



FINANCE COMMITTEE

City Council Committee

Tuesday, September 24, 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.** Virginia Supreme Court Specialty Docket grant to fund a Behavioral Health Docket Coordinator
- III. Other Information**
 - III.2.** FY 2025 General Fund Reserve for Contingencies Update
 - III.3.** Monthly Revenue Collections Update
- IV. Roll Call**
- V. Next Regular Meeting**
 - V.4.** The next Finance Committee meeting is Tuesday, October 22, 2024 at 3:00 p.m.

AGENDA ITEM SUMMARY**MEETING DATE**

September 24, 2024

PRESENTED BYHollie Jennings, Special Assistant to the City
Manager for Data & Innovation**AGENDA ITEM # II.1**

Virginia Supreme Court Specialty Docket grant to fund a Behavioral Health Docket Coordinator

RECOMMENDATION

Consideration of adopting a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate \$100,200 with resources from the Virginia Supreme Court for administration of a Behavioral Health Court docket by adding a coordinator.

SUMMARY

The Lynchburg Behavioral Health Docket (BHD) is a court docket designed to enhance public safety by providing an integrated system of treatment and judicial supervision that results in participant wellness and reduced recidivism. Following two years of preparation, the BHD began in March of this year and operates in the Lynchburg General District Court. The Honorable Randy C. Krantz is the docket's presiding judge.

A collaboration between the Commonwealth Attorney's Office, the Office of the Public Defender, Horizon Behavioral Health and other community partners has been awarded funding through a Virginia Supreme Court Specialty Docket grant to administer the docket. The request would support a model similar to the City's Recovery Court (formerly known as "Drug Court"). No additional City funding is required as a local match for the grant.

The request is before the Finance Committee to recommend action on the appropriation of the funding. The first reading (introduction) to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate funding will appear for City Council's consideration on the September 24, 2024, General Business agenda, with the second reading to follow on October 8, 2024.

PRIOR ACTION(S)

N/A

FISCAL IMPACT

The 5% match for the grant would be provided through "in kind" services. No additional City funding is required.

CONTACT(S)

Hollie Jennings, Special Assistant to the City Manager for Data & Innovation

ATTACHMENT(S)

1. Resolution LBHD

REVIEWED BY



Kent White, Assistant City Manager

Date: September 16, 2024



Alicia Finney, Clerk of Council

Date: September 19, 2024

RESOLUTION:

BE IT RESOLVED that the FY 2025 City/Federal/State Aid Fund budget is amended and \$100,200 is appropriated with resources from the Office of the Executive Secretary at the Supreme Court of Virginia Specialty Dockets Grant to fund a Coordinator for the Lynchburg Behavioral Health Docket.

Introduced:

Adopted:

Certified:

Clerk of Council

AGENDA ITEM SUMMARY**MEETING DATE**

September 24, 2024

PRESENTED BY

Donna Witt, Chief Financial Officer

AGENDA ITEM # III.2

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

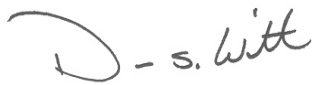
As noted in Attachment A.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. General Fund Reserve for Contingencies - Finance Committee - September 2024

REVIEWED BY

Donna Witt, Chief Financial Officer

Date: September 19, 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



AGENDA ITEM SUMMARY

MEETING DATE

September 24, 2024

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 during Fiscal Year 2024. This report reflects revenues collected through June 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 - September 2024

REVIEWED BY

Donna Witt, Chief Financial Officer

Date: September 19, 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	1,805,800	(49,176)	\$33,138
JUNE	1,541,453	1,716,972	2,141,459	2,240,899	1,793,360	(447,539)	(\$348,099)
TOTAL	\$18,618,346	\$20,748,801	\$22,074,939	\$23,100,000	\$21,979,312	(\$1,120,688)	(\$95,627)

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)
JUNE	283,774	292,120	263,866	258,903	292,763	33,860	\$28,897
TOTAL	\$3,650,828	\$3,692,155	\$3,567,085	\$3,500,000	\$3,520,817	\$20,817	(\$46,268)

	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
JUNE ¹	1,339,741	1,461,572	1,597,175	1,637,786	1,605,775	(32,011)	1,590,164	(47,622)	(7,011)
TOTAL	\$15,064,679	\$18,006,859	\$19,765,913	\$20,265,000	\$20,480,069	\$215,069	\$20,250,195	(\$14,805)	\$484,282
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
JUNE ¹	223,035	255,990	322,553	310,365	298,000	(12,365)	297,494	(12,871)	(25,059)
TOTAL	\$2,330,713	\$3,096,832	\$3,673,580	\$3,775,000	\$3,863,559	\$88,559	\$3,836,195	\$61,195	\$162,615
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	60,968	(624)	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)
JUNE ¹	44,000	71,626	64,335	68,508	67,364	(1,144)	66,550	(1,958)	2,215
TOTAL	\$302,149	\$756,599	\$854,490	\$900,000	\$878,009	(\$21,991)	\$869,359	(\$30,641)	\$14,869

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.