



FINANCE COMMITTEE
City Council Committee

Tuesday, September 26, 2023 | 3:00 PM
2nd Floor Training Room- City Hall
900 Church Street
Lynchburg, VA 24504

FINANCE COMMITTEE AGENDA

- I. Welcome** *Vice Mayor Chris Faraldi, Chair*
- II. General Business**
 - II.1.** Approval of the Draft Finance Committee Meeting Notes from August 8, 2023
- 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, October 24, 2023 at 3:00 p.m.

FINANCE COMMITTEE NOTES -- DRAFT
Tuesday, August 8, 2023

Meeting commenced at 3:00 p.m. in Delta Star Conference Room, Lynchburg Regional Business Alliance.

ATTENDEES

Committee Members: Vice Mayor Chris Faraldi, Chair; Council Member Sterling Wilder; Mayor Stephanie Reed, Ex-Officio.

Others: Greg Patrick, Deputy City Manager; Donna Witt, Chief Financial Officer; Starlette Early, Budget Analyst.

1. Consider a request to 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.

Fire Chief Greg Wormser presented this item. The local match is available in the FY 2024 General Fund Fire Department budget. The item was approved, by a 2-0 vote, to move forward for City Council consideration at the September 12, 2023 meeting.

2. Report on the General Fund Reserve for Contingencies.

Chief Financial Officer Donna Witt presented this item. There are no new items to report; the current balance is \$1,200,000 including the \$50,000 Manager's Discretionary funds.

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

Chief Financial Officer Donna Witt presented this item, noting these revenues are through May 2023. Sales and Use Tax revenue is approximately \$1.6 million above budget. Consumer Utility Tax – Electric is tracking at \$80,000 above budget. Meals Tax revenue is \$1.9 million above budget due to increasing cost of meals. Lodging Tax revenue is above budget by \$600,000 due primarily to receiving Airbnb rental revenues. Amusement Tax revenue is \$139,000 above budget.

Vice Mayor Faraldi inquired about tracking meals tax revenue based on "units" of sale. Ms. Witt indicated restaurants do not provide this information to our Commissioner of Revenue.

4. Roll Call.

There were no roll call items.

Meeting adjourned at 3:12 p.m.

AGENDA ITEM SUMMARY

MEETING DATE

September 26, 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 FY 2024 - September 2023 Finance Committee Meeting

REVIEWED BY



Donna Witt, Chief Financial Officer

Date: September 21, 2023

FY 2024 GENERAL FUND RESERVE FOR CONTINGENCIES

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

AGENDA ITEM SUMMARY

MEETING DATE

September 26, 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 June 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.

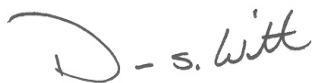
CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

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

REVIEWED BY



Donna Witt, Chief Financial Officer

Date: September 21, 2023

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

	Actual FY 2020	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Actual FY 2023	Actual FY 2023 to Adopted FY 2023	Actual FY 2023 to Actual FY 2022
SALES & USE TAX							
ADOPTED FY 2023 BUDGET - \$20,000,000							
JULY	\$1,306,001	\$1,503,837	\$1,595,392	\$1,537,816	\$1,752,856	\$215,040	\$157,464
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	1,772,662	118,916	56,999
JUNE	1,485,941	1,541,453	1,716,972	1,655,008	2,141,459	486,451	424,487
TOTAL	\$16,553,430	\$18,618,346	\$20,748,801	\$20,000,000	\$22,074,939	\$2,074,939	\$1,326,138

CONSUMER UTILITY TAX - ELECTRIC
ADOPTED FY 2023 BUDGET - \$3,500,000

JULY	\$323,666	\$329,721	\$320,905	\$304,203	\$323,534	\$19,331	\$2,629
AUGUST	335,376	331,969	340,374	322,659	326,175	3,516	(14,199)
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)
JUNE	277,880	283,774	292,120	276,917	263,866	(13,051)	(28,254)
TOTAL	\$3,591,341	\$3,650,828	\$3,692,155	\$3,500,000	\$3,567,085	\$67,085	(\$125,070)

	Actual Collected FY 2020 ²	Actual Collected FY 2021 ²	Actual Collected FY 2022 ²	Adopted FY 2023	Actual Assessed FY 2023	Actual Assessed FY 2023 to Adopted FY 2023	Actual Collected FY 2023 ²	Actual Collected FY 2023 to Adopted FY 2023	Actual Collected FY 2023 to Collected FY 2022
MEALS TAX									
ADOPTED FY 2023 BUDGET - \$17,700,000									
JULY ¹	\$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	1,674,080	226,045	179,602
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 ¹	883,043	1,527,359	1,664,649	1,587,822	1,813,188	225,366	1,824,046	236,224	159,397
JUNE ¹	1,013,966	1,339,741	1,461,572	1,442,222	1,614,607	172,385	1,597,175	154,953	135,603
TOTAL	\$13,708,338	\$15,064,679	\$18,006,859	\$17,700,000	\$19,978,198	\$2,278,198	\$19,765,913	\$2,065,913	\$1,759,054
LODGING TAX									
ADOPTED FY 2023 BUDGET - \$3,000,000									
JULY ¹	\$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 ¹	97,386	260,290	370,919	307,526	390,027	82,501	392,047	84,521	21,128
JUNE ¹	125,893	223,035	255,990	246,648	308,915	62,267	322,553	75,905	66,563
TOTAL	\$2,346,356	\$2,330,713	\$3,096,832	\$3,000,000	\$3,648,550	\$648,550	\$3,673,580	\$673,580	\$576,748
AMUSEMENT TAX									
ADOPTED FY 2023 BUDGET - \$720,000									
JULY ¹	\$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	70,383	16,971	14,695
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 ¹	979	34,658	70,409	65,790	68,884	3,094	72,184	6,394	1,775
JUNE ¹	5,772	44,000	71,626	68,695	65,846	(2,849)	64,335	(4,360)	(7,291)
TOTAL	\$624,430	\$302,149	\$756,599	\$720,000	\$865,029	\$145,029	\$854,490	\$134,490	\$97,891

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

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