THE CITY OF LYNCHBURG

FINANCE COMMITTEE
City Council Committee

Tuesday, April 23, 2024 | 3:00 PM
2nd Floor Training Room- City Hall
900 Church Street
Lynchburg, VA 24504

AGENDA

I. Welcome *Vice Mayor Chris Faraldi, Chair*

II. General Business

II.1. Library of Virginia Circuit Court Records Preservation Grant Appropriation

II.2. 2023 Assistance to Firefighters Grant to Purchase Eighty-eight (88) Portable Radios for the Fire Department

III. Other Information

III.3. FY 2024 General Fund Reserve for Contingencies

III.4. Monthly Revenue Collections Update

IV. Roll Call

V. Next Regular Meeting

V.5. The next Finance Committee meeting is Tuesday, May 28, 2024 at 3:00 p.m.

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
April 23, 2024	K. Todd Swisher, Clerk of the Circuit Court

AGENDA ITEM # II.1

Library of Virginia Circuit Court Records Preservation Grant Appropriation

RECOMMENDATION

Adopt a resolution to amend the FY 2024 City/Federal/State Aid Fund budget and appropriate $27,326 with resources from a Library of Virginia Circuit Court Records Preservation Grant to preserve Deed Book 45 T-T 1891; Deed Book 46 U-U 1891-1892; Deed Book 47 V-V 1892-1893; Deed Book 48 W-W 1893; Deed Book 57 1898-1899; and Marriage Licenses 1864-1866.

SUMMARY

The Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The approved grant funding of $27,326 will allow Deed Book 45 T-T 1891; Deed Book 46 U-U 1891-1892; Deed Book 47 V-V 1892-1893; Deed Book 48 W-W 1893; Deed Book 57 1898-1899; and Marriage Licenses 1864-1866 to be reformatted and preserved.

The grant covers 100% of preservation work; no local match is required for this grant.

PRIOR ACTION(S)

FISCAL IMPACT

None – no local match is required.

CONTACT(S)

K. Todd Swisher - Clerk of the Circuit Court

ATTACHMENT(S)

1. RESOLUTION - CCRP Library of Virginia Conservation Grant 04232024
2. 2024 Library of VA Grant Approval - Lynchburg

REVIEWED BY

RESOLUTION:

BE IT RESOLVED that the FY 2024 City/Federal/State Aid Fund budget is amended and $27,326 is appropriated with resources from a Library of Virginia Circuit Court Records Preservation Grant to preserve Deed Book 45 T-T 1891; Deed Book 46 U-U 1891-1892; Deed Book 47 V-V 1892-1893; Deed Book 48 W-W 1893; Deed Book 57 1898-1899; and Marriage Licenses 1864-1866.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

Feb. 21, 2024

Grant Agreement Number: 2024FY-051

The Honorable Kenneth T. "Todd" Swisher
Clerk of the Circuit Court
City of Lynchburg
P.O. Box 4
Lynchburg, VA 24505

Dear Mr. Swisher,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, Feb. 13th, 2024 to consider 124 applications submitted from 101 localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved in the full amount of $27,326.00.** The following item(s) have been approved by the Review Board: **Deed Book 45 T-T 1891; Deed Book 46 U-U 1891-1892; Deed Book 47 V-V 1892-1893; Deed Book 48 W-W 1893; Deed Book 57 1898-1899; Marriage Licenses 1864-1866.** This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Award Certification form included with this letter. This agreement, along with the original grant application, details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it electronically or by mail **within fifteen days of receipt** to Michelle Washington at the Library of Virginia (Michelle.Washington@lva.virginia.gov). Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project. We will look forward to working with this year in preparation for the 2025FY grant cycle.

Sincerely,

Gregory E. Crawford

Gregory E. Crawford
State Archivist

Teresa Hash Dobbins

Teresa Hash Dobbins
President, Virginia Court Clerks' Association

CCRP GRANTS PROGRAM AWARD CERTIFICATION FORM

Locality: **Lynchburg City** | **Date of Award:** **2 /13/2024**

Grant #: **2024FY-051** | **Amount of Grant Award:** **$27,326.00**

Grant Type: *Item Conservation* | *Amount of Grant Request:* *$27,326.00*

By signing this document, I agree to the three statements below, as well as the decision of the CCRP Grants Review Board:

K.T. Swisher — K. TODD SWISHER

Signature of Circuit Court Clerk — Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:

I agree to comply with all policies and procedures required by the Code of Virginia, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:

I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully

CIRCUIT COURT PRESERVATION PROGRAM
GRANT CYCLE FY2024
ITEM CONSERVATION – GRANT APPLICATION
To Be Completed by Circuit Court Clerk or designated staff

Part 1: Applicant Information

Name of Locality: City of Lynchburg		
Name of Applicant/Primary Project Contact: Todd Swisher	Position Title: Clerk	Phone Number: 434-455-2611 / 434-841-0736
E-mail: kswisher@vacourts.gov		
Mailing Address - if different (Street, City, State, Zip Code) P.O. Box 4 Lynchburg, VA 24505	Physical Address (Street, City, State, Zip Code) 900 Court Street Lynchburg, VA 24504	
Signature of Circuit Court Clerk:	Date: 12/27/2023	

Part 2: Items to be Submitted

Enter the following: name of vendor, title and date range of records. i.e. *Deed Book 12, 1814-1816*, reformatting preference, line item total from vendor's price proposal quote, and total project cost. **Clerks are encouraged to list records to be conserved in order of preference; however, the CCRP Grants Review Board is responsible for deciding which items will receive funding.** Enter no more than six volumes or, if loose records, no more than 1500 items.

Name of Vendor: ______________________________

Title and date range of records:	To be Reformatted?	Line Item Total:
Marriage Licenses, Certificates, etc. (1864-1866)	Yes ☒ No ☐	$ 13,569.00
Deed Book 45 T-T (Jan 1891 - Oct 1891)	Yes ☒ No ☐	$ 2,831.00
Deed Book 46 U-U (Oct 1891 - May 1892)	Yes ☒ No ☐	$ 2,738.50
Deed Book 47 V-V (May 1892 - Feb 1893)	Yes ☒ No ☐	$ 2,738.50
Deed Book 48 W-W (Feb 1893 - Oct 1893)	Yes ☒ No ☐	$ 2,724.50
Deed Book 57 (Jul 1898 - Apr 1899)	Yes ☒ No ☐	$ 2,724.50
Total Project Cost:		$ 27,326.00

Are the items above listed in order of preference? Yes ☒ No ☐

Part 3: Project Information
Complete the three project information questions explaining how you plan to ensure the long-term preservation of the records after they are returned from the conservation vendor. If items are to be reformatted, explain how the digital images will be made available to the public. If further explanation is necessary, provide additional information in support of this grant application.

Part 4: Vendor Proposal
Be sure to attach the vendor's proposal of work with costs for each item, to include *itemized specific treatments and costs proposed*, submitted to the clerk by the vendor.

ITEM CONSERVATION GRANT – PROJECT DESCRIPTION AND REQUIREMENTS

An item conservation project would contract the services of a professional book and paper conservator to perform conservation treatments on volumes and/or loose papers of major historical, administrative and/or informational significance. **For the FY2024 grant cycle, a clerk can submit no more than six volumes or no more than 1500 items of loose papers.** Due to the unique services involved in conserving loose papers, contact a consulting archivist prior to submitting a grant to conserve loose papers. Clerks are encouraged to identify records to be conserved in order of preference in the grant application; however, the CCRP Grant Review Board is responsible for determining which items will receive funding.

The vendor shall employ qualified staff and furnish supplies to carry out a full range of conservation treatment services on manuscripts, ledger books, cloth and leather bindings, maps, blueprints and other photomechanical reproductions. Conservation treatment will primarily include, but will not be limited to, the removal of lamination (including cellulose acetate lamination, modern lamination, etc.), pressure sensitive tape and adhesive removal, aqueous and non-aqueous deacidification, paper repair, archival polyester encapsulation, and binding repair or rebinding. The treatment process must be completely reversible to allow for the possibility of future conservation advancements. Any projects involving the conservation of original paper records must conform to the conditions stated in the Guidelines for Conservation Contractors. The Guidelines are available online at http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp

This grant includes funding for digital reformatting of conserved materials. Item conservation grant covers 100% of cost to generate digital images (**minimum resolution – 300 dpi tiffs**). Digital images are to be stored and made accessible on a secure remote access system and/or a computer terminal maintained by your office. Applicants can include in their grant request the cost for uploading the digital images to their secure remote access system or public terminal. Applicants are recommended to retire the original records from public use following completion of project.

Project Information

1) Please explain how you will ensure the long-term preservation of the records following completion of this project.

The conserved records are kept in our records/historical room where they are supervised by 2 clerks who work in that area and ultimately control access to the records. The location of the room is such that it is not a high traffic area. Only those who need to do research access this area. The room is temperature controlled to help preserve documents, and the entire office is secured with cameras and an alarm system. This security system is on and monitored anytime the office is left unattended. Additionally, all back-up data is secured in a fireproof safe in the office.

2) If items are to be reformatted, explain how the digital images will be made available to the public by your office. (If you indicated on p.1 that items are not to be reformatted, write "n/a".)

The public can access digital records through the Secure Remote Access system. All of our records post-2012 are digital and we endeavor to backscan and digitize Marriage Licenses and Deeds back to 1925 (currently back to 1947) and have successfully backscanned and digitized Wills back to 1805, when Lynchburg was first incorporated as a town.

3) Please provide any additional relevant information in support of this grant application.

Circuit Court Clerk's Offices serve as the "keeper of record" for their respective localities. Though the office performs a myriad of services, record keeping is one of its foundational functions. Over time, records deteriorate (our records date back to 1805); therefore, it is absolutely critical that we continue to invest in the preservation of these records. This work will help ensure that Lynchburg's historical records remain in the best condition possible for future access and review. Lynchburg is a location of historical significance and it is vital to preserve its records. Thus, preservation work has been a high priority of this office for many years. The more records we can preserve and provide access through back-up data (digitially), the less of a need there is for people to have to physically access records - this effectively increases the lifespan of the original records. The Lynchburg Circuit Court Clerk's Office has been very active in seeking and securing grant funding for preservation work for many years - attaining $300,000 in grant funding since 1996. Additionally, the Office has spent a significant amount of its own funding, outside the scope of this grant process, related to preservation work, upgrades to lighting, security cameras, and an alarm system. Lastly, as aforementioned, the Office has purchased a fireproof safe where all back-up data is stored. It is my sincere hope that all of this is reflective of a strong commitment towards the preservation and management of historical records in our custody here in Lynchburg.

Be sure to attach the following with application:

Proposal of work with itemized estimated costs submitted to the clerk by vendor(s).

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
April 23, 2024	Gregory Wormser, Fire Chief

AGENDA ITEM # II.2

2023 Assistance to Firefighters Grant to Purchase Eighty-eight (88) Portable Radios for the Fire Department

RECOMMENDATION

Approve the submittal of a grant application to the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) for $682,000 with resources of $620,000 from the DHS and FEMA and $62,000 from the FY 2025 General Fund Fire Department budget to purchase eighty-eight (88) portable radios and related equipment for the Fire Department.

SUMMARY

The Fire Department seeks authorization to apply for a matching grant for eighty-eight (88) P-25 National Fire Protection Agency (NFPA) complaint portable radios and necessary components. The Department of Homeland Security (DHS) and FEMA administers this grant to provide funding to focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The Assistance to Firefighters Grant accomplishes this by providing financial assistance directly to eligible fire departments for critical training and equipment.

The funds received will be utilized to purchase new portable radios for the fire department, replacing those that are approaching the end of their serviceable life. The current radios were purchased with grant money more than 10 years ago. The new radios have enhanced firefighter safety features and new technology that allows for improved communication.

This grant requires up to a 10% local match. With a total cost of the grant at $682,000, the FEMAGO grant software program auto-calculated local match for this grant is $62,000. Grants should be awarded in calendar year 2024; therefore, if awarded, the match will be funded from the FY 2025 General Fund Fire Department budget.

PRIOR ACTION(S)

None

FISCAL IMPACT

$62,000 in matching funds will be provided from the FY 2025 General Fund Fire Department budget. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S)

Gregory Wormser, Fire Chief

Jonathan Wright, Deputy Fire Chief
Annette Pettyjohn, Administrative Manager

ATTACHMENT(S)

None

REVIEWED BY

Gregory Wormser, Fire Chief

Date: April 02, 2024

Finance Committee
Agenda Item III.3.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
April 23, 2024	Donna Witt, Chief Financial Officer

AGENDA ITEM # III.3

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 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 - April 2024

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer

Date: April 18, 2024

ATTACHMENT A

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)		
General Registrar - City Council Appropriated Up to $100,000 for Staffing and Other Expenses (9/12/2023)	($100,000)	
Lynchburg City Schools - City Council Appropriated $15,000 for Schools Operating Budget - Instruction (2/13/2024)	($15,000)	
TOTAL APPROPRIATIONS	**($115,000)**	**$0**
REMAINING BALANCE	**$1,035,000**	**$50,000**
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$1,035,000**	**$50,000**
PENDING ITEMS		
TOTAL PENDING ITEMS	**$0**	**$0**
ENDING BALANCE, JUNE 30, 2024	**$1,035,000**	**$50,000**

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
April 23, 2024	Donna Witt, Chief Financial Officer

AGENDA ITEM # III.4

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 February 2024.

SUMMARY

A comparison of collections received by month is provided for the following revenues:

1. Sales and Use Tax
2. Consumer Utility Tax - Electric
3. Meals Tax
4. Lodging Tax
5. Amusement Tax

PRIOR ACTION(S)

May 23, 2023: City Council, Adoption of the FY 2024 Operating and Capital Budgets

FISCAL IMPACT

As noted on report.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Monthly Tax Revenues Comparison FY 2024- Finance Committee Report - April 2024

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer

Date: April 18, 2024

Comparison of Collections
Budget to Actual
Fiscal Year 2024

SALES & USE TAX
ADOPTED FY 2024 BUDGET - $23,100,000

	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
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)
OCTOBER	1,498,945	1,727,124	1,826,541	1,664,794	1,779,505	114,711	($47,036)
NOVEMBER	1,516,545	1,705,132	1,755,273	1,643,596	1,849,100	205,504	$93,827
DECEMBER	1,908,243	2,128,639	2,339,927	2,051,819	2,244,272	192,453	($95,655)
JANUARY	1,321,858	1,623,094	1,470,075	1,564,518	1,626,161	61,643	$156,086
FEBRUARY	1,283,097	1,496,509	1,697,755	1,442,502	1,834,554	392,052	$136,799
TOTAL	**$11,960,936**	**$13,545,720**	**$14,488,104**	**$13,056,871**	**$14,699,333**	**$1,642,462**	**$211,229**

CONSUMER UTILITY TAX - ELECTRIC
ADOPTED FY 2024 BUDGET - $3,500,000

	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
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)
OCTOBER	260,312	285,740	264,598	270,869	259,987	(10,882)	($4,611)
NOVEMBER	248,561	265,895	248,183	252,057	240,492	(11,565)	($7,691)
DECEMBER	309,832	331,167	339,268	313,932	336,512	22,580	($2,756)
JANUARY	362,641	336,155	359,207	318,660	350,274	31,614	($8,933)
FEBRUARY	354,521	361,163	311,595	342,367	317,994	(24,373)	$6,399
TOTAL	**$2,511,434**	**$2,562,893**	**$2,488,734**	**$2,429,509**	**$2,439,897**	**$10,388**	**($48,837)**

	Actual Collected FY 2021 [2]	Actual Collected FY 2022 [2]	Actual Collected FY 2023 [2]	Adopted FY 2024	Actual Assessed FY 2024	Actual Assessed FY 2024 to Adopted FY 2024	Actual Collected FY 2024 [2]	Actual Collected FY 2024 to Adopted FY 2024	Actual Collected FY 2024 to Collected FY 2023
MEALS TAX									
ADOPTED FY 2024 BUDGET - $20,265,000									
JULY [1]	$1,090,332	$1,381,484	$1,450,812	$1,527,821	$1,585,769	$57,948	$1,445,285	($82,536)	($5,527)
AUGUST	1,186,360	1,506,141	1,608,171	1,615,040	1,724,625	109,585	1,701,730	86,690	93,559
SEPTEMBER	1,203,439	1,457,339	1,636,715	1,674,556	1,703,056	28,500	1,815,498	140,942	178,783
OCTOBER	1,283,797	1,537,383	1,677,356	1,763,468	1,768,908	5,440	1,759,675	(3,793)	82,319
NOVEMBER	1,109,005	1,452,953	1,531,231	1,603,331	1,674,352	71,021	1,672,125	68,794	140,894
DECEMBER	1,124,410	1,560,912	1,727,245	1,704,604	1,767,891	63,287	1,730,918	26,314	3,673
JANUARY	1,044,041	1,277,126	1,550,911	1,614,987	1,514,859	(100,128)	1,497,034	(117,953)	(53,877)
FEBRUARY	1,242,188	1,494,478	1,674,080	1,666,230	1,690,478	24,248	1,666,914	684	(7,166)
TOTAL	**$9,283,572**	**$11,667,816**	**$12,856,521**	**$13,170,037**	**$13,429,938**	**$259,901**	**$13,289,179**	**$119,142**	**$432,658**
LODGING TAX									
ADOPTED FY 2024 BUDGET - $3,775,000									
JULY [1]	$155,637	$242,273	$268,473	$298,039	$307,142	$9,103	$287,424	($10,615)	$18,951
AUGUST	213,511	333,446	335,707	416,611	365,472	(51,139)	367,347	(49,264)	31,640
SEPTEMBER	257,411	263,845	301,809	324,922	341,747	16,825	341,274	16,352	39,465
OCTOBER	226,390	317,407	384,448	409,407	406,663	(2,744)	411,122	1,715	26,674
NOVEMBER	160,421	194,097	241,126	273,178	317,120	43,942	297,618	24,440	56,492
DECEMBER	112,888	193,575	251,366	220,465	219,276	(1,189)	229,855	9,390	(21,511)
JANUARY	108,941	173,332	265,409	225,638	250,992	25,354	244,962	19,324	(20,447)
FEBRUARY	199,008	276,290	289,815	304,230	300,146	(4,084)	296,436	(7,794)	6,621
TOTAL	**$1,434,207**	**$1,994,265**	**$2,338,153**	**$2,472,490**	**$2,508,558**	**$36,068**	**$2,476,038**	**$3,548**	**$137,885**
AMUSEMENT TAX									
ADOPTED FY 2024 BUDGET - $900,000									
JULY [1]	$13,970	$59,351	$46,938	$95,133	$89,628	($5,505)	$88,097	($7,036)	$41,159
AUGUST	19,248	55,160	97,916	60,078	63,590	3,512	62,359	2,281	(35,557)
SEPTEMBER	19,538	45,639	60,593	66,819	64,099	(2,720)	62,730	(4,089)	2,137
OCTOBER	18,752	55,688	70,383	74,624	81,316	6,692	93,525	18,901	23,142
NOVEMBER	17,830	54,292	64,081	66,127	63,027	(3,100)	57,177	(8,950)	(6,904)
DECEMBER	15,570	91,535	84,585	89,871	101,542	11,671	102,333	12,462	17,748
JANUARY	19,575	46,525	65,873	61,592	60,967	(625)	61,315	(277)	(4,558)
FEBRUARY	27,526	59,372	66,994	70,926	76,250	5,324	74,195	3,269	7,201
TOTAL	**$152,009**	**$467,562**	**$557,363**	**$585,170**	**$600,419**	**$15,249**	**$601,731**	**$16,561**	**$44,368**

[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.