



## FINANCE COMMITTEE City Council Committee

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Tuesday, August 26, 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. Blackwater CSO Tunnel - Virginia Clean Water Revolving Loan Funding
  - II.2. Virginia Department of Fire Programs (VDFP) grant to purchase Personal Protective Equipment (PPE) for firefighters.
  - II.3. Virginia Department of Social Services Kinship Navigator Program Grant
  - II.4. Circuit Court - FY2026 Statewide Universal Drug Testing Grant Application
- III. **Other Information**
  - III.5. FY 2026 General Fund Reserve for Contingencies Update
  - III.6. Monthly Revenue Collections Update
- IV. **Roll Call**
- V. **Next Regular Meeting**
  - V.7. The next Finance Committee meeting is Tuesday, September 23, 2025 at 3 p.m.

## AGENDA ITEM SUMMARY

### MEETING DATE

August 26, 2025

### PRESENTED BY

Timothy Mitchell, Director of Water Resources

### AGENDA ITEM # II.1

Blackwater CSO Tunnel - Virginia Clean Water Revolving Loan Funding

### RECOMMENDATION

City Council is requested to take the following actions to fund CSO 52 Tunnel and Pump Station Project, also known as the Blackwater CSO Tunnel Project, with the issuance of revenue bonds not to exceed \$29,395,000 in principal repayment and a principal forgiveness grant of \$24,705,000.

A. Conduct a required public hearing on August 26, 2025, pursuant to Section 15.2-2606.A of the Code of Virginia for the issuance of an amount not to exceed \$29,395,000 of sewer revenue bonds with a term of twenty-five years and an interest rate of 0.5% per annum.

B. Adopt a resolution authorizing the following:

1. Issuance not to exceed \$29,395,000 in principal repayment of sewer revenue bonds to the Virginia Resources Authority with a maturity date no later than thirty years after the bond issuance and an interest rate of 0.5% per annum.
2. Enter into a funding agreement with the Virginia Resources Authority for a grant to the City in the form of principal forgiveness of \$24,705,000.
3. Authorize the City Manager, Deputy City Manager, or Chief Financial Officer to execute appropriate documents.

### SUMMARY

In 1994, the Virginia Department of Environmental Quality (VDEQ) and the State Water Control Board entered into a Consent Special Order with the City to address its combined sewers. That Consent Special Order required the City to implement a Combined Sewer Overflow (CSO) Long-Term Control Plan and to undertake certain combined sewer management practices designed to minimize CSO discharge until the sewer system has been completely separated.

In 2014, as a result of increasing stormwater regulations and escalating costs associated with complete separation, the City of Lynchburg completed a Long Term Control Plan Update which developed a more holistic and cost-effective approach for addressing combined sewer overflows. On July 31, 2015, VDEQ and State Water Control Board issued a revised Consent Special Order approving the new approach. The revised plan projects are designed to integrate the CSO program with overarching water quality standards that encompass both CSO and stormwater management in the combined area. This plan is based on capturing and conveying a large portion

of the combined sewage and stormwater to the Water Resource Recovery Facility for treatment.

The CSO-52 Storage Tunnel and Pump Station Project addresses the CSO Program needs for the CSO 52 overflow point, reduces overflow volume from other overflow points, as well as addresses capacity needs for upstream growth and development. During the typical year, the existing CSO-52 discharges about six times a year from the 60" Blackwater Creek Interceptor (BWCI) to the Blackwater Creek, which runs along the highly utilized Point of Honor Trail. Due to the capacity issue of the existing BWCI, the sewers could be severely discharged during heavy rain events, resulting in overflows at low-lying manholes along the trail and causing public health concerns. This project will dramatically reduce the frequency and volume of Combined Sewer Overflows and overflows at manholes along the trail.

The estimated cost of this project is \$104,100,000. The project is funded by two Department of Quality (DEQ)-administered American Rescue Plan Act (ARPA) Wastewater Funds grants totaling \$50,000,000 and funding from the Virginia Clean Water Revolving Loan Fund of \$54,100,000 that includes \$24,705,000 in principal forgiveness and \$29,395,000 as a loan with maturity date no later than 30 years after the bond issuance and interest rate of .5% per annum.

### PRIOR ACTION(S)

- Adoption of the FY 2023 Sewer Capital Improvement Program Budget appropriating a \$25,000,000 American Rescue Plan Act (ARPA) Grant with a 50% local match requirement.
- Adoption of the FY 2023 Sewer Capital Improvement Program Budget appropriating \$25,230,000 of Sewer Revenue Utility Bonds for CSO Projects.
- Adoption of the amendment to the FY 2023 Sewer Capital Improvement Program Budget appropriating a \$25,000,000 ARPA Grant with no local match.
- Adoption of the FY 2025 Sewer Capital Improvement Program Budget appropriating \$32,000,000 of Sewer Revenue Utility Bonds for CSO Projects.

### FISCAL IMPACT

Debt Service associated with up to \$29,395,000 from the Virginia Clean Water Revolving Fund with a term of twenty-five years and interest rate of 0.5% per annum.

### CONTACT(S)

Timothy Mitchell, Director of Water Resources

### ATTACHMENT(S)

1. City Council Resolution VRA Water Revenue Bonds Sewer Project C515865E final
2. Blackwater CSO Tunnel Funding FC Presentation

### REVIEWED BY



Timothy Mitchell, Director of Water Resources

Date: August 14, 2025



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Gregory Patrick, Deputy City Manager

Date: August 21, 2025



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Alicia Finney, Clerk of Council

Date: August 21, 2025

**A RESOLUTION OF THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA, AUTHORIZING THE ISSUANCE OF NOT TO EXCEED TWENTY-NINE MILLION THREE HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$29,395,000) AGGREGATE PRINCIPAL AMOUNT OF SEWER REVENUE BONDS OF THE CITY OF LYNCHBURG, VIRGINIA (THE “BONDS”) FOR THE PURPOSE OF PROVIDING FUNDS TO PAY A PORTION OF THE COSTS OF CAPITAL IMPROVEMENTS TO PORTIONS OF THE CITY’S COMBINED SANITARY SEWER AND STORM WATER DRAINAGE SYSTEMS, A REVENUE-PRODUCING UNDERTAKING OF THE CITY, SUCH CAPITAL IMPROVEMENTS CONSTITUTING WASTEWATER TREATMENT FACILITIES WITHIN THE MEANING OF SECTION 62.1-224 OF THE CODE OF VIRGINIA, 1950, AS AMENDED; FIXING THE FORMS, DENOMINATIONS AND CERTAIN OTHER DETAILS OF SUCH BONDS; PROVIDING FOR THE ISSUANCE OF SUCH BONDS TO THE VIRGINIA RESOURCES AUTHORITY, AS ADMINISTRATOR OF THE VIRGINIA WATER FACILITIES REVOLVING FUND (“VRA”), TO EVIDENCE THE BORROWINGS TO BE MADE BY THE CITY FROM VRA PURSUANT TO ONE OR MORE FINANCING AGREEMENTS BY AND BETWEEN VRA AND THE CITY; APPROVING THE FORM AND THE TERMS, CONDITIONS AND PROVISIONS OF SUCH FINANCING AGREEMENTS AND AUTHORIZING AND DIRECTING THE EXECUTION AND DELIVERY THEREOF; APPOINTING THE CHIEF FINANCIAL OFFICER AS REGISTRAR AND PAYING AGENT FOR SUCH BONDS; AND AUTHORIZING THE CITY TO ENTER INTO ONE OR MORE FUNDING AGREEMENTS WITH THE VRA FOR GRANT FUNDING TO BE PROVIDED TO THE CITY FROM THE VRA TO PAY A PORTION OF THE COSTS OF THE PROJECT**

WHEREAS, in the judgment of the Council (the “Council”) of the City of Lynchburg, Virginia (the “City”), it is desirable and in the best interests of the City to authorize the issuance of not to exceed Twenty-Nine Million Three Hundred Ninety-Five Thousand Dollars (\$29,395,000) aggregate principal amount of sewer revenue bonds of the City to provide funds to pay a portion of the costs of capital improvements to portions of the City’s combined sanitary sewer and storm water drainage systems, a revenue-producing undertaking of the City, such capital improvements constituting wastewater treatment facilities within the meaning of Section 62.1-224 of the Code of Virginia, 1950, as amended, including costs of issuance of the hereinafter defined Bonds (the “Project”); and

WHEREAS, the City has submitted an application for financing for the Project from the Virginia Water Facilities Revolving Fund (the “Fund”), through the Virginia Resources Authority, as Administrator of the Fund (the “VRA”); and

WHEREAS, the City will request funding from the Fund to finance a portion of the costs of the Project in an amount not exceeding \$29,395,000 in the form of sewer revenue bonds to be issued by the City and purchased by the VRA (the “Bonds”), and additional funding in the principal amount of up to \$24,705,000 in the form of a grant (the “Principal Forgiveness Funding”); and

WHEREAS, the City and will enter into a Financing Agreement (the “Financing Agreement”) providing for the purchase by the VRA of the Bonds to be issued by the City and a Funding Agreement (the “Funding Agreement”) providing for the granting of the Principal Forgiveness Funding to the City; and

WHEREAS, in the judgment of the Council it is desirable and in the best interest of the City to issue the Bonds and to enter into the Funding Agreement for the receipt of the Principal Forgiveness Funding to provide funds to pay a portion of the costs of the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA:

SECTION 1. Pursuant to Chapter 26 of Title 15.2 of the Code of Virginia, 1950, as amended, the same being the Public Finance Act of 1991, as amended, there are authorized to be issued not to exceed Twenty-Nine Million Three Hundred Ninety-Five Thousand Dollars (\$29,395,000) aggregate principal amount of the Bonds to be designated “City of Lynchburg, Virginia, Sewer Revenue Bonds”. The Bonds shall be issued for the purpose of providing funds to pay a portion of the costs of the Project. The Bonds may be issued in one or more series from time to time and shall bear the series designation “Series 2025” and/or such other series designation as shall be determined by the City Manager, the Deputy City Manager or the Chief Financial Officer, and in accordance with the terms of the Commitment Letter dated as of July 3, 2025 relating to the Bonds (the “Commitment Letter”), as the same may be amended or supplemented from time to time.

SECTION 2. The Bonds of each series shall be issued to the VRA pursuant to the terms, conditions and provisions of, and to evidence the borrowing to be made by the City from the VRA under, the Commitment Letter (or any additional commitment letters from the VRA for Bonds of a series) and under a Financing Agreement for the Bonds of each series, as the same may be amended and supplemented from time to time (a “Financing Agreement” or, collectively, the “Financing Agreements”), by and between VRA, as financial administrator of the Fund, and the City, as the Borrower thereunder. Any of the City Manager, the Deputy City Manager or the Chief Financial Officer is each hereby authorized and directed to execute and deliver to the VRA a Commitment Letter and a Financing Agreement for the Bonds of each series in such forms as the City Manager, the Deputy City Manager or the Chief Financial Officer executing the same shall approve upon the advice of counsel (including the City Attorney and Bond Counsel to the City), such approval to be conclusively evidenced by the execution and delivery thereof by the City Manager, the Deputy City Manager or the Chief Financial Officer. In accordance with the terms, conditions and provisions of the Commitment Letters and the Financing Agreements, as the same may be amended from time to time, the Bonds of each series shall have a term of not exceeding the term provided for in the Financing Agreement relating to the Bonds of such series as executed, shall bear interest (referred to as the “Cost of Funds” in each applicable Financing Agreement) at the rate of 0.5% per annum (or such other rate as shall be set forth in any commitment letter and agreed to by the City Manager, the Deputy City Manager or the Chief Financial Officer) and shall have a term of approximately twenty-five (25) years after the anticipated completion date of the Projects, with the final maturity date to be such date as shall be agreed to by the City Manager, the Deputy City Manager or the Chief Financial

and in such principal amounts as shall be specified in the definitive forms of the Financing Agreements and the forms of the Bonds attached to the definitive forms of the Financing Agreements as Exhibit A thereto.

SECTION 3. The Revenues (as defined in the Financing Agreement) of the sewer system of the City are and shall be irrevocably pledged to the punctual payment of the principal of and Cost of Funds on the Bonds as the same become due and payable, and the Bonds shall be secured solely by and payable solely from such Revenues as set forth in the Financing Agreement. The Bonds shall be secured on a parity basis with the City's "Existing Parity Bonds", if any, identified in the Financing Agreements and any additional Parity Bonds issued in accordance with the Financing Agreements.

In no way limiting the covenants set forth in the Financing Agreement, the City Council hereby covenants with and for the benefit of the registered owners of the Bonds that so long as any Bond shall remain outstanding the rates, rents, fees or other charges for the services and facilities furnished by, or for the use of, or in connection with the revenue-producing undertaking of the City consisting of the sewer system of the City shall be fixed and maintained at the level that will produce sufficient revenue in each year to satisfy the rate covenants set forth in the Financing Agreements, to pay the cost of operation and administration of such sewer system, the cost of insurance against loss by injury to persons or property and the principal of and Cost of Funds on the Bonds when due and payable and to provide reserves for such purposes.

SECTION 4. The Bonds of each series (including any allonge or amendment thereto) shall be executed, for and on behalf of the City, by the manual or facsimile signature of the Mayor or the Vice Mayor of the City and shall have the corporate seal of the City impressed or imprinted thereon, attested by the manual or facsimile signature of the Clerk of Council of the City, and such Bonds shall be authenticated with the manual or facsimile signature of the Chief Financial Officer of the City.

The Bonds of each series shall be in substantially the form set forth as Exhibit A to the definitive form of the Financing Agreement relating to such series.

The Chief Financial Officer is hereby appointed as the Registrar and Paying Agent for the Bonds.

SECTION 5. Any one of the City Manager, the Deputy City Manager, the Chief Financial Officer, the City Attorney or any other appropriate officers and employees of the City shall take all actions and shall approve, execute and deliver such documents and certificates in connection with the execution and delivery of the Bonds and the Financing Agreements as shall be necessary to carry out the provisions thereof and of this Resolution, including, but not limited to, a Tax Compliance Agreement, if any.

SECTION 6. Any one of the City Manager, the Deputy City Manager or the Chief Financial Officer is each hereby authorized and directed to take all necessary steps to obtain the Principal Forgiveness Funding from the VRA in a principal amount of up to Twenty-

Four Million Seven Hundred Five Thousand Dollars (\$24,705,000) (or any such greater amount as may be made available by the VRA and approved by the City Manager, the Deputy City Manager or the Chief Financial Officer) and to execute and deliver to the VRA one or more Funding Agreements relating thereto in such form as the City Manager, the Deputy City Manager or the Chief Financial Officer executing the same shall approve upon the advice of counsel (including the City Attorney and Bond Counsel to the City), such approval to be conclusively evidenced by the execution and delivery thereof by the City Manager, the Deputy City Manager or the Chief Financial Officer. Any one of the City Manager, the Deputy City Manager, the Chief Financial Officer, the City Attorney or any other appropriate officers and employees of the City shall take all actions and shall approve, execute and deliver such documents and certificates in connection with the execution and delivery of one or more Funding Agreements and the acceptance of the Principal Forgiveness Funding as shall be necessary to carry out the provisions thereof and of this Resolution.

SECTION 7. All other resolutions, if any, in conflict herewith, if any, are, to the extent of such conflict, repealed. This Resolution shall constitute the "Local Resolution" as such term may be defined in the Financing Agreement.

SECTION 8. The Clerk of Council is hereby directed to file a copy of this Resolution, certified by such Clerk of Council to be a true and correct copy hereof, with the Circuit Court of the City.

SECTION 9. The members of the Council and all officers, employees and agents of the City are hereby authorized to take such action as they or any one of them may consider necessary or desirable in connection with the issuance and sale of the Bonds and acceptance of the Principal Forgiveness Funding and any such action previously taken is hereby ratified and confirmed.

SECTION 10. This Resolution shall take effect upon its adoption.

Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_

Clerk of Council

# BLACKWATER CSO TUNNEL VIRGINIA CLEAN WATER REVOLVING LOAN FUNDING

August 26, 2025

Finance Committee





# PURPOSE & ACTION

## **Purpose:**

Secure the most cost effective financing for the Blackwater CSO Tunnel Project.

## **Action:**

August 26, 2025 City Council Meeting –Conduct a Public Hearing for the purpose of:

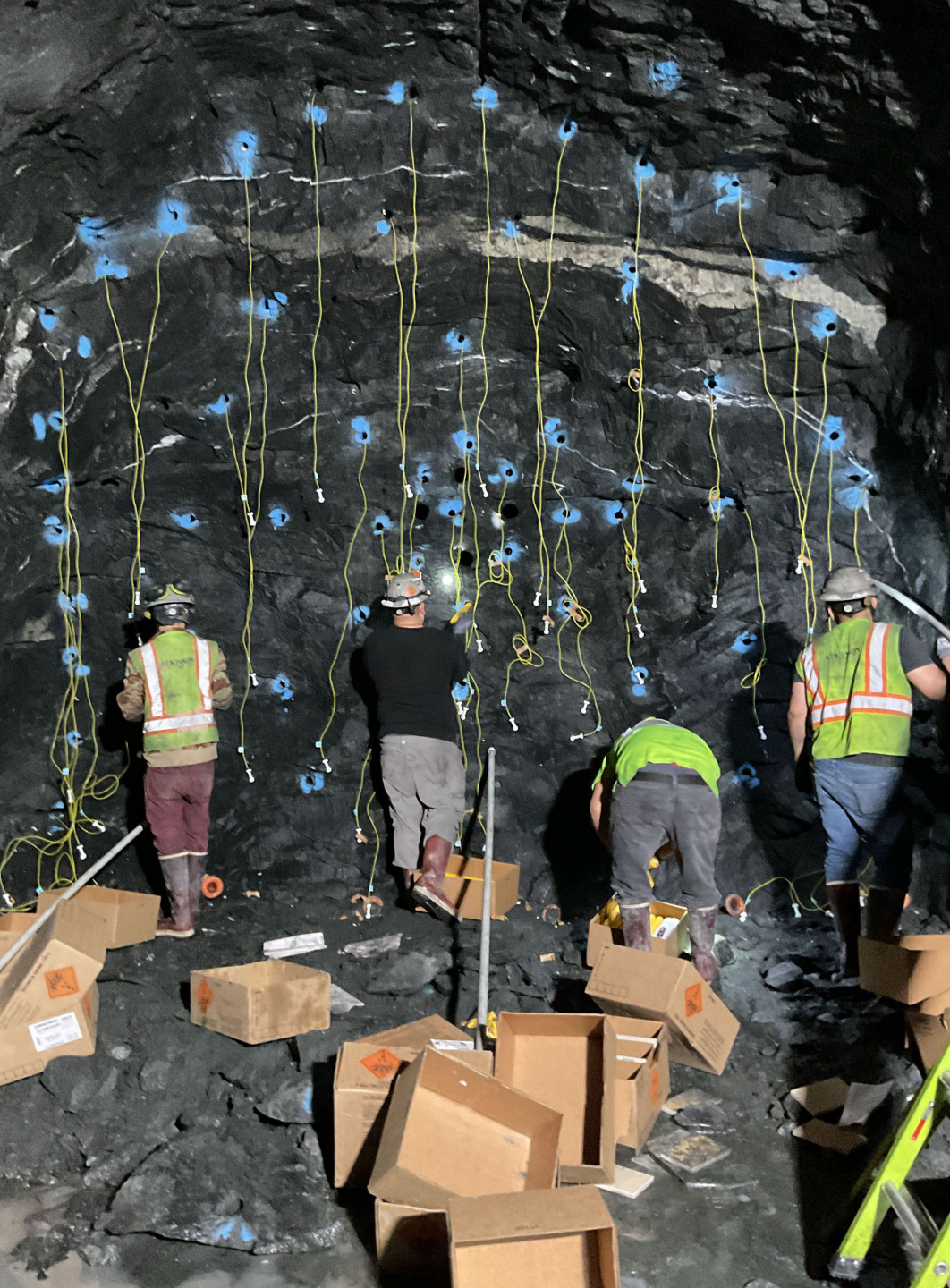
- Issuing Revenue Bonds
- Accepting Principal Forgiveness
- Authorizing City Manager, Deputy City Manager, or Chief Financial Officer to execute appropriate documents





# GENERAL BACKGROUND

- Largest capital project in Lynchburg's history.
- Achieves significant environmental benefits.
- Restores sewer capacity for future upstream development.
- Meets CSO Long Term Control Plan and State Consent Order requirements.
- Huge financial, design, and construction coordination effort led by Lynchburg Water Resources involving: State Legislators, two State Administrations, various Regulatory Agencies, Project Engineers, Contractors, Financial Partners, Local Stakeholders, and others - all necessary to meet financial and regulatory requirements within an extremely tight timeline.



# FUNDING SUMMARY

- Current CSO Related Appropriations = \$107,230,000
- Blackwater CSO Tunnel Cost = \$104,100,000

## Funding Sources

- Worked closely State Delegation and two separate Administrations to secure \$50,000,000 in ARPA Grants from the Virginia General Assembly requiring a \$25,000,000 local match,
- Virginia Clean Water Revolving Loan (VCWRLF) can be used as the match.
- Worked with DEQ for the past two years on the loan funding applications – December, 2024 State Water Control Board approved \$54,100,000 million for the balance of the project costs.



# VCWRLF AWARD

## **\$54,100,000 Total Award from State Water Control Board**

- \$29,395,000 Loan with a 25 year term at 0.5% interest
- \$24,705,000 Loan Principal Forgiveness Grant

## **\$104+ million project, Lynchburg's cost is \$29.4 million!**

Largely possible due to the trust we have built DEQ and other stakeholders over the years to meet schedules and the commitments of our Consent Order and Long Term Control Plan.

# RECOMMENDATIONS

## Conduct Public Hearing on August 26, 2025 for the following:

- Adopt a resolution to authorize the issuance of sewer revenue bonds not to exceed \$29,395,000 in principal repayment with a term of twenty-five years and interest rate of 0.5% annum.
- Enter into a funding agreement with the Virginia Resources Authority for a grant in the form of principal forgiveness of \$24,705,000.
- Authorize the City Manager, Deputy City Manager, or Chief Financial Officer to execute the appropriate documents.



## AGENDA ITEM SUMMARY

### MEETING DATE

August 26, 2025

### PRESENTED BY

Gregory Wormser, Fire Chief

### AGENDA ITEM # II.2

Virginia Department of Fire Programs (VD FP) grant to purchase Personal Protective Equipment (PPE) for firefighters.

### RECOMMENDATION

Approve the submission of a grant application in the amount of \$96,281 to the Virginia Department of Fire Programs (VD FP) for the purchase of Personal Protective Equipment (PPE) for firefighters.

### SUMMARY

The Fire Department seeks authorization to finalize the grant application process for Personal Protective Equipment (PPE) for firefighters. This grant, administered by the Virginia Department of Fire Programs (VD FP), awards grant funding to agencies in financial need to an amount of no more than \$100,000. We are applying for fourteen (14) sets of turnout gear to include helmet, hood, coat, pants, gloves, and boots.

### PRIOR ACTION(S)

None

### 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)

None

### REVIEWED BY

\_\_\_\_\_  
Gregory Wormser, Fire Chief

Date:

## AGENDA ITEM SUMMARY

### MEETING DATE

August 26, 2025

### PRESENTED BY

April Watson, Deputy Director of Human Services

### AGENDA ITEM # II.3

Virginia Department of Social Services Kinship Navigator Program Grant

### RECOMMENDATION

Consideration of adopting a resolution to amend the FY 2026 General Fund Human Services - Social Services budget and appropriate \$94,909 with resources from a Kinship Navigator Grant through the Virginia Department of Social Services (VDSS) to establish a Kinship Navigator Program.

### SUMMARY

Lynchburg Human Services has been awarded \$94,908.95 in grant funding for Fiscal Year 2026 through the Virginia Department of Social Services (VDSS). These funds would allow the establishment of a Kinship Navigator Program which would provide critical support to kinship caregivers including family members, such as grandparents, raising children outside of the formal foster care system. The funding would be used to hire a dedicated Kinship Navigator, as well as support marketing, outreach, resource development, and referral services for kinship families in our community.

This award requires no local match and Lynchburg was one of only five agencies in the Commonwealth of Virginia selected for this opportunity - a testament to our city's commitment to supporting families and addressing critical gaps in caregiver support across our community.

### PRIOR ACTION(S)

None

### FISCAL IMPACT

No local match

### CONTACT(S)

Preston Sellers, Director of Human Services  
April Watson, Deputy Director of Human Services

### ATTACHMENT(S)

1. RESOLUTION - Kinship Navigator Program Grant

**REVIEWED BY**

\_\_\_\_\_  
Preston Sellers, Director of Human Services

Date: August 21, 2025



\_\_\_\_\_  
Kent White, Assistant City Manager

Date: August 21, 2025



\_\_\_\_\_  
Alicia Finney, Clerk of Council

Date: August 21, 2025

RESOLUTION:

BE IT RESOLVED that the FY 2026 General Fund Human Services – Social Services budget is amended and \$94,909 is appropriated with resources from a Kinship Navigator Grant through the Virginia Department of Social Services to establish a Kinship Navigator Program that will provide critical support to kinship caregivers, hire a dedicated Kinship Navigator, support marketing, outreach, resources development, and referral services for kinship families in our community.

Introduced:

Adopted:

Certified:

\_\_\_\_\_

Clerk of Council

## AGENDA ITEM SUMMARY

### MEETING DATE

August 26, 2025

### PRESENTED BY

Taylor Jones, Adult Recovery Court Program  
Director

### AGENDA ITEM # II.4

Circuit Court - FY2026 Statewide Universal Drug Testing Grant Application

### RECOMMENDATION

Approval of submittal of a grant application to the Supreme Court of Virginia for the Statewide Universal Drug Testing Grant in the amount of \$57,902. This grant would support the Lynchburg Adult Recovery Court docket within the Lynchburg Circuit Court to enhance drug testing in order to comply with state and national drug testing best practice standards. These funds would pay for lab drug testing with our drug testing partner, Averhealth, as well as other relevant drug testing supplies, such as breathalyzers.

### SUMMARY

The Lynchburg Adult Recovery Court is a court docket within the existing Circuit Court that is designed to enhance public safety by providing an integrated system of treatment and judicial supervision that results in a reduction of substance use/dependency and recidivism. The Lynchburg Recovery Court (formerly Drug Court) began in March 2017 as a result of a grant from the Supreme Court of Virginia.

### PRIOR ACTION(S)

### FISCAL IMPACT

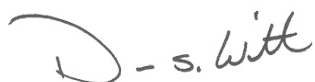
### CONTACT(S)

Taylor Jones, Adult Recovery Court Program Director

### ATTACHMENT(S)

None

### REVIEWED BY



Date: August 21, 2025

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Donna Witt, Chief Financial Officer



## AGENDA ITEM SUMMARY

### MEETING DATE

August 26, 2025

### PRESENTED BY

Donna Witt, Chief Financial Officer

### AGENDA ITEM # III.5

FY 2026 General Fund Reserve for Contingencies Update

### RECOMMENDATION

Receive an update on the FY 2026 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 are recommended by the Finance Committee with final approval by City Council.

The FY 2026 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)

June 30, 2025: City Council, Adoption of the FY 2026 Operating Budget

### FISCAL IMPACT

As noted in Attachment A.

### CONTACT(S)

Donna Witt, Chief Financial Officer

### ATTACHMENT(S)

1. General Fund Reserve for Contingencies FY 2026 - Finance Committee August 2025

### REVIEWED BY

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

Date: August 20, 2025

FY 2026 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
<b>BEGINNING BALANCE, JULY 1, 2025</b>	\$116,160	\$50,000
Carryforward to FY 2026 Reserve for Contingencies - FY 2026 Adopted Budget	1,033,840	0
<b>BALANCE</b>	<b><u>\$1,150,000</u></b>	<b><u>\$50,000</u></b>
<b>APPROPRIATIONS (Second Reading)</b>		
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>REMAINING BALANCE</b>	<b><u>\$1,150,000</u></b>	<b><u>\$50,000</u></b>
<b>ITEMS INTRODUCED</b>		
<b>TOTAL INTRODUCED ITEMS</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>REMAINING BALANCE</b>	<b><u>\$1,150,000</u></b>	<b><u>\$50,000</u></b>
<b>PENDING ITEMS</b>		
<b>TOTAL PENDING ITEMS</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>ENDING BALANCE, JUNE 30, 2026</b>	<b><u>\$1,150,000</u></b>	<b><u>\$50,000</u></b>



## AGENDA ITEM SUMMARY

### MEETING DATE

August 26, 2025

### PRESENTED BY

Donna Witt, Chief Financial Officer

### AGENDA ITEM # III.6

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 June 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 - Finance Committee Meeting - August 26, 2025

### REVIEWED BY

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

Date: August 20, 2025

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

	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Actual FY 2024</b>	<b>Adopted FY 2025</b>	<b>Actual FY 2025</b>	<b>Actual FY 2025 to Adopted FY 2025</b>	<b>Actual FY 2025 to Actual FY 2024</b>
<b>SALES &amp; USE TAX</b>							
<b>ADOPTED FY 2025 BUDGET - \$22,000,000</b>							
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
MAY	1,715,663	1,772,662	1,805,800	1,807,500	1,886,197	78,697	\$80,397
JUNE	1,716,972	2,141,459	1,793,360	1,795,048	1,970,603	175,555	\$177,243
<b>TOTAL</b>	<b>\$20,748,801</b>	<b>\$22,074,939</b>	<b>\$21,979,312</b>	<b>\$22,000,000</b>	<b>\$22,604,861</b>	<b>\$604,861</b>	<b>\$625,549</b>

**CONSUMER UTILITY TAX - ELECTRIC**  
**ADOPTED FY 2025 BUDGET - \$3,500,000**

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)
MAY	269,733	260,469	248,564	247,094	261,249	14,155	\$12,685
JUNE	292,120	263,866	292,763	291,032	309,747	18,715	\$16,984
<b>TOTAL</b>	<b>\$3,692,155</b>	<b>\$3,567,085</b>	<b>\$3,520,817</b>	<b>\$3,500,000</b>	<b>\$3,618,698</b>	<b>\$118,698</b>	<b>\$97,881</b>

	Actual Collected FY 2022 <sup>2</sup>	Actual Collected FY 2023 <sup>2</sup>	Actual Collected FY 2024 <sup>2</sup>	Adopted FY 2025	Actual Assessed FY 2025	Actual Assessed FY 2025 to Adopted FY 2025	Actual Collected FY 2025 <sup>2</sup>	Actual Collected FY 2025 to Adopted FY 2025	Actual Collected FY 2025 to Collected FY 2024
<b>MEALS TAX</b>									
<b>ADOPTED FY 2025 BUDGET - \$21,500,000</b>									
JULY <sup>1</sup>	\$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
MAY <sup>1</sup>	1,664,649	1,824,046	1,913,971	1,942,223	1,954,439	12,216	1,897,476	(44,747)	(16,495)
JUNE <sup>1</sup>	1,461,572	1,597,175	1,590,164	1,685,744	1,690,735	4,991	1,697,284	11,540	107,120
<b>TOTAL</b>	<b>\$18,006,859</b>	<b>\$19,765,913</b>	<b>\$20,250,196</b>	<b>\$21,500,000</b>	<b>\$21,008,999</b>	<b>(\$491,001)</b>	<b>\$20,677,446</b>	<b>(\$822,554)</b>	<b>\$427,250</b>
<b>LODGING TAX</b>									
<b>ADOPTED FY 2025 BUDGET - \$4,300,000</b>									
JULY <sup>1</sup>	\$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)
MAY <sup>1</sup>	370,919	392,047	424,763	472,465	446,519	(25,946)	405,401	(67,064)	(19,362)
JUNE <sup>1</sup>	255,990	322,553	297,494	331,662	336,514	4,852	397,556	65,894	100,062
<b>TOTAL</b>	<b>\$3,096,832</b>	<b>\$3,673,580</b>	<b>\$3,836,195</b>	<b>\$4,300,000</b>	<b>\$3,836,774</b>	<b>(\$463,226)</b>	<b>\$3,869,554</b>	<b>(\$430,446)</b>	<b>\$33,359</b>
<b>AMUSEMENT TAX</b>									
<b>ADOPTED FY 2025 BUDGET - \$950,000</b>									
JULY <sup>1</sup>	\$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
MAY <sup>1</sup>	70,409	72,184	48,644	58,965	77,545	18,580	75,062	16,097	26,418
JUNE <sup>1</sup>	71,626	64,335	66,550	72,887	73,154	267	78,239	5,352	11,689
<b>TOTAL</b>	<b>\$756,599</b>	<b>\$854,490</b>	<b>\$869,359</b>	<b>\$950,000</b>	<b>\$970,417</b>	<b>\$20,417</b>	<b>\$967,540</b>	<b>\$17,540</b>	<b>\$98,181</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.