THE CITY OF LYNCHBURG

FINANCE COMMITTEE
City Council Committee

Tuesday, October 24, 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.** Richland Hills Sewer Availability & Connection Fees Plan
- **II.2.** 2023 Edward Byrne Memorial Justice Assistance Grant (JAG)
- **II.3.** 2024 DMV Highway Safety Grant, Selective Enforcement – Speed
- **II.4.** 2024 DMV Highway Safety Grant, Selective Enforcement – Alcohol
- **II.5.** 2023 Police Bulletproof Vest Partnership Grant Program
- **II.6.** Review of the current Financial Management Policies related to Fund Balance

III. Quarterly Reports

- **III.7.** Quarterly Reports
  - **A)** General Fund
  - **B**) Greater Lynchburg Transit Company (GLTC)
  - **C)** Regional Airport Fund
  - **D)** Lynchburg Regional Juvenile Detention Center
  - **E)** Children's Services Act Fund
  - **F)** Water Operating Fund
  - **G)** Sewer Operating Fund
  - **H)** Stormwater Operating Fund

IV. Other Information

- **IV.8.** Approval of the Draft Finance Committee Meeting Notes from September 26, 2023
- **IV.9.** FY 2024 General Fund Reserve for Contingencies
- **IV.10.** Monthly Revenue Collections Update

V. Roll Call

VI. Next Regular Meeting

- **VI.11.** The next Finance Committee meeting is Tuesday, November 28, 2023 at 3:00 p.m.

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Tim Mitchell, Director of Water Resources

AGENDA ITEM # II.1

Richland Hills Sewer Availability & Connection Fees Plan

RECOMMENDATION

Discuss alternatives.

SUMMARY

Construction of Phase I of the Richland Hills Sewer Project is scheduled to start in approximately one year and be completed around December, 2026. This phase of the project is funded by the Department of Environmental Quality's Sewer Collection System American Rescue Plan Act funds. It is recognized that in order to connect to the new sewer system, property owners will incur significant expenses including: the City's Connection Fee ($1,330), the City's Availability Fee ($1,950), and the cost of abandoning their septic tank and extend a service line from their house to the new sewer service located at their property line. This cost could vary significantly depending on the length of their service line and whether they would need to pump to the new sewer service.

It is the goal of Water Resources to encourage as many connections as possible to the new sewer system. Staff will review options and recommendations during the meeting.

PRIOR ACTION(S)

None.

FISCAL IMPACT

Varies depending upon final decision.

CONTACT(S)

Tim Mitchell, Director of Water Resources

ATTACHMENT(S)

1. CSO 52 Update Meeting 7-11-23 v2

REVIEWED BY

Date: October 17, 2023

Tim Mitchell, Director of Water Resources

Date: October 18, 2023

Greg Patrick, Deputy City Manager

Date: October 18, 2023

Alicia Finney, Clerk of Council

SEWER FEE WAIVER DISCUSSIONS RICHLAND HILLS

October 24, 2023

Finance Committee

BACKGROUND – RICHLAND HILLS

- Phase I of Richland Hills Sewer Project scheduled to start next year and be complete December, 2026.

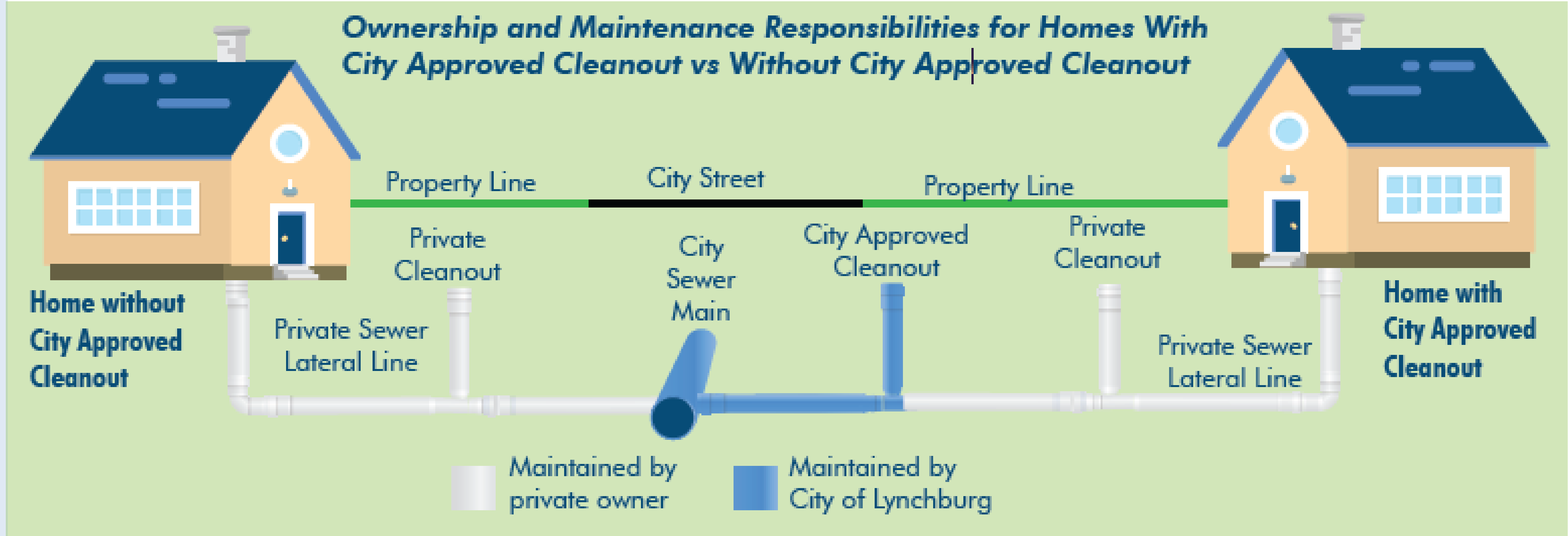
- Project funded by the Department of Environmental Quality Sewer Collection System American Rescue Plan Act funds.

- 156 houses will be served by Phase I of the project, 132 houses will be served by Phase II.

- The cost for a resident to connect to the sewer system involves both paying City fees and the cost associated with abandoning the septic tank and extending the private sewer lateral to the new sewer connection.

- Goal to encourage connecting to the new sewer system by making the process more affordable.

TYPICAL SEWER CONNECTIONS



Approximately 10,000 sewer customers do not have a City Approved Cleanout.

BACKGROUND - CUSTOMER SITUATIONS

- Connected to sewer with a City Approved Cleanout (paid full fees at some point in the past) = approximately 9,450 customers

- Connected to sewer without a City Approved Cleanout (Connection fee never paid) = approximately 10,000 customers

- Sewer is available but not connected = Customer would need to pay connection ($1,330) and availability fees ($1,950) to connect = approximately 1,300 customers

- Sewer is not available but need to connect – must wait on sewer extension or go through the petition process = approximately 2,500 customers. Currently includes Richland Hills.

- Private portion of sewer connection can be costly, typical estimates range from $5,000 to $10,000. Replacing or repairing a septic system can be even more, typical estimates range from $10,000 to $20,000 if there is land available for the repair.

ALTERNATIVES

All scenarios would be for residential properties with sewer available and for a set time period, say 2 years (July 1, 2027 – June 30, 2029). Eligible properties should commit to connecting within an established time period after applying.

- Scenario 1: Waive availability fees ($1,950)
- Scenario 2: Waive availability fees and reduce connection fees by 50% ($2,615)
- Scenario 3: Waive connection and availability fees ($3,280)

FINANCIAL INFORMATION

- Approximately 1,300 properties currently have sewer available but are not yet connected. Thousands more are connected but do not have a City approved cleanout.

- Average cost to install a new Sewer Connection = $3,215 compared to the current fee of $1,330 per connection. This is based on actual material and labor costs. Waiving this fee results in the existing sewer customers rates covering the “out-of-pocket” expenses to the Sewer Fund

- Sewer Availability Fee value = $3,500 compared to the current fee of $1,950 per connection. Unlike the connection fee, this is based on the value of the sewer system. Waiving this fee results in no additional expense.

CONSIDERATIONS

- How do we handle Richland Hills Phase 2 and other unsewered areas?
- Ordinance should be limited to only residential properties that are not yet connected to sewer but have sewer available.
- Needs to be sustainable and manageable. Costs and resources to manage and complete the work need to be considered. We could not manage even 10% of eligible properties if they chose to connect. (Outside of Richland Hills)
- How do we handle properties that need to connect in the meantime? We don't want properties with failing septic to delay connecting until connection is "free or reduced".
- Need to keep current petition process for properties that need a sewer extension.

(3) *Sewer availability.* Sanitary sewer service is considered to be available to a property when the sewer is located:

a. Anywhere on the property,
b. In a segment of public right-of-way that is immediately adjacent to the property,
c. In a public right-of-way and within 50 feet of the property, or
d. In a public easement which abuts the property on an adjoining parcel.

RECOMMENDATIONS

- Temporarily waive the Availability Fee for properties that have sewer service available per City Code for a 2 year period beginning July 1, 2027. This would result in a $1,950 savings for those that choose to connect.
- Keep the Connection Fee – helps cover our out-of-pocket expenses, maintains equity for "City approved cleanout installation", and will help keep numbers of connection requests manageable.
- Those choosing to take advantage of Availability Fee waiver must connect within the 2 year period or would have to pay full fees to connect in the future.
- Review results after the 2 year period to determine how to proceed with the next phase and future sewer projects.

Finance Committee
Agenda Item II.2.
Action

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Ryan Zuidema, Chief of Police

AGENDA ITEM # II.2

2023 Edward Byrne Memorial Justice Assistance Grant (JAG)

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate $47,138 with resources from the 2023 Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department ($37,201 total) and technology equipment for the Lynchburg Sheriff's Office ($4,926) and the Office of the Commonwealth's Attorney ($5,011).

SUMMARY

The Police Department applies annually for the Justice Assistance Grant through the Office of Justice Programs. For the 2023 Edward Byrne Memorial Justice Assistance Grant, the City was awarded $47,138. The Lynchburg Police Department will use this funding to purchase a handheld narcotics testing device ($20,651) to minimize officers' contact with and exposure to potentially dangerous substances. The Lynchburg Police Department will also purchase surveillance equipment ($16,550) to aid in criminal investigations related to the illegal distribution of narcotics and illegal weapons sales. The Lynchburg Sheriff's Office will use funds to purchase a multi-function printer/copier/scanner ($4,926) to provide improved features that current equipment does not offer. The Office of the Commonwealth's Attorney will use funds to purchase laptops and related hardware ($5,011) to aid in maintaining case information for ease in the prosecution of criminals. The total equipment cost of $47,138 is fully reimbursable by the grant. No local matching funds are required.

PRIOR ACTION(S)

October 24, 2023: Finance Committee

FISCAL IMPACT

None, no local match

CONTACT(S)

Ryan Zuidema, Chief of Police
Steffanie Romano, Financial Tech II

ATTACHMENT(S)

1. 2023 JAG RESOLUTION

REVIEWED BY

______________________________	Date:
Ryan Zuidema, Chief of Police	
______________________________	Date:
Mercedes Braun, Assistant to the City Manager	
______________________________	Date:
Wynter C. Benda, City Manager	
______________________________	Date:
Alicia Finney, Clerk of Council	

RESOLUTION:

BE IT RESOLVED that the FY 2024 City/Federal/State Aid Fund budget is amended and $47,138 is appropriated with resources from the 2023 Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department ($37,201 total) and technology equipment for the Lynchburg Sheriff's Office ($4,926) and the Office of the Commonwealth's Attorney ($5,011).

Introduced: Adopted:

Certified: ____________________________________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Ryan Zuidema, Chief of Police

AGENDA ITEM # II.3

2024 DMV Highway Safety Grant, Selective Enforcement – Speed

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate $25,800 with resources of $17,200 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,284 and $1,316 from the FY 2024 General Fund Police Department budget to facilitate speed enforcement activities.

SUMMARY

The Department of Motor Vehicles Highway Safety Program has awarded the City $17,200 for speed enforcement activities. The grant excludes reimbursement of Medicare and Social Security benefit costs associated with the allotted overtime; however, funding of $1,316 is available to transfer from the FY 2024 Police Department General Fund budget to cover this expense. The grant agreement includes an in-kind match of $7,284 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S)

October 24, 2023: Finance Committee

FISCAL IMPACT

$1,316 from the FY 2024 General Fund Police Department budget will be provided for Medicare and Social Security benefit costs.

CONTACT(S)

Ryan Zuidema, Chief of Police
Steffanie Romano, Financial Tech II

ATTACHMENT(S)

1. 2024 AIS DMV Speed Grant Resolution

REVIEWED BY

_______________________________ Date:
Ryan Zuidema, Chief of Police

Date:

Mercedes Braun, Assistant to the City Manager

Date:

Wynter C. Benda, City Manager

Date:

Alicia Finney, Clerk of Council

RESOLUTION:

BE IT RESOLVED that the FY 2024 City/Federal/State Aid Fund budget is amended and $25,800 is appropriated with resources of $17,200 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,284, and $1,316 from the FY 2024 General Fund Police Department budget to facilitate speed enforcement activities.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Ryan Zuidema, Chief of Police

AGENDA ITEM # II.4

2024 DMV Highway Safety Grant, Selective Enforcement – Alcohol

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate $26,400 with resources of $17,600 from the Department of Motor Vehicles (DMV) Highway Safety Grant, an in-kind service and equipment match of $7,454, and $1,346 from the FY 2024 General Fund Police Department budget to facilitate selective enforcement activities, equipment, and training.

SUMMARY

The DMV Highway Safety Program has awarded the City $17,600 for selective DUI activities, alcohol testing equipment, and annual DMV grant-related training. The grant excludes reimbursement of Medicare and Social Security benefit costs associated with the allotted overtime; however, funding of $1,346 is available to transfer from the FY 2024 Police Department General Fund budget to cover this expense. The grant agreement includes an in-kind match of $7,454 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S)

October 24, 2023: Finance Committee

FISCAL IMPACT

$1,346 from the FY 2024 General Fund Police Department budget will be provided for Medicare and Social Security benefit costs.

CONTACT(S)

Ryan Zuidema, Chief of Police
Steffanie Romano, Financial Tech II

ATTACHMENT(S)

1. 2024 AIS DMV Alcohol Grant Resolution

REVIEWED BY

______________________________ Date:
Ryan Zuidema, Chief of Police

Date:

Mercedes Braun, Assistant to the City Manager

Date:

Wynter C. Benda, City Manager

Date:

Alicia Finney, Clerk of Council

RESOLUTION:

BE IT RESOLVED that the FY 2024 City/Federal/State Aid Fund budget is amended and $26,400 is appropriated with resources of $17,600 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,454, and $1,346 from the FY 2024 General Fund Police Department budget to facilitate selective enforcement activities, equipment, and training.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

THE CITY OF LYNCHBURG

Finance Committee
Agenda Item II.5.
Action

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Ryan Zuidema, Chief of Police

AGENDA ITEM # II.5

2023 Police Bulletproof Vest Partnership Grant Program

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate $55,618 with resources of $27,809 from the Bulletproof Vest Partnership 2023 Grant Program and $27,809 transferred from the FY 2024 General Fund Police Department ($23,184) and Sheriff's Office ($4,625) budgets to purchase 56 replacement ballistic vests for law enforcement officers.

SUMMARY

The Police Department applies annually for the Bulletproof Vest Partnership through the Office of Justice Programs. For the 2023 Police Bulletproof Vest Partnership, the City was awarded funding that covers the cost of replacement ballistic vests for both the Lynchburg Police Department and the Lynchburg Sheriff's Office. The vests provide protection to officers in the line of duty and the life of the vest is five years from the manufacturing date. The total replacement cost for 56 vests is $55,618. The grant requires a 50% local match; these funds are available in the FY 2024 General Fund Police ($23,184) and Sheriff's Office ($4,625) operating budgets.

PRIOR ACTION(S)

October 24th, 2023: Finance Committee, Considered Request to Appropriate Funds

FISCAL IMPACT

The required local match of $27,809 is budgeted in the FY 2024 General Fund Police and Sheriff's Office operating budgets; no additional funds are required.

CONTACT(S)

Ryan Zuidema, Chief of Police
Jessica Hughes, Financial Tech III

ATTACHMENT(S)

1. 2023 BPV Grant -Resolution

REVIEWED BY

Date:

Ryan Zuidema, Chief of Police

Date:

Mercedes Braun, Assistant to the City Manager

Date:

Wynter C. Benda, City Manager

Date:

Alicia Finney, Clerk of Council

RESOLUTION:

BE IT RESOLVED that the FY 2024 City/Federal/State Aid Fund budget is amended and $55,618 is appropriated with resources of $27,809 from the Bulletproof Vest Partnership 2023 Grant Program and $27,809 transferred from the FY 2024 General Fund Police Department ($23,184) and Sheriff's Office ($4,625) budgets to purchase 56 replacement bulletproof vests for law enforcement officers.

Introduced: Adopted:

Certified: ________________________________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Donna Witt, Chief Financial Officer

AGENDA ITEM # II.6

Review of the current Financial Management Policies related to Fund Balance

RECOMMENDATION

For discussion as requested by Vice Mayor Faraldi

SUMMARY

PRIOR ACTION(S)

FISCAL IMPACT

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Financial Management Policies - Policy 1 Fund Balance 10182023

REVIEWED BY

______________________________ Date:

Donna Witt, Chief Financial Officer

The City intends to adhere to these policies. If there is any anticipated or unplanned variance from these policies, staff will advise City Council and establish a plan for recovery within three years.

Policy I - Fund Balance (Reaffirmed January 24, 2023)

General Fund

Unassigned Fund Balance

- The City of Lynchburg's Unassigned General Fund Balance will be maintained at a level to provide the City with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.
- The City shall not use the Unassigned General Fund Balance to finance recurring operating expenditures.
- The City will maintain an Unassigned General Fund Balance (UGFB) equal to a minimum of 10% of General Fund revenues with a goal of 15% as the City strives to grow incrementally each year subject to revenues available. In the event the UGFB is used to provide for temporary funding of unforeseen emergency needs, the City shall restore the Unassigned General Fund Balance to the previous level within three years.
- The City will balance moving towards the 15% targeted fund balance with its annual "Pay as you go" capital improvement requirements.

Committed Fund Balance

- Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of City Council. These committed fund balance amounts cannot be used for any other purpose unless City Council removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed to previously commit those amounts. Committed fund balance also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned Fund Balance

- Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity (which includes the issuance of a purchase order), or by the City Manager or designee, in accordance with Council adopted fund balance policy.

Restricted Fund Balance

- Restricted fund balance includes amounts that have constraints placed on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Non-Spendable Fund Balance

- Non-spendable Fund Balance includes amounts that cannot be spent because they are either not in spendable form such as inventories and prepaids or they are legally or contractually required to be maintained intact.

Policy on the order of spending resources

- The City considers restricted fund balance to be spent when an expenditure is incurred for purposes for which restricted and unrestricted fund balance are available unless prohibited by legal documents or contracts. When an expenditure is incurred for purposes for which committed, assigned or unassigned amounts are available, the City considers committed fund balance to be spent first, then assigned fund balance, and lastly unassigned fund balance.

Enterprise Funds

Water Fund

- Minimum ending fund balance shall not be less than 25% of total fund appropriations with a target balance of 40% of total fund appropriations. In the event the ending fund balance falls below the minimum of 25% of total fund appropriations, the City shall restore the fund balance to the minimum of 25% within three years. Funds in excess of the annual requirements may be considered for "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or funding of necessary reserves. Total appropriations include operating expenses, debt service and transfers.

- A rate review will be conducted at least every two years.

Sewer Fund

- In accordance with the Virginia Department of Environmental Quality Special Order, the City shall annually adjust sewer system reserve funds to no more than 40% of the subsequent fiscal years' budgeted operating expenses and debt service.
- Minimum ending fund balance shall not be less than 25% of total fund appropriations. In the event the ending fund balance falls below the minimum of 25% of total fund appropriations, the City shall restore the fund balance to the minimum of 25% within three years. Total appropriations include operating expenses, debt service and transfers.
- Ending fund balance in excess of 40% will be reallocated to "pay-as-you-go" capital outlay expenditures.
- A rate review will be conducted at least every two years.

Stormwater Fund

- Minimum ending fund balance shall not be less than 15% of total fund appropriations with a target balance of 20% of total fund appropriations. In the event the ending fund balance falls below the minimum of 15% of total fund appropriations, the City shall restore the fund balance to the minimum of 15% within three years. Total appropriations include operating expenses, debt service and transfers.
- Funds in excess of the annual requirements may be considered for "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or funding of necessary reserves.
- A rate review will be conducted at least every two years.

Finance Committee
Agenda Item III.7.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	

AGENDA ITEM # III.7

Quarterly Reports

RECOMMENDATION

Review highlights of the attached quarterly financial reports for the quarter ending June 30, 2023:

FUND	Presenter:
A) General Fund	Donna Witt, Chief Financial Officer
B) Greater Lynchburg Transit Company (GLTC)	Josh Moore, GLTC General Manager
C) Regional Airport Fund	Andrew LaGala, Airport Director
D) Lynchburg Regional Juvenile Detention Center	Preston Sellers, Director of Human Services
E) Children's Services Act Fund (CSA)	Preston Sellers, Director of Human Services
F) Water Operating Fund	Tim Mitchell, Director of Water Resources
G) Sewer Operating Fund	Tim Mitchell, Director of Water Resources
H) Stormwater Operating Fund	Tim Mitchell, Director of Water Resources

SUMMARY

In compliance with the Finance Committee guidelines, quarterly financial reports are provided for General, Water, Sewer, Stormwater, Airport, Lynchburg Regional Juvenile Detention Center, Children’s Services Act (CSA) Funds, and Greater Lynchburg Transit Company (GLTC).

PRIOR ACTION(S)

None

FISCAL IMPACT

None

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. General Fund - Fund Balance 10192023
2. Fourth Quarter Reports ending June 30 2023

REVIEWED BY

FY 2023 Analysis of Unassigned General Fund Balance (UGFB) *as of October 10, 2023 (not final audited numbers)*

FY 2022 Actual Ending UGFB		$66,394,917
FY 2023 Adopted Use of UGFB		($16,590,426)
FY 2023 Appropriated Use of UGFB - 3rd Quarter		($8,155)
FY 2023 Appropriated Use of UGFB - 4th Quarter		($211,079)
FY 2023 Assigned UGFB - Police Building FFE		($832,057)
FY 2023 Assigned UGFB - Potential Contribution to Horizon Behavioral Health		($2,153,628)
FY 2023 Additional Revenue above Adopted *		$19,156,384
FY 2023 Expenditure Savings above Adopted **		$3,808,437
FY 2023 Year End Audit Entries for pre-paids and GASB 87		($1,472,144)
FY 2023 Actual Ending UGFB		$68,092,249

* FY 2023 Additional Revenue above Adopted		
Current Real Property Tax	*City Council made changes for FY 2024*	717,571
Delinquent Real Property Tax		303,318
Current PSC Tax		123,637
Current Personal Property - Local portion	*City Council reduced the assessment % for 2023 taxes*	2,297,628
Delinquent Personal Property Tax		840,711
Penalty-Delinquent Tax		219,508
Interest-Delinquent Tax		90,101
Sales and Use Tax		2,074,939
Communications Sales & Use Tax		254,000
Business License Tax	*City Council made changes for FY 2024*	1,751,119
Bank Stock Tax		200,835
Recordation Tax		239,214
Tobacco Tax		(101,178)
Amusement Tax		134,490
Lodging Tax		673,580
Meals Tax		2,065,913
Inspection Permit Fee - Building		183,552
Interest on Investments		3,706,898
Ambulance Service Fees		741,019
Delinq Ambulance > 120 Days		152,795
Other Miscellaneous Revenue		160,452
Lynchburg Youth Group Home Charges		414,275
Federal and State		1,912,007
		$19,156,384

** FY 2023 Expenditure Savings above Adopted	
Departmental Savings including vacancies	$2,768,583
Reserve for Contingencies	1,039,854
	$3,808,437

FY 2024 Estimated Unassigned General Fund Balance (UGFB)

FY 2023 Actual Ending UGFB	$68,092,249
FY 2024 Adopted Use of UGFB	($23,158,654)
FY 2024 Appropriated Use of UGFB - 1st Quarter	($941,609)
FY 2024 Appropriated Use of UGFB - 12th Street Stabilization	($2,455,000)
FY 2024 Estimated Ending UGFB	$41,536,986
Financial Policy - 11.8% of FY 2025 Estimated Revenues	($26,478,076)
Estimated Remaining for One-Time Expenditures	***$15,058,910***

Fiscal Year	Fiscal Calendar 2023
Fiscal Quarter of Year	All
Fiscal Month of Year	All
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6.30.23	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6.30.22
100 Taxes							
02110.0100 - Current Real Property Tax	67,547,945	-	67,547,945	68,371,086	(823,141)	101.2%	67,142,754
02110.0105 - Tax Relief For Elderly	(610,000)	-	(610,000)	(588,895)	(21,105)	96.5%	(556,769)
02110.0110 - Tax Relief-Rehabilitation Real Property	(1,452,715)	-	(1,452,715)	(1,579,390)	126,675	108.7%	(1,395,879)
02110.0200 - Delinquent Real Property Tax	700,000	-	700,000	1,003,318	(303,318)	143.3%	1,111,823
02110.0900 - Real Estate Tax- Economic Development Incentive	(35,821)	-	(35,821)	(35,821)	0	100.0%	(33,460)
02120.0100 - Current PSC Tax	2,652,682	-	2,652,682	2,776,319	(123,637)	104.7%	2,652,828
02130.0101 - Current Personal Property Tax PCI	20,612,500	-	20,612,500	22,910,128	(2,297,628)	111.1%	21,728,128
02130.0201 - Delinquent Personal Property Tax PCI	1,300,000	-	1,300,000	2,140,711	(840,711)	164.7%	1,744,921
02130.0205 - Recovery-C/O Personal Property Tax	-	-	-	-	-	0.0%	2,943
02130.0900 - Personal Property Tax- Economic Development Incentive	(20,917)	-	(20,917)	(31,184)	10,267	149.1%	(19,917)
02170.0100 - Penalty-PSC Tax	-	-	-	6,855	(6,855)	0.0%	3,747
02170.0105 - Penalty-Delinquent Tax	700,000	-	700,000	919,508	(219,508)	131.4%	748,747
02170.0200 - Interest-PSC Tax	-	-	-	172	(172)	0.0%	342
02170.0205 - Interest-Delinquent Tax	300,000	-	300,000	390,101	(90,101)	130.0%	308,918
02510.0000 - Local Sales And Use Tax	20,000,000	-	20,000,000	22,074,939	(2,074,939)	110.4%	20,747,211
02510.0900 - Local Sales & Use Tax- Economic Development Incentive	(87,592)	-	(87,592)	(117,975)	30,383	134.7%	(61,957)
02515.0100 - Consumer Utility Tax-Electric	3,500,000	-	3,500,000	3,567,085	(67,085)	101.9%	3,692,155
02515.0105 - Consumer Utility Tax-Gas	647,354	-	647,354	602,003	45,351	93.0%	613,488
02515.0120 - Right of Way Fees	225,000	-	225,000	283,899	(58,899)	126.2%	427,875
02515.0900 - Pen & Int - Consumer Utility Tax, None	-	-	-	2	(2)	0.0%	3
02517.0000 - Communication Sales & Use Tax	2,100,000	-	2,100,000	2,354,000	(254,000)	112.1%	2,424,362
02520.0000 - Business License Tax	9,016,000	-	9,016,000	10,767,119	(1,751,119)	119.4%	9,733,730
02520.0010 - Consumption Tax-Electric	320,779	-	320,779	295,625	25,154	92.2%	307,877
02520.0015 - Consumption Tax-Gas	30,819	-	30,819	28,975	1,844	94.0%	26,698
02520.0030 - Pen & Int-Business License	96,072	-	96,072	173,500	(77,428)	180.6%	115,944
02520.0900 - Business License Tax- Economic Development Incentive	(26,726)	-	(26,726)	(33,404)	6,678	125.0%	(19,054)
02530.0001 - Motor Vehicle Licenses PCI	1,550,000	-	1,550,000	1,576,554	(26,554)	101.7%	1,595,288
02530.0201 - Delinquent Motor Vehicle License	190,000	-	190,000	215,230	(25,230)	113.3%	197,647
02535.0000 - Bank Stock Tax	750,000	-	750,000	950,835	(200,835)	126.8%	955,810
02540.0100 - Recordation Tax-City	675,000	-	675,000	914,214	(239,214)	135.4%	1,158,791
02540.0200 - Probate Tax	21,027	-	21,027	25,000	(3,973)	118.9%	19,098
02545.0000 - Tobacco Tax	800,000	-	800,000	698,822	101,178	87.4%	796,786
02550.0000 - Amusement Tax	720,000	-	720,000	854,490	(134,490)	118.7%	756,599
02550.0005 - Pen & Int - Amusement Tax	-	-	-	5,673	(5,673)	0.0%	481
02555.0000 - Lodging Tax	3,000,000	-	3,000,000	3,673,580	(673,580)	122.5%	3,096,832
02555.0005 - Pen & Int - Lodging Tax	-	-	-	2,093	(2,093)	0.0%	12,972
02555.0900 - Lodging Tax- Economic Development Incentive	(314,148)	-	(314,148)	(398,618)	84,470	126.9%	(240,469)
02560.0000 - Meals Tax	17,700,000	-	17,700,000	19,765,913	(2,065,913)	111.7%	18,006,859
02560.0005 - Pen & Int - Meals Tax	49,793	-	49,793	88,572	(38,779)	177.9%	78,221
02560.0900 - Meals Tax- Economic Development Incentive	(260,765)	-	(260,765)	(345,420)	84,655	132.5%	(169,995)
100 Taxes Total	**152,396,287**	**-**	**152,396,287**	**164,305,615**	**(11,909,328)**	**107.8%**	**157,712,379**
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	7,000	-	7,000	5,455	1,545	77.9%	8,554
03010.0200 - Permit Parking Fees	200,000	-	200,000	221,565	(21,565)	110.8%	172,902
03010.0205 - Permit Parking Fees- Lease Agreement, None	90,000	-	90,000	44,091	45,909	49.0%	76,808
03010.0400 - Land Disturbing Fees	20,000	-	20,000	24,239	(4,239)	121.2%	27,688
03010.0600 - Transfer Fees	2,000	-	2,000	2,382	(382)	119.1%	2,741
03010.0700 - Zoning Appeal Fees-Inspc	1,000	-	1,000	550	450	55.0%	875
03010.0702 - Zoning Certification Letter	3,500	-	3,500	2,900	600	82.9%	5,100
03010.0705 - Legal Notice Advertising	10,000	-	10,000	11,685	(1,685)	116.8%	6,709
03010.0710 - Site Plan Reviews	15,000	-	15,000	20,881	(5,881)	139.2%	16,722
03010.0715 - Conditional Use Permits	4,000	-	4,000	3,726	274	93.1%	3,231
03010.0720 - Re-zoning Fees	8,700	-	8,700	13,112	(4,412)	150.7%	5,726
03010.0800 - Subdivision Plat Review	10,000	-	10,000	12,448	(2,448)	124.5%	10,365
03010.0900 - Building Insp Permit Fee	500,000	-	500,000	683,552	(183,552)	136.7%	624,297
03010.0901 - Elevator Inspect Admin Fee	21,000	-	21,000	17,507	3,493	83.4%	18,817
03010.0902 - Elevator Inspect Admin Fee Pen & Int	-	-	-	338	(338)	0.0%	735
03010.0920 - Sign Inspect Permit Fee	6,000	-	6,000	4,750	1,250	79.2%	5,125
03010.0925 - Demolition Fees	5,000	-	5,000	7,895	(2,895)	157.9%	3,821
03010.0927 - Building Plan Review	44,000	-	44,000	54,418	(10,418)	123.7%	55,922
03010.0928 - Vacant Building Registration Fee	30,000	-	30,000	39,403	(9,403)	131.3%	26,080
03010.0929 - Pen & Int-Vacant Building Registration Fee	-	-	-	3,598	(3,598)	0.0%	1,501
03010.0930 - Certificate of Occupancy for Existing Building	-	-	-	2,175	(2,175)	0.0%	4,800
03010.0931 - Temporary Certificate of Occupancy, None	-	-	-	10,650	(10,650)	0.0%	13,200
03010.0932 - Working Without a Building Permit	-	-	-	-	-	0.0%	1,400
03010.0933 - Short Term Rental Fee, None	5,000	-	5,000	14,850	(9,850)	297.0%	26,064
03010.0934 - Vacant Property Registration- Civil Penalties, None	20,000	-	20,000	41,297	(21,297)	206.5%	11,610
03010.0935 - Short Term Rental Program- Civil Penalty, None	-	-	-	5,455	(5,455)	0.0%	45
03010.0936 - Non-Compliance Penalty, None	-	-	-	6,000	(6,000)	0.0%	-
03010.1000 - False Alarm Service Assessment	110,000	-	110,000	57,979	52,021	52.7%	91,809
03010.1005 - False Alarm Permit Fee, None	-	-	-	31,765	(31,765)	0.0%	-
03010.1100 - Concealed Weapon Permit	30,000	-	30,000	20,815	9,186	69.4%	27,731
03010.2005 - Taxicab Application Fees	3,000	-	3,000	2,000	1,000	66.7%	1,400
03010.2010 - Precious Metal Premits	1,600	-	1,600	600	1,000	37.5%	400
03010.2011 - Rental Reinspect/FollowUp	-	-	-	1,450	(1,450)	0.0%	300
03010.2012 - Rental Intial Inspection	-	-	-	2,500	(2,500)	0.0%	1,550
03010.2013 - Annual/Periodic Inspect Fee	22,000	-	22,000	1,650	20,350	7.5%	1,850
03010.2014 - Rental Intial Inspect-No Show	-	-	-	2,200	(2,200)	0.0%	150
03010.2015 - Rental Inspect- Pre Court	-	-	-	300	(300)	0.0%	50
03010.2016 - Rental Inspect-Annual No Show	-	-	-	200	(200)	0.0%	100
03010.2020 - Mobile Vendor License Fee	-	-	-	1,260	(1,260)	0.0%	840
03010.2027 - Right of Way Permit Fees, None	-	-	-	-	-	0.0%	-
03010.2028 - Dumpster Permit Fee , None	-	-	-	150	(150)	0.0%	360
03010.2029 - Dumpster Permit Fee- 30 Day Extension, None	-	-	-	-	-	0.0%	200
03010.2034 - Road, Water, Sewer (RWS) Site Plan Review- Major , None	-	-	-	-	-	0.0%	250
03010.2035 - Road, Water, Sewer (RWS) Site Plan Review- Minor , None	-	-	-	-	-	0.0%	150
03010.2050 - Misc Permit Fee & License	-	-	-	8,722	(8,722)	0.0%	8,252
110 Permits, Fees, & Licenses Total	**1,168,800**	**-**	**1,168,800**	**1,386,510**	**(217,710)**	**118.6%**	**1,266,228**
120 Fines & Forfeitures							

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6.30.23	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6.30.22
03510.0100 - Court Fines And Forfeitures, None	187,500	-	187,500	171,542	15,958	91.5%	182,029
03510.0105 - Criminal Court Fees	2,500	-	2,500	3,007	(507)	120.3%	2,826
03510.0200 - Parking Fines	60,000	-	60,000	126,701	(66,701)	211.2%	78,674
120 Fines & Forfeitures Total	**250,000**	**-**	**250,000**	**301,250**	**(51,250)**	**120.5%**	**263,529**
130 Use of Money & Property							
04010.0100 - Interest on Investment	-	-	-	1,840,143	(1,840,143)	0.0%	288,676
04010.0101 - Interest-City Capital	-	-	-	849,019	(849,019)	0.0%	97,789
04010.0123 - Interest-Health Ins Resrv	-	-	-	85,673	(85,673)	0.0%	12,654
04010.0124 - Interest-OPEB	-	-	-	26,250	(26,250)	0.0%	5,339
04010.0131 - Interest Income- ARPA Funds Invested at LGIP, None	-	-	-	703,545	(703,545)	0.0%	45,778
04010.0132 - Interest Income - Nonjudicial Excess Funds, None	-	-	-	142	(142)	0.0%	-
04010.0156 - Interst-MktValueGain/Loss	-	-	-	166,694	(166,694)	0.0%	(918,454)
04010.0157 - Interest-SNAP Income	-	-	-	7,997	(7,997)	0.0%	15,545
04010.0200 - Lease Interest Income, None	-	-	-	27,435	(27,435)	0.0%	24,528
04020.0105 - Gen Govt Property Rental	75,000	-	75,000	136,763	(61,763)	182.4%	96,268
04020.0115 - Public Safety Prop Rent	36,250	-	36,250	33,014	3,236	91.1%	33,014
04020.0125 - Human Services Prop Rent	100,000	-	100,000	98,287	1,713	98.3%	98,287
04020.0135 - Downtown Parking Deck Lease, None	41,400	-	41,400	6,900	34,500	16.7%	82,800
04020.0200 - Culture & Rec. Prop Rent	15,070	-	15,070	15,070	-	100.0%	15,070
04020.0201 - Prop Rental-Stadium	16,000	-	16,000	237,181	(221,181)	1482.4%	231,302
04020.0202 - Prop Rental-Market/Park.	100,000	-	100,000	110,822	(10,822)	110.8%	114,447
04020.0205 - Market Rent- Pen & Int	1,500	-	1,500	1,557	(57)	103.8%	1,562
04020.0207 - Rental of Museum Facilities, None	500	-	500	72	428	14.4%	-
130 Use of Money & Property Total	**385,720**	**-**	**385,720**	**4,346,564**	**(3,960,844)**	**1126.9%**	**244,605**
140 Charges for Services							
04510.0900 - Collection & Tax Lien Fees	35,000	-	35,000	75,689	(40,689)	216.3%	41,368
04510.0901 - DMV Admin Fee	278,000	-	278,000	370,491	(92,491)	133.3%	333,902
04510.0915 - Processng Fee - Payroll deduction	4,500	-	4,500	5,425	(925)	120.6%	4,315
04510.0916 - Indirect Cost&Svc DetHome	272,270	-	272,270	272,270	-	100.0%	274,936
04510.0918 - Indirect Cost&Srvc Water	1,130,803	-	1,130,803	1,130,803	-	100.0%	1,037,093
04510.0919 - Indirect Cost&Srvc Sewer	278,673	-	278,673	278,673	-	100.0%	270,088
04510.0920 - Indirect Cost&Srvc WWTP	595,108	-	595,108	595,108	-	100.0%	585,557
04510.0921 - Indirect Cost&Srvc Airprt	184,104	-	184,104	184,104	-	100.0%	181,077
04510.0922 - Indirect Cost&Svc Strmwtr	304,138	-	304,138	304,138	-	100.0%	321,580
04515.0101 - Document Reprod Costs	7,000	-	7,000	6,321	679	90.3%	7,292
04515.0200 - Court Room Sheriff Fee, None	63,000	-	63,000	87,244	(24,244)	138.5%	62,742
04515.0300 - Fees For Court Officers	7,000	-	7,000	7,244	(244)	103.5%	7,244
04515.0301 - Legal Service Charges	40,000	-	40,000	40,000	-	100.0%	40,000
04515.0303 - Probation Supervisor Fee	10,000	-	10,000	12,445	(2,445)	124.4%	8,228
04515.0304 - Jail Fee, None	2,000	-	2,000	2,862	(862)	143.1%	2,381
04515.0305 - E-Summons Fee, None	12,000	-	12,000	20,006	(8,006)	166.7%	14,226
04515.0400 - Commonwealth Atty.Fees	5,000	-	5,000	6,312	(1,312)	126.2%	6,276
04515.0401 - CA Coll Fees- Gen Dist Ct	55,000	-	55,000	23,406	31,594	42.6%	19,109
04515.0402 - CA Coll Fees- J&D Court	10,050	-	10,050	4,539	5,512	45.2%	4,688
04515.0403 - CA Coll Fees- Circuit Crt	62,600	-	62,600	54,124	8,476	86.5%	54,506
04515.0404 - CA Coll Fees- FOIA Requests, None	2,000	-	2,000	-	2,000	0.0%	2,399
04520.0300 - Fire Prevention Fees	2,000	-	2,000	3,850	(1,850)	192.5%	3,350
04520.0301 - Ambulance Service Fees	3,000,000	-	3,000,000	3,741,019	(741,019)	124.7%	3,173,122
04520.0304 - Delinq Ambulance>120 Days	175,000	-	175,000	327,795	(152,795)	187.3%	249,459
04520.0305 - LFD Off Duty, None	-	-	-	100,313	(100,313)	0.0%	678
04520.0306 - LFD Off Duty - Penalty and Interest, None	-	-	-	5,618	(5,618)	0.0%	-
04520.0307 - Lynchburg Fire Dept Charges, None	-	-	-	1,038	(1,038)	0.0%	1,109
04520.0308 - Lynchburg Fire Dept Charges- Pen and Int, None	-	-	-	25	(25)	0.0%	-
04520.0901 - PIER Contract Payments	26,500	-	26,500	26,500	-	100.0%	26,500
04520.0903 - Police-Schools Resource Officer (SRO) Prog	140,000	-	140,000	166,357	(26,357)	118.8%	165,188
04520.0904 - Local Reimb-COL Confined Space	50,000	-	50,000	50,000	-	100.0%	50,000
04520.0905 - Police Report Sales	2,200	-	2,200	2,958	(758)	134.5%	2,415
04520.0906 - Range Use Fee	13,800	-	13,800	13,600	200	98.6%	14,400
04520.0908 - DUI Fees, None	-	-	-	4,016	(4,016)	0.0%	3,390
04520.0909 - LPD Off Duty	1,100,000	-	1,100,000	939,729	160,271	85.4%	924,497
04525.0106 - Downtown Parking Fees	30,000	-	30,000	46,481	(16,481)	154.9%	34,744
04525.0107 - PW Admin Stormwater Charges	119,527	-	119,527	189,643	(70,116)	158.7%	125,535
04525.0108 - PW Eng Stormwater Charges	11,957	-	11,957	22,626	(10,669)	189.2%	11,975
04525.0109 - PW Streets Stormwater Charges	150,090	-	150,090	210,365	(60,275)	140.2%	160,953
04525.0206 - Residential Disposal-Decals	-	-	-	-	-	0.0%	-
04525.0218 - Trash Bag Srvc-Waste Zero	65,000	-	65,000	111,904	(46,904)	172.2%	165,408
04525.0219 - Landlord Set Out Program , None	3,000	-	3,000	12,843	(9,843)	428.1%	11,522
04525.0220 - Refuse Disposal Fee, None	2,340,000	-	2,340,000	2,400,841	(60,841)	102.6%	2,397,288
04525.0221 - Penalty- Refuse Disposal Fee, None	-	-	-	21,908	(21,908)	0.0%	21,496
04525.0300 - Bldg Maint Charge-Other	-	-	-	10,142	(10,142)	0.0%	17,228
04530.0409 - Human Services Court Order Fees	-	-	-	2,823	(2,823)	0.0%	576
04530.0410 - Lynchburg Youth Group Home Charges	450,000	-	450,000	864,275	(414,275)	192.1%	550,525
04530.0413 - Local Reimb- Other Localities, None	-	-	-	-	-	0.0%	401
04535.0100 - Swimming Pool Fees	30,000	-	30,000	25,796	4,204	86.0%	32,849
04535.0150 - Recreation Program Fees	450,000	-	450,000	551,840	(101,840)	122.6%	524,502
04535.0151 - Recreation Program- Scholarship Fees , None	5,300	-	5,300	489	4,811	9.2%	6,206
04535.0200 - Point of Honor Admission Fees	2,500	-	2,500	-	2,500	0.0%	136
04535.0300 - Library Fines & Fees	15,000	-	15,000	29,616	(14,616)	197.4%	28,148
04535.0301 - Law Library Fees	30,000	-	30,000	28,561	1,439	95.2%	22,147
04535.0303 - Lost/Damaged Library Prop	2,500	-	2,500	5,115	(2,615)	204.6%	3,424
04535.0304 - Delinq Library Fines & Fees	2,000	-	2,000	10	1,990	0.5%	1,514
04535.0305 - Delinq Library Lost/Damaged	5,000	-	5,000	4,550	450	91.0%	4,888
04535.0306 - Delinq Library Pen & Int	2,000	-	2,000	2,612	(612)	130.6%	3,248
04540.0103 - Charges For Demolition	-	-	-	-	-	0.0%	250
04540.0105 - Comm Develop Stormwater Charges	582,931	-	582,931	582,931	-	100.0%	580,501
04599.0002 - Secure Vacant Stru Reimb	-	-	-	1,215	(1,215)	0.0%	120
04599.0004 - Neighborhood Services, None	21,000	-	21,000	27,073	(6,073)	128.9%	19,700
04599.0009 - Penalty and Interest- Neighborhood Services Receivables, None	-	-	-	1,509	(1,509)	0.0%	449
140 Charges for Services Total	**12,185,551**	**-**	**12,185,551**	**14,019,187**	**(1,833,636)**	**115.0%**	**12,618,849**
150 Miscellaneous Revenue							
05030.0105 - Suspense Revenue/Exp Ref	-	-	-	-	-	0.0%	-
05050.0105 - Pmt In Lieu Tax-WestCntbr	53,799	-	53,799	54,438	(639)	101.2%	54,438
05050.0110 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	39,245	(14,245)	157.0%	22,641
05050.0228 - Recreation Program - Donations, None	-	-	-	5,624	(5,624)	0.0%	4,800
05050.0230 - Friends of Lynchburg Library	17,981	-	17,981	12,696	5,285	70.6%	16,449
05050.0232 - Digg's Trust Rec-Pt Honor	37,000	-	37,000	27,750	9,250	75.0%	37,000
05050.0400 - Sale-Salvage/Surplus Prop	-	-	-	3,795	(3,795)	0.0%	24,972

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6.30.23	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6.30.22
05050.0415 - Proceeds frm PropRoom.com	-	-	-	305	(305)	0.0%	421
05050.2001 - Cash Overage And Shortage	-	-	-	(1,908)	1,908	0.0%	(14,426)
05050.2011 - Reimb.POH Carriage House	27,000	-	27,000	24,305	2,695	90.0%	28,914
05050.2013 - Photo Reprod And Royalty	100	-	100	-	100	0.0%	900
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	-	-	0.0%	0
05050.2025 - Credit Card Rebate	95,000	-	95,000	112,910	(17,910)	118.9%	105,565
05050.2028 - WardsCrossingWestSvcFee	143,277	-	143,277	383,228	(239,951)	267.5%	143,277
05050.2034 - P&R Spec Event Sponsorship, None	15,000	-	15,000	9,850	5,150	65.7%	10,425
05050.2037 - RSA Profit Sharing	-	-	-	-	-	0.0%	70,215
05050.2046 - Visitor Ctr Merchandise	-	-	-	-	-	0.0%	125
05050.2049 - Residential Trash Violation, None	6,000	-	6,000	24,019	(18,019)	400.3%	12,597
05050.2052 - Parking Lease Agreement	-	-	-	-	-	0.0%	-
05050.2053 - Tourism Misc Revenue	-	-	-	720	(720)	0.0%	-
05050.2055 - Hillcats - Donation Youth Athletic Programs	10,000	-	10,000	10,000	-	100.0%	10,000
05050.2056 - Commission on City Vending Machine Sales	-	-	-	4,397	(4,397)	0.0%	4,078
05050.2059 - Court Restitution, None	-	-	-	11,553	(11,553)	0.0%	5,332
05050.2060 - Community Market Retail Sales, None	500	-	500	-	500	0.0%	306
05050.2065 - FOIA Requests, None	-	-	-	103	(103)	0.0%	200
05050.2066 - P&R Special Events- GF Support Revenue, None	-	-	-	30,750	(30,750)	0.0%	10,000
05050.2070 - Rehab-Renovation Program Fees, None	-	-	-	1,250	(1,250)	0.0%	-
05050.2090 - Miscellaneous Revenue	51,000	-	51,000	401,128	(350,128)	786.5%	251,697
150 Miscellaneous Revenue Total	**481,657**	**-**	**481,657**	**1,156,159**	**(674,502)**	**240.0%**	**799,924**
300 State Non-Categorical Aid							
06100.0300 - Rolling Stock Taxes	88,000	-	88,000	88,731	(731)	100.8%	88,584
06100.0400 - Mobile Home Titling Taxes	1,000	-	1,000	5,500	(4,500)	550.0%	3,213
06100.0600 - Deeds Of Conveyance	150,000	-	150,000	265,986	(115,986)	177.3%	312,124
06100.0800 - Recordation Taxes-State	-	-	-	-	-	0.0%	-
06100.0900 - Auto Rental Tax-DMV	350,000	-	350,000	520,962	(170,962)	148.8%	452,796
06100.0905 - Peer to Peer Vehicle Sharing Tax, None	-	-	-	5,068	(5,068)	0.0%	2,530
06100.1108 - Personal Prop Tax Relief	5,543,584	-	5,543,584	5,543,584	0	100.0%	5,543,584
06100.8001 - Games of Skill Tax, None	-	-	-	-	-	0.0%	42,624
300 State Non-Categorical Aid Total	**6,132,584**	**-**	**6,132,584**	**6,429,830**	**(297,246)**	**104.8%**	**6,445,454**
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	201,758	7,761	209,519	203,514	6,005	97.1%	200,604
06510.0300 - Treasurer	120,023	5,513	125,536	124,046	1,490	98.8%	118,593
06510.1000 - Registrar/Electoral Board	99,914	2,053	101,967	92,380	9,587	90.6%	87,962
06515.0100 - Clerk of Cir Crt-Fringes	646,468	66,122	712,590	700,324	12,266	98.3%	655,062
06515.0200 - Sheriff	1,162,719	87,313	1,250,032	1,224,168	25,864	97.9%	1,198,985
06515.0400 - Commonwealth Attorney	1,131,821	32,362	1,164,183	1,165,073	(890)	100.1%	1,127,653
310 State Shared Exp (Cat.) Total	**3,362,703**	**201,124**	**3,563,827**	**3,509,506**	**54,321**	**98.5%**	**3,388,858**
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	118,189	129,527	47.7%	199,798
06820.0201 - Wireless E911	380,000	-	380,000	447,187	(67,187)	117.7%	503,425
06820.0203 - HB 599 Law Enforc.Asst	3,250,000	333,617	3,583,617	3,583,617	-	100.0%	3,259,744
06825.0100 - Street And Highway Maint.	8,842,661	743,030	9,585,691	9,580,558	5,133	99.9%	9,056,110
06830.0412 - Health Department	-	-	-	148,158	(148,158)	0.0%	118,284
06830.0413 - SS State Adm Sub 0901	1,849,884	11,078	1,860,962	2,090,027	(229,065)	112.3%	2,181,561
06830.0414 - SS State Prog Sub 0902	4,912,198	113,182	5,025,380	4,313,843	711,537	85.8%	4,259,567
06835.0102 - SNAP Program Reimb	16,000	-	16,000	36,895	(20,895)	230.6%	32,899
06835.0300 - Finan Asst-Public Library	181,175	23,274	204,449	204,449	-	100.0%	180,175
320 State Categorical Aid Total	**19,679,634**	**1,224,181**	**20,903,815**	**20,522,924**	**380,891**	**98.2%**	**19,791,562**
330 State Aid in Suspense							
05030.0100 - Suspense Rev-Va EDI Pmts	-	-	-	-	-	0.0%	-
330 State Aid in Suspense Total	**-**	**-**	**-**	**-**	**-**	**0.0%**	**-**
500 Fed Direct Non-Categorical Aid							
07530.0010 - American Rescue Plan Act (ARPA) Funding, None	680,000	32,648,529	33,328,529	33,328,529	-	100.0%	-
500 Fed Direct Non-Categorical Aid Total	**680,000**	**32,648,529**	**33,328,529**	**33,328,529**	**-**	**100.0%**	**-**
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	-	-	-	-	-	0.0%	-
07830.0420 - Fed Pass Thru:Cost AIIDMG	573,000	-	573,000	696,946	(123,946)	121.6%	601,521
07830.0421 - SS Fed Adm Sub 0901	5,426,133	15,322	5,441,455	5,357,138	84,317	98.5%	5,144,695
07830.0422 - SS Fed Prog Sub 0902	3,672,129	66,600	3,738,729	4,242,607	(503,878)	113.5%	4,303,146
07830.0428 - Finance-Social Srvc-Fed	-	-	-	1,003	(1,003)	0.0%	-
07830.0430 - USDA Funding - Group Home, None	16,000	-	16,000	28,910	(12,910)	180.7%	18,298
07875.0003 - Human Service Lease	62,000	-	62,000	31,437	30,563	50.7%	76,911
07875.0021 - FINI Double-Dollars	14,000	-	14,000	29,890	(15,890)	213.5%	29,278
07875.0024 - CARES Act Funding for 2020 Presidential Election, None	-	-	-	-	-	0.0%	13,900
07875.0030 - ARPA Funds from Virginia Office of Atty General for Police Dept, None	-	-	-	-	-	0.0%	9,999
520 Fed Cat Aid- Pass Thru Total	**9,763,262**	**81,922**	**9,845,184**	**10,387,930**	**(542,746)**	**105.5%**	**10,197,749**
700 Proceed From Indebtedness							
08510.0001 - Proceeds From Bond Sale	-	3,490,739	3,490,739	3,490,739	-	100.0%	-
08510.0004 - Proceeds From Bonds-Sch, None	-	4,435,000	4,435,000	4,435,000	-	100.0%	-
08510.0009 - Bond Proceeds Premium, None	-	311,528	311,528	311,528	-	100.0%	-
08510.0010 - Bond Proceeds Prem School, None	-	414,651	414,651	414,651	-	100.0%	-
08560.0010 - Lease Financing, None	-	-	-	104,333	(104,333)	0.0%	2,794,413
700 Proceed From Indebtedness Total	**-**	**8,651,918**	**8,651,918**	**8,756,251**	**(104,333)**	**101.2%**	**2,794,413**
710 Operating Transfers In							
09301.0003 - TrfFrmCtyCp-Capital Proj	-	25,000	25,000	25,000	-	100.0%	65,000
710 Operating Transfers In Total	**-**	**25,000**	**25,000**	**25,000**	**-**	**100.0%**	**65,000**
Grand Total	**206,486,198**	**42,832,674**	**249,318,872**	**268,475,256**	**(19,156,384)**	**107.7%**	**215,588,550**

Fiscal Year	Fiscal Calendar 2023
Fiscal Quarter of Year	All
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6.30.23	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6.30.22
2022 Communications/Public Engagement							
0021 Communications/Public Engagement	556,309	60,366	616,675	538,604	78,071	87.3%	511,468
0022 Customer Service Center	202,790	16,280	219,070	200,163	18,907	91.4%	178,318
0029 Local Government Channel	387,228	(163,142)	224,086	202,065	22,021	90.2%	177,337
2022 Communications/Public Engagement Total	**1,146,327**	**(86,496)**	**1,059,831**	**940,833**	**118,998**	**88.8%**	**867,122**
2023 Council / Manager							
0028 City Manager Offices	1,280,840	133,200	1,414,040	1,390,492	23,548	98.3%	1,162,046
0033 Parking Division	-	-	-	-	-	0.0%	-
2023 Council / Manager Total	**1,280,840**	**133,200**	**1,414,040**	**1,390,492**	**23,548**	**98.3%**	**1,162,046**
2030 City Attorney							
0050 City Attorney	954,903	44,660	999,563	919,597	79,966	92.0%	801,246
0051 Risk Management	1,318,278	-	1,318,278	1,318,278	-	100.0%	758,581
2030 City Attorney Total	**2,273,181**	**44,660**	**2,317,841**	**2,237,875**	**79,966**	**96.5%**	**1,559,827**
2035 State Treasurer							
0060 State Treasurer	186,917	7,413	194,330	189,966	4,364	97.8%	174,935
2035 State Treasurer Total	**186,917**	**7,413**	**194,330**	**189,966**	**4,364**	**97.8%**	**174,935**
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	891,124	51,037	942,161	850,083	92,077	90.2%	802,285
2040 Commissioner Of Revenue Total	**891,124**	**51,037**	**942,161**	**850,083**	**92,077**	**90.2%**	**802,285**
2045 City Assessor							
0080 City Assessor	799,837	(9,982)	789,855	679,884	109,971	86.1%	746,185
2045 City Assessor Total	**799,837**	**(9,982)**	**789,855**	**679,884**	**109,971**	**86.1%**	**746,185**
2050 Finance							
0090 Office of Management & Budget	756,215	112,101	868,316	859,427	8,889	99.0%	743,533
0093 Billings And Collections	1,759,721	90,798	1,850,519	1,595,366	255,153	86.2%	1,516,499
0094 Procurement	505,047	29,493	534,540	514,717	19,823	96.3%	401,885
0095 Accounting	1,139,167	(23,785)	1,115,383	1,078,525	36,857	96.7%	1,089,235
2050 Finance Total	**4,160,150**	**208,607**	**4,368,757**	**4,048,035**	**320,722**	**92.7%**	**3,751,151**
2055 Human Resources							
0110 Human Resources	1,020,159	45,957	1,066,116	971,293	94,822	91.1%	877,641
0111 Occupational Health Svs	216,440	-	216,440	148,544	67,896	68.6%	165,551
2055 Human Resources Total	**1,236,599**	**45,957**	**1,282,556**	**1,119,837**	**162,719**	**87.3%**	**1,043,192**
2057 Information Technology							
0115 Application Services	1,382,358	91,934	1,474,292	1,289,063	185,229	87.4%	1,240,054
0116 Network Services	1,769,996	87,219	1,857,215	1,835,473	21,742	98.8%	1,598,362
0117 I T Administration	471,325	23,551	494,876	481,743	13,133	97.3%	349,899
0125 GIS	377,765	14,481	392,246	378,827	13,419	96.6%	366,559
2057 Information Technology Total	**4,001,444**	**217,185**	**4,218,629**	**3,985,105**	**233,523**	**94.5%**	**3,554,873**
2065 Registrar							
0150 Registrar	322,279	14,126	336,405	312,185	24,221	92.8%	283,486
0151 Electoral Board	204,118	1,133	205,251	195,428	9,823	95.2%	100,670
2065 Registrar Total	**526,397**	**15,259**	**541,656**	**507,613**	**34,043**	**93.7%**	**384,155**
2090 Education							
0200 Lcl Sch Oper Contribution	40,794,923	-	40,794,923	40,794,923	-	100.0%	39,128,643
2090 Education Total	**40,794,923**	**-**	**40,794,923**	**40,794,923**	**-**	**100.0%**	**39,128,643**
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	165,735	6,416	172,151	134,500	37,651	78.1%	149,033
2105 Circuit Court-Judge Total	**165,735**	**6,416**	**172,151**	**134,500**	**37,651**	**78.1%**	**149,033**
2110 General District Court							
0310 General District Court	60,873	1,161	62,034	29,296	32,737	47.2%	35,294
2110 General District Court Total	**60,873**	**1,161**	**62,034**	**29,296**	**32,737**	**47.2%**	**35,294**
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	28,454	(4,029)	24,425	25,641	(1,216)	105.0%	21,762
2115 Juvenile & Dr Dist Court Total	**28,454**	**(4,029)**	**24,425**	**25,641**	**(1,216)**	**105.0%**	**21,762**
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,425	-	1,425	566	859	39.7%	927
2120 24th Court Service Unit Total	**1,425**	**-**	**1,425**	**566**	**859**	**39.7%**	**927**
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,816,215	67,932	1,884,147	1,831,100	53,047	97.2%	1,711,527
0343 Com Aty Fines & Fees Coll	66,555	2,634	69,189	70,132	(943)	101.4%	63,796
2125 Commonwealth's Attorney Total	**1,882,770**	**70,566**	**1,953,336**	**1,901,231**	**52,105**	**97.3%**	**1,775,323**
2130 Magistrate's Office							
0350 Magistrate's Office	6,954	12	6,966	1,092	5,874	15.7%	2,296
2130 Magistrate's Office Total	**6,954**	**12**	**6,966**	**1,092**	**5,874**	**15.7%**	**2,296**
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	1,030,995	71,918	1,102,913	1,073,825	29,088	97.4%	993,063

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6.30.23	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6.30.22
2135 Circuit Court-Clerk Total	**1,030,995**	**71,918**	**1,102,913**	**1,073,825**	**29,088**	**97.4%**	**993,063**
2200 City Sheriff							
0400 City Sheriff And Jail	2,490,159	135,983	2,626,142	2,561,674	64,468	97.5%	2,489,190
2200 City Sheriff Total	**2,490,159**	**135,983**	**2,626,142**	**2,561,674**	**64,468**	**97.5%**	**2,489,190**
2240 Police							
0420 Police Operations	22,339,496	261,884	22,601,380	21,411,437	1,189,942	94.7%	18,410,100
0421 Animal Warden	359,276	7,325	366,601	360,985	5,616	98.5%	330,483
0429 Range Operations	13,800	9,181	22,981	16,077	6,904	70.0%	9,712
0430 Police Off Duty Employmnt	1,028,181	1,260	1,029,441	1,039,205	(9,764)	100.9%	910,864
2240 Police Total	**23,740,753**	**279,650**	**24,020,403**	**22,827,704**	**1,192,699**	**95.0%**	**19,661,159**
2245 Emergency Services							
0422 Emergency Communications	3,510,969	82,207	3,593,176	3,202,640	390,536	89.1%	2,784,234
2245 Emergency Services Total	**3,510,969**	**82,207**	**3,593,176**	**3,202,640**	**390,536**	**89.1%**	**2,784,234**
2270 Fire							
0444 Fire Operations And Ems	20,824,622	454,302	21,278,924	21,483,871	(204,947)	101.0%	17,514,540
0446 TRT- PIER Program	76,500	19,650	96,150	78,341	17,809	81.5%	73,933
2270 Fire Total	**20,901,122**	**473,952**	**21,375,074**	**21,562,211**	**(187,138)**	**100.9%**	**17,588,473**
2400 Public Works							
0600 Public Works Administrat.	1,107,319	68,838	1,176,157	1,146,277	29,880	97.5%	1,038,855
0605 Engineering	4,392,418	400,527	4,792,945	4,971,039	(178,094)	103.7%	3,813,781
0632 Street Maintenance,II	4,042,584	688,595	4,731,179	3,435,208	1,295,971	72.6%	2,870,055
0635 Snow Removal	343,233	(72,466)	270,767	260,957	9,811	96.4%	580,746
0640 Refuse Collection	4,086,729	285,448	4,372,177	5,225,508	(853,330)	119.5%	3,891,685
0645 Parks/Grounds Maintenance	4,207,350	196,314	4,403,664	4,506,134	(102,470)	102.3%	3,652,829
0649 Baseball Stadium Maint	102,823	1,837	104,660	168,928	(64,268)	161.4%	159,727
0650 Building Maintenance	4,080,521	159,091	4,239,612	4,260,729	(21,117)	100.5%	3,499,734
0660 Human Services Maint.	59,250	128	59,378	56,317	3,061	94.8%	38,537
2400 Public Works Total	**22,422,227**	**1,728,312**	**24,150,539**	**24,031,096**	**119,444**	**99.5%**	**19,545,950**
2555 Health							
0800 Health Operations	785,000	-	785,000	602,613	182,387	76.8%	685,870
2555 Health Total	**785,000**	**-**	**785,000**	**602,613**	**182,387**	**76.8%**	**685,870**
2561 Juvenile Services							
0905 Juvenile Detention Home	863,000	-	863,000	938,717	(75,717)	108.8%	554,620
0906 Juvenile Services	1,833,220	340,907	2,174,127	2,213,520	(39,393)	101.8%	1,780,020
0915 Csa Service Providers	2,039,543	146,511	2,186,054	2,186,054	-	100.0%	2,037,713
2561 Juvenile Services Total	**4,735,763**	**487,418**	**5,223,181**	**5,338,291**	**(115,110)**	**102.2%**	**4,372,353**
2562 Social Services							
0901 Social Services Admin.	10,147,424	545,189	10,692,613	10,400,382	292,231	97.3%	9,285,286
0902 Public Assistance	8,749,646	185,612	8,935,258	8,605,632	329,626	96.3%	8,685,776
2562 Social Services Total	**18,897,070**	**730,801**	**19,627,871**	**19,006,014**	**621,857**	**96.8%**	**17,971,062**
2563 Recreation Services							
0116 Network Services	22,385	(1,890)	20,495	23,794	(3,299)	116.1%	19,782
1002 Parks/Rec/Market	427,313	16,512	443,825	436,897	6,928	98.4%	382,057
1010 Recreation, General Admin	709,819	(9,741)	700,078	718,009	(17,931)	102.6%	679,063
1011 Recreation Services	154,744	11,654	166,398	139,981	26,417	84.1%	149,311
1013 Recreation, Athletic	161,952	13,875	175,827	185,368	(9,541)	105.4%	158,251
1015 Recreation, Park Services	785,148	30,929	816,077	841,582	(25,505)	103.1%	775,143
1022 Recreation, Aquatics	141,070	(7,352)	133,719	146,877	(13,158)	109.8%	110,169
1023 Recreation, Naturalist	197,189	4,716	201,905	191,620	10,285	94.9%	208,602
1027 Recreation Programs	523,491	-	523,491	598,805	(75,314)	114.4%	513,985
1028 City-wide Centers	293,486	10,107	303,593	259,040	44,553	85.3%	275,250
1029 Neighborhood Centers	843,901	37,110	881,011	785,669	95,342	89.2%	746,617
2563 Recreation Services Total	**4,260,498**	**105,920**	**4,366,418**	**4,327,640**	**38,778**	**99.1%**	**4,018,230**
2610 Libraries							
1100 Public Library	2,201,582	(435,589)	1,765,993	1,675,356	90,638	94.9%	1,434,822
1120 Law Library	10,000	-	10,000	10,712	(712)	107.1%	10,174
2610 Libraries Total	**2,211,582**	**(435,589)**	**1,775,993**	**1,686,067**	**89,926**	**94.9%**	**1,444,996**
2611 Museum System							
1150 Museum	536,579	20,668	557,247	413,437	143,810	74.2%	442,648
2611 Museum System Total	**536,579**	**20,668**	**557,247**	**413,437**	**143,810**	**74.2%**	**442,648**
2715 Community Development							
1200 Director-Comm Plan/Dev	328,882	38,299	367,181	364,485	2,696	99.3%	317,235
1201 Planning	664,762	(120,822)	543,940	469,175	74,766	86.3%	355,244
1202 Inspections	1,131,731	6,494	1,138,225	1,055,469	82,756	92.7%	896,920
1205 Zoning	397,663	12,715	410,378	395,240	15,138	96.3%	343,111
2715 Community Development Total	**2,523,038**	**(63,314)**	**2,459,724**	**2,284,368**	**175,356**	**92.9%**	**1,912,510**
2720 Office Of Economic Devel							
1300 Economic Development	1,816,498	173,606	1,990,104	1,868,962	121,142	93.9%	1,590,666
2720 Office Of Economic Devel Total	**1,816,498**	**173,606**	**1,990,104**	**1,868,962**	**121,142**	**93.9%**	**1,590,666**
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	4,838,021	-	4,838,021	3,722,350	1,115,671	76.9%	3,431,865
5000 Nondept Employee Benefits Total	**4,838,021**	**-**	**4,838,021**	**3,722,350**	**1,115,671**	**76.9%**	**3,431,865**

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6.30.23	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6.30.22
5050 Non-Departmental							
1506 Water Oper Fund Payments	873,843	-	873,843	873,843	-	100.0%	887,886
1508 Stormwater Fee-City Bldgs	97,200	-	97,200	92,947	4,253	95.6%	96,426
1509 Stormwater Fee-School Bld	73,400	-	73,400	72,973	427	99.4%	75,832
1512 College Lake Dam Repairs	-	-	-	3,462	(3,462)	0.0%	4,672
1513 Stormwater Detention Pond Repair	-	-	-	-	-	0.0%	-
1515 Alternative to CARES Funding	-	318,199	318,199	308,716	9,483	97.0%	1,122,525
1516 COVID Vaccinations	-	-	-	-	-	0.0%	-
1517 Real Estate Credit	1,300,000	-	1,300,000	1,234,309	65,691	94.9%	-
1529 Landfill Closure Costs	-	-	-	44,482	(44,482)	0.0%	28,819
1530 Lease Accounting	-	-	-	104,333	(104,333)	0.0%	2,794,413
1566 Managed Vacancy Program	(1,102,096)	-	(1,102,096)	-	(1,102,096)	0.0%	-
1567 Years of Service Awards	15,000	-	15,000	14,316	684	95.4%	12,354
1568 Retirement Recognition	5,000	-	5,000	910	4,090	18.2%	4,987
1569 Take Your Kids to Work Dy	1,000	-	1,000	990	10	99.0%	945
1570 Emp Appreciation Luncheon	3,000	7,000	10,000	2,324	7,676	23.2%	3,000
1573 Payment-Fleet Capital Chg	3,135,484	-	3,135,484	3,010,868	124,616	96.0%	2,882,458
1574 Health Management Program	15,000	2,005	17,005	3,664	13,341	21.5%	12,994
1575 Employee Committee Funds	8,000	(960)	7,040	1,731	5,309	24.6%	7,851
1576 Line of Duty Act	312,000	-	312,000	374,427	(62,427)	120.0%	369,297
1578 Poverty Intiative	-	45,369	45,369	2,932	42,437	6.5%	14,807
1579 Recruitment	50,000	1,900	51,900	47,616	4,284	91.7%	67,498
1580 International Festival	7,500	6,176	13,676	10,695	2,981	78.2%	1,632
1581 Workplace Safety & Wellness	60,000	-	60,000	48,320	11,680	80.5%	48,263
1637 City Cemetery Master Plan	166,858	-	166,858	166,858	-	100.0%	166,858
5050 Non-Departmental Total	**5,021,189**	**379,689**	**5,400,878**	**6,420,716**	**(1,019,838)**	**118.9%**	**8,603,515**
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	41,748	-	41,748	41,768	(20)	100.0%	37,800
1705 Lynchburg Humane Society	355,440	124,560	480,000	480,000	-	100.0%	405,440
1707 Cent Va Alli for Comm Liv	15,000	-	15,000	15,000	-	100.0%	15,000
1708 Horizon Behavioral Health	576,512	-	576,512	576,512	-	100.0%	574,512
1709 Cvcc Board & Related Oper	1,956	-	1,956	1,956	-	100.0%	1,955
1711 Cent Va Planning Dist Com	49,979	-	49,979	49,979	-	100.0%	47,258
1715 Greater Lynch. Transit Co	1,266,454	-	1,266,454	1,266,454	-	100.0%	1,237,371
1721 Blue Ridge Regional Jail	4,870,548	-	4,870,548	5,617,353	(746,805)	115.3%	4,503,556
1724 Legal Aid Society	13,160	-	13,160	13,160	-	100.0%	13,160
1739 Contrib- Amazement Square	369	-	369	-	369	0.0%	-
1743 Central Va Reg Radio Brd	724,171	-	724,171	701,611	22,560	96.9%	698,896
1748 Elizabeth's Early Learn Center	-	-	-	-	-	0.0%	-
1750 Downtown Lynchburg Association	50,000	-	50,000	50,000	-	100.0%	-
5060 Support Local/State Organ Total	**7,965,337**	**124,560**	**8,089,897**	**8,813,793**	**(723,896)**	**108.9%**	**7,534,948**
7450 Debt Service							
5990 Principal Bonds/BANS/LOC	10,931,540	8,422,757	19,354,297	19,354,296	1	100.0%	11,131,297
5991 Lease Principal	-	-	-	-	-	0.0%	-
5994 Interest Bonds/BANS/LOC	6,277,548	-	6,277,548	6,061,846	215,702	96.6%	6,417,482
5995 Lease Interest	-	-	-	-	-	0.0%	-
5996 Debt Issuance Costs	-	283,221	283,221	230,542	52,679	81.4%	-
5997 Debt - Misc. Charges	3,550	-	3,550	1,688	1,862	47.5%	1,250
7450 Debt Service Total	**17,212,638**	**8,705,978**	**25,918,616**	**25,648,371**	**270,245**	**99.0%**	**17,550,029**
7570 Other Financing Uses							
9710 Operating Transfers Out	13,261,286	35,311,453	48,572,739	48,581,670	(8,931)	100.0%	11,849,245
7570 Other Financing Uses Total	**13,261,286**	**35,311,453**	**48,572,739**	**48,581,670**	**(8,931)**	**100.0%**	**11,849,245**
Grand Total	**217,604,674**	**49,014,178**	**266,618,852**	**262,810,415**	**3,808,437**	**98.6%**	**199,629,057**

Finance Committee
Lynchburg City Council

October 17th, 2023

Re: GLTC Quarterly Financial Report – Draft 4th Quarter 2023

REVENUE

GLTC has experienced higher than anticipated revenues in Fixed Route fares with a 39% positive variance with Paratransit fare revenues down 3% this quarter. Fares have increased commensurate with ridership as GLTC is projected to finish the year with ridership reaching 78.2% of pre-Covid numbers (excluding Liberty University service). Non-operating revenues are down 97% ($1,518) this quarter, and advertising revenue is down 51% ($7,035) for this quarter in the current economic conditions. City, County, State, and Federal operating assistance revenues have been disbursed to GLTC on time.

There is a decrease of 13% in State and 20% in Federal funds due to GLTC receiving higher reimbursements as costs trended higher after the beginning of drawing on 5307 Operating funds. This also includes reimbursement for the 3rd Quarter TRIP grant service.

Overall revenues were 15% higher than budgeted for the quarter.

EXPENSES

Fixed Route
Total Fixed Route expenses are 13% over budget for the quarter. Overtime for this quarter decreased significantly to 26% below budget with the addition of new operators. Other Salaries and Wages show an increase as these were the changes in employee pay which occurred in September of 2022. Fringes and Supervisor overtime is down for the quarter 7% and 61% respectively. To better show the use of IT in various departments, IT costs related to Operations and Maintenance have been moved into a new line item. This has resulted in very large positive variances in Operations and Maintenance and a negative in Administration.

Demand Response (PTS)
Total Demand Response expenses are 1% above budgeted numbers this quarter. Operator labor and fringe benefits are down 14% and 14% respectively. Overtime is over budget by 7% due to increased trip spread. Salaries and wages for the remaining staff in this department are down 5% for the quarter.

419 Bradley Drive • Lynchburg, VA 24501 | PO Box 11286 • Lynchburg, VA 24506
434.455.5080 Office • 434.528.4582 Fax • www.GLTConline.com
The Central Virginia Transit Management Company, Inc., employs all Administrative Staff, Bus Operators and Maintenance Personnel for the Greater Lynchburg Transit Company (GLTC). GLTC is professionally managed by First Transit, a division of First Group America.

Maintenance
Maintenance wages and salaries are at 3% below budgeted. Inspection and Servicer Overtime is 60% below budget as the workload on staff has eased as job openings have been filled. Benefits for both groups are down 5% for the quarter due to employees not taking benefits through us. Fuel and lubricant costs have eased and are 23% under budget for the quarter, but 3% under for the year. Diesel prices spiked in October and early November but have now eased from their high points, but volatility in pricing remains a concern.

Tires were 32% under for the quarter and are 50% under for the year. GLTC ordered tires from multiple manufacturers at much higher costs during the shortages earlier in the year and as these orders have been filled, or canceled, actual expenses were reduced from their previously recorded pricing as shortages eased. Other materials and supplies are currently 49% above budget for this quarter as GLTC has completed some preventative maintenance programs to proactively fix issues while parts and supplies were available.

Administration
Administration is currently 29% below budget. Services were 5% over budget, with IT being 927% under budget due to the splitting of the IT accounting. Approximately ⅔ of the IT budget as previously shown was for Operations and Maintenance support functions, both of which had increased costs from vendors passed through this year.

Casualty and Liability insurance is 7% under budget for this quarter. Utilities are over budget by 10% this quarter coinciding with the rate increases for both AEP and Columbia Gas. Miscellaneous expenditures are lower this quarter as staff determined several efficiencies that could be enacted.

SUMMARY

For the quarter, total expenses were over budget by 3% ($65,0710). For the year, GLTC currently has a draft final budget of $416,244 as a surplus, but is still awaiting the final recordation of several non-material items including GASB 96 numbers before the books can be closed.

Currently the largest uncertainty for GLTC funding is the pending November 17th expiration of the Continuing Resolution for the Federal Government. As GLTC is currently utilizing 5307 funds, those may be unavailable in the advent of the cessation of payments by the Federal Government. GLTC staff are monitoring the status of negotiations and will be acting as necessary to ensure that GLTC has funding as needed.

Respectfully,

Joshua A. Moore
General Manager

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

DRAFT QUARTERLY INCOME STATEMENT
AS OF JUNE 30, 2023

	QTR TO DATE FY2023 QTD ACTUAL	FY2023 QTD BUDGET	% VAR	FY2023 YTD ACTUAL	FY2023 YTD BUDGET	% of Budget
REVENUE						
FRT Passenger Revenue	$ 131,124	$ 94,248	39%	$ 473,057	$ 376,992	125%
DRT Passenger Revenue	8,541	8,766	-3%	38,662	35,064	110%
Contracts (CVCC Access)	11,814	11,814	0%	47,256	47,256	100%
Non-Operating Revenue	44	1,625	-97%	7,100	6,500	109%
Advertising Revenue	6,715	13,750	-51%	32,134	55,000	58%
City Operating Assistance	316,615	316,614	0%	1,266,454	1,266,454	100%
County Operating Assistance	19,450	19,450	0%	77,800	77,800	100%
State Operating Assistance	688,899	610,032	13%	2,299,721	2,440,128	94%
Federal Operating Assistance	1,488,971	1,244,701	20%	4,875,887	4,978,805	98%
TOTAL REVENUE	**$ 2,672,172**	**$ 2,321,000**	**15%**	**$ 9,118,071**	**$ 9,283,999**	**98%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 427,879	$ 416,257	3%	$ 1,697,234	$ 1,665,029	102%
Operator-Overtime	39,278	53,074	-26%	158,465	212,297	75%
Other Salaries & Wages	127,920	96,338	33%	514,011	385,353	133%
Supervisors-Overtime	1,948	4,956	-61%	10,153	19,824	51%
Fringe Benefits	297,283	278,486	7%	1,094,141	1,113,943	98%
Information Technology	86,272	19,490	343%	86,272	77,960	111%
TOTAL FIXED ROUTE	**$ 980,580**	**$ 868,602**	**13%**	**$ 3,560,277**	**$ 3,474,406**	**102%**
DEMAND RESPONSE						
Operator Labor	$ 76,214	$ 88,852	-14%	$ 292,871	$ 355,406	82%
Operator-Overtime-PTS	2,831	2,655	7%	11,010	10,621	104%
Other Salaries & Wages	26,168	27,560	-5%	90,137	110,240	82%
Fringe Benefits	52,065	60,246	-14%	181,150	240,984	75%
Information Technology	32,426	8,238	294%	32,426	32,950	98%
TOTAL DEMAND RESPONSE	**$ 189,704**	**$ 187,550**	**1%**	**$ 607,593**	**$ 750,201**	**81%**
MAINTENANCE						
Other Salaries & Wages	$ 190,772	$ 197,050	-3%	$ 763,653	$ 788,200	97%
Inspection&Maint,Srvc-Overtim	5,494	13,775	-60%	18,305	55,100	33%
Fringe Benefits	97,724	102,729	-5%	359,505	410,916	87%
Fuel & Lubricants	171,315	222,568	-23%	860,967	890,270	97%
Tires & Tubes	22,996	33,625	-32%	67,444	134,500	50%
Information Technology	13,638	2,898	371%	13,638	11,590	118%
Other Materials & Supplies	171,507	115,422	49%	453,733	473,279	96%
TOTAL MAINTENANCE	**$ 673,447**	**$ 688,066**	**-2%**	**$ 2,523,608**	**$ 2,752,265**	**92%**
ADMINISTRATION						
Other Salaries & Wages	$ 127,429	$ 175,278	-27%	$ 507,043	$ 701,110	72%
Fringe Benefits	63,441	68,449	-7%	233,113	273,794	85%
Services	145,531	138,293	5%	585,449	553,170	106%
Utilities	52,150	47,219	10%	208,372	188,874	110%
Casualty & Liability Expenses	66,995	71,821	-7%	242,517	287,282	84%
Information Technology	(88,938)	10,757	-927%	80,140	43,029	186%
Other Materials & Supplies	12,353	16,519	-25%	45,417	66,076	69%
Miscellaneous	33,236	48,448	-31%	83,352	193,792	43%
TOTAL ADMINISTRATION	**$ 412,197**	**$ 576,782**	**-29%**	**$ 1,985,404**	**$ 2,307,127**	**86%**
TOTAL EXPENSES	**$ 2,255,929**	**$ 2,321,000**	**-3%**	**$ 8,676,881**	**$ 9,283,999**	**93%**
NET INCOME/(LOSS)	**$ 416,244**	**$ -**	**100%**	**$ 441,190**	**$ -**	**100%**

DRAFT PENDING FINAL AUDIT

Lynchburg Regional Airport

A City of Lynchburg Enterprise Fund

350 Terminal Drive • Suite 100
Lynchburg, Virginia 24502
P 434-455-6090 • F 434-239-9027
www.lynchburgva.gov/airport

October 11, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2023 – Annual (FY2023) Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity for the FY2023 year ending June 30, 2023. Direct operating revenues finished the year with a solid 12.3% increase over FY2022 led by double-digit percentage increases in Rental Car and Parking Lot concessions as well as increases in recently renewed facility leases and rents from Airport tenants. With significant additional revenue from federal COVID-19 CARES/CRRSA & ARPA grants, the Airport finished FY2023 with a surplus of $1,263,061 which was $188,921 more than the FY2022 surplus. Without the impact of the COVID-19 grants and year-end GASB68 and GASB75 retiree benefit accrual adjustments our operating surplus would have been a more normal $326,536.

OPERATING REVENUE VARIANCES

- Terminal Revenue: Revenue was $116,817 more than budget due to a 15.1% increase in Rental Car and a 17.8% increase in Parking Lot concessions.

- General Aviation: Revenue was $97,781 more than budget due to increased aviation fuel sales and increased rents from recently renewed hangar and facility leases.

- State Airport Aid: Revenue was $39,728 less than budget due to having fewer 80% state-supported small projects than originally planned.

- Interest & Other: Revenue was $77,243 more than budget due to significantly increased investment interest earned due to higher market rates received for investments.

OPERATING EXPENSE VARIANCES

- Terminal Operations: Expense was $86,484 less than budget due mainly to gradually converting custodial services from employee to contractual services.

- Administration: Expense was $59,431 more than budget due mainly to additional Air Service Development contractual services for assistance with our effort to add new and additional flights.

NON-OPERATING & OTHER INFORMATION

- Federal CARES/CRRSA/ARPA Grants: Total Revenue was $2,465,189.

- Small Projects & Equipment: Expense was $555,314 less than budget due to having fewer projects than authorized from our grants additional revenue.

- Transfers to Other Airport Funds: Transferred $1,000,000 to the Airport Capital Fund for future pay-as-you go capital project(s).

- Portion of ending budget surplus attributed to annual GASB 68 & GASB 75 retiree expense accrual adjustments: $348,110.

SUMMARY

Including the impact of temporary Airport revenues from various COVID-19-related federal CARES/CRRSA/ARPA grants, FY2023 revenues ended the year 2.94% higher than FY2022. Total expenses finished 0.4% less than the previous year and less than budget. Current projections for continued reduced levels of regional airline seat capacity are expected to remain challenging for the foreseeable future. The federal COVID-19 CARES/CRRSA/ARPA grants revenue amounting to $2,465,189 was split between $1,231,774 for operations and a $1,000,000 transfer to our capital reserve fund. The Airport ended FY2023 with a $1,263,061 operating fund surplus and was the eighth straight year with a surplus. As previously mentioned, our surplus would have been a more normal $326,536 without the impact of COVID-19 grant revenue and GASB year-end accounting adjustments.

Respectfully submitted,

Andrew LaGala

Andrew LaGala, A.A.E.
Airport Director

Cc: Wynter Benda, City Manager

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
June 30, 2023

	FY 2022 Amended Budget	FY 2022 Actual (thru 6/30/22)	FY 2022 % of Budget	FY 2023 Amended Budget	FY 2023 Actual (thru 6/30/23)	FY 2023 % of Budget	FY 2023 Amended Budget	FY 2023 Actual Total	FY 2023 $ Variance Actual vs. Amended Budget
BEGINNING NET ASSETS	$ 250,000	$ 34,950,037		$ 258,848	$ 34,198,656 **(1)**		$ 258,848	$ 34,198,656 **(1)**	
Less: Invested in Capital Assets, net of related debt		(34,982,320)			(33,156,798)			$ (33,156,798)	
BEGINNING UNRESTRICTED NET ASSETS	$ 250,000	$ (32,284)		$ 258,848	$ 1,041,856		$ 258,848	$ 1,041,856	$ -
USE OF ENCUMBRANCES CARRIEDFORWARD	$ 490,663			$ 215,397			$ 215,397		
TRANSFER OF RESERVES TO CAPITAL FUND									
REVENUES									
Airfield	95,000	91,142	96%	100,000	94,812	95%	100,000	94,812	(5,188)
Terminal	1,284,583	1,405,684	109%	1,461,383	1,578,200	108%	1,461,383	1,578,200	116,817
General Aviation	594,000	690,903	116%	719,650	817,432	114%	719,650	817,431	97,781
Other Leased Property	402,050	401,574	100%	408,050	417,428	102%	408,050	417,428	9,378
State Airport Aid	535,000	591,407	111%	335,000	295,272	88%	335,000	295,272	(39,728)
Federal Security Aid	87,000	87,350	100%	87,000	87,380	100%	87,000	87,380	380
Federal CARES/CRRSA/ARPA Grants	4,429,578	2,458,159	55%	2,400,000	2,465,189	103%	2,400,000	2,465,189	65,189
Interest & Other	55,000	71,139	129%	135,000	212,243	157%	135,000	212,243	77,243
TOTAL REVENUES	$ 7,482,211	$ 5,797,358		$ 5,646,083	$ 5,967,956		$ 5,646,083	**$ 5,967,956**	$ 321,873
EXPENSES									
Airfield Operations	304,719	278,060	91%	321,025	338,377	105%	321,025	338,377	(17,352)
Terminal Operations	664,597	670,377	101%	663,875	577,391	87%	663,875	577,391	86,484
General Aviation	145,815	129,023	88%	163,119	132,372	81%	163,119	132,372	30,747
Administration	935,744	979,242	105%	991,418	1,050,849	106%	991,418	1,050,849	(59,431)
Safety (ARFF & LEO)	439,510	510,417	116%	469,889	504,380	107%	469,889	504,380	(34,491)
Snow Removal	24,030	34,541	144%	24,030	14,247	59%	24,030	14,247	9,783
Debt Service	103,312	102,468	99%	112,363	113,784	101%	112,363	121,889	(9,526)
Small Projects & Equip. (CARES/CRRSA/ARPA Supported)	4,089,809	1,193,722	29%	1,787,087	1,231,774	69%	1,787,087	1,231,774	555,314
Transfers to Other Airport Funds	1,000,000	1,000,000	100%	1,000,000	1,000,000	100%	1,000,000	1,000,000	0
Other Airport Expenses	43,532	35,312	81%	62,188	36,725	59%	62,188	36,725	25,463
Year-end GASB68 & GASB75 Retiree Accrual Adjustments	15,000	(209,945)		45,000	(303,110)		45,000	(303,110)	348,110
TOTAL EXPENSES	$ 7,766,068	$ 4,723,218		$ 5,639,994	$ 4,696,789		$ 5,639,994	**$ 4,704,894**	$ 935,100
ENDING UNRESTRICTED NET ASSETS	$ 456,806	$ 1,041,856		$ 480,335	$ 2,313,023		$ 480,335	$ 2,304,917 **(2)**	

FOOTNOTES:

1) Beginning Net Assets agrees with the Comprehensive Annual Financial Report (CAFR) with the following adjustment:

Total Net Assets per CAFR 6/30/22	$ 50,599,946
Less: Net Assets in Capital & PFC Funds	$ (16,401,290)
Total Beginning Net Assets	$ 34,198,656

FY2023 Projected Totals	
Total Revenues	**$ 5,967,956**
Total Expenses	**$ 4,704,894**
FY2023 Surplus	**$ 1,263,061**

2) FY 2023 Ending Unrestricted Net Assets is comprised of the following:

Des. for Maintenance (Rental Car Facility)	$ 130,359	($88,131.96 beginning + $42,226.90 year end addition to reserve)
Reserve for Encumbrances at Year-end	$ 141,142	(encumbrances carried forward to FY2024)
GASB68 Pension-related Accrual	$ (830,555)	(net liability as of the end of FY2023)
GASB75 Other OPEB Obligations	$ (659,769)	(net liability as of the end of FY2023)
GASB87 Net Lease Receivables	$ 1,742	(net receivables as of 6/30/23 before Soft Close of Fund (not final))
Undesignated Retained Earnings	$ 3,521,998	
	$ 2,304,917	

October 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: June 30, 2023, Quarterly Financial Report - Lynchburg Regional Juvenile Detention Center

Lynchburg Regional Juvenile Detention Center

The attached Lynchburg Regional Juvenile Detention Center (Detention Center) financial report summarizes the financial activities through June 30, 2023, for FY 2023. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2022.

REVENUES

Charges for Services

Revenue in this category for the fourth quarter of FY 2023 is $1,696,804 or 106.3% of the budget.

Department of Juvenile Justice Block Grant

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Detention Center. Revenues received from the DJJ through the fourth quarter of FY 2023 are $1,143,152 or 112.4% of the budget.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2023 are $38,246 or 95.6% of the budget.

EXPENDITURES

Overall expenditures through the fourth quarter of FY 2023 were $2,984,396 or 85.1% of the budget.

Juvenile Population

The average number of juveniles being served per day during the fourth quarter of FY 2023 is 24 as compared to 18 in FY 2022. The percentage of Lynchburg City’s juveniles through the fourth quarter is 54% of the total juvenile population.

SUMMARY

The Lynchburg Regional Detention Center is recognized for providing educational services, mental health services, physical health services, and partnerships with local area businesses.

The total revenue through the fourth quarter is $2,885,052 and the total expenditures are $2,984,396.

Respectfully submitted,

Preston Sellers
Director, Department of Human Services

c: Wynter Benda, City Manager
Gregory Patrick, Deputy City Manager
Kent White, Assistant City Manager
Donna Witt, Director, Financial Services
Sherry McIntyre, Accountant, Juvenile Services

Lynchburg Regional Juvenile Detention Center
Special Revenue Fund
Financial Summary
Fourth Quarter: As of June 30, 2023

	FY 2022 Amended Budget	FY 2022 Actual 4th QTR YTD	FY 2022 % of Budget	FY 2023 Amended Budget	FY 2023 Actual 4th QTR YTD	FY 2023 % of Budget	FY 2023 Amended Budget	FY 2023 Actual 4th QTR YTD	FY 2023 Actual to Amended
Beginning Funds at July 1		201,324			321,804				
Revenues:									
Charges for Services	1,175,420	1,227,165	104.4%	1,596,689	1,696,804	106.3%	1,596,689	1,696,804	(100,115)
Intergovernmental- Department of Juvenile Justice Block Grant	1,017,086	1,081,182	106.3%	1,017,086	1,143,152	112.4%	1,017,086	1,143,152	(126,066)
Intergovernmental- USDA	48,000	41,974	87.4%	40,000	38,246	95.6%	40,000	38,246	1,754
Community Placement Program (CPP)	892,600	846,443	94.8%	850,000	0	0.0%	850,000	0	850,000
Miscellaneous and State Ward Per Diem	0	4,300	100.0%	1,400	6,850	489.3%	1,400	6,850	(5,450)
Lease Financing	0	7,179	100.0%	0	0	0.0%	0	0	0
Budget Designations	99,489	0	0.0%	0	0	0.0%	0	0	0
Total Revenues	3,232,595	3,208,243	99.2%	3,505,175	2,885,052	82.3%	3,505,175	2,885,052	620,123
Expenditures:									
Salaries	1,606,101	1,678,154	104.5%	1,835,184	1,518,428	82.7%	1,835,184	1,518,428	316,756
Employee Benefits	742,529	654,876	88.2%	834,407	593,756	71.2%	834,407	593,756	240,651
Contractual Services	45,098	76,918	170.6%	52,374	63,706	121.6%	52,374	63,706	(11,332)
Fleet Services	16,958	10,195	60.1%	14,868	8,060	54.2%	14,868	8,060	6,808
Supplies and Materials	216,902	180,798	83.4%	201,900	152,963	75.8%	201,900	152,963	48,937
Utilities	80,750	74,251	92.0%	80,750	84,848	105.1%	80,750	84,848	(4,098)
Training and Conferences	42,550	17,159	40.3%	23,739	2,778	11.7%	23,739	2,778	20,961
Telephone Services	4,993	7,870	157.6%	6,540	7,206	110.2%	6,540	7,206	(666)
Cable/Satellite TV Service	1,460	1,608	110.1%	1,825	1,752	96.0%	1,825	1,752	73
Postage and Mailing	850	(56)	-6.6%	850	108	12.7%	850	108	742
Indirect Costs	274,936	274,936	100.0%	272,270	272,270	100.0%	272,270	272,270	0
Self Insurance	20,230	20,230	100.0%	24,310	24,310	100.0%	24,310	24,310	0
Dues and Memberships	500	490	98.0%	500	1,015	203.0%	500	1,015	(515)
Misc. Other Charges	49,464	8,161	16.5%	26,367	1,036	3.9%	26,367	1,036	25,331
Other Charges - Return of Grant Funds (CPP)	0	0	0.0%	0	122,665	100.0%	0	122,665	(122,665)
Rentals and Leases	4,473	2,806	62.7%	4,309	2,928	68.0%	4,309	2,928	1,381
Specific Use Equipment	0	0	0.0%	0	13,770	100.0%	0	13,770	(13,770)
Health and Dental Benefits for Retirees	63,168	56,832	90.0%	63,168	61,584	97.5%	63,168	61,584	1,584
Unemployment Compensation	1,000	80	0.0%	1,000	403	40.3%	1,000	403	597
Workers Comp Indemnity Pymt	10,000	0	0.0%	10,000	0	0.0%	10,000	0	10,000
Professional Services	5,160	5,160	100.0%	5,276	5,276	100.0%	5,276	5,276	0
Serial Bond Principal	6,650	6,650	100.0%	7,000	7,000	100.0%	7,000	7,000	0
Serial Bond Interest	3,465	3,465	100.0%	3,124	3,124	100.0%	3,124	3,124	0
Capital Outlay - Leases	0	7,179	100.0%	0	0	0.0%	0	0	0
Bud Alc Salary Plan Adj	37,045	0	0.0%	0	0	0.0%	0	0	0
TrTo Int Ser Fleet Fund	0	0	0.0%	35,410	35,410	0.0%	35,410	35,410	0
Total Expenditures	3,234,282	3,087,762	95.5%	3,505,171	2,984,396	85.1%	3,505,171	2,948,986	520,775
TOTAL FUND BALANCE		**321,805**			**222,460**				

October 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending June 30, 2023.

The attached CSA Fund Financial Summary outlines the financial activity through June 30, 2023. Under the State guidelines, CSA prior year obligations are paid through September 30th of each year. However, the annual budget is prepared on a fiscal year basis (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year.

REVENUES

- Public Assistance – Welfare and Administration

The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to at-risk youth and their families. The current rate of reimbursement for community-based services is 86.32%, residential services is 65.8%, and for all other services, 72.64%.

Administrative funds to assist in administering the grant, ($43,896) for FY 2023 were provided by the State of Virginia.

The State of Virginia reimbursements for the Children's Services grant expenditures incurred through the fourth quarter of 2023 are $5,849,720 or 98.8% of the budget.

- CSA Contribution – General Fund and Schools

These revenue sources are comprised of the required local match for all State funds received for the Children Services Act. Through the fourth quarter of FY 2023, local matching funds for programs in the amount of $196,541 or 100.0% of the budget from the Schools and $2,186,054 or 100.0% of the budget from the General Fund have been received.

- Miscellaneous Revenue/Budget Designations

Miscellaneous Special Welfare revenues in the amount of $22,416 or 46.0% of the budget were collected through the fourth quarter of FY 2023. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments.

EXPENSES

- Administrative expenses

CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2023 are $71,917. Actual YTD administrative expenditures through the fourth quarter of FY 2023 are $69,024 or 96.0% of the budget.

- Sum-Sufficient– Foster Care

Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention services. Year-to-date foster care expenditures through the fourth quarter of FY 2023 totaled $4,242,017 or 114.4% of the total budget.

- Sum-Sufficient– Special Education

Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures through the fourth quarter of FY 2023 total $3,429,863 or 90.4% of the total budget. Expenditures for this budget line will increase or decrease due to enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Sum Sufficient Services (Non-Mandated)

Non-Sum Sufficient expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-Sum Sufficient expenditures through the fourth quarter of FY 2023 total $24,223 or 6.4% of the total budget. Non-Sum Sufficient services are provided almost exclusively to youth involved in the court system. Decreases compared to budget for this category are attributed to the Court Services Unit accessing alternate funding for court-involved youth.

- Community Base (Sum/Non-Sum Sufficient) Services

This category includes services to children while they are living at home, in the home of an extended family, in a regular foster family home, or in an independent living arrangement. Community services may include assessment, crisis stabilization, therapy, or intervention services provided in the child's home. Community Based Services through the fourth quarter of FY 2023 total $767,721, or 106.4% of the total budget.

SUMMARY

While the number of children currently in foster care fluctuates during the year, more children fall into the "Sum-Sufficient" mandated classification and access CSA funds due to the severity of their needs. Other factors impacting the budget can be an increase of children receiving more intensive services for extended periods, increased vendor rates, parental agreements, and an increase in special educational services.

Respectfully submitted,

Preston Sellers
Director of Human Services

c:
Wynter Benda, City Manager
Gregory Patrick, Deputy City Manager
Kent White, Assistant City Manager
Donna Witt, Director of Financial Services
Rhonda Allbeck, Assistant Director of Financial Servicesv
Kathy Collins, Financial Professional IV

Children's Services Act
Special Revenue Fund
Financial Summary
June 30, 2023

	FY 2022 Amended Budget	FY 2022 Actual 4th QTR YTD	FY 2022 % of Budget	FY 2023 Amended Budget	FY 2023 Actual 4th QTR YTD	FY 2023 % of Budget
Beginning Fund Balance		281,810		0	362,856	
Revenues:						
Public Assistance - Welfare and Administration	5,319,609	5,081,091	95.5%	5,919,712	5,849,720	98.8%
Transfer from Lynchburg City Schools	196,541	196,541	100.0%	196,541	196,541	100.0%
Transfer from General Fund	2,037,813	2,037,896	100.0%	2,186,054	2,186,054	100.0%
Miscellaneous/Special Welfare	48,600	32,517	66.9%	48,700	22,416	46.0%
Budget Designations	255,817			319,950	0	0.0%
Total Revenues	7,858,380	7,348,045	93.5%	8,670,957	8,254,731	95.2%
Expenses:						
Administrative Expenses	70,060	61,941	88.4%	71,917	69,024	96.0%
Sum-Sufficient - Foster Care	3,381,750	3,627,790	107.3%	3,707,383	4,242,017	114.4%
Sum-Sufficient - Special Education	3,238,790	2,857,592	88.2%	3,794,000	3,429,863	90.4%
Non-Sum Sufficient Services	375,907	46,360	12.3%	375,907	24,223	6.4%
Sum-Sufficient and Non-Sum Sufficient Services	791,873	673,316	85.0%	721,750	767,721	106.4%
Miscellaneous/Budget Designations/Transfer to GF	0	0		0	0	
Total Expenditures	7,858,380	7,266,999	92.5%	8,670,957	8,532,848	98.4%
ENDING FUND BALANCE	0	362,856		0	84,739	

October 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2023 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2023. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2023 Adopted Budget and the Department's year-end actuals are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2023 were $931,191 (5.8%) more than budget. Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category was $325,153 (2.3%) above budget. This was primarily due to higher than expected water connections, availability charges, and hydrant rentals being $345,210 more than budgeted, partially offset by lower than expected water cost plus services of $26,661.

- **Water Contracts:**

  This revenue reflects billing activity to the counties of Amherst, Bedford, and Campbell, and to the industries of WestRock and Frito-Lay. Revenue in this category was $188,633 (8.6%) above budget. This was primarily due to WestRock, Frito-Lay, and Bedford County water purchases being $218,785 more than budgeted. This was partially offset by Campbell County being $30,014 less than budgeted.

- **Interest and Other:**

  Interest and Other was $417,405 (1,636.9%) above budget due to higher than expected than expected interest earnings on investments of $386,541 and increase in miscellaneous revenues of $30,864.

EXPENSES

Overall expenses for FY 2023 were $476,873 (2.7%) below budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance expenses were $305,202 (2.6%) less than budget. This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. (Water Treatment - $54,959 savings, Meter Operations - $32,012 savings, Water Line Maintenance - $136,703 savings, Administration - $81,528 savings). This variance is broken down as follows:

➢ Personnel Services and Benefits		$ 158,200
➢ Contractual services		225,209
➢ Chemicals		(13,545)
➢ Utilities		(29,951)
➢ All Other		(34,711)
	Total	**$305,202**

  Personnel Services and Benefits savings were attributable to unfilled positions and lower than expected health and dental insurance claims. Contractual Services savings were primarily the result of the following: 1) $56,571 in less than budgeted architectural and engineering services 2) $36,774 in less than budgeted water plant equipment maintenance and repair services 3) $71,834 less than budgeted water system maintenance and repair services. Chemicals were over budget primarily due to higher than expected contract pricing that became effective January 1, 2023. Utilities were over budget due to increased electricity rates starting October 19, 2022.

- **Non-Departmental Operation and Maintenance:**

  Non-Departmental Operation and Maintenance expenses were $198,908 (79.7%) less than budget mostly due to reduction of estimated worker compensation claims liability that is updated annually at year end.

- **Capital Outlay:**

  Purchases in this category are reported to be $47,000 (100%) under budget. All purchase activity in this category met the criteria for capitalization under generally accepted accounting principles rather than reported as an expense. Actual purchase activity was $16,485.

- **Transfers to Capital:**

  Transfers to Capital were at budget.

- **Debt Service:**

Expenditures in debt service were $74,237 (2.2%) above budget. Although interest payments on the line of credit were reduced by the February issuance of 2023 general obligation bonds that included proceeds to cover capital expenditures from February to June, 2023, actual interest expense paid was higher than budgeted. This was due to actual interest rates to calculate interest charges on line of credit borrowings were higher than budgeted interest rates.

SUMMARY

The fourth quarter report reflects a stable FY 2023 financial position for this fund. Under the Council adopted financial policies, two important financial ratios, debt coverage and fund balance exceeded policy targets. The debt coverage ratio for the fiscal year was 1.49, which is above Council's financial policy minimum target of 1.20. The fund balance ratio for the end of the fiscal year was 48% compared to target range of 25% - 40%.

Respectfully submitted,

Timothy A. Mitchell, P.E.
Director of Water Resources

cc: Wynter Benda, City Manager
Greg Patrick, Deputy City Manager
Donna Witt, Chief Financial Officer

WATER OPERATING FUND

FINANCIAL SUMMARY

Quarter Ending June 30, 2023

	FY 2022 Adopted Budget	FY 2022 Actual Q4 YTD	FY 2022 % of Budget	FY 2023 Adopted Budget	FY 2023 Actual Q4 YTD	FY 2023 % of Budget	FY 2023 $ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	$13,102,086	$13,661,453	104%	$13,979,043	$14,304,196	102%	$325,153
Water Contracts	2,108,956	2,460,889	117%	2,192,970	2,381,603	109%	188,633
Interest and Other	45,500	30,197	66%	25,500	442,905	1737%	417,405
	$15,256,542	**$16,152,539**		**$16,197,513**	**$17,128,704**		**$931,191**
EXPENSES							
Departmental O&M	$10,857,787	$9,772,613	90%	$11,897,363	$11,592,161	97%	$305,202
Non-Departmental O&M	265,564	274,659	103%	249,636	50,728	20%	198,908
Capital Outlay/Purchases	107,000	-	0%	47,000	-	0%	47,000
Transfers to Capital	1,800,000	1,819,007	101%	2,000,000	2,000,000	100%	-
Debt Service	3,506,937	3,407,338	97%	3,404,650	3,478,887	102%	(74,237)
	$16,537,288	**$15,273,617**		**$17,598,649**	**$17,121,776**		**$476,873**
Adjustment for Expenses from Capital Projects:		**($458,752)**			**($18,390)**		

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	48%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.49 (a)

Note (a) Calculation of debt coverage includes $123,974 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2023 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2023. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2023 Adopted Budget and the Department's year actuals are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2023 were $2,069,647 (7.5%) more than budget. Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category was $497,149 (2.2%) above budget. This was mostly due to higher than expected sewer connections, and availability charges being $341,729 more than budgeted. In addition, Inside Sewer Sales were $159,937 greater than expected.

  .

- **Sewer Contracts:**

  Revenue in this category reflects billing activity in the counties of Amherst, Bedford, and Campbell and the industries of WestRock and Frito-Lay. Revenue from this source was $760,094 (17.0%) over budget. Sewer sales and industrial surcharges from WestRock and Frito-Lay were $886,950 more than anticipated. This was mostly attributable to WestRock's much higher billable surcharges compared to previous years. Revenues in this category were partially offset by less than expected county sales for sewer treatment services and capital reimbursements of $126,856. Decreases in county sales for sewer treatment was primarily associated with a closing of one large industrial business in Bedford County. Less than anticipated county capital reimbursements are correlated with deferred completion of Water Resources Recovery Facility projects and deferred delivery of several large equipment purchases that were impacted by supply chain issues.

- **Interest and Other:**

Revenue in this category was $812,404 (2,631.7%) greater than budget primarily due to higher than expected interest earnings on investments of $729,767 and increased miscellaneous revenues of $78,885.

<u>EXPENSES</u>

Overall expenses for FY 2023 were $70,739 (0.2%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

Departmental Operation and Maintenance expenses were $664,965 (4.5%) more than budget. This category includes the Water Resources Recovery Facility (WRRF) and Sewer Line Maintenance. WRRF was $784,249 under budget. Sewer Line Maintenance was $119,284 under budget. These variances are broken down as follows:

➢ Personnel Services and Benefits	$ (135,425)
➢ Chemicals	(134,309)
➢ Utilities	(322,153)
➢ Supplies and Materials	(201,200)
➢ Contractual Services	488,183
➢ Rentals and Leases	(232,386)
➢ Refuse Disposal	(93,096)
➢ All Other	(34,579)
Total	**$ (664,965)**

Personnel Services and Benefits were over budget due to unbudgeted wage adjustments. The increased cost in Chemicals was associated with new contract pricing that became effective January 1, 2023. The increased cost in Utilities was mostly due to an unexpected large increase in electricity rates. American Electric Power's fuel factor rate increased 51% starting October 19, 2022. The variance in Supplies and Materials was mostly related to higher than expected cost in WRRF replacement equipment parts and materials used for sewer line repairs. Contractual Services savings consisted mostly from the following: 1) Completion of digester study scheduled to be finished in FY 2023 will be completed in FY 2024 deferring $119,000 to next fiscal year. 2) The James River Interceptor sonar evaluation costing $100,000 was deferred to Fall of 2023. Other Contractual Services savings were incurred from laboratory costs, root control services, sewer line aerial crossings, and easement clearing. Rentals and Leases were over budget primarily due to the following: 1) Outsourcing WRRF sludge trailer logistics related to driver vacancies for $112,250. 2) Rental of HVAC units, air compressors and generators at the WRRF for $120,136 to cover for duration of electrical feeder network repairs.

- **Non-Departmental Operation and Maintenance:**

  Non-Departmental Operation and Maintenance expenses were $79,812 (30.1%) under budget. The annual estimate of worker compensation claims liability as of June 30, 2023 was reduced thus resulting in $100,636 of savings. This savings was partially offset by $21,054 due to more than anticipated bad debt expenses charged to Allowance for Doubtful Accounts.

- **Capital Outlay:**

  Purchases in this category are reported to be $715,000 (100%) under budget. All purchase activity in this category met the criteria for capitalization under generally accepted accounting principles rather than reported as an expense. Actual purchase activity was $534,552. Due to supply chain issues sludge trailers estimated to cost $140,000 were deferred to FY 2024.

- **Transfers to Capital:**

  Transfers to Capital were $2,150 greater than budget.

- **Debt Service:**

  Expenditures in debt service were $56,958 (0.7%) above budget. Although interest payments on line of credit were reduced by the February issuance of 2023 general obligation bonds that included proceeds to cover capital expenditures from February to June, 2023, actual interest expense paid was higher than budgeted. This was due to actual monthly interest rates to calculate interest charges on line of credit borrowings were higher than budgeted interest rates.

SUMMARY

This fourth quarter report reflects a stable FY 2023 year-end financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance exceeded or within policy targets. The debt coverage ratio for the fiscal year was 1.60 compared to a target range of 1.20 to 1.50. The fund balance ratio for the end of the fiscal year was 38% compared to a target range 25% - 40%.

Respectfully submitted,

Timothy A. Mitchell, P.E.
Director of Water Resources

cc: Wynter Benda, City Manager
Greg Patrick, Deputy City Manager
Donna Witt, Chief Financial Officer

SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2023

	FY 2022 Adopted Budget	FY 2022 Actual Q4 YTD	FY 2022 % of Budget	FY 2023 Adopted Budget	FY 2023 Actual Q4 YTD	FY 2023 % of Budget	FY 2023 $ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	$19,440,774	$21,069,887	108%	$23,046,719	$23,543,868	102%	$497,149
Sewer Contracts	4,017,566	5,694,878	142%	4,470,778	5,230,872	117%	760,094
Interest and Other	51,500	135,471	263%	30,870	843,274	2732%	812,404
	$23,509,840	**$26,900,236**		**$27,548,367**	**$29,618,014**		**$2,069,647**
EXPENSES:							
Departmental O&M	$12,624,579	$13,039,145	103%	$14,716,969	$15,381,934	105%	(664,965)
Non-Departmental O&M	272,852	324,498	119%	264,907	185,095	70%	79,812
Capital Outlay/Purchases	795,000	-	0%	715,000	-	0%	715,000
Transfers to Capital	2,000,000	3,503,550	175%	4,800,000	4,802,150	100%	(2,150)
Debt service	8,905,557	8,826,113	99%	8,820,175	8,877,133	101%	(56,958)
	$24,597,988	**$25,693,306**		**$29,317,051**	**$29,246,312**		**70,739**
Adjustment for Expenses from Capital Projects		**($397,083)**			**($31,442)**		

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	38%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.60 (a)

Note (a) Calculation of debt coverage includes $162,000 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2023 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2023. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2023 Adopted Budget and the Department's year end actuals are described below.

REVENUES

Following the completion of the fourth quarter, the overall revenues for FY 2023 were $142,857 (3.7%) more than budget. Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category reflects billing activity for all known impervious areas, Virginia Stormwater Management Program (VSMP) permits and delinquent charges on past due accounts. Charges for Services exceeded budget by $31,523 (.9%). This is primarily associated with new impervious areas from construction within the City.

- **Interest and Other:**

  Interest and Other was $111,334 (1,391.7%) more than budget. This is was due to higher than expected interest revenue on investments of $82,169 and proceeds from National Oceanic Atmospheric Administration (NOAA) grant of $29,164. The NOAA grant was originally set to expire in fiscal year 2021 and was extended to August 31, 2022. The extension was given because of the impacts of COVID-19. These grant proceeds did not require a local match and were used for reimbursement of expenses directly associated with elementary student environmental education and engagement. These grant eligible expenses are discussed in the Non-Departmental Operation and Maintenance category.

- **Transfers from Other Funds:**

  Transfers from General Fund were at budget.

EXPENSES

Overall expenses for FY 2023 were $204,490 (5.0%) below budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance expenses were $240,819 (6.6%) less than budget. This variance is broken down as follows:

➢ Personnel Services and Benefits	$76,170
➢ Supplies and Materials	99,460
➢ Contractual Services	168,837
➢ Internal Service Charges – Fleet	16,214
➢ Public Works and Community Development	(141,060)
➢ All Other	21,198
Total	**$ 240,819**

  Personnel Services and Benefits savings was attributable to unfilled positions and lower than expected health and dental insurance claims. Supplies and Materials savings were the result of less materials used in stormwater repairs. Contractual Services savings were primarily a result of the following: (1) Standard operating procedures and stormwater pollution prevention plans that were scheduled to be completed before end of FY 2023 will be completed in FY 2024. (2) Due to capitalization threshold of $10,000, small outfall replacements activity are taking place in the Stormwater Capital Fund. Internal Service Charges savings were attributable to less than expected vehicle repairs. Public Works reimbursable leaf collection costs were greater than budget due to unbudgeted wage adjustments to bring several City job classifications closer to fair market value and decrease wage compression within each job classification along with a higher number of hours charged compared to previous years. These unbudgeted wage adjustments were absorbed within the fund to meet overall budgeted expenditures for FY 2023.

- **Non-Departmental Operation and Maintenance:**

  Non-Departmental Operation and Maintenance expenses were $55,555 (212%) over budget. Allowance for Uncollectible Accounts were $34,426 more than estimated for budget. NOAA Grant for reimbursable elementary student educational and engagement expenses was extended without anticipation resulting in $25,099 in reimbursements. Other details of the NOAA Grant are discussed in the revenue category of Interest and Other.

- **Capital Outlay:**

  Purchases in this category are reported to be at budget. All purchase activity in this category met the criteria for capitalization under generally accepted accounting principles rather than reported as an expense. Actual purchase activity was $8,750 due to a paver cleaning machine that was budgeted and ordered in FY 2022 but did not arrive until September, 2022.

- **Transfers to Capital:**

  Transfers to Stormwater Capital Fund were at budget.

- **Debt Service:**

  Expenditures in debt service were $19,226 (10.2%) below budget. Annual loan repayments to Virginia Resource Authority (VRA) were reduced $6,331. This was associated with unused loan proceeds for a recently completed Stormwater Project which allowed annual loan repayments to be restructured. Interest expense was $12,344 under budget due to reduced interest paid on line of credit for scheduled projects to be started and completed in FY 2022 that were completed in FY 2023.

<u>SUMMARY</u>

The fourth quarter report reflects a stable FY 2023 financial position for this fund. Under the Council adopted financial policies, two important financial ratios, debt coverage and fund balance exceeded policy targets. The debt coverage ratio for the fiscal year was 3.37, which exceeded Council's financial policy minimum target of 1.20. The fund balance ratio for the end of the fiscal year was 37% compared to the target range of 15%- 20%.

Respectfully submitted,

Timothy A. Mitchell, P.E.
Director of Water Resources

cc: Wynter Benda, City Manager
Greg Patrick, Deputy City Manager
Donna Witt, Chief Financial Officer

STORMWATER OPERATING FUND

FINANCIAL SUMMARY

Quarter Ending June 30, 2023

	FY 2022 Adopted Budget	FY 2022 Actual Q4 YTD	FY 2022 % of Budget	FY 2023 Adopted Budget	FY 2023 Actual Q4 YTD	FY 2023 % of Budget	FY 2023 $ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	$3,366,400	$3,494,218	104%	$3,554,750	$3,586,273	101%	$31,523
Interest and Other	6,000	26,270	438%	8,000	119,334	1492%	111,334
Transfers from Other Funds	275,000	275,000	100%	275,000	275,000	100%	-
	$3,647,400	**3,795,488**		**$3,837,750**	**$3,980,607**		**$142,857**
EXPENSES:							
Departmental O&M	$3,361,256	$3,123,392	93%	$3,623,518	$3,382,699	93%	$240,819
Non-Departmental O&M	31,176	27,903	90%	26,210	81,765	312%	(55,555)
Capital Outlay/Purchases	10,000	-	0%	-	-	0%	-
Transfers to Capital	450,000	450,000	100%	270,000	270,000	100%	0
Debt Service	185,655	140,640	76%	187,854	168,628	90%	19,226
	$4,038,087	**$3,741,935**		**$4,107,582**	**3,903,092**		**$204,490**
Adjustment for Expenses from Capital Projects		**($88,728)**			**($2,574)**		

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service	15% - 20%
Projected unrestricted cash as a % of operating expenses at year end	37%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	3.37 (a)

Note (a) Calculation of debt coverage includes $55,254 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Donna Witt, Chief Financial Officer

AGENDA ITEM # IV.8

Approval of the Draft Finance Committee Meeting Notes from September 26, 2023

RECOMMENDATION

Approve Finance Committee meeting notes as submitted.

SUMMARY

PRIOR ACTION(S)

Finance Committee Meeting - September 26, 2023

FISCAL IMPACT

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. NOTES September 26, 2023 Finance Committee - DRAFT

REVIEWED BY

FINANCE COMMITTEE NOTES -- DRAFT
Tuesday, September 26, 2023

Meeting commenced at 3:00 p.m. in 2nd Floor Training Room – City Hall.

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. Approval of the Draft Finance Committee Meeting notes from August 8, 2023.

   The Finance Committee Meeting notes from August 8, 2023 were approved, by a 2-0 vote, as submitted.

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 revenue collections include the full FY 2023 year. Revenues are above budget by about 10 percent. Sales and Use Tax revenue is approximately $2 million above budget. Consumer Utility Tax – Electric is at $67,000 above budget. Meals Tax revenue is approximately $2.0 million above budget due to increasing cost of meals. Lodging Tax revenue is above budget by $673,000 due primarily to receiving short-term rental revenues. Amusement Tax revenue is $134,000 above budget, attributed to both increased cost and number of events.

4. Roll Call.

   Vice Mayor Faraldi suggested the Finance Committee craft a general policy to take to City Council for consideration of approval that establishes a designated allocation (by percentage) for how any additional revenues above budget would be spent.

Meeting adjourned at 3:15 p.m.

THE CITY OF LYNCHBURG

Finance Committee
Agenda Item IV.9.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Donna Witt, Chief Financial Officer

AGENDA ITEM # IV.9

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 - Finance Committee October 2023

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer

Date: October 18, 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**

THE CITY OF LYNCHBURG

Finance Committee
Agenda Item IV.10.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
October 24, 2023	Donna Witt, Chief Financial Officer

AGENDA ITEM # IV.10

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 August 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)

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- October Finance Committee

REVIEWED BY

_______________________________ Date:

Donna Witt, Chief Financial Officer

Comparison of Collections
Budget to Actual FY 2023 - FY 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	$1,537,816	$1,756,307	$218,491	$3,451
AUGUST	1,396,989	1,567,107	1,734,950	1,510,552	1,735,715	225,163	$765
TOTAL	**$2,900,826**	**$3,162,499**	**$3,487,806**	**$3,048,368**	**$3,492,022**	**$443,654**	**$4,216**
CONSUMER UTILITY TAX - ELECTRIC							
ADOPTED FY 2024 BUDGET - $3,500,000							
JULY	$329,721	$320,905	$323,534	$304,202	$305,391	$1,189	($18,143)
AUGUST	331,969	340,374	326,175	322,660	315,489	(7,171)	($10,686)
TOTAL	**$661,690**	**$661,279**	**$649,709**	**$626,862**	**$620,880**	**($5,982)**	**($28,829)**

	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)	$63,801
AUGUST	1,186,360	1,506,141	1,608,171	1,615,040	1,724,625	109,585	1,701,730	86,690	195,589
TOTAL	**$2,276,692**	**$2,887,625**	**$3,058,983**	**$3,142,861**	**$3,310,394**	**$167,533**	**$3,147,015**	**$4,154**	**$259,390**
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)	$45,151
AUGUST	213,511	333,446	335,707	416,611	365,472	(51,139)	367,347	(49,264)	33,901
TOTAL	**$369,148**	**$575,719**	**$604,180**	**$714,650**	**$672,614**	**($42,036)**	**$654,771**	**($59,879)**	**$79,052**
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)	$28,746
AUGUST	19,248	55,160	97,916	60,078	63,590	3,512	62,359	2,281	7,199
TOTAL	**$33,218**	**$114,511**	**$144,854**	**$155,211**	**$153,218**	**($1,993)**	**$150,456**	**($4,755)**	**$35,945**

[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.