FINANCE COMMITTEE AGENDA

Tuesday, January 24, 2023
3:00 p.m. – 2nd Floor Training Room

GENERAL BUSINESS

3:00 p.m.

1. Real Estate Rate Reduction Discussion.

   Contact: Donna Witt, Chief Financial Officer 455-3968

3:10 p.m.

2. Receive information related to the Concealed Weapon Permit and related fee.

   Contact: Donna Witt, Chief Financial Officer 455-3968

3:20 p.m.

3. Approve the guidelines for the operation of the City Council's Finance Committee.

   Contact: Donna Witt, Chief Financial Officer 455-3968

3:25 p.m.

4. Consider a request to adopt a resolution to review, amend, and reaffirm the City Council's Financial Management Policies as revised by the City's financial advisors, Davenport & Company, LLC.

   Contact: Donna Witt, Chief Financial Officer 455-3968

3:30 p.m.

5. Consider a request to adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate $85,000 with resources from the Virginia Department of Emergency Management, 2022 State Homeland Security Program Grant to purchase a Drone Mobile Command Response Vehicle for the Lynchburg Police Department.

   Contact: Ken Edwards, Lynchburg Police Department 455-6045

3:35 p.m.

6. Consider a request to adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate $387,250 with resources from the 2023 Department of Criminal Justice Services, American Rescue Plan Act, Funding Program to purchase Law Enforcement Equipment & Technology for the Lynchburg Police Department.

   Contact: Ken Edwards, Lynchburg Police Department 455-6045

3:40 p.m.

7. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending September 30, 2022.

Fund	Preparer
GLTC	Joshua Moore, General Manager, GLTC
Regional Airport Fund	Andrew LaGala, Airport Director
Lynchburg Regional Juvenile Detention Center	Preston Sellers, Director of Human Services
Children’s Services Act Fund (CSA)	Preston Sellers, Director of Human Services
Water Operating Fund	Tim Mitchell, Director of Water Resources
Sewer Operating Fund	Tim Mitchell, Director of Water Resources
Stormwater Operating Fund	Tim Mitchell, Director of Water Resources
General Fund	Donna Witt, Chief Financial Officer

3:55 p.m.

8. Roll Call

AGENDA ITEM SUMMARY

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

AGENDA ITEM # VI.14

Real Estate Rate Reduction Discussion

RECOMMENDATION

Receive information regarding the reduction of the real estate tax rate.

SUMMARY

City Council Member(s) requested a discussion on reducing the real estate tax rate be added to an agenda. This request includes reducing the rate from $1.11 per $100 of assessed value to $1.03 dated back to November 2021 or reducing the rate to $0.99 as of a date Council chooses to apply prospectively.

Staff will provide context to the real estate tax rate and the legal provision for a change in rate.

Please note, a retroactive reduction in rate which would result in a refund would not be proper pursuant to the tenets of Section § 15.2-2511.1 of the Code of Virginia and until a method has been first developed by ordinance to account for the distribution of a surplus. The desired refund in the amount of $4.8 million dollars (the amount of Real Estate Taxes related to reducing the rate to $1.03 effective November 2021) cannot be defined as a surplus as contemplated by Section § 15.2-2511.1 of the Code of Virginia.

The proposed ordinance attached may be considered by Council in reducing the Real Estate Tax rate prospectively.

Please note, any change in revenues that will cause a greater than 1% change of the total expenditures in the current adopted budget will require notice, public hearing, and a budget amendment.

PRIOR ACTION(S)

April 26, 2022: FY 2023 Adopted Budget

FISCAL IMPACT

Each penny on the Real Property Tax rate will generate approximately $600,000.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Ord - Real Estate Tax Adjustment

REVIEWED BY

Donna Witt, Chief Financial Officer — Date: January 19, 2023

APPROVED AS TO FORM:
City Attorney/Designee

Matthew Freedman, City Attorney — Date: January 19, 2023

Mercedes Braun, Executive Assistant to the City Manager — Date: January 19, 2023

Wynter C. Benda, City Manager — Date: January 19, 2023

Alicia Finney, Clerk of Council — Date: January 19, 2023

AN ORDINANCE TO AMEND AND REENACT SECTION 36-152 OF CHAPTER 36 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, WITH SUCH CODE SECTION AND AMENDMENT BEING RELATED TO THE REAL ESATE TAX RATE IN THE CITY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That Section 36-152 of Chapter 36 of the Code of the City of Lynchburg, 1981, be amended and reenacted as follows:

Sec. 36-152. - Same—Real estate.

Effective on and after ~~July 1, 2012~~ ____________________, and for the fiscal year beginning ~~July 1, 2012~~ July 1, 2023, and ending ~~June 30, 2013~~ June 30, 2024, and for each and every fiscal year thereafter beginning July 1 and ending June 30 of each such year, unless otherwise changed by council, on each $100.00 of the assessed value of real estate in this city and the improvements thereon there shall be a tax of $~~1.11~~ ____________________ for the purpose of establishing and maintaining the public schools of the city, and for the purpose of providing the interest and sinking fund on loans negotiated and bonds issued or to be issued by the city for school purposes, and for general governmental purposes. Provided, however, that effective on and after ~~July 1, 2004~~ January 1, ________, ~~for the fiscal year beginning July 1, 2004,~~ and ending ~~June 30, 2005~~ December 31, ________, and for each and every ~~fiscal~~ calendar year thereafter beginning ~~July 1~~ January 1 and ending ~~June 30~~ December 31 of each such year, unless otherwise changed by council, for each $100.00 of the assessed value of real estate and tangible personal property of public service corporations other than railway companies not equalized by the state corporation commission pursuant to Section 58.1-2604 of the Code of Virginia (1950), as amended, there shall be a tax of $3.80. Provided, however, that effective on and after ~~July 1, 2007~~ January 1, ________, ~~for the fiscal year beginning July 1, 2007,~~ and ending ~~June 30, 2008~~ December 31, ________, and for each and every ~~fiscal~~ calendar year thereafter beginning ~~July 1~~ January 1 and ending ~~June 30~~ December 31 of each such year, unless otherwise changed by council, for each $100.00 of assessed value of real estate and tangible personal property of public service corporations other than aircraft, automobiles, and trucks of all such corporations and rolling stock of railway companies, there shall be a tax of $~~1.11~~ ____________________.

2. That this Ordinance shall become effective upon its adoption, but, where applicable, shall apply retroactively to public service corporations.

Adopted:

Certified: ________________________________
Clerk of Council

FINANCE COMMITTEE AGENDA ITEM #: 2

City Council
Agenda Item VI.11.
Information Only

AGENDA ITEM SUMMARY

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

AGENDA ITEM # VI.11

Concealed Weapon Permit Discussion

RECOMMENDATION

Receive information related to the Concealed Weapon Permit and impact of a possible reduction in the related fee.

SUMMARY

City Council Member(s) requested information related to lowering the fee required to obtain a concealed weapon permit in the City of Lynchburg to $15 per permit. Section K of § 18.2-308 of the Code of Virginia breaks down the fees that are both allowed and required for a concealed handgun permit (see highlighted section in code section below). The current fee structure breakout for the City of Lynchburg is shown below:

Concealed Handgun Permit Fee	
Fee	**Breakout:**
$10	Application Fee to Clerk
$35	Lynchburg Police Department
$5	State Police
$50	**Total**

Lynchburg Police Department (LPD) officers conducting background investigations do so on an overtime basis and are compensated one hour per background investigation. The $35 fee currently charged to citizens does not cover the expenses incurred for even our lowest paid officer. If the fee is lowered to $15, the funding for the LPD's expenses related to background investigations will need to be absorbed in the current Police Department Budget without offsetting revenues.

The chart contains the numbers related to background investigations for concealed handgun permits for the past five years:

Concealed Handgun Permit Revenue and Background Investigation Costs		
Calendar Year	Revenue	Cost
2018	$32,518.50	$33,866
2019	$26,999.00	$31,025
2020	$43,989.75	$47,628
2021	$40,531.75	$43,931
2022	$29,758.75	$39,313

Section K of § 18.2-308:
No fee shall be charged for the issuance of such permit to a person who has retired from service (i) as a magistrate in the Commonwealth;(ii) as a special agent with the Alcoholic Beverage Control Board or as a law-enforcement officer with the Department of State Police, the Department of Game and Inland Fisheries, or a sheriff or police department, bureau or force of any political subdivision of the Commonwealth, after completing 15 years of service or after reaching age 55; (iii) as a law-enforcement officer with the United States Federal Bureau of Investigation, Bureau of Alcohol, Tobacco and Firearms, Secret Service Agency, Drug Enforcement Administration, United States Citizenship and Immigration Services, Customs Service, Department of State Diplomatic Security Service, U.S. Marshals Service or Naval Criminal Investigative Service, after completing 15 years of service or after reaching age 55; (iv) as a law-enforcement officer with any police or sheriff's department within the United States, the District of Columbia or any of the territories of the United States, after completing 15 years of service; or (v)as a law-enforcement officer with any combination of the agencies listed in clauses (ii) through (iv), after completing 15 years of service. The clerk shall charge a fee of $10 for the processing of an application or issuing of a permit, including his costs associated with the consultation with law-enforcement agencies. The local law-enforcement agency conducting the background investigation may charge a fee not to exceed $35 to cover the cost of conducting an investigation pursuant to this section. The $35 fee shall include any amount assessed by the Federal Bureau of Investigation for providing criminal history record information, and the local law-enforcement agency shall forward the amount assessed by the Federal Bureau of Investigation to the State Police with the fingerprints taken from the applicant. The State Police may charge a fee not to exceed $5 to cover their costs associated with processing the application. The total amount assessed for processing an application for a permit shall not exceed $50, with such fees to be paid in one sum to the person who accepts the application. Payment may be made by any method accepted by that court for payment of other fees or penalties. No payment shall be required until the application is accepted by the court as a complete application. The order issuing such permit, or the copy of the permit application certified by the clerk as a de facto permit pursuant to subsection D, shall be provided to the State Police and the law-enforcement agencies of the county or city. The State Police shall enter the permittee's name and description in the Virginia Criminal Information Network so that the permit's existence and current status will be made known to law-enforcement personnel accessing the Network for investigative purposes.

PRIOR ACTION(S)

January 24, 2023: Finance Committee

FISCAL IMPACT

See chart above; the annual cost for Police Department officers conducting the background investigations would need to be absorbed within the current Police Department Budget.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Ord - Uncodified Ord - LPD Fees IN RE Concealed Handgun Permits
2. Ord (2) - Uncodified Ord - LPD Fees IN RE Concealed Handgun Permits

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer — Date: January 18, 2023

Mercedes Braun, Executive Assistant to the City Manager — Date:

Wynter C. Benda, City Manager — Date:

Alicia Finney, Clerk of Council — Date:

AN UNCODIFIED ORDINANCE DIRECTING THE LYNCHBURG POLICE DEPARTMENT TO REFRAIN FROM CHARGING A FEE PURSUANT § 18.2-308.03(A) OF THE CODE OF VIRGINIA, 1950, AS AMENDED, AND BEING SPECIFIC TO THE PROCESSING OF APPLICATIONS FOR CONCEALED HANDGUN PERMITS

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That the Lynchburg Police Department (LPD) is hereby directed to refrain from charging any fee related to the cost of conducting an investigation pursuant § 18.2-308.03(A) of the Code of Virginia, 1950, as amended, and being specific to the processing of applications for concealed handgun permits.

2. That any Resolution, Ordinance, or other action of the Council of the City of Lynchburg inconsistent herewith is repealed, but only to the extent of such inconsistency.

3. That this Ordinance shall become effective upon its adoption, and the Clerk of Council shall deliver a certified copy of this Ordinance to the Chief of Police of the LPD.

Adopted:

Certified: ________________________________
Clerk of Council

AN UNCODIFIED ORDINANCE DIRECTING THE LYNCHBURG POLICE DEPARTMENT TO REFRAIN FROM CHARGING A FEE THAT EXCEEDS $_______________ PURSUANT § 18.2-308.03(A) OF THE CODE OF VIRGINIA, 1950, AS AMENDED, AND BEING SPECIFIC TO THE PROCESSING OF APPLICATIONS FOR CONCEALED HANDGUN PERMITS

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That the Lynchburg Police Department (LPD) is hereby directed to refrain from charging a fee that exceeds $______________ for the cost of conducting an investigation pursuant § 18.2-308.03(A) of the Code of Virginia, 1950, as amended, and being specific to the processing of applications for concealed handgun permits.

2. That any Resolution, Ordinance, or other action of the Council of the City of Lynchburg inconsistent herewith is repealed, but only to the extent of such inconsistency.

3. That this Ordinance shall become effective upon its adoption, and the Clerk of Council shall deliver a certified copy of this Ordinance to the Chief of Police of the LPD.

Adopted:

Certified: ________________________________
Clerk of Council

FINANCE COMMITTEE AGENDA ITEM #: 3

City Council
Agenda Item VI.6.
Action

AGENDA ITEM SUMMARY

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

AGENDA ITEM # VI.6

Review and Approve the City's Finance Committee Guidelines

RECOMMENDATION

Approve the guidelines for the operation of the City Council's Finance Committee.

SUMMARY

The Finance Committee Guidelines are reviewed by the Finance Committee for relevance bi-annually, in conjunction with the appointment of the Finance Committee chair. Following review by the Finance Committee, these guidelines require approval by the City Council.

PRIOR ACTION(S)

- August 11, 2020 City Council Meeting: Guidelines reaffirmed.
- January 24, 2023 Finance Committee: Guidelines reviewed.

FISCAL IMPACT

None

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Proposed Finance Committee Guidelines REVISED AUGUST 2016 REAFFIRMED JULY 2020 rev 01242023

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer

Date: January 13, 2023

Mercedes Braun, Executive Assistant to the City Manager	Date: January 17, 2023
Wynter C. Benda, City Manager	Date:
Alicia Finney, Clerk of Council	Date:

Finance Committee Guidelines

(*Revised: August 2016; Reaffirmed: July 2020)*

General Purpose Statement

To guide the City in the execution of Council-adopted financial policies; to review and serve as a filter in determining specific budget/financial actions to be considered by City Council; and, to review financial reports on a quarterly basis to determine if any revenue or expenditure adjustments are necessary during the fiscal year.

To better facilitate the Finance Committee meetings, the agenda format is divided into two sections: General Business and Other Information. Following is a sample of items that may be included in each of these sections:

I. Items considered as General Business

1. A review of the status of the General Fund Reserve for Contingencies
2. Any item requesting an appropriation from:
   - Reserve for Contingencies-All Funds
   - Fund Balance-All Funds
3. Review of grant applications:
   Prior to submitting grant applications, the grant application or concept will be reviewed by the Finance Committee if local funding is required during or following the end of the grant period. Departments applying for grants must include a strategy for consideration by the Committee outlining what action will occur when the grant funding expires.
4. Discuss quarterly financial reports for the General, Water, Sewer, Stormwater, Airport, Juvenile Detention Home, Children's Services Act (CSA) Funds, and Greater Lynchburg Transit Company (GLTC).
5. Proposed Amendments to Fiscal Management Policies.
6. ~~The structure and timing of proposed bond sales.~~

~~7.~~6. Other items deemed appropriate by the City Manager.

II. Items Considered as Other Information

1. Items that do not require immediate Council action but are to advise Council on future items, issues, or simply information sharing. Examples include: reports from bond rating agencies, changes in Virginia Retirement System costs, changes in accounting identified by the Governmental Accounting Standards Board (GASB), grants that are fully reimbursable, requiring no current or local funding.

III. Financial items to be considered by the full City Council

1. Input into the planning and approach for the annual Capital Improvement Program and Operating Budget.
2. Review and deliberations regarding the Proposed Capital Improvement Program and Operating Budget.
3. Requests for funding by outside agencies.
4. First Quarter Adjustments
5. Third Quarter Adjustments
6. Use of Contingency
7. ~~Financial Trend Indicator Reports~~ **The structure and timing of proposed bond sales.**
8. New programs or changes in programs creating a current or future budget impact, to include both revenue and expenditure impact.

IV. Roll Call Items

THE CITY OF LYNCHBURG

AGENDA ITEM SUMMARY

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

AGENDA ITEM # VI.12

Financial Management Policies Review

RECOMMENDATION

Review, amend, and reaffirm the City Council's Financial Management Policies as revised by the City's financial advisors, Davenport & Company, LLC.

SUMMARY

City staff and the financial advisors periodically review the Financial Management Policies. The City shall be in complete compliance with all applicable federal, state and local laws, and other regulations and statutes governing the investment of public funds.

The Financial Management Policies of Fund Balance, Debt Management, and Budget have no proposed changes and are recommended to be reaffirmed. The Investment policy has revisions based on compliance with the Code of Virginia. The revisions are noted in the attached document.

PRIOR ACTION(S)

January 24, 2023: Finance Committee: Review for Approval by City Council

FISCAL IMPACT

None

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Financial Management Policies 01.24.2023 - Resolution
2. Financial Management Policies 01.24.2023

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer

Date: January 18, 2023

Mercedes Braun, Executive Assistant to the City Manager — Date: January 19, 2023

Wynter C. Benda, City Manager — Date: January 19, 2023

Alicia Finney, Clerk of Council — Date:

RESOLUTION:

BE IT RESOLVED that City Council amends and reaffirms City Council's Financial Management Policies as noted in the document, Financial Management Policies.

Adopted:

Certified: __________________________________

Clerk of Council

CITY OF LYNCHBURG
FINANCIAL MANAGEMENT POLICIES

Policy I	***Fund Balance***	**Adopted August 10, 1999** **Reaffirmed November 14, 2000** **Revised October 29, 2002** **Reaffirmed September 28, 2004** **Reaffirmed December 12, 2006** **Reaffirmed December 9, 2008** **Reaffirmed November 23, 2010** **Revised May 10, 2011** **Revised February 26, 2013** **Revised March 22, 2016** **Reaffirmed March 27, 2018** **Revised December 10, 2019**
Policy II	***Debt Management***	**Adopted August 10, 1999** **Reaffirmed November 14, 2000** **Revised October 29, 2002** **Reaffirmed September 28, 2004** **Revised December 12, 2006** **Revised December 9, 2008** **Revised November 23, 2010** **Revised February 26, 2013** **Revised March 22, 2016** **Reaffirmed March 27, 2018** **Revised December 10, 2019**
Policy III	***Budget***	**Adopted November 14, 2000** **Revised October 29, 2002** **Reaffirmed September 28, 2004** **Revised December 12, 2006** **Revised December 9, 2008** **Reaffirmed November 23, 2010** **Revised February 26, 2013** **Revised March 22, 2016** **Reaffirmed March 27, 2018** **Reaffirmed December 10, 2019**
Policy IV	***Investment***	**Adopted September 25, 2001** **Revised October 29, 2002** **Reaffirmed September 28, 2004** **Revised December 12, 2006** **Revised December 9, 2008** **Reaffirmed November 23, 2010** **Revised February 26, 2013** **Reaffirmed March 22, 2016** **Reaffirmed March 27, 2018** **Reaffirmed December 10, 2019**

BASIS FOR SOUND FINANCIAL MANAGEMENT POLICIES

The primary objective of sound financial management policies is for the City Council to create a framework within which financial decisions can be made. These policies are a statement of the guidelines and goals that influence and guide the financial management practices of the City of Lynchburg. Financial management policies that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management. Sound financial management policies:

- Contribute significantly to the City's ability to insulate itself from fiscal crisis and economic disruption.
- Enhance short-term and long-term financial credit ability by helping to achieve the highest credit and bond ratings possible.
- Promote long-term financial stability by establishing clear and consistent guidelines.
- Direct attention to the total financial picture of the City rather than single-issue areas.
- Promote the view of linking long-term financial planning with day-to-day operations.
- Provide the City Council and citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.
- Ensure that the organization has sufficient resources to perform mandated responsibilities.
- Provide a foundation for evaluating financial analysis and condition.

FINANCIAL MANAGEMENT POLICIES

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

Policy I - Fund Balance

<u>General Fund</u>

Unassigned Fund Balance

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

Committed Fund Balance

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

Assigned Fund Balance

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

Restricted Fund Balance

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

Non-Spendable Fund Balance

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

Policy on the order of spending resources

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

<u>Enterprise Funds</u>

Water Fund

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

Sewer Fund

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

Stormwater Fund

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

Policy II - Debt Management

<u>Tax-Supported Debt</u>

Tax-supported obligations are those that are expected to be repaid from the General Fund tax revenue of the City of Lynchburg. These include general obligation bonds (except self-supporting bonds) and capital leases. General obligation bonds issued for self-supporting enterprise funds are not included in calculations of tax-supported bonds.

- The City will not use long-term debt to fund current operations.
- The City will not use short-term borrowing to fund current operations.
- Whenever the City finds it necessary to issue tax-supported bonds, the following policy will be adhered to:
  1. The City will never borrow more than it has the capacity to repay.
  2. The term of any bond issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.
  3. Annual debt service expenditures for tax-supported debt should not exceed 10% of total General Fund Expenditures plus School Component Unit Expenditures minus the General Fund Transfer to Schools.
  4. Total tax-supported debt will not exceed 4.50% of the net assessed valuation of taxable property in the City of Lynchburg.
  5. The 10-Year Principal Payout Ratio shall not be less than 60% at the end of each adopted five-year Capital Improvement Program for Tax-Supported General Obligation Indebtedness.

Revenue-Supported Debt

The Water, Sewer and Stormwater Funds may issue General Obligation or Revenue-Supported Debt.

Revenue-supported obligations are those for which the debt service is payable solely from the revenue generated from the operation of the project being financed or a category of facilities (i.e. water, sewer). These are not considered tax-supported debt of the City. Whenever the City finds it necessary to issue revenue-supported bonds, the following guidelines will be adhered to:

1. The term of any revenue-supported or general obligation bond issue will not exceed the useful life of the capital project/facility or equipment for which borrowing is intended.
2. Revenue-supported and general obligation bonds will be structured to allow equal or declining annual debt service payments over a term not to exceed the life of the project being financed. For those revenue-supported bonds issued through the Virginia Revolving Loan Fund, annual debt service payments shall not exceed thirty years.
3. The Water, Sewer and Stormwater Funds, net revenues available for debt service shall not be less than 1.2 times annual debt service for each fiscal year. For the Sewer Fund, in accordance with the Virginia Department of Environmental Quality Special Order, net revenues shall not exceed 1.5 times annual debt service computed on a three-year rolling average. Net revenues available for debt service will be calculated as operating income, plus depreciation and amortization, plus interest income, plus governmental grants, plus miscellaneous income, plus capital contributions of others who jointly share in ownership of an infrastructure or facility, and plus any capitalized costs. Debt service will include all debt service paid by the respective fund; however, the principal portion of any bond anticipation notes or other short-term financing should be excluded.
4. In the event net revenues available for debt service falls below 1.2 times annual debt service of any fiscal year, the City shall restore the net revenues available for debt service to the minimum of 1.2 within three years.

Refinancing of Debt

- The City shall issue refunding bonds to achieve debt service savings, eliminate onerous covenants or provisions in outstanding bond documents, or to respond to a financial emergency.
- The City shall continually monitor its outstanding debt to identify instances where the City may achieve savings through an advance refunding or current refunding transaction.
- The City shall receive a written refunding analysis indicating the amount of net present value savings from its financial advisor prior to selling bonds to refund any outstanding bonds.

- A refunding transaction to achieve debt service savings should only be undertaken when the net present value of the savings, net of issuance costs, will be at least 3% of the principal amount of the refunded bonds. Refunding transactions for revenue bonds can be structured so that savings are realized over the life of the refunding bonds or up-front, depending on the results of a cost-benefit analysis.

General Debt Policies

- The City will maintain communication with bond rating agencies to keep them abreast of its financial condition and will provide them with information on a timely basis including the City's *Comprehensive Annual Financial Report*, *Annual Adopted Budget* and *Capital Improvement Program*.
- The City shall comply with all of its undertakings in accordance with Securities and Exchange Commission Rule 15c2-12 and will follow the Government Finance Officers' Association and Securities and Exchange Commission requirements for continuing disclosure.
- The City may use the Virginia Public School Authority (VPSA) or State Literary Fund loans to finance school capital projects. City bonds sold to the VPSA and Literary Fund loans constitute general obligation debt of the City. City Council shall approve any application to the VPSA or the Department of Education for a Literary Fund loan. City Council shall approve the issuance of the bonds as required by the Public Finance Act. The School Board shall recommend such financings before a proposed financing is brought to City Council for approval.

Policy III - Budget

Principles

- Public participation in the budgetary process will be encouraged.
- The City will avoid dedicating revenue to a specific project or program because of the constraint this may place on flexibility in resource allocation except in instances where programs are expected to be self-sufficient or where revenue is dedicated to a program for statutory or policy reasons.
- The budget process will be coordinated in a way that major policy issues are identified for City Council several months prior to consideration of budget approval. This will allow adequate time for appropriate decisions and analysis of financial impacts.

Policies

- City Council shall adopt a balanced budget in accordance with all legal requirements.
- A structured budget preparation and formulation process shall be used for all departments and agencies receiving funding from the City.
- Departmental budgets shall be managed within the total appropriated budget for each fiscal year.
- All operating budget appropriations shall lapse at the end of the fiscal year to the extent that they are not expended or encumbered.
- The budget shall be adopted by the favorable vote of a majority of members of City Council.
- The Vision and priorities established by City Council as well as the *Comprehensive Plan* will serve as the framework for the budget proposed by the City Manager.
- The fiscal year for the City is July 1 through June 30 as defined by the *City Code*, Section 18-1.
- One-time revenues shall be used for one-time expenditures only.
- A General Fund Reserve for Contingencies of $1.2 million shall be used as a source of funding for unanticipated expenditures during the budget year. The Reserve for Contingencies is limited to one-time expenditures and shall not be considered a source for recurring financing.

Process

- The City Manager shall annually prepare a *Proposed Budget* for City Council review. The *Proposed Budget* shall serve as a financial plan for the upcoming fiscal year and shall contain the following information:
  1. A budget message that outlines the proposed revenue and expenditures for the upcoming fiscal year together with an explanation of any major changes from the previous fiscal year. The budget message should also include any proposals for major changes in financial policy.
  2. Charts indicating the major revenues and expenditures in each major fund (General, Water, Sewer, Stormwater, Airport) as well as changes in fund balance for all funds.
  3. Summaries of proposed expenditures by function, department and activity for all funds proposed to be expended in a fiscal year.
  4. A schedule of estimated requirements for the principal and interest of each bond issue.
  5. A three-year history of revenues and expenditures to include the prior year actual, current year adopted, revised and proposed budgets for each major fund.
  6. The proposed budget appropriation resolution, including the tax levy.
- The City Council shall hold a public hearing on the budget submitted by the City Manager and all interested citizens shall be given an opportunity to be heard on issues related to the proposed budget, including the *Capital Improvement Program*.
- Following the public hearing on the *Proposed Budget*, City Council may make adjustments. In instances where City Council increases the total proposed expenditures, it shall also identify a source of funding at least equal to the proposed expenditures.

Capital Improvement Program

- A five-year *Capital Improvement Program (CIP)* that serves as the basis for annual capital appropriations and debt financing requirements shall be prepared and updated annually.
- The *CIP* shall include descriptions, timeline, cost estimates, and a schedule of expected expenditures for each project.
- Debt service requirements and funding needs for schools and City government shall be determined based on the *Adopted CIP*.
- Long-term borrowing shall be confined to major capital improvements and equipment purchases.
- Short-term borrowing shall be limited to bond anticipation notes and equipment leasing, where feasible, with a life of less than 8 years.
- Capital project appropriations shall lapse upon project completion, allowing for an adequate warranty period. Lapsed appropriations shall remain in the Capital Fund for reallocation to other projects.
- Incremental operating costs associated with capital projects shall be funded in the operating budget after being identified and approved in the Capital Improvement Program.
- Pay-as-you-go funding, including State Highway Maintenance Funds, State Revenue Sharing Funds, State and federal grants, and other cash sources, shall not be less than 10%, with a goal of 15%, of the City's 5-Year CIP.

Quarterly Financial Reporting

The City Manager will present to the City Council's Finance Committee (with copies to the remainder of Council) quarterly financial reports identifying meaningful trends in revenues and expenditures for the General, Water, Sewer, Stormwater, Airport, Children's Services Act, Juvenile Detention, and Greater Lynchburg Transit Company Funds.

Third Quarter Review

In March, Budget staff will evaluate all expenditures and revenues as compared to budget and make recommendations to City Council regarding possible budget adjustments. Section 15.2-2507 of the *Code of Virginia* requires that a public hearing be held prior to City Council action when a proposed amendment of the budget exceeds one percent of the total expenditures shown in the currently adopted budget.

First Quarter Review

In September, Budget staff will evaluate requests for the carry forward of funds remaining from prior year appropriations and other possible budget adjustments. Section 15.2-2507 of the Code of Virginia requires that a public hearing be held prior to City Council action when a proposed budget amendment exceeds one percent of the total expenditures shown in the currently adopted budget.

Policy IV - Investment

I. Policy Statement

It is the policy of The City of Lynchburg, Virginia ("the City") that the investment and administration of its funds be made in accordance with the Code of Virginia Investment of Public Funds Act, the applicable provisions of any outstanding bond indebtedness, and this policy. The City shall be in complete compliance with all applicable federal, state and local laws, and other regulations and statutes governing the investment of public funds. Within those parameters, the goal of this policy is to achieve the highest rate of return that is reasonable. The City will establish an Investment Committee consisting of the City Manager, Deputy City Manager, and Director of Financial Services. This Committee will provide broad policy oversight over investments. This policy will be reviewed on an annual basis. Any changes must be approved by the Investment Committee and be reaffirmed by City Council. See Appendix 1 for a Glossary of Investment Terms.

II. Scope

This policy applies to the investment of all the financial assets and funds held by the City. Specific requirements or limitations imposed upon the investment of Bond Proceeds, Debt Service Funds and Debt Service Reserve Funds are located in Section X of this Policy. These Funds are accounted for in the City of Lynchburg's Comprehensive Annual Financial Report and include the General, Special Revenue, Capital Projects, and Proprietary Funds.

III. Objectives

Funds shall be invested in only those investments permitted by Federal, State and local law as it relates to public funds, as well as any contractual agreements entered into by the City.

All of the City's funds, regardless of term, shall be invested with the following objectives listed in the order of priority:

1. *Safety* - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will:
   a. seek to avoid realizing any loss through the sale or disposal of an investment; and
   b. seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
2. *Liquidity* - The investment portfolio shall remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This shall be accomplished by structuring the portfolio in the following manner:
   a. The City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity;
   b. A portion of City Funds will be maintained in cash equivalents, including money market funds, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and
   c. The portfolio will consist largely of investments with active secondary markets.
3. *Yield* - The City's investment portfolio shall be designed with the objective of maximizing a fair rate of return consistent with the investment risk constraints and cash flow characteristics of the portfolio. The Investment Committee shall establish suitable benchmarks for the measurement of the portfolio's return.

IV. Delegation of Authority

Under the guidance of the Investment Committee, the City's Director of Financial Services is the official charged with collecting, safeguarding and disbursing City funds. In this capacity, and with consensus from the Investment Committee, the Director of Financial Services is responsible for establishing staff roles and responsibilities, considering the quality and capability of staff, selecting investment advisors and consultants involved in investment management, and developing and maintaining appropriate administrative procedures for the operation of the investment program. Examples of key staff roles and responsibilities include, but are not limited to, solicitation of investment offerings, placement of purchase and sell orders, confirmation of trades, and preparation of reports and other activities as required for the daily operations of the investment area. The Director of Financial Services is also charged with developing written standard Investment procedures and an asset allocation plan consistent with this policy. Such procedures shall be reviewed and approved by the Investment Committee. Subject to the approval of the Investment Committee and City Council, the Director of Financial Services may employ financial consultants on a contractual basis to assist in the development and implementation of investment procedures and policies, to monitor the effectiveness and continued compliance with such policies and procedures, and to provide guidance in investment matters.

V. Standards of Care

The standard of prudence to be used by investment personnel shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The "prudent person" standard states:

> "Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The Director of Financial Services, and those delegated investment authority under this Policy, when acting in accordance with written procedures and this Investment Policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

VI. Ethics and Conflicts of Interest

Officers and employees of the City involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Office of the Clerk of Council any material interests in financial institutions with which they conduct business and any personal investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees are required to abide by the provisions of the Virginia Conflict of Interests Act. The Act prohibits City officers and employees from seeking or accepting money or any other thing of value for the performance of their duties, using confidential information for their own benefit and having a personal interest in a company with which the City is doing business. "Officer" means any person appointed or elected to the City's government whether or not he/she receives compensation or other emolument of office. "Employee" means all persons employed by the City.

VII. Collateral and Safekeeping Arrangements

The City's investments shall be held in safekeeping by a third party and evidenced by safekeeping receipts. As required by Virginia Code, all security holdings with maturities over 30 days may not be held in safekeeping with the "counterparty" to the investment transaction. The Code refers to counterparty as the issuer or seller of the security and any repurchase agreement provider. All securities purchased or sold will be transferred when possible only under "delivery vs. payment method" to ensure that funds or securities are not released until all criteria relating to the specific transaction are met.

VIII. Competitive Selection of Investment Instruments

It is desirable to select investments on a competitive basis when possible to ensure that the City receives the best price available on a particular investment and avoids paying excessive fees, mark-ups or other compensation to the provider. A list will be maintained of approved financial institutions and security broker/dealers selected by creditworthiness (*e.g.*, a minimum capital requirement of $10,000,000 and at least five years of operations). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions will supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the City of Lynchburg Investment Policy

Under the guidance and oversight of the Investment Committee, the Director of Financial Services shall adhere to the following procedures, with assistance from the City's Investment Advisor where appropriate, when funds become available for investment to the extent practical:

1. The Director of Financial Services shall determine the class of investment and maturity range most appropriate for investment of the funds available, based upon the anticipated expenditure schedule of the City, the desired asset allocation of the City's portfolio and the City's Investment Plan.
2. Offers will be solicited for the selected investment from the list of pre-approved providers as noted above.
3. The Director of Financial Services will accept the offer (or bid, if the City is selling an investment) which provides the highest rate of return or which is otherwise deemed most suitable while complying with this Policy and any other criteria specified in the solicitation of offers.

The City shall retain a record of the offers received, the instruments chosen, and the rationale for making the decision.

From time to time, certain investment dealers may present the City with offers that are attractive for investment. Although the City should endeavor to verify (and document) that the price is "fair," it may occasionally purchase such a security without a competitive process if the investment is for $500,000 or less.

Additionally, a competitive process shall not be required for the investment of funds in money market funds, investment pools and overnight securities. However, it shall be the responsibility of the Director of Financial Services to be aware of the yields being offered by various highly liquid investments, and to invest the City's overnight funds in the vehicle(s) which provide a competitive return to the City while complying with this policy and any other criteria established by the Investment Committee or City Council.

IX. Suitable and Authorized Investments – Without Exception, Only the Following Investments Are Suitable and Authorized

1. **Treasury Securities**
   Bonds, Notes and Bills issued by the United States Treasury or certificates representing ownership of treasury bond principal or coupons.
2. **Agency Securities (FHLB, FNMA, FFCB, FHLMC, GNMA)**
   Obligations issued and guaranteed as to principal and interest by the Federal Home Loan Bank, the Federal National Mortgage Association, the Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, or the Government National Mortgage Association, maturing within five years of the date of purchase.

3. Prime Commercial Paper
Commercial Paper maturing within 270 days of the day of purchase rated P-1 or higher by Moody's and A-l or higher by Standard & Poor's, provided that the issuing domestic corporation has a net worth of $50 million and its long-term debt is rated A or better by Moody's and Standard & Poor's.

4. Corporate Bonds/Notes
Corporate obligations rated AA or higher by Standard & Poor's and Aa by Moody's that were issued by a domestic corporation with a net worth of at least $50 million maturing within five years of the date of purchase.

~~4~~5. Certificates of Deposit
Certificates of Deposit maturing within one year and issued by domestic banks rated P-l by Moody's and A-l by Standard & Poor's.

~~5~~6. Banker's Acceptances
Banker's Acceptances maturing within 180 days rated P-l or higher by Moody's and A-l or higher by Standard & Poor's, provided the issuer is a major domestic bank or the domestic office of an international bank rated AA category or higher by Moody's and Standard & Poor's.

~~6~~7. Commonwealth of Virginia and Virginia Local Government Obligations
General Obligations, Insured Obligations or Revenue Bonds secured by Debt Service Reserve Funds not subject to annual appropriation rated AA category or higher by Moody's or Standard & Poor's.

8. Pre-Refunded Obligations of the Commonwealth of Virginia and Virginia Local Government Obligations
Obligations of the Commonwealth of Virginia and Virginia Local Governments that have been legally and economically defeased and are secured by an escrow account funded with cash or securities issued or unconditionally guaranteed by the United States Treasury.

~~7~~9. Repurchase Agreements
Repurchase Agreements collateralized by securities approved for investment herein, provided that the counterparty is rate A or better by Moody's and Standard & Poor's and the collateral is held by an independent third party. All Repurchase Agreements are purchased with a Master Repurchase Agreement in place with a third-party custodian.

~~8~~10. Open-End Investment Funds
Open-end Investment Funds registered under the Securities Act of the Commonwealth or the Federal Investment Company Act of 1940, provided that they invest only in securities approved for investment herein.

~~9~~11. Virginia Local Government Investment Pool
Any portfolio established by the Virginia Department of the Treasury

~~10~~12. Virginia State Non-Arbitrage Program or Other Authorized Arbitrage Investment Management Programs

X. Suitable and Authorized Investments – Restricted Funds

Funds defined as sinking funds under the Virginia Code may be invested in items listed in Section IX.1 and IX.6 above, repurchase agreements collateralized by those investments, and in the Virginia State Non-Arbitrage Program or other authorized Arbitrage Investment Management programs.

XI. Internal Controls

Under the guidance of the Investment Committee, the Director of Financial Services will establish and maintain an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure will be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management. The Internal Audit Department shall add this Policy and related Procedures to their Audit Universe for audit consideration. The internal control structure will address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery of securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

XII. Reporting

Under the guidance of the Investment Committee, the Director of Financial Services will ensure that a Management Report will be prepared on a quarterly basis. The information from this Report may be derived from the Investment Advisor and/or the Safekeeping Agent, or both, where appropriate. This Report will include information that provides an analysis of the status of the current investment portfolio and whether investment activities during the reporting period have conformed to the investment policy herein. The Report will be presented to City Council for information and comment. To the extent practical, the report detail may include such items as the following:

- Listing of securities held at the end of the reporting period
- Realized and unrealized gains or losses resulting from appreciation or depreciation
- Average weighted yield to maturity of portfolio on investments compared to benchmarks
- Listing of investment by maturity type
- Percentage of the total portfolio which each type of investment represents

XIII. Diversification

The City will endeavor to diversify its investment portfolio to avoid incurring unreasonable risks regarding (i) security type, (ii) individual financial institution or issuing entity, and (iii) maturity. Target asset allocation strategies shall be developed by the Investment Committee to provide guidance as to appropriate levels of diversification. With the exception of U. S. Treasury securities and authorized pools, no more than 50% of the City's total investment will be the obligations of a single financial institution.

XIV. Maximum Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than one year from the date of purchase.

Appendix 1: Glossary of Investment Terms

Accrued Interest – The accumulated interest due on a bond as of the last interest payment made by the issuer.

Agency – A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSA's) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of a federal agency is the Government National Mortgage Association (GOMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

Amortization – The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

Average Life – The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Basis Point – A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "one-quarter" of 1 percent is equal to 25 basis points.

Bid – The indicated price at which a buyer is willing to purchase a security or commodity.

Book Value – The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Call Price – The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

Call Risk – The risk to a bondholder that a bond may be redeemed prior to maturity.

Callable Bond – A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Cash Sale/Purchase – A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

Collateralization – Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

Commercial Paper – An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Convexity – A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Corporate Bond – A promissory note issued by corporations with maturities ranging from 0 to 5 years.

Coupon Rate – The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

Credit Quality – The measurement of the financial strength of a bond issuer to help an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

Credit Risk – The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Current Yield (Current Return) – A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

Delivery Versus Payment (DVP) – A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

Discount – The amount by which the par value of a security exceeds the price paid for the security.

Diversification – A process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration – A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Fair Value – The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Funds (Fed Funds) – Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

Federal Funds Rate – Interest rate charged by one institution lending federal funds to the other.

Government Securities – An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market See "Treasury Bills, Notes, and Bonds."

Interest Rate – See "Coupon Rate."

Interest Rate Risk – The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

Internal Controls – An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. Control of collusion - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of transaction authority from accounting and record keeping - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial safekeeping - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery securities - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written confirmation of transactions for investments and wire transfers -Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. Development of a wire transfer agreement with the lead bank and third-party custodian – The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverted Yield Curve – A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

Investment Company Act of 1940 – Federal legislation which sets the standards by which investment such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Investment Policy – A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Liquidity – An asset that can be converted easily and quickly into cash.

Local Government Investment Pool (LGIP) – An investment by local governments in which their money is pooled as a method for managing local funds.

Mark-to-Market – The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Risk – The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value – Current market price of a security.

Maturity – The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

Money Market Mutual Fund – Mutual funds that invest, solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

Mutual Fund – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

Mutual Fund Statistical Services – Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

National Association of Securities Dealers (NASD) – A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value – The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. [(Total assets) - (Liabilities)] / (Number of shares outstanding)

No Load Fund – A mutual fund which does not levy a sales charge on the purchase of its shares.

Nominal Yield – The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

Offer – An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the "Ask price."

Par – Face value or principal value of a bond, typically $1,000 per bond.

Positive Yield Curve – A chart formation that illustrates short-term securities having lower yields than long-term securities.

Premium – The amount by which the price paid for a security exceeds the security's par value.

Prime Rate – A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

Principal – The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

Prospectus – A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements.

Prudent Person Rule – An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

Regular Way Delivery – Securities settlement that calls for delivery and payment on the third business day following the trade date (T+3); payment on a T+l basis is currently under consideration. Mutual funds are settled on a same day basis; government securities are settled on the next business day.

Reinvestment Risk – The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

Repurchase Agreement (repo or RP) – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

Reverse Repurchase Agreement (Reverse Repo) – An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Rule 2a-7 of the Investment Company Act – Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit and a 90-day average maturity on investments, to help maintain a constant net asset value of one dollar ($1.00).

Safekeeping – Holding of assets (e.g., securities) by a financial institution.

Serial Bond – A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

Sinking Fund – Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Swap – Trading one asset for another.

Term Bond – Bonds comprising a large part or all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

Total Return – The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return.

Treasury Bills – Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of $10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Bonds – Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of $1,000. Currently, the longest outstanding maturity for such securities is 30 years.

Treasury Notes – Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from $1,000 to $1 million or more.

Uniform Net Capital Rule – SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

Volatility – A degree of fluctuation in the price and valuation of securities.

"Volatility Risk" Rating – A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bonds funds. The ratings for bond funds range from those that have extremely low sensitivity to changing market conditions and offer the greatest stability of the returns ("AAA" by S&P; "V- 1" by Fitch) to those that are highly sensitive with currently identifiable market volatility risk ("CCC"- S&P, "V-10" by Fitch).

Weighted Average Maturity (WAM) – The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

When Issued (WI) – A conditional transaction in which an authorized new security has not been issued. All "when issued' transactions are settled when the actual security is issued.

Yield – The current rate of return on an investment security generally expressed as a percentage of the security's current price.

Yield Curve – A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

Yield-to-Call (YTC) – The rate of return an investor earns on a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

Yield-to-Maturity – The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

Zero-Coupon Securities – Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

THE CITY OF LYNCHBURG

AGENDA ITEM SUMMARY

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

AGENDA ITEM # VI.8

Virginia Department of Emergency Management, 2022 State Homeland Security Program Grant

RECOMMENDATION

Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate $85,000 with resources from the Virginia Department of Emergency Management, 2022 State Homeland Security Program Grant to purchase a Drone Mobile Command Response Vehicle for the Lynchburg Police Department.

SUMMARY

The Police Department was awarded $85,000 through a competitive grant process from the Virginia Department of Emergency Management, State Homeland Security Program to purchase a Drone Mobile Command Response Vehicle. This vehicle will be outfitted with drone equipment to respond quickly to critical incidents impacting public safety, allowing real-time intelligence to be relayed to a command post for operational decision making. The total cost is $85,000 which is fully reimbursable by the grant; no local matching funds are required.

PRIOR ACTION(S)

January 24, 2023: Finance Committee

FISCAL IMPACT

None, no local match is required.

CONTACT(S)

Ryan Zuidema, Chief of Police
Amy Lowe, Administrative Mangaer

ATTACHMENT(S)

1. Virginia Department of Emergency Management, 2022 State Homeland Security Program Grant 01.24.2023 - Resolution

REVIEWED BY

Date: January 12, 2023

Ryan Zuidema, Chief of Police

Mercedes Braun, Executive Assistant to the City Manager | Date: January 17, 2023

Wynter C. Benda, City Manager | Date:

Alicia Finney, Clerk of Council | Date:

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and $85,000 is appropriated with resources from the Virginia Department of Emergency Management, 2022 State Homeland Security Program Grant to purchase a Drone Mobile Command Response Vehicle for the Lynchburg Police Department.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

FINANCE COMMITTEE AGENDA ITEM #: 6

City Council
Agenda Item VI.9.
Action

AGENDA ITEM SUMMARY

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

AGENDA ITEM # VI.9

2023 Department of Criminal Justice Services, American Rescue Plan Act, Funding Program for Law Enforcement Equipment & Technology

RECOMMENDATION

Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate $387,250 with resources from the 2023 Department of Criminal Justice Services, American Rescue Plan Act, Funding Program to purchase Law Enforcement Equipment & Technology for the Lynchburg Police Department.

SUMMARY

The City of Lynchburg was awarded $387,250 in Department of Criminal Justice Services, American Rescue Plan Act, Funding for Law Enforcement Equipment & Technology. The Lynchburg Police Department will use the funding to procure & purchase:

- two (2) years of FUSUS (open and unified real-time intelligence) service ($250,000) - extracts live video footage for use by public safety. Enabling businesses and citizens to partner with the police department, this software will enhance emergency preparedness by allowing public safety professionals to better assess and respond to emergencies and reduce violent criminal activity throughout the city.
- a Laser Scanner Focus S70 Premium system ($65,500) - this device will be used in investigations to capture an entire crime scene though an extensive laser scan combined with a series of HD photos and will reduce the time required to process crime scenes, allowing forensic detectives to re-create a virtual walkthrough of the scene & evidence as it was found prior to collection.
- five (5) Ballistic Bunker Shields ($42,800) - will allow responding officers a wider range of agility and maneuverability to access and address an active threat. This will reduce the time it takes to approach life-threatening situations and minimize the potential for greater loss of life.
- three (3) Kinetic Breaching Tools ($28,950) - allows a single officer to breach doors without explosive technology and may be used in tandem with the ballistic shields for increased officer safety.

No local matching funds are required.

PRIOR ACTION(S)

January 24, 2023: Finance Committee

FISCAL IMPACT

None, No local match required.

CONTACT(S)

Ryan Zuidema, Chief of Police
Amy Lowe, Administrative Mangaer

ATTACHMENT(S)

1. DCJS ARPA 2023 Grant 01.24.2023 - Resolution

REVIEWED BY

Ryan Zuidema, Chief of Police — Date: January 12, 2023

Mercedes Braun, Executive Assistant to the City Manager — Date: January 17, 2023

Wynter C. Benda, City Manager — Date:

Alicia Finney, Clerk of Council — Date:

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and $387,250 is appropriated with resources from the Department of Criminal Justice Services, American Rescue Plan Act, Grant to purchase Law Enforcement Equipment & Technology for the Lynchburg Police Department.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

Finance Committee
Lynchburg City Council

January 12th, 2022

Re: GLTC Quarterly Financial Report – 1st Quarter 2023

REVENUE

GLTC has experienced higher than anticipated revenues in Fixed Route fares with a 22% positive variance over the anticipated totals for the quarter. Paratransit fare revenues are down 23% this quarter, which is balanced with lower paratransit expenses this quarter as well. Non-operating revenues are up 139% this quarter with advertising revenue down 31% for this quarter due to several advertisers cutting back due to the current economic conditions. City, County, State, and Federal operating assistance revenues have been disbursed to GLTC on-time. There is a decrease of 18% in State and 9% in Federal funds due to the GLTC utilizing the remaining ARPA funds at its disposal before allocating the standard State and Federal 5307 Operating funds as these funds cannot be comingled. These funds are available, but current projections do not have GLTC finishing ARPA funds until mid-February.

EXPENSES

Fixed Route
Fixed Route expenses are 3% over budget for the quarter. Overtime for this quarter had decreased significantly at 27% below budget with the addition of new operators. Other Salaries and Wages show an increase as this reflects a one-time retention bonus that was paid in September for all current employees.

Demand Response (PTS)
Demand Response expenses are 31% below budgeted numbers this quarter primarily due to positional vacancies creating savings in operator labor and fringe benefits of 26% and 37% respectively. Overtime is over budget by 3% due to this operational vacancy. There are two part-time operators in training which will help to reduce the vacancies while allowing for better scheduling flexibility. Salaries and wages for the remaining staff in this department are down 39% for the quarter as well due to staffing changes.

Maintenance
Maintenance wages and salaries are at 2% below budgeted as we are now fully staffed. Inspection and Servicer Overtime is 72% below budget as workload on staff eased as job openings have been filled. Benefits for both groups are down 14% for the quarter due to several positions being part-time, or employees not taking benefits through us. Fuel and lubricants have continued to experience inflationary growth and are currently at 116% over budget for the year, and 16% for the month, with much of the

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increase derived from cost increases in diesel fuel. Diesel prices spiked considerably in October and early November but have now eased from their high points.

Tires prices have stabilized, and we are currently 45% below budget. We have also retired several vehicles from the fleet which is leading to some savings in maintenance costs and tires. Other materials and supplies are currently 15% below budget for this quarter as GLTC has experienced easing in the pricing of parts and scarcity, but shipping costs have remained high.

We are planning a preventative campaign on our paratransit vehicles to replace parts and perform minor overhauls while sufficient parts quantities are available to ensure that these vehicles will be operational and require less non-routine maintenance in the future as they are experiencing severe disruptions in the production cycles of these vehicles with substantially longer lead times than normal. Overall Maintenance was down 4% this quarter mainly due conservation of tires, materials, and overtime, but these were balanced by much higher prices for fuel.

Administration

Administration is currently 11% below budget. Services were 18% over budget, with IT being 43% over budget. Services included temp worker services for Paratransit Dispatch and custodial work which have been filled since September. Due to safe driving habits and reduced accident experience rates, Casualty and Liability insurance is 7% under budget for this quarter. Utilities are also under budget by 9% this quarter although that is expected to change with the rate increases for both AEP and Columbia Gas. Miscellaneous expenditures are lower this quarter as several of the programs will not be active until the 2nd and 3rd quarters of 2023.

SUMMARY

For the quarter, total expenses were over budget by 6% ($76,422). This does not include the $206,631 in 5307 funds which were budgeted and allocated but have not been drawn down. Once these funds are drawn down, our position would change to $130,210

Maintenance costs associated with fuels accounted for the majority of the overage in this quarter, with a smaller amount containing the ~$45,000 one-time retention bonus. Items of concern continue to be tires, certain parts, and the volatility in the fuel market. GLTC has enacted several measures to help control costs including the substitution of gasoline powered body-on-chassis vehicles at times of lower usage on select routes as well as changes to parts inventories and stocking to combat shipping delays.

Respectfully,

Joshua A. Moore
General Manager

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC. **FINANCE COMMITTEE AGENDA ITEM #: 7**

QUARTERLY INCOME STATEMENT
AS OF SEPTEMBER 30, 2022

	QTR TO DATE					
	FY2023 QTD ACTUAL	FY2023 QTD BUDGET	% VAR	FY2023 YTD ACTUAL	FY2023 YTD BUDGET	% of Budget
REVENUE						
FRT Passenger Revenue	$ 114,900	$ 94,248	22%	$ 114,900	$ 94,248	122%
DRT Passenger Revenue	6,790	8,766	-23%	6,790	8,766	77%
Contracts (CVCC Access)	11,814	11,814	0%	11,814	11,814	100%
Non-Operating Revenue	3,884	1,625	139%	3,884	1,625	239%
Advertising Revenue	9,493	13,750	-31%	9,493	13,750	69%
City Operating Assistance	316,613	316,614	0%	316,613	316,614	100%
County Operating Assistance	19,450	19,450	0%	19,450	19,450	100%
State Operating Assistance	502,452	610,032	-18%	502,452	610,032	82%
Federal Operating Assistance	1,128,972	1,244,701	-9%	1,128,972	1,244,701	91%
TOTAL REVENUE	**$ 2,114,369**	**$ 2,321,000**	**-9%**	**$ 2,114,369**	**$ 2,321,000**	**91%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 426,961	$ 416,257	3%	$ 426,961	$ 416,257	103%
Operator-Overtime	38,728	53,074	-27%	38,728	53,074	73%
Other Salaries & Wages	131,362	96,338	36%	131,362	96,338	136%
Supervisors-Overtime	2,454	4,956	-50%	2,454	4,956	50%
Fringe Benefits	267,936	278,486	-4%	267,936	278,486	96%
TOTAL FIXED ROUTE	**$ 867,441**	**$ 849,112**	**2%**	**$ 867,441**	**$ 849,112**	**102%**
DEMAND RESPONSE						
Operator Labor	$ 65,557	$ 88,852	-26%	$ 65,557	$ 88,852	74%
Operator-Overtime-PTS	2,723	2,655	3%	2,723	2,655	103%
Other Salaries & Wages	16,741	27,560	-39%	16,741	27,560	61%
Fringe Benefits	37,999	60,246	-37%	37,999	60,246	63%
TOTAL DEMAND RESPONSE	**$ 123,020**	**$ 179,313**	**-31%**	**$ 123,020**	**$ 179,313**	**69%**
MAINTENANCE						
Other Salaries & Wages	$ 193,639	$ 197,050	-2%	$ 193,639	$ 197,050	98%
Inspection&Maint,Srvc-Overtime	3,859	13,775	-72%	3,859	13,775	28%
Fringe Benefits	88,268	102,729	-14%	88,268	102,729	86%
Fuel & Lubricants	257,692	222,568	16%	257,692	222,568	116%
Tires & Tubes	18,547	33,625	-45%	18,547	33,625	55%
Other Materials & Supplies	97,961	115,422	-15%	97,961	115,422	85%
TOTAL MAINTENANCE	**$ 659,967**	**$ 685,169**	**-4%**	**$ 659,967**	**$ 685,169**	**96%**
ADMINISTRATION						
Other Salaries & Wages	$ 125,559	$ 175,278	-28%	$ 125,559	$ 175,278	72%
Fringe Benefits	56,116	68,449	-18%	56,116	68,449	82%
Services	163,074	138,293	18%	163,074	138,293	118%
Utilities	43,018	47,219	-9%	43,018	47,219	91%
Casualty & Liability Expenses	66,900	71,821	-7%	66,900	71,821	93%
Information Technology	58,994	41,382	43%	58,994	41,382	143%
Other Materials & Supplies	7,766	16,519	-53%	7,766	16,519	47%
Miscellaneous	18,934	48,448	-61%	18,934	48,448	39%
TOTAL ADMINISTRATION	**$ 540,362**	**$ 607,407**	**-11%**	**$ 540,362**	**$ 607,407**	**89%**
TOTAL EXPENSES	**$ 2,190,790**	**$ 2,321,000**	**-6%**	**$ 2,190,790**	**$ 2,321,001**	**94%**
NET INCOME/(LOSS)	**$ (76,422)**	**$ -**	**100%**	**$ (76,422)**	**$ -**	**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

January 12, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2022 – Quarterly Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity through the FY2023 first quarter ending September 30, 2022. Operating revenues are continuing their slow but steady increase to pre-COVID levels even as American Airlines contends with equipment challenges/staffing shortages. With the aid of our federal COVID-19 CARES/CRRSA/ARPA grants, the Airport is projecting a FY2023 surplus of $350,025 which is $119,690 more than our Adopted Budget.

REVENUE HIGHLIGHTS

- Terminal Revenue: Revenue is projected to be $125,000 more than budget due to projected increases in both rental car and parking lot concessions revenue.

- Federal CARES/CRRSA/ARPA Grants Revenue: Revenue is projected to be $1,168,572 less than budget due to projecting less CARES/CRRSA/ARPA eligible expenses than authorized.

- Interest & Other Revenue: Revenue is projected to be $46,000 more than budget due to increased interest earnings on invested retained earnings.

EXPENSE HIGHLIGHTS

- Small Projects & Equipment: Expense is projected to be $1,332,659 less than budget due to projecting less state/CARES/CRRSA/ARPA eligible expenses than authorized.

- All other expenses are expected to be at or near their budgeted amounts.

SUMMARY

Operating revenues (other than COVID-19 grant related) for the year are projected to be an estimated $171,000 more than budget while expenses (other than COVID-19 grant related) are projected to be consistent with the budget. Despite projections of stagnant passenger traffic, airport revenues are expected to continue their slow but steady recovery to pre-COVID levels. Our federal COVID-19 grants (CARES/CRRSA/ARPA) are providing additional operating revenue and resources for a planned $1,000,000 transfer to our capital fund for revenue building projects later this fiscal year. Bottom line: the Airport is projecting an operating surplus for FY2023 of $350,025.

Respectfully submitted,

Andrew LaGala

Andrew LaGala, A.A.E.
Airport Director

cc: Wynter Benda, City Manager
Greg Patrick, Deputy City Manager
Donna Witt, Director of Financial Services

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
September 30, 2022

	FY 2022 Amended Budget	FY 2022 Actual (thru 9/30/21)	FY 2022 % of Budget	*	FY 2023 Amended Budget	FY 2023 Actual (thru 9/30/22)	FY 2023 % of Budget	*	FY 2023 Amended Budget	FY 2023 Projected Total	FY 2023 $ Variance Projected vs. Amended Budget
BEGINNING NET ASSETS	$ 250,000	$ 34,950,037		*	$ 250,000	$ 34,198,656 **(1)**		*	$ 250,000	$ 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)		*	$ 250,000	$ 1,041,856		*	$ 250,000	$ 1,041,856	$ -
USE OF ENCUMBRANCES CARRIEDFORWARD	$ 490,663				$ 215,397				$ 215,397		
TRANSFER OF RESERVES TO CAPITAL FUND				*				*			
REVENUES				*				*			
Airfield	95,000	21,711	23%	*	100,000	29,486	29%	*	100,000	100,000	0
Terminal	1,284,583	304,758	24%	*	1,253,383	386,575	31%	*	1,253,383	1,378,383	125,000
General Aviation	594,000	156,742	26%	*	689,650	196,204	28%	*	689,650	689,650	0
Other Leased Property	402,050	90,623	23%	*	408,050	102,711	25%	*	408,050	408,050	0
State Airport Aid	535,000	0	0%	*	135,000	0	0%	*	135,000	135,000	0
Federal Security Aid	87,000	14,880	17%	*	87,000	7,440	9%	*	87,000	87,000	0
Federal CARES/CRRSA/ARPA Grants	4,429,578	673,731	15%	*	3,568,572	870,842	24%	*	3,568,572	2,400,000	(1,168,572)
Interest & Other	55,000	8,953	16%	*	55,000	32,096	58%	*	55,000	101,000	46,000
TOTAL REVENUES	$ 7,482,211	$ 1,271,398		*	$ 6,296,655	$ 1,625,354		*	$ 6,296,655	**$ 5,299,083**	$ (997,572)
EXPENSES				*				*			
Airfield Operations	304,719	45,286	15%	*	311,025	62,681	20%	*	311,025	311,025	0
Terminal Operations	664,597	118,585	18%	*	628,875	111,566	18%	*	628,875	628,875	0
General Aviation	145,815	14,088	10%	*	148,119	21,775	15%	*	148,119	148,119	0
Administration	935,744	216,431	23%	*	971,418	288,571	30%	*	971,418	971,418	0
Safety (ARFF & LEO)	439,510	107,695	25%	*	454,889	121,858	27%	*	454,889	454,889	0
Snow Removal	24,030	0	0%	*	24,030	579	2%	*	24,030	24,030	0
Debt Service	103,312	1,941	2%	*	103,515	1,802	2%	*	103,515	103,515	0
Small Projects & Equip. (CARES/CRRSA/ARPA Supported)	4,089,809	48,565	1%	*	2,532,659	375,831	15%	*	2,532,659	1,200,000	1,332,659
Transfers to Other Airport Funds	1,000,000	0	0%	*	1,000,000	0	0%	*	1,000,000	1,000,000	0
Other Airport Expenses	43,532	7,664	18%	*	62,188	7,664	12%	*	62,188	62,188	0
Year-end GASB68 & GASB75 Retiree Accrual Adjustments	15,000	0			45,000	0			45,000	45,000	0
TOTAL EXPENSES	$ 7,766,068	$ 560,255		*	$ 6,281,717	$ 992,327		*	$ 6,281,717	**$ 4,949,058**	$ 1,332,659
ENDING UNRESTRICTED NET ASSETS	$ 456,806	$ 678,858		*	$ 480,335	$ 1,674,882		*	$ 480,335	$ 1,391,880 **(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	**$ 5,299,083**
Total Expenses	**$ 4,949,058**
FY2023 Surplus	**$ 350,025**

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

Des. for Maintenance (Rental Car Facility)	$ 88,132	($88,131.96 beginning + or - year end adjustment to/ from reserve)
Reserve for Encumbrances at Year-end		(encumbrances carried forward to FY2024)
GASB68 Pension-related Accrual	$ (1,040,174)	(net liability as of the end of FY2022)
GASB75 Other OPEB Obligations	$ (762,952)	(net liability as of the end of FY2022)
GASB87 Net Lease Receivables	$ 1,026	(net receivables as of the end of FY2022)
Undesignated Retained Earnings	$ 3,105,848	
	$ 1,391,880	

January 12, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: September 30, 2022, 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 September 30, 2022, 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 first quarter of FY 2023 is $373,705 or 23.4% 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 first quarter of FY 2023 are $268,079 or 26.4% 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 $14,968 or 37.4% of the budget.

EXPENDITURES

Overall expenditures for the first quarter of FY 2023 were $622,470 or 17.7% of the budget.

Juvenile Population

The average number of juveniles being served per day through the first quarter of FY 2023 is 12.09 as compared to 16.43 in FY 2022. The percentage of Lynchburg City’s juveniles through the first quarter is 23% of the total juvenile population.

SUMMARY

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

The total revenue through the first quarter is $657,052 and the total expenditures are $622,470.

Respectfully submitted,

Preston Sellers

Preston Sellers
Director, Department of Human Services

c: Wynter Benda, City Manager
Gregory Patrick, Deputy City Manager
John Hughes, IV, 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 September 30, 2022

FINANCE COMMITTEE AGENDA ITEM #: 7

	FY 2022 Amended Budget	FY 2022 Actual 1st QTR YTD	FY 2022 % of Budget	FY 2023 Amended Budget	FY 2023 Actual 1st QTR YTD	FY 2023 % of Budget	FY 2023 Amended Budget	FY 2023 Actual 1st QTR YTD	FY 2023 Actual to Amended
Beginning Funds at July 1		201,324			321,805 ***			321,805	
Revenues:									
Charges for Services	1,175,420	254,803 *	21.7%	1,596,689	373,705 **	23.4%	1,596,689	373,705	1,222,984
Intergovernmental- Department of Juvenile Justice Block Grant	1,017,086	256,096	25.2%	1,017,086	268,079 ****\	26.4%	1,017,086	268,079	749,007
Intergovernmental- USDA	48,000	8,076	16.8%	40,000	14,968	37.4%	40,000	14,968	25,032
Community Placement Program (CPP)	892,600	206,080	23.1%	850,000	0	0.0%	850,000	0	850,000
Miscellaneous and State Ward Per Diem	0	450	0.0%	1,400	300	21.4%	1,400	300	1,100
Budget Designations	99,489	0	0.0%	0	0	0.0%	0	0	0
Total Revenues	3,232,595	725,505	22.4%	3,505,175	657,052	18.7%	3,505,175	657,052	2,848,123
Expenditures:									
Salaries	1,606,101	327,787	20.4%	1,835,184	316,256	17.2%	1,835,184	316,256	1,518,928
Employee Benefits	742,529	123,847	16.7%	834,407	137,881	16.5%	834,407	137,881	696,526
Contractual Services	45,098	14,235	31.6%	55,831	15,332	27.5%	55,831	15,332	40,499
Fleet Services	16,958	3,136	18.5%	14,868	3,433	23.1%	14,868	3,433	11,435
Supplies and Materials	216,902	36,211	16.7%	201,900	27,213	13.5%	201,900	27,213	174,687
Utilities	80,750	11,311	14.0%	80,750	12,065	14.9%	80,750	12,065	68,685
Training and Conferences	42,550	88	0.2%	23,739	641	2.7%	23,739	641	23,098
Telephone Services	4,993	1,239	24.8%	6,540	1,765	27.0%	6,540	1,765	4,775
Cable/Satellite TV Service	1,460	357	0.0%	1,825	268	14.7%	1,825	268	1,557
Postage and Mailing	850	0	0.0%	850	45	5.3%	850	45	805
Indirect Costs	274,936	68,734	25.0%	272,270	68,068	25.0%	272,270	68,068	204,202
Self Insurance	20,230	5,058	25.0%	24,310	24,310	100.0%	24,310	24,310	0
Dues and Memberships	500	0	0.0%	500	0	0.0%	500	0	500
Misc. Other Charges	49,464	0	0.0%	26,367	109	0.4%	26,367	109	26,258
Rentals and Leases	4,473	1,043	23.3%	4,309	0	0.0%	4,309	0	4,309
Health and Dental Benefits for Retirees	63,168	14,208	22.5%	63,168	14,208	22.5%	63,168	14,208	48,960
Unemployment Compensation	1,000	0	0.0%	1,000	0	0.0%	1,000	0	1,000
Workers Comp Indemnity Pymt	10,000	0	0.0%	10,000	0	0.0%	10,000	0	10,000
Professional Services	5,160	876	17.0%	13,020	876	6.7%	13,020	876	12,144
Serial Bond Principal	6,650	0	0.0%	7,000	0	0.0%	7,000	0	7,000
Serial Bond Interest	3,465	0	0.0%	3,124	0	0.0%	3,124	0	3,124
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	0	0.0%	35,410	0	0
Total Expenditures	3,234,282	608,130	18.8%	3,516,372	622,470	17.7%	3,516,372	622,470	2,858,492
TOTAL FUND BALANCE		**318,700**			**356,387**			**356,387**	

****** The July 1 beginning funds for FY 2023 include $230,665 that is related to the Community Placement Program.***

**** The amount includes billing for September ($47,408) that was not posted until October 2021 .***

***** The amount includes billing for September ($66,500) that was not posted until October 2022.***

******* The Budget to Actual report shows revenue of $532,338 for the 1st quarter because the 2nd quarter payment was received in September.***

January 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending September 30, 2022.

The attached CSA Fund Financial Summary outlines the financial activity for through September 30, 2022. 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 (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year.

REVENUES

- Public Assistance – Welfare and Administration

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

  Administrative funds to assist in administering the grant, ($35,322) for FY 2023 are provided by the State of Virginia.

  The State of Virginia reimbursements for the Children's Services grant expenditures incurred through the first quarter of 2023 are $271,070 or 5.8% 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 first quarter of FY 2023, local matching funds for programs in the amount of $49,135 or 25.0% of the budget from the Schools and $509,886 or 25.0% of the budget from the General Fund have been received.

- Miscellaneous Revenue/Budget Designations

  Miscellaneous Special Welfare revenues in the amount of $4,576 or 9.4% of the budget were collected through the first quarter of FY 2023. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments.

EXPENSES

- Administrative expenses

CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2023 are $71,917. Actual YTD administrative expenditures through the first quarter of FY 2023 are $14,484 or 20.1% 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 first quarter of FY 2023 totaled $413,415 or 14.1% of the total budget. Expenditures in this category can rise due to an increase in the number of children placed in foster care, and less children being eligible for federal funding.

- Sum-Sufficient– Special Education

Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures through the first quarter of FY 2023 total $27,211 or 1.0% 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 first quarter of FY 2023 total $0, or 0.0% 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 first quarter of FY 2023 total $46,003, or 6.4% of the total budget.

SUMMARY

While the number of children currently in foster care fluctuates during the year, more children are now classified as "Sum-Sufficient" mandated and can access CSA funds due to the severity of their needs. Other factors can be an increased number of children receiving more intensive services for longer periods of time, increased vendor rates, parental agreements, and an increase in special educational services impact this budget.

Respectfully submitted,

Preston Sellers
Director of Human Services

c:

Wynter Benda, City Manager
Gregory Patrick, Deputy City Manager
John Hughes, Assistant City Manager
Donna Witt, Director of Financial Services
Rhonda Allbeck, Assistant Director of Financial Services
Kathy Collins, Financial Professional IV

Children's Services Act
Special Revenue Fund
Financial Summary
September 30, 2022

	FY 2022 Amended Budget	FY 2022 Actual 1 QTR YTD	FY 2022 % of Budget	FY 2023 Amended Budget	FY 2023 Actual 1 QTR YTD		FY 2023 % of Budget
Beginning Fund Balance		281,810		0	281,810		
Revenues:							
Public Assistance - Welfare and Administration	4,638,176	491,811	10.6%	4,638,778	271,070	*	5.8%
Transfer from Lynchburg City Schools	196,541	49,135	25.0%	196,541	49,135		25.0%
Transfer from General Fund	2,037,813	509,610	25.0%	2,039,543	509,886		25.0%
Miscellaneous/Special Welfare	48,600	11,828	24.3%	48,700	4,576		9.4%
Budget Designations	0			0	0		0.0%
Total Revenues	6,921,130	1,062,384	15.3%	6,923,562	834,667		12.1%
Expenses:							
Administrative Expenses	70,060	13,025	18.6%	71,917	14,484		20.1%
Sum-Sufficient - Foster Care	2,944,500	564,344	19.2%	2,932,330	413,415		14.1%
Sum-Sufficient - Special Education	2,738,790	48,591	1.8%	2,821,658	27,211		1.0%
Non-Sum Sufficient Services	375,907	6,271	1.7%	375,907	0		0.0%
Sum-Sufficient and Non-Sum Sufficient Services	791,873	90,964	11.5%	721,750	46,003		6.4%
Miscellaneous/Budget Designations/Transfer to GF	0	0		0	0		
Total Expenditures	6,921,130	723,195	10.4%	6,923,562	501,113		7.2%
ENDING FUND BALANCE	0	620,999		0	615,364		

*Received on 11/1/2022

January 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2022 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through September 30, 2022. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2023 Adopted Budget and the Department's year-end projections are described below.

REVENUES

Following the completion of the first quarter, overall revenues for FY 2023 are projected to be $326,100 (2.0%) more than budget. Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category is projected to be $9,500 (.1%) more than budget. This primarily due to water connections, availability charges and hydrant rentals are $61,500 more than expected offset by lower than expected water cost plus services of $36,000 and decreased noncontract water sales of $25,000.

- **Water Contracts:**

  Revenue in this category reflects billing activity to the counties of Amherst, Bedford, and Campbell, and to the industries of WestRock and Frito-Lay. Revenue is projected to be $65,600 (3.0%) more than budget. This is primarily due to WestRock and Frito-Lay water purchases are $60,000 more than estimated.

- **Interest and Other:**

  Interest and Other is projected to be $251,000 (984.3%) more than budget mostly due to higher than anticipated interest rates on investments.

EXPENSES

Overall expenses for FY 2023 are projected to be $42,700 (0.2%) below budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance expenses are projected to be $97,700 (0.8%) less than budget. This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. (Water Treatment - $56,350 over budget, Meter Operations - $20,500 savings, Water Line Maintenance - $85,350 savings, Administration - $48,200 savings). This variance is broken down as follows:

➢ Personnel Services and Benefits		$ 149,500
➢ Supplies and Materials		47,800
➢ Chemicals		(47,000)
➢ Utilities		(20,000)
➢ All Other		(32,600)
	Total	**$97,700**

  Personnel Services and Benefits savings is attributable to past and current unfilled positions. Supplies and Materials savings is primarily due to a decrease in parts used for water system and meter repairs. Chemicals is over budget primarily due to higher than expected contract pricing that became effective January 1, 2023. Utilities is over budget due to increased electricity rates starting October 19, 2022. All Other is over budget largely due to increased costs for fuel and vehicle repairs.

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

  Non-Departmental Operation and Maintenance expenses are projected to be at budget.

- **Capital Outlay:**

  Purchases in this category are projected to be $5,000 (10.6%) over budget. This is associated with purchasing an emergency duress system that will be purchased this fiscal year which was previously budgeted for last fiscal year.

- **Transfers to Capital:**

  Transfers to Capital are projected to be at budget.

- **Debt Service:**

Expenditures in debt service are projected to be $50,000 (1.5%) above budget due to higher than budgeted interest rates used to calculate interest payments for proceeds from the current line of credit.

SUMMARY

The first 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 are projected to be above policy targets. The projected debt coverage ratio for the fiscal year is 1.33, which is above Council's financial policy minimum target of 1.20. The projected fund balance ratio for the fiscal year is 42% compared to the 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 September 30, 2022

	FY 2022 Adopted Budget	FY 2022 Actual Q1 YTD	FY 2022 % of Budget	FY 2023 Adopted Budget	FY 2023 Actual Q1 YTD	FY 2023 % of Budget	FY 2023 Adopted Budget	FY 2023 Projection	FY 2023 $ Variance Adopted Budget vs. Projected
REVENUES:									
Charges for Services	$13,102,086	$2,893,092	22%	$13,979,043	$3,232,904	23%	$13,979,043	$13,988,543	$9,500
Water Contracts	2,108,956	464,649	22%	2,192,970	419,241	19%	2,192,970	2,258,570	65,600
Interest and Other	45,500	17,052	37%	25,500	39,737	156%	25,500	276,500	251,000
	$15,256,542	**$3,374,793**		**$16,197,513**	**$3,691,881**		**$16,197,513**	**$16,523,613**	**$326,100**
EXPENSES									
Departmental O&M	$10,857,787	$2,245,524	21%	$11,897,363	$2,574,470	22%	$11,897,363	$11,799,663	$97,700
Non-Departmental O&M	265,564	32,246	12%	249,636	34,845	14%	249,636	249,636	-
Capital Outlay/Purchases	107,000	-	0%	47,000	-	0%	47,000	52,000	(5,000)
Transfers to Capital	1,800,000	450,000	25%	2,000,000	500,000	25%	2,000,000	2,000,000	-
Debt Service	3,506,937	1,109,106	32%	3,404,650	1,097,217	32%	3,404,650	3,454,650	(50,000)
	$16,537,288	**$3,836,876**		**$17,598,649**	**$4,206,532**		**$17,598,649**	**$17,555,949**	**$42,700**
Adjustment for Expenses from Capital Projects:		**$0**			**$0**			**$0**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%	
Unrestricted cash as a % of operating expenses & debt service:	42%	
Financial Policy targeted debt coverage ratio minimum:	1.20	
Ending debt coverage ratio:	1.33	(a)

Note (a) Calculation of debt coverage includes $118,000 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

January 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2022 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through September 30, 2022. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2023 Adopted Budget and the Department's year-end projections are described below.

REVENUES

Following the completion of the first quarter, overall revenues for FY 2023 are projected to be $363,900 (1.3%) greater than budget. Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category is projected to be $89,000 (0.4%) under budget mostly due to the following: 1) Inside City Sewer Sales decrease of $60,000 attributable to domestic, commercial and industrial, and institutional customer types. 2) Industrial Surcharges decrease of $60,000. These decreases in revenue were partially offset by $31,000 of increased connection charges and availability fees.

- **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 is projected to be $25,900 (.6%) over budget. Projected sewer sales and industrial surcharges from WestRock and Frito-Lay are $150,000 higher than budget. This is offset by $124,100 lesser than expected county sales for sewer treatment services and capital reimbursements. Decreases in county sales for sewer treatment is 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 is this category is projected to be $427,000 (1,383%) greater than budget primarily due to higher than anticipated interest rates on investments.

EXPENSES

Overall expenses for FY 2023 are projected to be $1,166,900 (4.2%) greater than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance expenses are projected to be $1,086,900 (7.4%) more than budget. This category includes the Water Resources Recovery Facility (WRRF) and Sewer Line Maintenance. The WRRF is projected to be $994,300 over budget and Sewer Line Maintenance is projected to be $92,600 over budget. These variances are broken down as follows:

➢ Chemicals		$ (345,000)
➢ Utilities		(240,000)
➢ Supplies and Materials		(201,750)
➢ Contractual Services		(243,300)
➢ Rentals and Leases		(69,000)
➢ Personnel Services and Benefits		50,000
➢ All Other		(37,850)
	Total	**($ 1,086,900)**

  The increased cost in Chemicals is associated with new contract pricing that became effective January 1, 2023. Cost increases for primary chemicals used range from 10% to 100%. The increased cost in Utilities is mostly due to an unexpected large increase in electricity rates. American Electric Power's fuel factor rate increased 51% starting October 19, 2022. The increase in Supplies and Materials is primarily related to an increase in WRRF replacement equipment parts and higher field materials costs associated with sewer line maintenance. Contractual Services increase primarily consists of the following combination: 1) Refuse Hauling of $50,000 to cover WRRF driver vacancies. 2) Increased WRRF building and grounds maintenance costs of $115,000 mostly associated with aging buildings and fencing with increased costs of labor and materials. 3) Higher than expected Plant and Equipment Repair Services of $50,000.

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

  Non-Departmental Operation and Maintenance expenses are projected to be at budget.

- **Capital Outlay:**

  Purchases in Capital Outlay are projected to be at budget.

- **Transfers to Capital:**

  Transfers to Capital are projected to be at budget.

- **Debt Service:**

  Expenditures in debt service are projected to be $80,000 (0.9%) above budget due to higher than budgeted interest rates used to calculate interest payments for proceeds from current line of credit.

SUMMARY

This first 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 are projected to be above policy targets. The projected debt coverage ratio for the fiscal year is 1.35 compared to a target range of 1.20 to 1.50. The projected fund balance ratio for the fiscal year is 36% 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 September 30, 2022

	FY 2022 Adopted Budget	FY 2022 Actual Q1 YTD	FY 2022 % of Budget	FY 2023 Adopted Budget	FY 2023 Actual Q1 YTD	FY 2023 % of Budget	FY 2023 Adopted Budget	FY 2023 Projection	FY 2023 $ Variance Adopted Budget vs. Projected	
REVENUES:										
Charges for Services	$19,440,774	$4,146,414	21%	$23,046,719	$4,471,628	19%	$23,046,719	$22,957,719	($89,000)	-0.386%
Sewer Contracts	4,017,566	1,505,896	37%	4,470,778	932,519	21%	4,470,778	4,496,678	25,900	0.579%
Interest and Other	51,500	7,919	15%	30,870	105,505	342%	30,870	457,870	427,000	1383.220%
	$23,509,840	**$5,660,229**		**$27,548,367**	**$5,509,651**		**$27,548,367**	**$27,912,267**	**$363,900**	1.321%
EXPENSES:										
Departmental O&M	$12,624,579	$2,762,444	22%	$14,716,969	$3,396,926	23%	$14,716,969	$15,803,869	($1,086,900)	-7.385%
Non-Departmental O&M	272,852	41,092	15%	264,907	41,092	16%	264,907	264,907	-	0.000%
Capital Outlay/Purchases	795,000	-	0%	715,000	-	0%	715,000	715,000	-	0.000%
Transfers to Capital	2,000,000	500,000	25%	3,300,000	826,750	25%	3,300,000	3,300,000	-	0.000%
Debt service	8,905,557	1,238,163	14%	8,820,175	1,221,798	14%	8,820,175	8,900,175	(80,000)	-0.907%
	$24,597,988	**$4,541,699**		**$27,817,051**	**$5,486,566**		**$27,817,051**	**$28,983,951**	**($1,166,900)**	-4.195%
Adjustment for Expenses from Capital Projects		**$0**			**$0**			**$0**		

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	36%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.35 (a)

Note (a) Calculation of debt coverage includes $130,000 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

January 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2022 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through September 30, 2022. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2023 Budget and the Department's year-end projections are described below.

REVENUES

Following the completion of the first quarter, the overall revenues for FY 2023 are projected to exceed budget by $97,500 (2.5%). 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 are projected to exceed budget by $16,500 (0.5%). This is mostly associated with new impervious areas from construction within the City.

- **Interest and Other:**

  Interest and Other is projected to exceed budget by $81,000 (1,012.5%). This is primarily due to combination of higher than expected interest rates on investments and a National Oceanic Atmospheric Administration (NOAA) grant that was originally set to expire in fiscal year 2021 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 are projected to be at budget.

EXPENSES

Overall expenses for FY 2023 are projected to be $50,200 (1.2%) below budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance is projected to be $62,300 (1.7%) below budget. This variance is broken down as follows:

➢ Personnel Services and Benefits	$54,300
➢ Supplies & Materials	37,900
➢ Public Works and Community Development	(35,000)
➢ Other	$5,100
Total	**$62,300**

  The savings in Personnel Services and Benefits is attributable to past and current unfilled positions. Supplies and Materials savings were primarily the result of less materials used in stormwater repairs. Public Works reimbursable leaf collection costs were greater than budget due to unbudgeted wage adjustments to bring several City job classifications to closer to fair market value and decreasing wage compression within each job classification. These unbudgeted wage adjustments are being absorbed within the fund to meet overall budgeted expenditures for FY 2023.

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

  Non-Departmental Operation and Maintenance expenses are projected to exceed budget by $25,100 (95.7%). This is related to unanticipated extension of the NOAA Grant for reimbursable elementary student educational and engagement expenses. Other details of the NOAA Grant are discussed in the revenue category of Interest and Other.

- **Capital Outlay:**

  Capital Outlay is projected to be at budget.

- **Transfers to Capital:**

  Transfers to Capital are projected to be at budget.

- **Debt Service:**

  Debt Service expenditures are projected to be $13,000 (6.9%) under budget due to a restructure of annual loan payments to Virginia Resource Authority (VRA) decreasing by $6,300 a year. This is related to unused loan proceeds for a recently completed Stormwater Project. In addition, $6,700 in lesser interest is projected to be paid on current line of credit for projects that were scheduled to be completed in FY 2022 were completed in FY 2023.

SUMMARY

The first 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 are projected to be above policy targets. The projected debt coverage ratio for the fiscal year is 2.05, which is above Council's financial policy minimum target of 1.20. The projected fund balance ratio for the fiscal year is 30% 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 September 30, 2022

	FY 2022 Adopted Budget	FY 2022 Actual Q1 YTD	FY 2022 % of Budget	FY 2023 Adopted Budget	FY 2023 Actual Q1 YTD	FY 2023 % of Budget	FY 2023 Adopted Budget	FY 2023 Projection	FY 2023 $ Variance Adopted Budget vs. Projected
REVENUES:									
Charges for Services	$3,366,400	$685,887	20%	$3,554,750	$658,201	19%	$3,554,750	$3,571,250	$16,500
Interest and Other	6,000	14,207	237%	8,000	13,876	173%	8,000	89,000	81,000
Transfers from Other Funds	275,000	68,750	25%	275,000	68,750	25%	275,000	275,000	-
	$3,647,400	**768,844**		**$3,837,750**	**$740,828**		**$3,837,750**	**$3,935,250**	**$97,500**
EXPENSES:									
Departmental O&M	$3,361,256	$693,074	21%	$3,623,518	$801,119	22%	$3,623,518	$3,561,218	$62,300
Non-Departmental O&M	31,176	4,647	15%	26,210	27,435	105%	26,210	51,310	(25,100)
Capital Outlay/Purchases	10,000	-	0%	0	-	0%	0	0	-
Transfers to Capital	450,000	112,500	25%	270,000	67,500	25%	270,000	270,000	-
Debt Service	185,655	73,900	40%	187,854	10,531	6%	187,854	174,854	13,000
	$4,038,087	**$884,121**		**$4,107,582**	**$906,585**		**$4,107,582**	**$4,057,382**	**$50,200**
Adjustment for Expenses from Capital Projects		**$0**			**$0**			**$0**	

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	30%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	2.05 (a)

Note (a) Calculation of debt coverage includes $35,000 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

January 24, 2023

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: September 30, 2022 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the fiscal period which ended September 30, 2022.

This quarterly report provides comparative information for the same period of the prior fiscal year and an annualized projection through the end of the current fiscal year.

NON-DEDICATED REVENUES

- Real Estate Taxes:

  Real Estate taxes are due in four quarterly installments on November 15, January 15, March 15, and May 15. As of the date of this report, the first installment for FY 2023 has not been billed. Economic Development tax incentive payments totaling $35,821 have been paid.

- Personal Property Taxes:

  Personal Property tax revenue collected is $3,001,903, which is $178,707 more than the amount collected in the first quarter of FY 2022. Economic Development tax incentives totaling $31,184 have been paid. Personal property taxes are payable in two equal installments on June 5 and December 5. Additional billings for personal property acquisitions are due March 5 and September 5.

  In 1998, the Virginia General Assembly enacted the Personal Property Tax Relief Act (PPTRA) to reimburse citizens for a portion of the local personal property tax. In the 2004 Virginia General Assembly, the State capped the amount reimbursed to localities, which equates to $950 million for FY 2023. This action eliminates the 70% reimbursement. Lynchburg's share is $5,543,584. During the first quarter of FY 2023, the State reimbursed the City $277,179 (5%), as scheduled. Future payments have been scheduled for November 2022 (75%), February 2023 (15%), and May 2023 (5%).

- Consumer Utility Taxes - Electric:

  Consumer Utility Tax – Electric revenue of $649,708 has been collected, which is 18.6% of the fiscal year budget, based on collections for 2 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Communication Sales and Use Taxes:

  Communication Sales and Use tax revenue of $202,092 has been collected, which is 9.6% of the fiscal year budget, and is slightly behind the FY 2022 first quarter collection amount by $8,229.

- Local Sales Tax:

  Sales tax revenue of $1,752,857 has been collected, which is 8.8% of the fiscal year budget, based on collections for 1 month. Economic Development tax incentives totaling $117,975 have been paid.

- Business License

  Business License revenue of $44,423 has been collected. The majority of the tax will be collected from March to May. Economic Development tax incentives totaling $33,404 have been paid.

- Meals Tax

  Meals tax revenue of $3,058,984 has been collected, which is 17.3% of the fiscal year budget, based on collections for 2 months. Economic Development tax incentives totaling $345,420 have been paid.

- Lodging Tax

  Lodging tax revenue of $604,180 has been collected, which is 20.1% of the fiscal year budget, based on collections for 2 months. Economic Development tax incentives totaling $398,618 have been paid.

- Permit, Fees, and Licenses:

  Permit, Fees, and Licenses revenue of $317,436 has been collected, which is 27.2% of the fiscal year budget.

- Fines and Forfeitures:

  Fines and Forfeitures revenue of $0 has been collected. The timing of receiving court fines and parking fines varies greatly throughout the year, and staff will continue to keep a close watch on this revenue to see if an adjustment in projected revenue is necessary.

- Interest on Investments:

  Investment income of $325,798 has been earned, which is 84.5% of the fiscal year budget.

- Charges for Services

  Charges for Services revenue of $2,853,710 has been collected, which is 23.4% of the fiscal year budget.

DEDICATED REVENUES

Intergovernmental Revenues (consisting of Constitutional Officers, Health and Human Services, and State & Federal subsidies) of $12,115,743 have been received, which is 16.5% of the fiscal year budget. The timing of submitting and receiving reimbursements for constitutional offices impacts these revenues.

EXPENDITURES

- Operating Expenditures:

  The percentage of operating expenditures spent through the first quarter of FY 2023, 24.0%, is on target with budget projections.

- Debt Service

  Debt Service expenditures are on pace with FY 2023 budget projections.

SUMMARY

This report represents three months of fiscal activity. As the year progresses, revised estimates for revenues and expenditures will be presented to reflect the impact of changes.

Respectfully submitted,

D. S. Witt

Donna S. Witt
Chief Financial Officer

cc: Wynter C. Benda, City Manager
Gregory Patrick, Deputy City Manager
Rhonda Allbeck, Assistant Director of Financial Services

FINANCE COMMITTEE AGENDA ITEM #: 7

Fiscal Year	Fiscal Calendar 2023
Fiscal Quarter of Year	Fiscal Q 1
Fiscal Month of Year	(Multiple Items)
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/22	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 9/30/21
100 Taxes							
02110.0100 - Current Real Property Tax	67,547,945	-	67,547,945	5,839,690	61,708,255	8.6%	2,145,231
02110.0105 - Tax Relief For Elderly	(610,000)	-	(610,000)	(558,599)	(51,401)	91.6%	(512,546)
02110.0110 - Tax Relief-Rehabilitation Real Property	(1,452,715)	-	(1,452,715)	(1,578,730)	126,015	108.7%	(1,395,879)
02110.0200 - Delinquent Real Property Tax	700,000	-	700,000	320,361	379,639	45.8%	230,990
02110.0900 - Real Estate Tax- Economic Development Incentive	(35,821)	-	(35,821)	(35,821)	0	100.0%	(33,460)
02120.0100 - Current PSC Tax	2,652,682	-	2,652,682	-	2,652,682	0.0%	-
02130.0101 - Current Personal Property Tax PCI	20,612,500	-	20,612,500	3,001,903	17,610,597	14.6%	2,823,196
02130.0201 - Delinquent Personal Property Tax PCI	1,300,000	-	1,300,000	92,404	1,207,596	7.1%	88,144
02130.0900 - Personal Property Tax- Economic Development Incentive	(20,917)	-	(20,917)	(31,184)	10,267	149.1%	(19,917)
02170.0105 - Penalty-Delinquent Tax	700,000	-	700,000	196,303	503,697	28.0%	135,893
02170.0205 - Interest-Delinquent Tax	300,000	-	300,000	119,526	180,474	39.8%	72,019
02510.0000 - Local Sales And Use Tax	20,000,000	-	20,000,000	1,752,857	18,247,143	8.8%	1,595,392
02510.0900 - Local Sales & Use Tax- Economic Development Incentive	(87,592)	-	(87,592)	(117,975)	30,383	134.7%	(61,957)
02515.0100 - Consumer Utility Tax-Electric	3,500,000	-	3,500,000	649,708	2,850,292	18.6%	661,278
02515.0105 - Consumer Utility Tax-Gas	647,354	-	647,354	54,628	592,726	8.4%	54,828
02515.0120 - Right of Way Fees	225,000	-	225,000	63,592	161,408	28.3%	72,425
02515.0900 - Pen & Int - Consumer Utility Tax, None	-	-	-	1	(1)	0.0%	-
02517.0000 - Communication Sales & Use Tax	2,100,000	-	2,100,000	202,092	1,897,908	9.6%	210,321
02520.0000 - Business License Tax	9,016,000	-	9,016,000	44,423	8,971,577	0.5%	28,061
02520.0010 - Consumption Tax-Electric	320,779	-	320,779	53,700	267,079	16.7%	54,908
02520.0015 - Consumption Tax-Gas	30,819	-	30,819	4,374	26,445	14.2%	2,505
02520.0030 - Pen & Int-Business License	96,072	-	96,072	44,600	51,472	46.4%	13,246
02520.0900 - Business License Tax- Economic Development Incentive	(26,726)	-	(26,726)	(33,404)	6,678	125.0%	(19,054)
02530.0001 - Motor Vehicle Licenses PCI	1,550,000	-	1,550,000	75,127	1,474,873	4.8%	78,357
02530.0201 - Delinquent Motor Vehicle License	190,000	-	190,000	10,607	179,393	5.6%	9,017
02535.0000 - Bank Stock Tax	750,000	-	750,000	-	750,000	0.0%	23,173
02540.0100 - Recordation Tax-City	675,000	-	675,000	79,454	595,546	11.8%	74,493
02540.0200 - Probate Tax	21,027	-	21,027	4,461	16,566	21.2%	3,076
02545.0000 - Tobacco Tax	800,000	-	800,000	183,998	616,002	23.0%	204,048
02550.0000 - Amusement Tax	720,000	-	720,000	144,854	575,146	20.1%	114,512
02550.0005 - Pen & Int - Amusement Tax	-	-	-	4,112	(4,112)	0.0%	338
02555.0000 - Lodging Tax	3,000,000	-	3,000,000	604,180	2,395,820	20.1%	575,719
02555.0005 - Pen & Int - Lodging Tax	-	-	-	1,201	(1,201)	0.0%	0
02555.0900 - Lodging Tax- Economic Development Incentive	(314,148)	-	(314,148)	(398,618)	84,470	126.9%	(240,469)
02560.0000 - Meals Tax	17,700,000	-	17,700,000	3,058,984	14,641,016	17.3%	2,887,627
02560.0005 - Pen & Int - Meals Tax	49,793	-	49,793	11,260	38,533	22.6%	17,091
02560.0900 - Meals Tax- Economic Development Incentive	(260,765)	-	(260,765)	(345,420)	84,655	132.5%	(169,995)
100 Taxes Total	**152,396,287**	**-**	**152,396,287**	**13,518,647**	**138,877,640**	**8.9%**	**9,722,608**
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	7,000	-	7,000	1,135	5,865	16.2%	1,795
03010.0200 - Permit Parking Fees	200,000	-	200,000	61,222	138,778	30.6%	56,542
03010.0205 - Permit Parking Fees- Lease Agreement, None	90,000	-	90,000	12,887	77,113	14.3%	-
03010.0400 - Land Disturbing Fees	20,000	-	20,000	4,441	15,560	22.2%	6,228
03010.0600 - Transfer Fees	2,000	-	2,000	683	1,317	34.1%	737
03010.0700 - Zoning Appeal Fees-Inspc	1,000	-	1,000	-	1,000	0.0%	200
03010.0702 - Zoning Certification Letter	3,500	-	3,500	600	2,900	17.1%	1,400
03010.0705 - Legal Notice Advertising	10,000	-	10,000	3,224	6,776	32.2%	1,355
03010.0710 - Site Plan Reviews	15,000	-	15,000	3,566	11,434	23.8%	3,731
03010.0715 - Conditional Use Permits	4,000	-	4,000	430	3,570	10.8%	800
03010.0720 - Re-zoning Fees	8,700	-	8,700	3,411	5,289	39.2%	31
03010.0800 - Subdivision Plat Review	10,000	-	10,000	2,520	7,480	25.2%	1,935
03010.0900 - Building Insp Permit Fee	500,000	-	500,000	129,486	370,514	25.9%	161,680
03010.0901 - Elevator Inspect Admin Fee	21,000	-	21,000	8,311	12,689	39.6%	8,250
03010.0902 - Elevator Inspect Admin Fee Pen & Int	-	-	-	129	(129)	0.0%	110
03010.0920 - Sign Inspect Permit Fee	6,000	-	6,000	2,000	4,000	33.3%	1,225
03010.0925 - Demolition Fees	5,000	-	5,000	2,295	2,705	45.9%	650
03010.0927 - Building Plan Review	44,000	-	44,000	10,961	33,039	24.9%	14,585
03010.0928 - Vacant Building Registration Fee	30,000	-	30,000	20,209	9,791	67.4%	16,353
03010.0929 - Pen & Int-Vacant Building Registration Fee	-	-	-	888	(888)	0.0%	893
03010.0930 - Certificate of Occupancy for Existing Building	-	-	-	675	(675)	0.0%	1,050
03010.0931 - Temporary Certificate of Occupancy, None	-	-	-	4,350	(4,350)	0.0%	2,850
03010.0932 - Working Without a Building Permit	-	-	-	-	-	0.0%	300
03010.0933 - Short Term Rental Fee, None	5,000	-	5,000	7,650	(2,650)	153.0%	15,564
03010.0934 - Vacant Property Registration- Civil Penalties, None	20,000	-	20,000	9,154	10,846	45.8%	3,899
03010.1000 - False Alarm Service Assessment	110,000	-	110,000	15,883	94,117	14.4%	5,626
03010.1100 - Concealed Weapon Permit	30,000	-	30,000	8,146	21,854	27.2%	7,215
03010.2005 - Taxicab Application Fees	3,000	-	3,000	50	2,950	1.7%	550
03010.2010 - Precious Metal Premits	1,600	-	1,600	-	1,600	0.0%	-
03010.2011 - Rental Reinspect/FollowUp	-	-	-	200	(200)	0.0%	-
03010.2012 - Rental Intial Inspection	-	-	-	400	(400)	0.0%	100
03010.2013 - Annual/Periodic Inspect Fee	22,000	-	22,000	150	21,850	0.7%	200
03010.2014 - Rental Intial Inspect-No Show	-	-	-	200	(200)	0.0%	-
03010.2020 - Mobile Vendor License Fee	-	-	-	40	(40)	0.0%	-
03010.2028 - Dumpster Permit Fee , None	-	-	-	50	(50)	0.0%	100
03010.2029 - Dumpster Permit Fee- 30 Day Extension, None	-	-	-	-	-	0.0%	200
03010.2050 - Misc Permit Fee & License	-	-	-	2,090	(2,090)	0.0%	3,080
110 Permits, Fees, & Licenses Total	**1,168,800**	**-**	**1,168,800**	**317,436**	**851,364**	**27.2%**	**319,234**
120 Fines & Forfeitures							
03510.0100 - Court Fines And Forfeitures, None	187,500	-	187,500	(12,775)	200,275	-6.8%	16,756
03510.0105 - Criminal Court Fees	2,500	-	2,500	270	2,230	10.8%	239
03510.0200 - Parking Fines	60,000	-	60,000	12,485	47,515	20.8%	8,292
120 Fines & Forfeitures Total	**250,000**	**-**	**250,000**	**(19)**	**250,019**	**0.0%**	**25,287**
130 Use of Money & Property							
04010.0100 - Interest on Investment	-	-	-	226,196	(226,196)	0.0%	47,191
04010.0101 - Interest-City Capital	-	-	-	16,605	(16,605)	0.0%	53,907
04010.0123 - Interest-Health Ins Resrv	-	-	-	18,400	(18,400)	0.0%	12,969

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/22	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 9/30/21
04010.0124 - Interest-OPEB	-	-	-	6,598	(6,598)	0.0%	1,207
04010.0131 - Interest Income- ARPA Funds Invested at LGIP, None	-	-	-	180,631	(180,631)	0.0%	-
04010.0156 - Interst-MktValueGain/Loss	-	-	-	(222,096)	222,096	0.0%	(89,027)
04010.0157 - Interest-SNAP Income	-	-	-	7,997	(7,997)	0.0%	2,342
04020.0105 - Gen Govt Property Rental	75,000	-	75,000	25,967	49,033	34.6%	17,240
04020.0115 - Public Safety Prop Rent	36,250	-	36,250	-	36,250	0.0%	-
04020.0125 - Human Services Prop Rent	100,000	-	100,000	25,000	75,000	25.0%	25,000
04020.0135 - Downtown Parking Deck Lease, None	41,400	-	41,400	6,900	34,500	16.7%	27,600
04020.0200 - Culture & Rec. Prop Rent	15,070	-	15,070	3,768	11,303	25.0%	3,768
04020.0201 - Prop Rental-Stadium	16,000	-	16,000	3,750	12,250	23.4%	2,850
04020.0202 - Prop Rental-Market/Park.	100,000	-	100,000	25,804	74,196	25.8%	30,597
04020.0205 - Market Rent- Pen & Int	1,500	-	1,500	279	1,221	18.6%	229
04020.0207 - Rental of Museum Facilities, None	500	-	500	-	500	0.0%	-
130 Use of Money & Property Total	**385,720**	**-**	**385,720**	**325,798**	**59,922**	**84.5%**	**135,871**
140 Charges for Services							
04510.0900 - Collection & Tax Lien Fees	35,000	-	35,000	12,472	22,528	35.6%	12,607
04510.0901 - DMV Admin Fee	278,000	-	278,000	101,938	176,062	36.7%	90,093
04510.0915 - Processng Fee - Payroll deduction	4,500	-	4,500	1,110	3,390	24.7%	1,025
04510.0916 - Indirect Cost&Svc DetHome	272,270	-	272,270	68,068	204,203	25.0%	68,734
04510.0918 - Indirect Cost&Srvc Water	1,130,803	-	1,130,803	282,701	848,102	25.0%	259,275
04510.0919 - Indirect Cost&Srvc Sewer	278,673	-	278,673	69,668	209,005	25.0%	67,523
04510.0920 - Indirect Cost&Srvc WWTP	595,108	-	595,108	148,777	446,331	25.0%	146,391
04510.0921 - Indirect Cost&Srvc Airprt	184,104	-	184,104	46,026	138,078	25.0%	45,269
04510.0922 - Indirect Cost&Svc Strmwtr	304,138	-	304,138	76,035	228,103	25.0%	80,396
04515.0101 - Document Reprod Costs	7,000	-	7,000	1,504	5,496	21.5%	1,756
04515.0200 - Court Room Sheriff Fee, None	63,000	-	63,000	16,927	46,073	26.9%	16,367
04515.0300 - Fees For Court Officers	7,000	-	7,000	7,244	(244)	103.5%	7,244
04515.0301 - Legal Service Charges	40,000	-	40,000	-	40,000	0.0%	-
04515.0303 - Probation Supervisor Fee	10,000	-	10,000	1,542	8,458	15.4%	1,551
04515.0304 - Jail Fee, None	2,000	-	2,000	544	1,456	27.2%	481
04515.0305 - E-Summons Fee, None	12,000	-	12,000	3,832	8,168	31.9%	3,742
04515.0400 - Commonwealth Atty.Fees	5,000	-	5,000	1,667	3,333	33.3%	1,381
04515.0401 - CA Coll Fees- Gen Dist Ct	55,000	-	55,000	4,739	50,261	8.6%	5,131
04515.0402 - CA Coll Fees- J&D Court	10,050	-	10,050	678	9,372	6.7%	883
04515.0403 - CA Coll Fees- Circuit Crt	62,600	-	62,600	16,162	46,438	25.8%	8,271
04515.0404 - CA Coll Fees- FOIA Requests, None	2,000	-	2,000	-	2,000	0.0%	819
04520.0300 - Fire Prevention Fees	2,000	-	2,000	1,050	950	52.5%	1,250
04520.0301 - Ambulance Service Fees	3,000,000	-	3,000,000	602,850	2,397,150	20.1%	555,127
04520.0304 - Delinq Ambulance>120 Days	175,000	-	175,000	23,826	151,174	13.6%	35,749
04520.0305 - LFD Off Duty, None	-	-	-	33,415	(33,415)	0.0%	-
04520.0306 - LFD Off Duty - Penalty and Interest, None	-	-	-	3,170	(3,170)	0.0%	-
04520.0307 - Lynchburg Fire Dept Charges, None	-	-	-	807	(807)	0.0%	-
04520.0901 - PIER Contract Payments	26,500	-	26,500	22,000	4,500	83.0%	26,500
04520.0903 - Police-Schools Resource Officer (SRO) Prog	140,000	-	140,000	-	140,000	0.0%	-
04520.0904 - Local Reimb-COL Confined Space	50,000	-	50,000	12,500	37,500	25.0%	12,500
04520.0905 - Police Report Sales	2,200	-	2,200	710	1,490	32.3%	520
04520.0906 - Range Use Fee	13,800	-	13,800	12,800	1,000	92.8%	12,800
04520.0908 - DUI Fees, None	-	-	-	1,317	(1,317)	0.0%	700
04520.0909 - LPD Off Duty	1,100,000	-	1,100,000	177,089	922,911	16.1%	189,137
04525.0106 - Downtown Parking Fees	30,000	-	30,000	5,504	24,496	18.3%	3,938
04525.0107 - PW Admin Stormwater Charges	119,527	-	119,527	9,063	110,464	7.6%	3,816
04525.0108 - PW Eng Stormwater Charges	11,957	-	11,957	5,715	6,242	47.8%	2,228
04525.0109 - PW Streets Stormwater Charges	150,090	-	150,090	394	149,696	0.3%	463
04525.0218 - Trash Bag Srvc-Waste Zero	65,000	-	65,000	18,052	46,948	27.8%	46,732
04525.0219 - Landlord Set Out Program , None	3,000	-	3,000	3,478	(478)	115.9%	500
04525.0220 - Refuse Disposal Fee, None	2,340,000	-	2,340,000	597,039	1,742,961	25.5%	607,904
04525.0221 - Penalty- Refuse Disposal Fee, None	-	-	-	5,277	(5,277)	0.0%	5,294
04525.0300 - Bldg Maint Charge-Other	-	-	-	2,536	(2,536)	0.0%	2,536
04530.0409 - Human Services Court Order Fees	-	-	-	142	(142)	0.0%	271
04530.0410 - Lynchburg Youth Group Home Charges	450,000	-	450,000	85,900	364,100	19.1%	49,650
04530.0413 - Local Reimb- Other Localities, None	-	-	-	-	-	0.0%	401
04535.0100 - Swimming Pool Fees	30,000	-	30,000	16,066	13,934	53.6%	20,539
04535.0150 - Recreation Program Fees	450,000	-	450,000	129,703	320,297	28.8%	124,236
04535.0151 - Recreation Program- Scholarship Fees , None	5,300	-	5,300	-	5,300	0.0%	-
04535.0200 - Point of Honor Admission Fees	2,500	-	2,500	-	2,500	0.0%	-
04535.0300 - Library Fines & Fees	15,000	-	15,000	7,531	7,469	50.2%	6,529
04535.0301 - Law Library Fees	30,000	-	30,000	7,683	22,317	25.6%	5,740
04535.0303 - Lost/Damaged Library Prop	2,500	-	2,500	1,181	1,319	47.2%	997
04535.0304 - Delinq Library Fines & Fees	2,000	-	2,000	10	1,990	0.5%	630
04535.0305 - Delinq Library Lost/Damaged	5,000	-	5,000	444	4,556	8.9%	1,328
04535.0306 - Delinq Library Pen & Int	2,000	-	2,000	308	1,692	15.4%	918
04540.0105 - Comm Develop Stormwater Charges	582,931	-	582,931	194,310	388,621	33.3%	145,128
04599.0004 - Neighborhood Services, None	21,000	-	21,000	10,020	10,980	47.7%	6,950
04599.0009 - Penalty and Interest- Neighborhood Services Receivables, None	-	-	-	187	(187)	0.0%	80
140 Charges for Services Total	**12,185,551**	**-**	**12,185,551**	**2,853,710**	**9,331,841**	**23.4%**	**2,690,027**
150 Miscellaneous Revenue							
05030.0105 - Suspense Revenue/Exp Ref	-	-	-	441	(441)	0.0%	1,885
05050.0105 - Pmt In Lieu Tax-WestCntbr	53,799	-	53,799	-	53,799	0.0%	-
05050.0110 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	-	25,000	0.0%	-
05050.0228 - Recreation Program- Donations, None	-	-	-	-	-	0.0%	4,000
05050.0230 - Friends of Lynchburg Library	17,981	-	17,981	-	17,981	0.0%	3,174
05050.0232 - Digg's Trust Rec-Pt Honor	37,000	-	37,000	9,250	27,750	25.0%	9,250
05050.0400 - Sale-Salvage/Surplus Prop	-	-	-	290	(290)	0.0%	3,512
05050.2001 - Cash Overage And Shortage	-	-	-	47	(47)	0.0%	(500)
05050.2011 - Reimb.POH Carriage House	27,000	-	27,000	8,102	18,898	30.0%	6,938
05050.2013 - Photo Reprod And Royalty	100	-	100	-	100	0.0%	-
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	-	-	0.0%	0
05050.2025 - Credit Card Rebate	95,000	-	95,000	-	95,000	0.0%	-
05050.2028 - WardsCrossingWestSvcFee	143,277	-	143,277	-	143,277	0.0%	-
05050.2034 - P&R Spec Event Sponsorship, None	15,000	-	15,000	1,000	14,000	6.7%	2,200
05050.2046 - Visitor Ctr Merchandise	-	-	-	-	-	0.0%	125
05050.2049 - Residential Trash Violation, None	6,000	-	6,000	5,172	828	86.2%	2,674
05050.2052 - Parking Lease Agreement	-	-	-	-	-	0.0%	16,662
05050.2055 - Hillcats - Donation Youth Athletic Programs	10,000	-	10,000	10,000	-	100.0%	10,000

FINANCE COMMITTEE AGENDA ITEM #: 7

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/22	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 9/30/21
05050.2056 - Commission on City Vending Machine Sales	-	-	-	718	(718)	0.0%	1,005
05050.2059 - Court Restitution, None	-	-	-	708	(708)	0.0%	-
05050.2060 - Community Market Retail Sales, None	500	-	500	-	500	0.0%	238
05050.2090 - Miscellaneous Revenue	51,000	-	51,000	6,662	44,338	13.1%	8,162
150 Miscellaneous Revenue Total	**481,657**	**-**	**481,657**	**42,389**	**439,268**	**8.8%**	**69,324**
300 State Non-Categorical Aid							
06100.0300 - Rolling Stock Taxes	88,000	-	88,000	88,731	(731)	100.8%	88,584
06100.0400 - Mobile Home Titling Taxes	1,000	-	1,000	1,467	(467)	146.7%	765
06100.0600 - Deeds Of Conveyance	150,000	-	150,000	21,756	128,244	14.5%	18,460
06100.0800 - Recordation Taxes-State	-	-	-	-	-	0.0%	-
06100.0900 - Auto Rental Tax-DMV	350,000	-	350,000	137,811	212,189	39.4%	126,972
06100.0905 - Peer to Peer Vehicle Sharing Tax, None	-	-	-	2,113	(2,113)	0.0%	317
06100.1108 - Personal Prop Tax Relief	5,543,584	-	5,543,584	277,179	5,266,405	5.0%	277,179
06100.8001 - Games of Skill Tax, None	-	-	-	-	-	0.0%	42,624
300 State Non-Categorical Aid Total	**6,132,584**	**-**	**6,132,584**	**529,057**	**5,603,527**	**8.6%**	**554,902**
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	201,758	7,761	209,519	30,699	178,820	14.7%	32,489
06510.0300 - Treasurer	120,023	5,513	125,536	19,114	106,422	15.2%	18,659
06510.1000 - Registrar/Electoral Board	99,914	2,053	101,967	-	101,967	0.0%	-
06515.0100 - Clerk of Cir Crt-Fringes	646,468	48,144	694,612	100,365	594,247	14.4%	95,088
06515.0200 - Sheriff	1,162,719	87,313	1,250,032	193,312	1,056,720	15.5%	187,648
06515.0400 - Commonwealth Attorney	1,131,821	32,362	1,164,183	161,817	1,002,366	13.9%	177,306
310 State Shared Exp (Cat.) Total	**3,362,703**	**183,146**	**3,545,849**	**505,307**	**3,040,542**	**14.3%**	**511,191**
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	61,929	185,787	25.0%	61,929
06820.0201 - Wireless E911	380,000	-	380,000	82,530	297,470	21.7%	74,851
06820.0203 - HB 599 Law Enforc.Asst	3,250,000	333,617	3,583,617	895,904	2,687,713	25.0%	814,936
06825.0100 - Street And Highway Maint.	8,842,661	693,030	9,535,691	2,385,609	7,150,082	25.0%	2,264,027
06830.0413 - SS State Adm Sub 0901	1,849,884	1,250	1,851,134	367,800	1,483,334	19.9%	477,675
06830.0414 - SS State Prog Sub 0902	4,912,198	-	4,912,198	371,051	4,541,147	7.6%	412,851
06835.0102 - SNAP Program Reimb	16,000	-	16,000	5,014	10,986	31.3%	11,161
06835.0300 - Finan Asst-Public Library	181,175	23,274	204,449	51,112	153,337	25.0%	45,044
320 State Categorical Aid Total	**19,679,634**	**1,051,171**	**20,730,805**	**4,220,949**	**16,509,856**	**20.4%**	**4,162,475**
330 State Aid in Suspense							
05030.0100 - Suspense Rev-Va EDI Pmts	-	-	-	-	-	0.0%	-
330 State Aid in Suspense Total	**-**	**-**	**-**	**-**	**-**	**0.0%**	**-**
500 Fed Direct Non-Categorical Aid							
07530.0010 - American Rescue Plan Act (ARPA) Funding, None	680,000	32,648,529	33,328,529	5,659,226	27,669,303	17.0%	-
500 Fed Direct Non-Categorical Aid Total	**680,000**	**32,648,529**	**33,328,529**	**5,659,226**	**27,669,303**	**17.0%**	**-**
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	-	-	-	-	-	0.0%	-
07830.0420 - Fed Pass Thru:Cost AIIDMG	573,000	-	573,000	-	573,000	0.0%	-
07830.0421 - SS Fed Adm Sub 0901	5,426,133	1,750	5,427,883	822,168	4,605,715	15.1%	980,947
07830.0422 - SS Fed Prog Sub 0902	3,672,129	-	3,672,129	350,429	3,321,700	9.5%	409,352
07830.0430 - USDA Funding - Group Home, None	16,000	-	16,000	7,614	8,386	47.6%	3,345
07875.0003 - Human Service Lease	62,000	-	62,000	10,479	51,521	16.9%	24,515
07875.0021 - FINI Double-Dollars	14,000	-	14,000	10,514	3,486	75.1%	8,500
520 Fed Cat Aid- Pass Thru Total	**9,763,262**	**1,750**	**9,765,012**	**1,201,204**	**8,563,808**	**12.3%**	**1,426,660**
710 Operating Transfers In							
09301.0003 - TrfFrmCtyCp-Capital Proj	-	25,000	25,000	-	25,000	0.0%	-
710 Operating Transfers In Total	**-**	**25,000**	**25,000**	**-**	**25,000**	**0.0%**	**-**
Grand Total	**206,486,198**	**33,909,596**	**240,395,794**	**29,173,703**	**211,222,091**	**12.1%**	**19,617,578**

FINANCE COMMITTEE AGENDA ITEM #: 7

Fiscal Year	Fiscal Calendar 2023
Fiscal Quarter of Year	Fiscal Q 1
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/22	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 9/30/21
2022 Communications/Public Engagement							
0021 Public Information	556,309	154,414	710,723	155,953	474,769	33.2%	153,503
0022 Customer Service Center	202,790	16,280	219,070	45,423	173,647	20.7%	32,379
0029 Local Government Channel	387,228	11,014	398,242	38,591	359,651	9.7%	34,600
2022 Communications/Public Engagement Total	**1,146,327**	**181,708**	**1,328,035**	**239,967**	**1,008,066**	**24.1%**	**220,483**
2023 Council / Manager							
0028 Council / Manager	1,280,840	94,320	1,375,160	287,664	1,067,496	22.4%	245,223
0033 Parking Division	-	-	-	-	-	0.0%	(120)
2023 Council / Manager Total	**1,280,840**	**94,320**	**1,375,160**	**287,664**	**1,067,496**	**22.4%**	**245,103**
2030 City Attorney							
0050 City Attorney	954,903	37,634	992,537	192,629	799,431	19.5%	161,786
0051 Risk Management	1,318,278	-	1,318,278	1,318,278	-	100.0%	758,581
2030 City Attorney Total	**2,273,181**	**37,634**	**2,310,815**	**1,510,907**	**799,431**	**65.4%**	**920,367**
2035 State Treasurer							
0060 State Treasurer	186,917	7,413	194,330	40,712	153,618	21.0%	36,850
2035 State Treasurer Total	**186,917**	**7,413**	**194,330**	**40,712**	**153,618**	**21.0%**	**36,850**
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	891,124	57,000	948,124	173,118	762,107	19.6%	171,087
2040 Commissioner Of Revenue Total	**891,124**	**57,000**	**948,124**	**173,118**	**762,107**	**19.6%**	**171,087**
2045 City Assessor							
0080 City Assessor	799,837	23,855	823,692	133,512	686,147	16.7%	174,941
2045 City Assessor Total	**799,837**	**23,855**	**823,692**	**133,512**	**686,147**	**16.7%**	**174,941**
2050 Finance							
0090 Office of Management & Budget	756,215	73,231	829,446	165,346	611,115	26.3%	143,848
0093 Billings And Collections	1,759,721	186,904	1,946,625	342,823	1,363,071	30.0%	284,630
0094 Procurement	505,047	29,493	534,540	101,471	429,175	19.7%	83,060
0095 Accounting	1,139,167	131,199	1,270,366	207,634	875,172	31.1%	193,271
2050 Finance Total	**4,160,150**	**420,827**	**4,580,977**	**817,272**	**3,278,533**	**28.4%**	**704,809**
2055 Human Resources							
0110 Human Resources	1,020,159	55,179	1,075,338	220,208	853,302	20.6%	144,175
0111 Occupational Health Svs	216,440	-	216,440	360	216,080	0.2%	29,428
2055 Human Resources Total	**1,236,599**	**55,179**	**1,291,778**	**220,568**	**1,069,382**	**17.2%**	**173,603**
2057 Information Technology							
0115 Application Services	1,382,358	58,132	1,440,490	301,350	1,139,140	20.9%	281,270
0116 Network Services	1,769,996	87,219	1,857,215	445,311	1,396,014	24.8%	408,982
0117 I T Administration	471,325	24,846	496,171	97,946	379,099	23.6%	67,446
0125 GIS	377,765	14,481	392,246	102,764	289,482	26.2%	95,119
2057 Information Technology Total	**4,001,444**	**184,678**	**4,186,122**	**947,370**	**3,203,736**	**23.5%**	**852,817**
2065 Registrar							
0150 Registrar	322,279	15,889	338,168	63,484	274,018	19.0%	58,243
0151 Electoral Board	204,118	1,133	205,251	76,427	128,824	37.2%	13,561
2065 Registrar Total	**526,397**	**17,022**	**543,419**	**139,911**	**402,842**	**25.9%**	**71,804**
2090 Education							
0200 Lcl Sch Oper Contribution	40,794,923	-	40,794,923	10,500,000	30,294,923	25.7%	7,200,000
2090 Education Total	**40,794,923**	**-**	**40,794,923**	**10,500,000**	**30,294,923**	**25.7%**	**7,200,000**
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	165,735	7,240	172,975	34,973	137,727	20.4%	30,939
2105 Circuit Court-Judge Total	**165,735**	**7,240**	**172,975**	**34,973**	**137,727**	**20.4%**	**30,939**
2110 General District Court							
0310 General District Court	60,873	2,611	63,484	5,607	55,951	11.9%	9,680
2110 General District Court Total	**60,873**	**2,611**	**63,484**	**5,607**	**55,951**	**11.9%**	**9,680**
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	28,454	374	28,828	2,894	23,017	20.2%	9,808
2115 Juvenile & Dr Dist Court Total	**28,454**	**374**	**28,828**	**2,894**	**23,017**	**20.2%**	**9,808**
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,425	20	1,445	428	997	31.0%	313
2120 24th Court Service Unit Total	**1,425**	**20**	**1,445**	**428**	**997**	**31.0%**	**313**
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,816,215	68,305	1,884,520	392,763	1,489,115	21.0%	353,660
0343 Com Aty Fines & Fees Coll	66,555	2,658	69,213	15,086	53,017	23.4%	14,342
2125 Commonwealth's Attorney Total	**1,882,770**	**70,963**	**1,953,733**	**407,849**	**1,542,132**	**21.1%**	**368,002**
2130 Magistrate's Office							
0350 Magistrate's Office	6,954	47	7,001	275	6,697	4.3%	544
2130 Magistrate's Office Total	**6,954**	**47**	**7,001**	**275**	**6,697**	**4.3%**	**544**
2135 Circuit Court-Clerk							

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/22	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 9/30/21
0360 Circuit Court-Clerk	1,030,995	53,940	1,084,935	214,284	870,651	19.8%	198,834
2135 Circuit Court-Clerk Total	**1,030,995**	**53,940**	**1,084,935**	**214,284**	**870,651**	**19.8%**	**198,834**
2200 City Sheriff							
0400 City Sheriff And Jail	2,490,159	138,958	2,629,117	563,629	2,065,488	21.4%	569,729
2200 City Sheriff Total	**2,490,159**	**138,958**	**2,629,117**	**563,629**	**2,065,488**	**21.4%**	**569,729**
2240 Police							
0420 Police Operations	22,339,496	760,581	23,100,077	5,085,152	17,573,685	23.9%	4,207,606
0421 Animal Warden	359,276	7,325	366,601	81,270	285,331	22.2%	70,820
0429 Range Operations	13,800	9,441	23,241	1,078	20,863	10.2%	833
0430 Police Off Duty Employmnt	1,028,181	1,260	1,029,441	172,195	857,246	16.7%	157,789
2240 Police Total	**23,740,753**	**778,607**	**24,519,360**	**5,339,696**	**18,737,124**	**23.6%**	**4,437,048**
2245 Emergency Services							
0422 Emergency Communications	3,510,969	142,952	3,653,921	766,036	2,859,048	21.8%	657,334
2245 Emergency Services Total	**3,510,969**	**142,952**	**3,653,921**	**766,036**	**2,859,048**	**21.8%**	**657,334**
2270 Fire							
0444 Fire Operations And Ems	20,824,622	509,905	21,334,527	4,569,594	16,743,006	21.5%	3,749,821
0446 TRT- PIER Program	76,500	8,900	85,400	14,911	61,589	27.9%	24,337
2270 Fire Total	**20,901,122**	**518,805**	**21,419,927**	**4,584,506**	**16,804,594**	**21.5%**	**3,774,158**
2400 Public Works							
0600 Public Works Administrat.	1,107,319	70,513	1,177,832	241,470	934,577	20.7%	200,779
0605 Engineering	4,392,418	471,856	4,864,274	925,296	3,641,669	25.1%	694,861
0632 Street Maintenance,II	4,042,584	1,539,469	5,582,053	831,685	3,781,677	32.3%	460,392
0635 Snow Removal	343,233	37,082	380,315	85,258	(17,056)	104.5%	13,162
0640 Refuse Collection	4,086,729	1,304,020	5,390,749	1,276,622	2,354,590	56.3%	895,366
0645 Parks/Grounds Maintenance	4,207,350	928,309	5,135,659	1,011,651	3,282,190	36.1%	795,265
0649 Baseball Stadium Maint	102,823	7,828	110,651	38,164	45,084	59.3%	22,098
0650 Building Maintenance	4,080,521	282,824	4,363,345	884,878	3,177,715	27.2%	705,857
0660 Human Services Maint.	59,250	4,889	64,139	12,257	30,582	52.3%	8,890
2400 Public Works Total	**22,422,227**	**4,646,790**	**27,069,017**	**5,307,280**	**17,231,027**	**36.3%**	**3,796,670**
2555 Health							
0800 Health Operations	785,000	-	785,000	196,250	-	100.0%	196,250
2555 Health Total	**785,000**	**-**	**785,000**	**196,250**	**-**	**100.0%**	**196,250**
2561 Juvenile Services							
0905 Juvenile Detention Home	863,000	-	863,000	86,828	776,172	10.1%	160,972
0906 Juvenile Services	1,833,220	347,861	2,181,081	456,106	1,710,253	21.6%	361,668
0915 Csa Service Providers	2,039,543	-	2,039,543	509,886	1,529,657	25.0%	509,428
2561 Juvenile Services Total	**4,735,763**	**347,861**	**5,083,624**	**1,052,820**	**4,016,083**	**21.0%**	**1,032,069**
2562 Social Services							
0901 Social Services Admin.	10,147,424	554,919	10,702,343	2,269,016	8,397,255	21.5%	1,965,247
0902 Public Assistance	8,749,646	-	8,749,646	1,477,454	7,272,192	16.9%	1,583,900
2562 Social Services Total	**18,897,070**	**554,919**	**19,451,989**	**3,746,470**	**15,669,447**	**19.4%**	**3,549,147**
2563 Recreation Services							
0116 Network Services	22,385	-	22,385	11,120	10,506	53.1%	8,871
1002 Parks/Rec/Market	427,313	21,793	449,106	99,228	341,230	24.0%	87,125
1010 Recreation, General Admin	709,819	60,533	770,352	149,047	592,174	23.1%	147,968
1011 Recreation Services	154,744	11,654	166,398	35,257	131,141	21.2%	30,722
1013 Recreation, Athletic	161,952	13,875	175,827	39,350	136,477	22.4%	30,358
1015 Recreation, Park Services	785,148	65,371	850,519	190,033	660,486	22.3%	162,827
1022 Recreation, Aquatics	141,070	16,234	157,304	82,471	74,833	52.4%	58,811
1023 Recreation, Naturalist	197,189	4,716	201,905	38,422	163,483	19.0%	40,926
1027 Recreation Programs	523,491	-	523,491	134,658	363,859	30.5%	98,904
1028 City-wide Centers	293,486	10,107	303,593	66,938	236,655	22.0%	59,885
1029 Neighborhood Centers	843,901	37,110	881,011	176,735	704,276	20.1%	161,147
2563 Recreation Services Total	**4,260,498**	**241,393**	**4,501,891**	**1,023,259**	**3,415,119**	**24.1%**	**887,544**
2610 Libraries							
1100 Public Library	2,201,582	139,417	2,340,999	376,397	1,958,644	16.3%	319,464
1120 Law Library	10,000	-	10,000	2,946	7,054	29.5%	1,590
2610 Libraries Total	**2,211,582**	**139,417**	**2,350,999**	**379,343**	**1,965,699**	**16.4%**	**321,054**
2611 Museum System							
1150 Museum	536,579	25,281	561,860	79,565	480,703	14.4%	101,408
2611 Museum System Total	**536,579**	**25,281**	**561,860**	**79,565**	**480,703**	**14.4%**	**101,408**
2715 Community Development							
1200 Director-Comm Plan/Dev	328,882	38,299	367,181	75,217	286,195	22.1%	66,320
1201 Planning	664,762	69,105	733,867	106,232	592,845	19.2%	69,456
1202 Inspections	1,131,731	66,313	1,198,044	234,309	963,735	19.6%	194,861
1205 Zoning	397,663	14,565	412,228	79,682	332,546	19.3%	68,966
2715 Community Development Total	**2,523,038**	**188,282**	**2,711,320**	**495,441**	**2,175,320**	**19.8%**	**399,603**
2720 Office Of Economic Devel							
1300 Economic Development	1,816,498	128,189	1,944,687	464,345	1,405,776	27.7%	364,211
2720 Office Of Economic Devel Total	**1,816,498**	**128,189**	**1,944,687**	**464,345**	**1,405,776**	**27.7%**	**364,211**
5000 Nondept Employee Benefits							

FINANCE COMMITTEE AGENDA ITEM #: 7

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 9/30/22	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 9/30/21
1430 Non-allocated Emp Benefit	4,838,021	-	4,838,021	725,374	4,112,647	15.0%	753,368
5000 Nondept Employee Benefits Total	**4,838,021**	**-**	**4,838,021**	**725,374**	**4,112,647**	**15.0%**	**753,368**
5050 Non-Departmental							
1506 Water Oper Fund Payments	873,843	-	873,843	291,281	582,562	33.3%	221,972
1508 Stormwater Fee-City Bldgs	97,200	-	97,200	15,491	81,709	15.9%	22,128
1509 Stormwater Fee-School Bld	73,400	-	73,400	12,162	61,238	16.6%	17,500
1512 College Lake Dam Repairs	-	108,995	108,995	542	(542)	100.5%	391
1513 Stormwater Detention Pond Repair	-	-	-	-	-	0.0%	-
1515 Alternative to CARES Funding	-	337,353	337,353	199,703	(975)	100.3%	365,001
1516 COVID Vaccinations	-	-	-	-	-	0.0%	-
1517 Real Estate Credit	1,300,000	-	1,300,000	1,190,579	109,421	91.6%	-
1566 Managed Vacancy Program	(1,102,096)	-	(1,102,096)	-	(1,102,096)	0.0%	-
1567 Years of Service Awards	15,000	-	15,000	4,202	10,798	28.0%	3,496
1568 Retirement Recognition	5,000	-	5,000	881	4,119	17.6%	-
1569 Take Your Kids to Work Dy	1,000	-	1,000	-	1,000	0.0%	-
1570 Emp Appreciation Luncheon	3,000	7,000	10,000	-	10,000	0.0%	-
1573 Payment-Fleet Capital Chg	3,135,484	-	3,135,484	716,501	2,418,983	22.9%	809,725
1574 Health Management Program	15,000	2,005	17,005	6,909	10,096	40.6%	(18,321)
1575 Employee Committee Funds	8,000	-	8,000	-	8,000	0.0%	-
1576 Line of Duty Act	312,000	-	312,000	96,420	215,580	30.9%	99,638
1578 Poverty Intiative	-	45,369	45,369	1,781	43,588	3.9%	-
1579 Recruitment	50,000	1,900	51,900	6,841	45,059	13.2%	11,587
1580 International Festival	7,500	6,176	13,676	320	13,356	2.3%	150
1581 Workplace Safety & Wellness	60,000	-	60,000	3,117	56,883	5.2%	3,544
1637 City Cemetery Master Plan	166,858	-	166,858	110,126	-	100.0%	110,126
5050 Non-Departmental Total	**5,021,189**	**508,797**	**5,529,986**	**2,656,857**	**2,568,778**	**53.5%**	**1,646,935**
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	41,748	-	41,748	2,005	(5)	100.0%	15
1705 Lynchburg Humane Society	355,440	-	355,440	355,440	-	100.0%	405,440
1707 Cent Va Alli for Comm Liv	15,000	-	15,000	15,000	-	100.0%	15,000
1708 Horizon Behavioral Health	576,512	-	576,512	144,128	-	100.0%	143,628
1709 Cvcc Board & Related Oper	1,956	-	1,956	1,956	-	100.0%	1,955
1711 Cent Va Planning Dist Com	49,979	-	49,979	49,979	-	100.0%	47,258
1715 Greater Lynch. Transit Co	1,266,454	-	1,266,454	633,226	633,228	50.0%	316,613
1721 Blue Ridge Regional Jail	4,870,548	-	4,870,548	2,256,462	(1,038,825)	121.3%	2,096,096
1724 Legal Aid Society	13,160	-	13,160	13,160	-	100.0%	13,160
1739 Contrib- Amazement Square	369	-	369	-	369	0.0%	-
1743 Central Va Reg Radio Brd	724,171	-	724,171	392,481	331,690	54.2%	400,125
1748 Elizabeth's Early Learn Center	-	-	-	-	-	0.0%	-
1750 Downtown Lynchburg Association	50,000	-	50,000	12,500	-	100.0%	-
5060 Support Local/State Organ Total	**7,965,337**	**-**	**7,965,337**	**3,876,337**	**(73,543)**	**100.9%**	**3,439,289**
7450 Debt Service							
5990 Principal Bonds/BANS/LOC	10,931,540	-	10,931,540	2,675,865	8,255,675	24.5%	2,986,672
5994 Interest Bonds/BANS/LOC	6,277,548	-	6,277,548	1,195,151	5,082,397	19.0%	1,251,840
5997 Debt - Misc. Charges	3,550	-	3,550	-	3,550	0.0%	-
7450 Debt Service Total	**17,212,638**	**-**	**17,212,638**	**3,871,016**	**13,341,622**	**22.5%**	**4,238,512**
7570 Other Financing Uses							
9710 Operating Transfers Out	13,261,286	33,314,633	46,575,919	455,162	46,120,758	1.0%	195,268
7570 Other Financing Uses Total	**13,261,286**	**33,314,633**	**46,575,919**	**455,162**	**46,120,758**	**1.0%**	**195,268**
Grand Total	**217,604,674**	**42,889,717**	**260,494,391**	**51,260,697**	**198,259,144**	**23.9%**	**41,749,580**