321                                     | 232,455             | 318,100                       | 85,645                                                 | 316,835                                     | 84,380                                                  | 83,514                                                    |
| APRIL                                        | 60,603                                      | 222,417                                     | 242,337                                     | 248,479             | 302,912                       | 54,433                                                 | 303,992                                     | 55,513                                                  | 61,655                                                    |
| MAY <sup>1</sup>                             | 97,386                                      | 260,290                                     | 370,919                                     | 307,526             | 390,027                       | 82,501                                                 | 392,047                                     | 84,521                                                  | 21,128                                                    |
| <b>TOTAL</b>                                 | <b>\$2,220,463</b>                          | <b>\$2,107,678</b>                          | <b>\$2,840,842</b>                          | <b>\$2,753,352</b>  | <b>\$3,339,635</b>            | <b>\$586,283</b>                                       | <b>\$3,351,027</b>                          | <b>\$597,675</b>                                        | <b>\$510,185</b>                                          |
| <b>AMUSEMENT TAX</b>                         |                                             |                                             |                                             |                     |                               |                                                        |                                             |                                                         |                                                           |
| <b>ADOPTED FY 2023 BUDGET - \$720,000</b>    |                                             |                                             |                                             |                     |                               |                                                        |                                             |                                                         |                                                           |
| JULY <sup>1</sup>                            | \$90,398                                    | \$13,970                                    | \$59,351                                    | \$56,206            | \$91,435                      | \$35,229                                               | \$46,938                                    | (\$9,268)                                               | (\$12,413)                                                |
| AUGUST                                       | 56,722                                      | 19,248                                      | 55,160                                      | 51,155              | 57,744                        | 6,589                                                  | 97,916                                      | 46,761                                                  | 42,756                                                    |
| SEPTEMBER                                    | 62,500                                      | 19,538                                      | 45,639                                      | 43,208              | 64,223                        | 21,015                                                 | 60,593                                      | 17,385                                                  | 14,954                                                    |
| OCTOBER                                      | 69,849                                      | 18,752                                      | 55,688                                      | 53,412              | 71,724                        | 18,312                                                 | 70,382                                      | 16,970                                                  | 14,694                                                    |
| NOVEMBER                                     | 78,870                                      | 17,830                                      | 54,292                                      | 50,813              | 63,558                        | 12,745                                                 | 64,081                                      | 13,268                                                  | 9,789                                                     |
| DECEMBER                                     | 87,576                                      | 15,570                                      | 91,535                                      | 86,936              | 86,379                        | (557)                                                  | 84,585                                      | (2,351)                                                 | (6,950)                                                   |
| JANUARY                                      | 76,124                                      | 19,575                                      | 46,525                                      | 44,043              | 59,199                        | 15,156                                                 | 65,873                                      | 21,830                                                  | 19,348                                                    |
| FEBRUARY                                     | 61,618                                      | 27,526                                      | 59,372                                      | 56,178              | 68,170                        | 11,992                                                 | 66,994                                      | 10,816                                                  | 7,622                                                     |
| MARCH                                        | 32,690                                      | 32,509                                      | 74,242                                      | 71,501              | 81,416                        | 9,915                                                  | 81,059                                      | 9,558                                                   | 6,817                                                     |
| APRIL                                        | 1,332                                       | 38,973                                      | 72,760                                      | 72,064              | 86,451                        | 14,387                                                 | 79,549                                      | 7,485                                                   | 6,789                                                     |
| MAY <sup>1</sup>                             | 979                                         | 34,658                                      | 70,409                                      | 65,790              | 68,884                        | 3,094                                                  | 72,184                                      | 6,394                                                   | 1,775                                                     |
| <b>TOTAL</b>                                 | <b>\$618,658</b>                            | <b>\$258,149</b>                            | <b>\$684,973</b>                            | <b>\$651,305</b>    | <b>\$799,183</b>              | <b>\$147,878</b>                                       | <b>\$799,154</b>                            | <b>\$138,849</b>                                        | <b>\$105,181</b>                                          |

<sup>1</sup> Due to year end accounting activities, a portion of revenues associated with May and June were posted in June and July.

<sup>2</sup> "Actual Collected" includes all revenue received per month regardless of whether the payment is current or delinquent.