FINANCE COMMITTEE
City Council Committee

Tuesday, August 13, 2024 | 3:00 PM
2nd Floor Training Room- City Hall
900 Church Street
Lynchburg, VA 24504

AGENDA

I. Welcome *Vice Mayor Chris Faraldi, Chair*

II. General Business

- **II.1.** Appropriation of Virginia Outdoor Foundation and Department of Conservation and Recreation grants for Perrymont Park improvements
- **II.2.** Appropriation of a Certified Local Government (CLG) grant to fund a National Alliance of Preservation Commission (NAPC) Commissioner Assistance and Mentoring Program (CAMP) workshop
- **II.3.** 2024 State Homeland Security Program (SHSP) Grant Application Approval for the Fire Department Technical Rescue Team

III. Other Information

- **III.4.** FY 2025 General Fund Reserve for Contingencies Update
- **III.5.** Monthly Revenue Collections Update

IV. Roll Call

V. Next Regular Meeting

- **V.6.** The next Finance Committee meeting is Tuesday, September 24, 2024 at 3:00 p.m.

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
August 13, 2024	Wyatt Woody, Director of Parks and Recreation

AGENDA ITEM # II.1

Appropriation of Virginia Outdoor Foundation and Department of Conservation and Recreation grants for Perrymont Park improvements

RECOMMENDATION

Consideration of adopting a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate $322,000 with resources from the Virginia Outdoor Foundation's Preservation Trust Fund Program ($169,000) and the Department of Conservation and Recreation's Trails Grant Program ($153,000) for Perrymont Park improvements.

SUMMARY

The Virginia Outdoor Foundation ($169,000) and the Department of Conservation and Recreation ($153,000) awarded Lynchburg Parks and Recreation grant funding for Perrymont Park. The grant funding would be used to develop a paved 1/4 mile walking loop, nature paths, picnic area, fenced off-leashed area, drainage improvements, and outdoor classroom. There are no local matching funds required for these grants.

Three actions are required for the City to accept and appropriate the funding: (1) Lynchburg City Schools must affirm that the property is no longer used for school purposes; (2) Council must hold a public hearing to dedicate a portion of the property as an open space easement (similar to the actions taken for the Tinbridge Overlook and Jefferson Park); and (3) Council must appropriate the funding for the park improvements. These three actions are expected to align in September and staff wanted to make sure the Finance Committee was aware of the entire process.

The request is before the Finance Committee to recommend action on the appropriation of the funding.

PRIOR ACTION(S)

FISCAL IMPACT

No local match is required.

CONTACT(S)

Wyatt Woody, Director of Parks and Recreation

ATTACHMENT(S)

1. RESOLUTION - Parks & Recreation Grant for Perrymont Park Improvements

REVIEWED BY

Wyatt E. Woody III

Date: August 06, 2024

Wyatt Woody, Director of Parks and Recreation

Date: August 06, 2024

Kent White, Assistant City Manager

Date: August 06, 2024

Alicia Finney, Clerk of Council

RESOLUTION:

BE IT RESOLVED that the FY 2025 City/Federal/State Aid Fund budget is amended and $322,000 is appropriated with resources from the Virginia Outdoor Foundation's Preservation Trust Fund Program ($169,000) and the Department of Conservation and Recreation's Trails Grant Program ($153,000) to fund improvements to Perrymont Park.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
August 13, 2024	Eve Mergenthaler, Planner I

AGENDA ITEM # II.2

Appropriation of a Certified Local Government (CLG) grant to fund a National Alliance of Preservation Commission (NAPC) Commissioner Assistance and Mentoring Program (CAMP) workshop

RECOMMENDATION

Consideration of adopting a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate $9,500 with a Certified Local Government (CLG) grant from the Virginia Department of Historic Resources (DHR) to fund a National Alliance of Preservation Commission (NAPC) Commissioner Assistance and Mentoring Program (CAMP) workshop.

SUMMARY

The Department of Community Development has been awarded a $9,500 Certified Local Government (CLG) grant from the Virginia Department of Historic Resources (DHR) to host training for regional staff and historic resource commission members. The National Alliance of Preservation Commission's (NAPC'S) Commissioner Assistance and Mentoring Program (CAMP) would provide a day-long workshop offering 6 sessions (topics) geared towards assisting staff, historic resource commission members, and other interested parties from the City and other regional CLGs.

NAPC CAMP training offerings include sessions such as Legal Basics, Standards and Guidelines for Design Review, Meeting Procedures, Alternative Materials, and the like; the specific topics for the workshop will be decided by the City in partnership with DHR after the grant is awarded. The workshop attendance will be capped at 50 people.

PRIOR ACTION(S)

N/A

FISCAL IMPACT

In lieu of local funding, Community Development will provide the venue for the training, staff time, and refreshments.

CONTACT(S)

Eve Mergenthaler, Planner I

ATTACHMENT(S)

1. Resolution

REVIEWED BY

William Martin, Community Development Director

Date: August 06, 2024

Kent White, Assistant City Manager

Date: August 06, 2024

Alicia Finney, Clerk of Council

Date: August 06, 2024

RESOLUTION:

BE IT RESOLVED that the FY 2025 City/Federal/State Aid Fund budget is amended and $9,500 is appropriated with resources from the Virginia Department of Historic Resources (DHR) Certified Local Government (CLG) Grant to fund a National Alliance of Preservation Commission (NAPC) Commissioner Assistance and Mentoring Program (CAMP) workshop.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
August 13, 2024	Gregory Wormser, Fire Chief

AGENDA ITEM # II.3

2024 State Homeland Security Program (SHSP) Grant Application Approval for the Fire Department Technical Rescue Team

RECOMMENDATION

Approve the submittal of a grant application to the U.S. Department of Homeland Security (DHS) for $246,000 with resources of $246,000 from the 2024 State Homeland Security Program (SHSP) grant to fund equipment and training for the Fire Department Technical Rescue Team.

SUMMARY

The Fire Department seeks authorization to apply for a non-matching grant for technical rescue equipment. The Virginia Department of Emergency Management administers this grant from the United States Department of Homeland Security (DHS) through the State Homeland Security Program (SHSP). The grant program provides funding to improve the nation's readiness in preventing, protecting against, responding to, recovering from, and mitigating terrorist attacks, major disasters and other emergencies. The grant reflects DHS's focus on implementation of an all-of-nation, whole-community approach to building, sustaining, and delivering core capabilities essential to achieving a secure and resilient nation.

The funds will be used for the purchase of equipment to effectively respond to and mitigate hazards that include water rescues, structural collapse, low/high angle rope rescue, Urban Search & Rescue (USAR) incidents and confined space rescues.

This grant is 100% reimbursable; no local match is required.

PRIOR ACTION(S)

None

FISCAL IMPACT

This grant is 100% reimbursable; no local match is required.

CONTACT(S)

Gregory Wormser, Fire Chief
Annette Pettyjohn, Administrative Manager

ATTACHMENT(S)

None

REVIEWED BY

Gregory Wormser, Fire Chief

Date: August 06, 2024

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
August 13, 2024	Donna Witt, Chief Financial Officer

AGENDA ITEM # III.4

FY 2025 General Fund Reserve for Contingencies Update

RECOMMENDATION

Receive an update on the FY 2025 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 budget. Requests for use of this reserve is recommended by the Finance Committee with final approval by City Council.

The FY 2025 Reserve for Contingencies was adopted at $1,200,000, including $50,000 for City Manager's Discretionary expenditures. Updates are presented at the Finance Committee meeting.

PRIOR ACTION(S)

May 28, 2024: City Council, Adoption of the FY 2025 Operating Budget

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 2024

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer

Date: August 08, 2024

FY 2025 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2024	$1,150,000	$50,000
Carryforward to FY 2025 Reserve for Contingencies - FY 2025 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, 2025	**$1,150,000**	**$50,000**

THE CITY OF LYNCHBURG

Finance Committee
Agenda Item III.5.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
August 13, 2024	Donna Witt, Chief Financial Officer

AGENDA ITEM # III.5

Monthly Revenue Collections Update

RECOMMENDATION

Review collections received from five of the City's revenue sources during Fiscal Year 2024. This report reflects revenues collected through May 2024.

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)

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

FISCAL IMPACT

As noted on report.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Monthly Tax Revenues Comparison FY 2024- Finance Committee Report - August 2024

REVIEWED BY

D - s. Witt

Donna Witt, Chief Financial Officer

Date: August 08, 2024

Comparison of Collections
Budget to Actual
Fiscal Year 2024

	Actual FY 2021	Actual FY 2022	Actual FY 2023	Adopted FY 2024	Actual FY 2024	Actual FY 2024 to Adopted FY 2024	Actual FY 2024 to Actual FY 2023
SALES & USE TAX							
ADOPTED FY 2024 BUDGET - $23,100,000							
JULY	$1,503,837	$1,595,392	$1,752,856	$1,834,251	$1,756,307	($77,944)	$3,451
AUGUST	1,396,989	1,567,107	1,734,950	1,815,513	1,735,715	(79,798)	$765
SEPTEMBER	1,531,422	1,702,723	1,910,727	1,999,453	1,873,719	(125,734)	($37,008)
OCTOBER	1,498,945	1,727,124	1,826,541	1,911,357	1,779,505	(131,852)	($47,036)
NOVEMBER	1,516,545	1,705,132	1,755,273	1,836,780	1,849,100	12,320	$93,827
DECEMBER	1,908,243	2,128,639	2,339,927	2,448,583	2,244,272	(204,311)	($95,655)
JANUARY	1,321,858	1,623,094	1,470,075	1,538,339	1,626,161	87,822	$156,086
FEBRUARY	1,283,097	1,496,509	1,697,755	1,776,591	1,834,554	57,963	$136,799
MARCH	1,808,603	1,942,133	1,887,157	1,974,788	1,874,286	(100,502)	($12,871)
APRIL	1,666,552	1,828,313	1,785,557	1,868,470	1,806,533	(61,937)	$20,976
MAY	1,640,802	1,715,663	1,772,662	1,854,976	1,800,467	(54,509)	$27,805
TOTAL	**$17,076,893**	**$19,031,829**	**$19,933,480**	**$20,859,101**	**$20,180,619**	**($678,482)**	**$247,139**
CONSUMER UTILITY TAX - ELECTRIC							
ADOPTED FY 2024 BUDGET - $3,500,000							
JULY	$329,721	$320,905	$323,534	$317,449	$305,391	($12,058)	($18,143)
AUGUST	331,969	340,374	326,175	320,041	315,489	(4,552)	($10,686)
SEPTEMBER	313,877	321,494	316,174	310,228	313,758	3,530	($2,416)
OCTOBER	260,312	285,740	264,598	259,622	259,987	365	($4,611)
NOVEMBER	248,561	265,895	248,183	243,516	240,492	(3,024)	($7,691)
DECEMBER	309,832	331,167	339,268	332,887	336,512	3,625	($2,756)
JANUARY	362,641	336,155	359,207	352,452	350,274	(2,178)	($8,933)
FEBRUARY	354,521	361,163	311,595	305,735	317,994	12,259	$6,399
MARCH	317,734	296,578	287,499	282,092	278,122	(3,970)	($9,377)
APRIL	274,591	270,831	266,517	261,505	261,471	(34)	($5,046)
MAY	263,295	269,733	260,469	255,570	248,564	(7,006)	($11,905)
TOTAL	**$3,367,054**	**$3,400,035**	**$3,303,219**	**$3,241,097**	**$3,228,054**	**($13,043)**	**($75,165)**

	Actual Collected FY 2021 [2]	Actual Collected FY 2022 [2]	Actual Collected FY 2023 [2]	Adopted FY 2024	Actual Assessed FY 2024	Actual Assessed FY 2024 to Adopted FY 2024	Actual Collected FY 2024 [2]	Actual Collected FY 2024 to Adopted FY 2024	Actual Collected FY 2024 to Collected FY 2023
MEALS TAX									
ADOPTED FY 2024 BUDGET - $20,265,000									
JULY [1]	$1,090,332	$1,381,484	$1,450,812	$1,527,821	$1,585,769	$57,948	$1,445,285	($82,536)	($5,527)
AUGUST	1,186,360	1,506,141	1,608,171	1,615,040	1,724,625	109,585	1,701,730	86,690	93,559
SEPTEMBER	1,203,439	1,457,339	1,636,715	1,674,556	1,703,056	28,500	1,815,498	140,942	178,783
OCTOBER	1,283,797	1,537,383	1,677,356	1,763,468	1,768,908	5,440	1,759,675	(3,793)	82,319
NOVEMBER	1,109,005	1,452,953	1,531,231	1,603,331	1,674,352	71,021	1,672,125	68,794	140,894
DECEMBER	1,124,410	1,560,912	1,727,245	1,704,604	1,767,891	63,287	1,730,918	26,314	3,673
JANUARY	1,044,041	1,277,126	1,550,911	1,614,987	1,514,859	(100,128)	1,497,034	(117,953)	(53,877)
FEBRUARY	1,242,188	1,494,478	1,674,080	1,666,230	1,690,478	24,248	1,666,914	684	(7,166)
MARCH	1,527,017	1,608,939	1,765,436	1,821,943	1,821,765	(178)	1,629,726	(192,217)	(135,710)
APRIL	1,386,990	1,603,883	1,722,735	1,796,016	1,772,504	(23,512)	1,827,155	31,139	104,420
MAY [1]	1,527,359	1,664,649	1,824,046	1,839,218	1,850,087	10,869	1,913,971	74,753	89,925
TOTAL	**$13,724,938**	**$16,545,287**	**$18,168,738**	**$18,627,214**	**$18,874,294**	**$247,080**	**$18,660,031**	**$32,817**	**$491,293**
LODGING TAX									
ADOPTED FY 2024 BUDGET - $3,775,000									
JULY [1]	$155,637	$242,273	$268,473	$298,039	$307,142	$9,103	$287,424	($10,615)	$18,951
AUGUST	213,511	333,446	335,707	416,611	365,472	(51,139)	367,347	(49,264)	31,640
SEPTEMBER	257,411	263,845	301,809	324,922	341,747	16,825	341,274	16,352	39,465
OCTOBER	226,390	317,407	384,448	409,407	406,663	(2,744)	411,122	1,715	26,674
NOVEMBER	160,421	194,097	241,126	273,178	317,120	43,942	297,618	24,440	56,492
DECEMBER	112,888	193,575	251,366	220,465	219,276	(1,189)	229,855	9,390	(21,511)
JANUARY	108,941	173,332	265,409	225,638	250,992	25,354	244,962	19,324	(20,447)
FEBRUARY	199,008	276,290	289,815	304,230	300,146	(4,084)	296,436	(7,794)	6,621
MARCH	190,764	233,321	316,835	292,506	304,919	12,413	298,825	6,319	(18,010)
APRIL	222,417	242,337	303,992	312,669	327,571	14,902	339,075	26,406	35,083
MAY [1]	260,290	370,919	392,047	386,970	424,511	37,541	424,763	37,793	32,716
TOTAL	**$2,107,678**	**$2,840,842**	**$3,351,027**	**$3,464,635**	**$3,565,559**	**$100,924**	**$3,538,701**	**$74,066**	**$187,674**
AMUSEMENT TAX									
ADOPTED FY 2024 BUDGET - $900,000									
JULY [1]	$13,970	$59,351	$46,938	$95,133	$89,628	($5,505)	$88,097	($7,036)	$41,159
AUGUST	19,248	55,160	97,916	60,078	63,590	3,512	62,359	2,281	(35,557)
SEPTEMBER	19,538	45,639	60,593	66,819	64,099	(2,720)	62,730	(4,089)	2,137
OCTOBER	18,752	55,688	70,383	74,624	81,316	6,692	93,525	18,901	23,142
NOVEMBER	17,830	54,292	64,081	66,127	63,027	(3,100)	57,177	(8,950)	(6,904)
DECEMBER	15,570	91,535	84,585	89,871	101,542	11,671	102,333	12,462	17,748
JANUARY	19,575	46,525	65,873	61,592	60,967	(625)	61,315	(277)	(4,558)
FEBRUARY	27,526	59,372	66,994	70,926	76,250	5,324	74,195	3,269	7,201
MARCH	32,509	74,242	81,059	84,707	83,052	(1,655)	81,332	(3,375)	273
APRIL	38,973	72,760	79,549	89,946	72,676	(17,270)	71,102	(18,844)	(8,447)
MAY [1]	34,658	70,409	72,184	71,669	54,497	(17,172)	48,644	(23,025)	(23,540)
TOTAL	**$258,149**	**$684,973**	**$790,155**	**$831,492**	**$810,644**	**($20,848)**	**$802,809**	**($28,683)**	**$12,654**

[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.