THE CITY OF LYNCHBURG

FINANCE COMMITTEE
City Council Committee

Tuesday, November 28, 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.** FY 24 Public Safety Answering Point Grant for Staff Recognition
- **II.2.** FY 24 Public Safety Answering Point Grant for Enterprise Geographic Information System (GIS) Software
- **II.3.** FY 24 State Homeland Security Program Grant for Registrar's Office Security
- **II.4.** 2023 State Homeland Security Program (SHSP) grant for the Fire Department Technical Rescue Team

III. Quarterly Reports

- **III.5.** Quarterly Reports
  - **A**) Greater Lynchburg Transit Company (GLTC)
  - **B)** Regional Airport Fund
  - **C)** Lynchburg Regional Juvenile Detention Center
  - **D)** Children's Services Act Fund
  - **E)** Water Operating Fund
  - **F)** Sewer Operating Fund
  - **G)** Stormwater Operating Fund

IV. Other Information

- **IV.6.** FY 2024 General Fund Reserve for Contingencies
- **IV.7.** Monthly Revenue Collections Update

V. Roll Call

VI. Next Regular Meeting

- **VI.8.** The next Finance Committee meeting is Tuesday, January 23, 2024 at 3:00 p.m.

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
November 28, 2023	Melissa Foster, Director of Emergency Services

AGENDA ITEM # II.1

FY 24 Public Safety Answering Point Grant for Staff Recognition

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget to appropriate $102,500 with funding from the Virginia 9-1-1 Services Board FY 2024 Public Safety Answering Point (PSAP) Staffing Recognition Grant, to be used as a retention bonus and an incentive in the departmental recruiting process.

SUMMARY

The Virginia 9-1-1 Services Board recognizes that most PSAP's across the Commonwealth are experiencing severe staffing shortages. This grant is an effort from the board to recognize those that remain on the front lines and continue providing mission critical services to the citizens and visitors of the Commonwealth. These 9-1-1 professionals continue to show up each day and work many hours of overtime to ensure that no call goes unanswered. This grant will provide a one-time payment of $2,500 for full-time employees and $1,250 for part-time employees that are certified to take 911 calls. This money will be used as a retention bonus and an incentive in our departmental recruitment process for 911 Public Safety Commuinications Specialists that are hired prior to June 30, 2024.

PRIOR ACTION(S)

November 28, 2023: Finance Committee

FISCAL IMPACT

This is a reimbursement grant, so the City will need to expend the funds and then submit a request for reimbursement.

CONTACT(S)

Melissa Foster, Director of Emergency Services

ATTACHMENT(S)

1. RESOLUTION PSAP Staff Recognition
2. Lynchburg_FY24-STAFF

REVIEWED BY

__________________________________ Date:

Melissa Foster, Director of Emergency Services

__________________________________ Date:

Mercedes Braun, Assistant to the City Manager

__________________________________ Date:

Wynter Benda, City Manager

__________________________________ Date:

Alicia Finney, Clerk of Council

RESOLUTION: #R-23-_______

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the FY 2024 City/Federal/State Aid Fund budget is amended and $102,500 is appropriated therein with funding/resources from the Virginia 9-1-1 Services Board FY 2024 Public Safety Answering Point (PSAP) Staffing Recognition Grant, to be used as a one-time retention bonus and an incentive in the departmental recruiting process.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

Virginia 9-1-1 Services Board

Dorothy Spears-Dean, Ph.D.
Deputy State Coordinator
VDEM
(804) 840-7260

Mary Binford
PSC Coordinator
VDEM
(804) 536-8177

September 28, 2023

Dear Lynchburg PSAP:

I am pleased to advise you that the Virginia 9-1-1 Services Board has approved your FY24 Staffing Recognition grant request on 9/14/2023. You have been awarded the following grant:

Grant ID: FY24-STAFF-063
Award Amount: $102,500.00
Award Period Start: 9/14/2023
Award Period End: 6/30/2024

Payment will be made on a reimbursement basis only for allowable costs. All funding requests must be submitted on the PSAP Grant Funding Reimbursement Form and submitted to psapgrants@vdem.virginia.gov. All supporting documentation required by the grant guidelines should be attached to the form when it is submitted.

If you need to review the grant guidelines or need copies of grant reimbursement forms, you can visit the Public Safety Communications Division website which is located at https://psc.vdem.virginia.gov/.

All grant funds for this award must be expended by 6/30/2024.

If you have any questions, please do not hesitate to contact me or your NGS Outreach Manager. Questions can also be directed to the PSAP Grants mailbox: psapgrants@vdem.virginia.gov.

Congratulations on your grant award!

Sincerely,

Mary Binford

Mary Binford
Public Safety Communications Coordinator

Saving lives through effective emergency management and homeland security.
"A Ready Virginia is a Resilient Virginia."

THE CITY OF LYNCHBURG

Finance Committee
Agenda Item II.2.
Action

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
November 28, 2023	Melissa Foster, Director of Emergency Services

AGENDA ITEM # II.2

FY 24 Public Safety Answering Point Grant for Enterprise Geographic Information System (GIS) Software

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget to appropriate $3,000 with funding from the Virginia 9-1-1 Services Board FY 2024 Public Safety Answering Point (PSAP) Enterprise GIS Software Grant, to support departmental GIS services and software.

SUMMARY

The 9-1-1 Services Board recognizes the importance of GIS to Public Safety Answering Points across the Commonwealth. The GIS data is used in emergency call routing functions, to determine which 911 call center a call should be routed to and also in location validation to identify the correct location of an address (using house number and street name data).This grant is meant to provide some support to those GIS systems so that they can continue providing this important support.

PRIOR ACTION(S)

November 28,2023: Finance Committee Meeting.

FISCAL IMPACT

This is a reimbursement grant, so the City will need to expend the funds and then submit a request for reimbursement.

CONTACT(S)

Melissa Foster, Director of Emergency Services

ATTACHMENT(S)

1. RESOLUTION PSAP GIS
2. Lynchburg - FY24-EGS-015 Grant Award Letter

REVIEWED BY

Date:

Melissa Foster, Director of Emergency Services

Date:

Mercedes Braun, Assistant to the City Manager

Date:

Wynter Benda, City Manager

Date:

Alicia Finney, Clerk of Council

RESOLUTION: #R-23-_______

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the FY 2024 City/Federal/State Aid Fund budget is amended and $3,000 is appropriated therein with funding/resources from the Virginia 9-1-1 Services Board FY 2024 Public Safety Answering Point (PSAP) Enterprise GIS Software Grant, to support departmental GIS services and software.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

Virginia 9-1-1 Services Board

Dorothy Spears-Dean, Ph.D.
Deputy State Coordinator
VDEM
(804) 840-7260

Mary Binford
PSC Coordinator
VDEM
(804) 536-8177

September 28, 2023

Dear Lynchburg PSAP:

I am pleased to advise you that the Virginia 9-1-1 Services Board has approved your FY24 Enterprise GIS Software grant request on 9/14/2023. You have been awarded the following grant:

Grant ID: FY24-EGS-015
Award Amount: $3,000.00
Award Period Start: 9/14/2023
Award Period End: 6/30/2024

Payment will be made on a reimbursement basis only for allowable costs. All funding requests must be submitted on the PSAP Grant Funding Reimbursement Form and submitted to psapgrants@vdem.virginia.gov. All supporting documentation required by the grant guidelines should be attached to the form when it is submitted.

If you need to review the grant guidelines or need copies of grant reimbursement forms, you can visit the Public Safety Communications Division website which is located at https://psc.vdem.virginia.gov/.

All grant funds for this award must be expended by 6/30/2024.

If you have any questions, please do not hesitate to contact me or your NGS Outreach Manager. Questions can also be directed to the PSAP Grants mailbox: psapgrants@vdem.virginia.gov.

Congratulations on your grant award!

Sincerely,

Mary Binford

Mary Binford
Public Safety Communications Coordinator

THE CITY OF LYNCHBURG

Finance Committee
Agenda Item II.3.
Action

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
November 28, 2023	Melissa Foster, Director of Emergency Services

AGENDA ITEM # II.3

FY 24 State Homeland Security Program Grant for Registrar's Office Security

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate $29,707 with resources from the Virginia Department of Emergency Management, 2023 State Homeland Security Program Grant to purchase a Security Camera System and Front Counter Upgrade for the Lynchburg Registrar's Office.

SUMMARY

The Department of Emergency Services was awarded $29,707 through a competitive grant process from the Virginia Department of Emergency Management, State Homeland Security Program to purchase a Security Camera System and Front Counter Upgrade for the Lynchburg Registrar's Office. The purpose of the proposed project is to install a security camera system in the City of Lynchburg Registrar’s Office at 825 Kemper St, Suite A, Lynchburg, VA 24501, as well as harden and upgrade the front counter area so as to provide staff a more secure way for staff to greet customers and provide a place to shelter in place if necessary. The Registrar’s Office is considered a critical infrastructure. All election administration for the City of Lynchburg takes place within the office as well as early and absentee voting. Improving the physical security of the building protects the building and all of the information and technology held within. The total cost is $29,707, which is fully reimbursable by the grant; no local matching funds are required.

PRIOR ACTION(S)

November 28, 2023: Finance Committee

FISCAL IMPACT

None, no local match is required.

CONTACT(S)

Melissa Foster, Director of Emergency Services
Piper Vandeperre, Emergency Program Specialist

ATTACHMENT(S)

1. RESOLUTION SHSP Registrar Project
2. DES_SHSP_GrantFY23

REVIEWED BY

Melissa Foster, Director of Emergency Services	Date:
Mercedes Braun, Assistant to the City Manager	Date:
Wynter Benda, City Manager	Date:
Alicia Finney, Clerk of Council	Date:

RESOLUTION: #R-23-_______

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the FY 2024 City/Federal/State Aid Fund budget is amended and $29,707 is appropriated therein with funding/resources from the Virginia Department of Emergency Management, 2023 State Homeland Security Program Grant, to purchase Security Cameras and Front Counter Upgrade for the Lynchburg Registrar's Office.

Introduced: Adopted:

Certified: _____________________________
Clerk of Council

Foster, Melissa

From: Farnen, Tenny (VDEM) <Tenny.Farnen@vdem.virginia.gov>
Sent: Thursday, November 9, 2023 10:15 AM
To: Benda, Wynter
Cc: Vandeperre, Piper; Foster, Melissa; vdemgrants (VDEM)
Subject: FY 2023 State Homeland Security Program Grant (SHSP) - Lynchburg City

CAUTION: External Sender

November 09, 2023

Mr. Wynter Benda
City Manager
City of Lynchburg
900 Church St.
Lynchburg, VA 24504

RE: FY 2023 State Homeland Security Program Grant (SHSP)

Dear Mr. Benda:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of a **2023 State Homeland Security Program Grant (SHSP) CFDA 97.067** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Department of Homeland Security Appropriations Act,* 2023 *(Public Law 117-328)*. Your locality has been allocated funding for:

EM Grants Application Title: Security Cameras and Counter Upgrade
Federal Grant Allocation: $29,707.00
Subrecipient's Required Cost Share/Match Amount: N/A
Total Grant Award: $29,707.00
Period of Performance (POP): October 01, 2023 to June 30, 2025

***This letter serves as notification of your allocation and is not an authorization to incur expenditures**. Funds will be formally awarded to your locality through a Grant Agreement issued by VDEM upon its execution following the approval your application package and budget submission in VDEM's electronic Grants Management System, VDEM EM Grants.

You must initiate these steps, described under Accessing Your Allocation, within 60 days from the date of this notification or funds may be re-allocated. If extenuating circumstances such as local board approval will prevent you from meeting the 60-day deadline, please notify your Grant Administrator as soon as possible.

OPT-Out Notice

Should your agency decide not to proceed with applying for the allocation, and "Opt-Out" notice must be submitted to VDEM **before 1/8/2024**. Please follow the below steps to submit your "Opt-Out" notice:

1. Login to your account at vdem.emgrants.com

2. From you Agency's home page, click on the blue "Apply Now" button, then select the FY2023 SHSP grant and project type before clicking on the "Create" button.
3. Once the Application loads, select the "Opt-Out" option in the field asking about your agency's participation, then complete the remainder of the required fields.
4. Once done, click on the "Submit" button to submit your "Opt-Out" notice to VDEM.

Program Objectives

The objective of the State Homeland Security Program is to assist state and local preparedness activities that address high-priority preparedness gaps across all core capabilities that support terrorism preparedness. All supported investments are based on capability targets and gaps identified during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and assessed in the State Preparedness Report (SPR).

The FY 2023 Homeland Security Grant Program (HSGP) supports state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. References to these priorities can be found throughout this document. The FY 2023 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The allowable costs under FY 2023 HSGP support the core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2023 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity

  Homeland Security Grant Program (HSGP) NOFO

- Department of Homeland Security Standard Terms and Conditions for 2023

  DHS Standard Terms and Conditions

- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

  2 CFR Part 200 Uniform Administrative Requirements

Management and Administration (M&A)

Your local emergency management agency may retain and use up to five percent of the award for local management and administration purposes. M&A activities are those directly related to managing and administering SHSP Program funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless the local emergency management agency chooses to assign personnel to specific M&A activities.

Indirect (Facilities & Administrative [F&A]) Costs

Indirect costs are allowable under this program, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated, indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award.

Apply For Your Allocation

Your agency is hereby invited to complete and submit a Grant Application for the full amount of your organization's Total Grant Allocation amount. To do so, please follow these steps:

1. Register for and/or login to your account at vdem.emgrants.com.
2. From your Agency's home page, click on the blue "Apply Now" button, then select the FY2023 SHSP or UASI grant and project type before clicking on the "Create" button.
3. Complete the entire Application form online and upload all the listed required documents that apply to your specific Application. Also, as a part of the Grant Application, you will be required to complete and upload the attached Vendor Maintenance Form (VMF) and W-9 Form into the Grant Application portal.
4. Once completed, click on the "Submit" button to submit your Application to VDEM for review.

An email notification will be generated and sent when the Grant Agreement is ready for your review and execution. Steps to do so will be provided via that notification.

Requirements: Obtain and provide Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

1) Be registered in SAM.gov before application submission;

2) Provide a valid Unique Entity Identifier (UEI) in its application; and

3) Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process.

Note that subrecipients do not need to have a valid UEI at the time of application; however, they must have a valid UEI in order to receive a subaward.

Reporting

Subrecipients are obligated to submit **Quarterly Progress Reports** as a condition of their subaward. Quarterly progress reports must be uploaded directly into your vdem.emgrants.com account within **15 days** following the end of the quarter. The schedule for reporting is as follows:

Timetable and Deadlines for 2023 SHSP Progress Reporting (includes SHSP, UASI and NSGP subawards):

[Quarter 1 of 7] Time Period: October 1, 2023 to December 31, 2023
Quarter 1 Report Due: On or Before January 15, 2024
[Quarter 2 of 7] Time Period: January 1, 2024 to March 31, 2024
Quarter 2 Report Due: On or Before April 15, 2024

[Quarter 3 of 7] Time Period: April 1, 2024 to June 30, 2024
Quarter 3 Report Due: On or Before July 15, 2024
[Quarter 4 of 7] Time Period: July 1, 2024 to September 30, 2024
Quarter 4 Report Due: On or Before October 15, 2024
[Quarter 5 of 7] Time Period: October 1, 2024 to December 31, 2024
Quarter 5 Report Due: On or Before January 15, 2025
[Quarter 6 of 7] Time Period: January 1, 2025 to March 31, 2025
Quarter 6 Report Due: On or Before April 15, 2025
[Quarter 7 of 7] Time Period: April 1, 2025 to June 30, 2025
Quarter 7 Report Due: On or Before July 15, 2025

HSGP Final Progress Reports:
Due: On or Before July 30, 2025

Within 30 days following the end of the period of performance, subrecipients must upload a Final Progress Report detailing all accomplishments throughout the period of performance into their VDEM EM Grants account. After these reports have been submitted, reviewed and approved by the Grants Office and Chief Regional Coordinators, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated and address the record retention requirements for grant records. The subrecipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

Period of Performance (POP) Extensions

Extensions to this program are allowed. Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests addressed to VDEM and must contain specific and compelling justifications as to why an extension is required. Subrecipients are advised to coordinate with the Grant Administrator, as needed, when preparing an extension request. All extension requests must address the following:

1. Grant program, fiscal year, and subaward ID number in vdem.emgrants.com
2. Reason for delay that must include details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the applicable deadline
3. Current status of the activity/activities and proposed remedies to address the cause of the performance delay
4. Proposed period of performance termination date and proposed project completion
5. Amount of funds drawn down to date
6. Remaining available funds, both Federal and non-Federal
7. Budget outlining how remaining Federal and non-Federal funds will be expended
8. Plan for completion, including milestones and timeframes for achieving each milestone, and the position/person responsible for implementing the plan for completion
9. Certification that the activity/activities will be completed within the proposed period of performance without any modification to the original Statement of Work, as described in the approved budget

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the grant recipient with vendors or subrecipients prevent completion of the project within the existing period of performance

- The project must undergo a complex environmental review that cannot be completed within existing period of performance

- Projects are long-term by design and therefore acceleration would compromise core programmatic goals

- Where other special circumstances exist

Recipients should electronically submit all extension requests to VDEM via vdem.emgrants.com **no later than 90 days prior to June 30, 2025**.

Please initiate the steps described under *Apply For Your Allocation* **within 60 days from the date of this notification**. If you have any questions regarding this award, please contact Tenny Farnen at tenny.farnen@vdem.virginia.gov.

Sincerely,

Cheryl Adkins

Cheryl Adkins
Chief Financial Officer

CA/tlf

cc: Ms. Piper VanDePerre, Emergency Programs Specialist
Mr. Andy John, Director of Regional Support, West Division
Mr. Gene Stewart, Chief Regional Coordinator, Region 3

THE CITY OF LYNCHBURG

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
November 28, 2023	Gregory Wormser, Fire Chief

AGENDA ITEM # II.4

2023 State Homeland Security Program (SHSP) grant for the Fire Department Technical Rescue Team

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate $70,000 with resources of $70,000 from the 2023 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment for the Fire Department Technical Rescue Team.

SUMMARY

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate $70,000 with resources of $70,000 from the 2023 State Homeland Security Program (SHSP) from U.S. Department of Homeland Security (DHS) to fund equipment for the Fire Department Technical Rescue Team.

The funds will be used for the purchase of PPE (Personal Protective Equipment), rope rescue equipment, USAR stabilization equipment to include low pressure air bags, confined space rescue communications equipment and a new exothermic torch system.

The majority of this equipment is replacing existing equipment that has exceeded its useful life, but there are a few items that are being added to enhance our rescue capabilities. This equipment can be used in a variety of ways, such as stabilization of a structure that is in danger of collapse, stabilizing a vehicle after a crash or clearing debris from a trench. This equipment is vital to the successful mitigation of a variety of incident types and ensures not only the prolonged safety of our citizens, but also the immediate safety of our responders.

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

PRIOR ACTION(S)

November 28, 2023: Finance Committee

FISCAL IMPACT

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

CONTACT(S)

Gregory Wormser, Fire Chief

Annette Pettyjohn, Administrative Manager

ATTACHMENT(S)

1. Resolution - FY 2023 State Homeland Security Program grant $70,000

REVIEWED BY

______________________________ Gregory Wormser, Fire Chief	Date:
______________________________ Mercedes Braun, Assistant to the City Manager	Date:
______________________________ Wynter Benda, City Manager	Date:
______________________________ Alicia Finney, Clerk of Council	Date:

RESOLUTION:

BE IT RESOLVED that the FY 2024 City/Federal/State Aid Fund budget is amended and $70,000 is appropriated with resources from the 2023 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment for the Fire Department Technical Rescue Team.

Introduced: Adopted:

Certified: ________________________________
Clerk of Council

THE CITY OF LYNCHBURG

Finance Committee
Agenda Item III.5.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
November 28, 2023	

AGENDA ITEM # III.5

Quarterly Reports

RECOMMENDATION

Review highlights of the attached quarterly financial reports for the quarter ending June 30, 2023: (General Fund presented at October 24, 2023 Finance Committee meeting)

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

October 24, 2023: Finance Committee

FISCAL IMPACT

None

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Fourth Quarter Reports ending June 30 2023 - November Finance Committee

REVIEWED BY

GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

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.

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%**

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.

<u>REVENUES</u>

- 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.

<u>EXPENSES</u>

- 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.

EXPENSES

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.

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 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.

THE CITY OF LYNCHBURG

Finance Committee
Agenda Item IV.6.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
November 28, 2023	Donna Witt, Chief Financial Officer

AGENDA ITEM # IV.6

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 - November 2023

REVIEWED BY

D- S. Witt

Donna Witt, Chief Financial Officer

Date: November 21, 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.7.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
November 28, 2023	Donna Witt, Chief Financial Officer

AGENDA ITEM # IV.7

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 September 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- Finance Committee November 2023

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer

Date: November 21, 2023

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
SEPTEMBER	1,531,422	1,702,723	1,910,727	1,641,274	1,873,719	232,445	($37,008)
TOTAL	**$4,432,248**	**$4,865,222**	**$5,398,533**	**$4,689,642**	**$5,365,741**	**$676,099**	**($32,792)**
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)
SEPTEMBER	313,877	321,494	316,174	304,762	313,758	$8,996	(2,416)
TOTAL	**$975,567**	**$982,773**	**$965,883**	**$931,624**	**$934,638**	**$3,014**	**($31,245)**

	Actual Collected FY 2021 [2]	Actual Collected FY 2022 [2]	Actual Collected FY 2023 [2]	Adopted FY 2024	Actual Assessed FY 2024	Actual Assessed FY 2024 to Adopted FY 2024	Actual Collected FY 2024 [2]	Actual Collected FY 2024 to Adopted FY 2024	Actual Collected FY 2024 to Collected FY 2023
MEALS TAX									
ADOPTED FY 2024 BUDGET - $20,265,000									
JULY [1]	$1,090,332	$1,381,484	$1,450,812	$1,527,821	$1,585,769	$57,948	$1,445,285	($82,536)	($5,527)
AUGUST	1,186,360	1,506,141	1,608,171	1,615,040	1,724,625	109,585	1,701,730	86,690	$93,559
SEPTEMBER	1,203,439	1,457,339	1,636,715	1,674,556	1,703,056	28,500	1,815,498	140,942	$178,783
TOTAL	**$3,480,131**	**$4,344,964**	**$4,695,698**	**$4,817,417**	**$5,013,450**	**$196,033**	**$4,962,513**	**$145,096**	**$266,815**
LODGING TAX									
ADOPTED FY 2024 BUDGET - $3,775,000									
JULY [1]	$155,637	$242,273	$268,473	$298,039	$307,142	$9,103	$287,424	($10,615)	$18,951
AUGUST	213,511	333,446	335,707	416,611	365,472	(51,139)	367,347	(49,264)	$31,640
SEPTEMBER	257,411	263,845	301,809	324,922	341,748	16,826	341,274	16,352	$39,465
TOTAL	**$626,559**	**$839,564**	**$905,989**	**$1,039,572**	**$1,014,362**	**($25,210)**	**$996,045**	**($43,527)**	**$90,056**
AMUSEMENT TAX									
ADOPTED FY 2024 BUDGET - $900,000									
JULY [1]	$13,970	$59,351	$46,938	$95,133	$89,628	($5,505)	$88,097	($7,036)	$41,159
AUGUST	19,248	55,160	97,916	60,078	63,590	3,512	62,359	2,281	($35,557)
SEPTEMBER	19,538	45,639	60,593	66,819	64,099	(2,720)	62,730	(4,089)	$2,137
TOTAL	**$52,756**	**$160,150**	**$205,447**	**$222,030**	**$217,317**	**($4,713)**	**$213,186**	**($8,844)**	**$7,739**

[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.