



FINANCE COMMITTEE City Council Committee

Tuesday, June 24, 2025 | 3:00 PM
2nd Floor Training Room- City Hall
900 Church Street
Lynchburg, VA 24504

AGENDA

- I. **Welcome** *Councilmember Marty Misjuns, Chair*
- II. **General Business**
 - II.1. Consideration of a resolution appropriating a \$15,000 Flagship Grant from the 2025 AARP Community Challenge Grant Program to fund a wayfinding system for the Dunbar Community Schoolyard
 - II.2. Consideration of a resolution appropriating \$12,269 to fund Personal Protective Equipment (PPE) for the Fire Department
 - II.3. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA) FY 2024 Fire Prevention and Safety Grant (FP&S)
- 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, August 26, 2025 at 3 p.m.



AGENDA ITEM SUMMARY

MEETING DATE

June 24, 2025

PRESENTED BY

Charlotte Lester, Planner II

AGENDA ITEM # II.1

Consideration of a resolution appropriating a \$15,000 Flagship Grant from the 2025 AARP Community Challenge Grant Program to fund a wayfinding system for the Dunbar Community Schoolyard

RECOMMENDATION

Adopt a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate a \$15,000 Flagship Grant from the 2025 AARP Community Challenge Grant Program to fund a wayfinding system for the Dunbar Community Schoolyard.

SUMMARY

The Department of Community Development has been awarded a \$15,000 Flagship Grant from the 2025 AARP Community Challenge Grant Program to fund a wayfinding system for the Dunbar Community Schoolyard. The Grant will provide funds for pedestrian-oriented wayfinding signs to be placed at entrances to the schoolyard.

PRIOR ACTION(S)

FISCAL IMPACT

N/A. This grant does not require a City match.

CONTACT(S)

Charlotte Lester, Planner II

ATTACHMENT(S)

1. 2025 AARP Community Challenge Flagship Grant Resolution

REVIEWED BY

William Martin, Community Development Director

Date: June 16, 2025



Date: June 18, 2025

Kent White, Assistant City Manager

RESOLUTION:

#R-25-_____

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the FY2025 City/Federal/State Aid Fund budget is amended and \$15,000 is appropriated with resources from the AARP Community Challenge Flagship Grant to purchase a pedestrian wayfinding system for the Dunbar Community Schoolyard.

Introduced:

Adopted:

Certified: _____
Clerk of Council



AGENDA ITEM SUMMARY

MEETING DATE

June 24, 2025

PRESENTED BY

Gregory Wormser, Fire Chief

AGENDA ITEM # II.2

Consideration of a resolution appropriating \$12,269 to fund Personal Protective Equipment (PPE) for the Fire Department

RECOMMENDATION

Adopt a resolution to amend the FY 2025 City/Federal/State Aid Fund budget and appropriate \$12,269 with resources of \$12,269 from the Virginia Department of Fire Programs (VD FP) to purchase Personal Protective Equipment (PPE) for firefighters.

SUMMARY

The VD FP administers this grant to lessen the economic burden for localities. The Fire Department was awarded a grant for PPE.

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

PRIOR ACTION(S)

February 25, 2025: Finance Committee

FISCAL IMPACT

None - No local match is required. Future funds may be needed for periodic maintenance of the equipment.

CONTACT(S)

Gregory Wormser, Fire Chief
Annette Pettyjohn, Administrative Manager

ATTACHMENT(S)

1. Resolution - 2024 Virginia Department of Fire Programs Mini Grant Program \$12,269 (1)

REVIEWED BY

Date: June 16, 2025

Gregory Wormser, Fire Chief



Date: June 16, 2025

Mercedes Braun, Assistant to the City Manager



Date: June 17, 2025

Wynter Benda, City Manager



Date: June 17, 2025

Alicia Finney, Clerk of Council

RESOLUTION:

BE IT RESOLVED that the FY 2025 City/Federal/State Aid Fund budget is amended and \$12,269 is appropriated with resources from the 2024 Virginia Department of Fire Programs Mini Grant Program to purchase Personal Protective Equipment (PPE) for the Fire Department.

Introduced:

Adopted:

Certified:

Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE

June 24, 2025

PRESENTED BY

Gregory Wormser, Fire Chief

AGENDA ITEM # II.3

Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA) FY 2024 Fire Prevention and Safety Grant (FP&S)

RECOMMENDATION

Approve the submittal of a grant application to the Department of Homeland Security Emergency Management Agency (DHS/FEMA) FY 2024 Fire Prevention and Safety Grant (FP&S) for \$61,500 with resources of \$58,571 from DHS/FEMA grant and \$2,929 from the FY 2026 General Fund Fire Department for projects related to Public Education, Code Enforcement, and Fire and Arson Investigation Training.

SUMMARY

DHS/FEMA awards grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

The Fire Department would like to submit a grant application for \$61,500 to DHS/FEMA for three projects related to Public Education, Code Enforcement, and Fire and Arson Investigation Training. The Publication Education purchase totaling \$1,000 will assist in purchasing equipment for the transport of the existing fire inflatable house. The Code Enforcement project would include hiring a part-time Fire Inspector, at a rate of \$35/hour or \$45,500 annually, to assist the Fire Marshal's Office in completing life safety inspections. The Fire and Arson Investigation Training would provide \$15,000 in training to Fire Investigators. In addition to these projects, we plan to request \$500 to apply towards the grant writer fees.

This is a 95/5 matching grant with FEMA providing \$58,571 and the local match of \$2,929. Award notifications will begin in summer 2025 with all notifications being made no later than September 30, 2025.

PRIOR ACTION(S)

None

FISCAL IMPACT

\$2,929 in matching funds will be provided from the FY 2026 General Fund Fire Department budget. Future funds will be needed for the Fire Inspector and for periodic maintenance of the equipment.

CONTACT(S)

Gregory Wormser, Fire Chief
Annette Pettyjohn, Administrative Manager

ATTACHMENT(S)

None

REVIEWED BY



Gregory Wormser, Fire Chief

Date: June 18, 2025

AGENDA ITEM SUMMARY

MEETING DATE

June 24, 2025

PRESENTED BY

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.

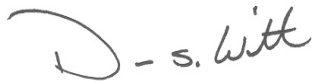
CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. General Fund Reserve for Contingencies - Finance Committee June 2025

REVIEWED BY



Donna Witt, Chief Financial Officer

Date: June 17, 2025

FY 2025 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2024	\$1,150,000	\$50,000
Carryforward to FY 2025 Reserve for Contingencies - FY 2025 Adopted Budget	0	0
BALANCE	<u>\$1,150,000</u>	<u>\$50,000</u>
APPROPRIATIONS (Second Reading)		
Community Development - Demolition of Blighted Properties (2/18/2025)	(\$116,160)	
TOTAL APPROPRIATIONS	<u>(\$116,160)</u>	<u>\$0</u>
REMAINING BALANCE	<u>\$1,033,840</u>	<u>\$50,000</u>
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	<u>\$0</u>	<u>\$0</u>
REMAINING BALANCE	<u>\$1,033,840</u>	<u>\$50,000</u>
PENDING ITEMS		
TOTAL PENDING ITEMS	<u>\$0</u>	<u>\$0</u>
ENDING BALANCE, JUNE 30, 2025	<u>\$1,033,840</u>	<u>\$50,000</u>



AGENDA ITEM SUMMARY

MEETING DATE

June 24, 2025

PRESENTED BY

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 2025. This report reflects revenues collected through May 2025.

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

FISCAL IMPACT

As noted on report.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Monthly Tax Revenues Comparison FY 2025- June 2025

REVIEWED BY

Donna Witt, Chief Financial Officer

Date: June 17, 2025

**Comparison of Collections
Budget to Actual
Fiscal Year 2025**

	Actual FY 2022	Actual FY 2023	Actual FY 2024	Adopted FY 2025	Actual FY 2025	Actual FY 2025 to Adopted FY 2025	Actual FY 2025 to Actual FY 2024
SALES & USE TAX							
<i>ADOPTED FY 2025 BUDGET - \$22,000,000</i>							
JULY	\$1,595,392	\$1,752,856	\$1,756,307	\$1,757,960	\$1,858,087	\$100,127	\$101,780
AUGUST	1,567,107	1,734,950	1,735,715	1,737,349	1,925,891	188,542	\$190,176
SEPTEMBER	1,702,723	1,910,727	1,873,719	1,875,483	1,782,891	(92,592)	(\$90,828)
OCTOBER	1,727,124	1,826,541	1,779,505	1,781,180	1,873,631	92,451	\$94,126
NOVEMBER	1,705,132	1,755,273	1,849,100	1,850,840	1,909,776	58,936	\$60,676
DECEMBER	2,128,639	2,339,927	2,244,272	2,246,384	2,339,069	92,685	\$94,797
JANUARY	1,623,094	1,470,075	1,626,161	1,627,692	1,608,074	(19,618)	(\$18,087)
FEBRUARY	1,496,509	1,697,755	1,834,554	1,836,281	1,548,164	(288,117)	(\$286,390)
MARCH	1,942,133	1,887,157	1,874,286	1,876,050	1,964,468	88,418	\$90,182
APRIL	1,828,313	1,785,557	1,806,533	1,808,233	1,938,010	129,777	\$131,477
TOTAL	\$17,316,166	\$18,160,818	\$18,380,152	\$18,397,452	\$18,748,061	\$350,609	\$367,909
CONSUMER UTILITY TAX - ELECTRIC							
<i>ADOPTED FY 2025 BUDGET - \$3,500,000</i>							
JULY	\$320,905	\$323,534	\$305,391	\$303,585	\$328,167	\$24,582	\$22,776
AUGUST	340,374	326,175	315,489	313,624	326,991	13,367	\$11,502
SEPTEMBER	321,494	316,174	313,758	311,903	302,612	(9,291)	(\$11,146)
OCTOBER	285,740	264,598	259,987	258,450	258,383	(67)	(\$1,604)
NOVEMBER	265,895	248,183	240,492	239,070	247,468	8,398	\$6,976
DECEMBER	331,167	339,268	336,512	334,522	319,405	(15,117)	(\$17,107)
JANUARY	336,155	359,207	350,274	348,203	372,667	24,464	\$22,393
FEBRUARY	361,163	311,595	317,994	316,114	356,718	40,604	\$38,724
MARCH	296,578	287,499	278,122	276,478	290,243	13,765	\$12,121
APRIL	270,831	266,517	261,471	259,925	245,048	(14,877)	(\$16,423)
TOTAL	\$3,130,302	\$3,042,750	\$2,979,490	\$2,961,874	\$3,047,702	\$85,828	\$68,212

	Actual Collected FY 2022 ²	Actual Collected FY 2023 ²	Actual Collected FY 2024 ²	Adopted FY 2025	Actual Assessed FY 2025	Actual Assessed FY 2025 to Adopted FY 2025	Actual Collected FY 2025 ²	Actual Collected FY 2025 to Adopted FY 2025	Actual Collected FY 2025 to Collected FY 2024
MEALS TAX									
ADOPTED FY 2025 BUDGET - \$21,500,000									
JULY ¹	\$1,381,484	\$1,450,812	\$1,445,285	\$1,664,742	\$1,568,899	(\$95,843)	\$1,463,383	(\$201,359)	\$18,098
AUGUST	1,506,141	1,608,171	1,701,730	1,810,513	1,741,484	(69,029)	1,754,060	(56,453)	52,330
SEPTEMBER	1,457,339	1,636,715	1,815,499	1,787,870	1,754,453	(33,417)	1,740,798	(47,072)	(74,701)
OCTOBER	1,537,383	1,677,356	1,759,675	1,857,002	1,807,476	(49,526)	1,731,117	(125,885)	(28,558)
NOVEMBER	1,452,953	1,531,231	1,672,125	1,757,737	1,754,056	(3,681)	1,734,682	(23,055)	62,557
DECEMBER	1,560,912	1,727,245	1,730,918	1,855,934	1,776,624	(79,310)	1,665,808	(190,126)	(65,110)
JANUARY	1,277,126	1,550,911	1,497,034	1,590,301	1,559,018	(31,283)	1,573,286	(17,015)	76,252
FEBRUARY	1,494,478	1,674,080	1,666,914	1,774,666	1,615,283	(159,383)	1,388,842	(385,824)	(278,072)
MARCH	1,608,939	1,765,436	1,629,726	1,912,491	1,951,710	39,219	2,069,101	156,610	439,375
APRIL	1,603,883	1,722,735	1,827,155	1,860,777	1,834,822	(25,955)	1,961,609	100,832	134,454
TOTAL	\$14,880,638	\$16,344,692	\$16,746,061	\$17,872,033	\$17,363,825	(\$508,208)	\$17,082,686	(\$789,347)	\$336,625
LODGING TAX									
ADOPTED FY 2025 BUDGET - \$4,300,000									
JULY ¹	\$242,273	\$268,473	\$287,424	\$341,838	\$304,097	(\$37,741)	\$323,561	(\$18,277)	\$36,137
AUGUST	333,446	335,707	367,347	406,757	401,148	(5,609)	400,907	(5,850)	33,560
SEPTEMBER	263,845	301,809	341,274	380,352	333,670	(46,682)	327,595	(52,757)	(13,679)
OCTOBER	317,407	384,448	411,122	452,601	376,556	(76,045)	376,203	(76,398)	(34,919)
NOVEMBER	194,097	241,126	297,618	352,943	267,609	(85,334)	273,200	(79,743)	(24,418)
DECEMBER	193,575	251,366	229,855	244,046	203,646	(40,400)	204,711	(39,335)	(25,144)
JANUARY	173,332	265,409	244,962	279,345	246,476	(32,869)	248,082	(31,263)	3,120
FEBRUARY	276,290	289,815	296,436	334,052	281,210	(52,842)	276,505	(57,547)	(19,931)
MARCH	233,321	316,835	298,825	339,364	335,343	(4,021)	338,553	(811)	39,728
APRIL	242,337	303,992	339,075	364,575	303,986	(60,589)	297,280	(67,295)	(41,795)
TOTAL	\$2,469,923	\$2,958,980	\$3,113,938	\$3,495,873	\$3,053,741	(\$442,132)	\$3,066,597	(\$429,276)	(\$47,341)
AMUSEMENT TAX									
ADOPTED FY 2025 BUDGET - \$950,000									
JULY ¹	\$59,351	\$46,938	\$88,097	\$96,977	\$84,443	(\$12,534)	\$83,599	(\$13,378)	(\$4,498)
AUGUST	55,160	97,916	62,359	68,804	77,609	8,805	79,458	10,654	17,099
SEPTEMBER	45,639	60,593	62,730	69,355	69,951	596	70,629	1,274	7,899
OCTOBER	55,688	70,383	93,525	87,983	80,926	(7,057)	81,550	(6,433)	(11,975)
NOVEMBER	54,292	64,081	57,177	68,195	92,301	24,106	91,894	23,699	34,717
DECEMBER	91,535	84,585	102,333	109,868	108,375	(1,493)	108,913	(955)	6,580
JANUARY	46,525	65,873	61,315	65,967	63,229	(2,738)	60,978	(4,989)	(337)
FEBRUARY	59,372	66,994	74,195	82,502	67,445	(15,057)	67,473	(15,029)	(6,722)
MARCH	74,242	81,059	81,332	89,862	85,285	(4,577)	84,347	(5,515)	3,015
APRIL	72,760	79,549	71,102	78,635	90,154	11,519	85,398	6,763	14,296
TOTAL	\$614,564	\$717,971	\$754,165	\$818,148	\$819,718	\$1,570	\$814,239	(\$3,909)	\$60,074

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.