

FINANCE COMMITTEE AGENDA
Tuesday, October 22, 2013
Bidder's Room
11:30 a.m.

GENERAL BUSINESS

11:30 a.m.

1. Report on the General Fund Reserve for Contingencies

Contact: Donna Witt, Director of Financial Services

455-3968

11:35 a.m.

2. Consider a request to adopt a resolution to amend the FY 2014 City Capital Projects Fund budget and appropriate \$246,724 with resources from the General Fund GLTC committed fund balance reserve to provide the local match for GLTC capital projects, as outlined in the FY 2014 Capital Improvement Program.

Contact: Donna Witt, Director of Financial Services

455-3968

11:40 a.m.

3. 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, Comprehensive Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds the for the quarter ending June 30, 2013.

Fund	Preparer
GLTC	Karen Walton, General Manager of GLTC
Regional Airport Fund	Mark Courtney, Airport Manager
Lynchburg Regional Juvenile Detention Center	Tamara Rosser, Director of Human Services
Comprehensive Services Act Fund	Tamara Rosser, 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, Director of Financial Services

12:10 p.m.

4. Consider a request to adopt a resolution to approve the submittal of an application for \$160,000 in Transportation Alternatives Program funding through VDOT for construction of a sidewalk on one side of Jefferson Ridge Parkway providing access to Ivy Creek Park.

Contact: Gaynelle Hart, Director of Public Works

455-4406

12:15 p.m.

5. Consider a request to adopt a resolution to amend the FY 2014 Sewer Capital Projects Fund budget and appropriate \$750,000 with resources transferred from the FY 2014 Sewer Operating Fund budget to remain in compliance with the State Water Control Board Special Order.

Contact: Tim Mitchell, Director of Water Resources

455-4252

12:20 p.m.

6. Consider a request approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$250,863 with resources of \$200,690 from the RSAF grant and \$50,173 from the FY 2014 General Fund Fire Department budget to purchase one Type I ambulance for the Fire Department.

Contact: Fire Chief Steven B. Ferguson

455-6340

12:25 p.m.

7. Receive a report on the FY 2013 Write-Off of Uncollectible Accounts Receivable

Contact: Donna Witt, Director of Financial Services

455-3968

12:30 p.m.

8. Review collections received from four of the City's largest revenue sources.

Contact: Donna Witt, Director of Financial Services

455-3968

12:35 p.m.

9. Roll Call

The next Finance Committee meeting is Tuesday, November 26, 2013, at 11:30 a.m.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **November 12, 2013**

AGENDA ITEM NO.: **2**

CONSENT: REGULAR: X

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: Compliance with Greater Lynchburg Transit Company (GLTC) Memorandum of Understanding (MOU)

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City Capital Projects Fund budget and appropriate \$246,724 with resources from the General Fund GLTC committed fund balance reserve to provide the local match for GLTC capital projects, as outlined in the FY 2014 Capital Improvement Program.

SUMMARY: At the April 24, 2012 City Council meeting, Finance staff was directed by Council to create a process to provide for the cash flow needs of GLTC as they arise from time to time during the fiscal year. In the past, cash flow needs have arisen due to the timing of the receipt of federal and State funding and the constraints of the annual adopted budget. Subsequently, a Memorandum of Understanding (MOU) was written and approved by the City Manager and the GLTC Board for this purpose.

With the completion of GLTC's FY 2013 audit, an excess of \$746,724 was verified. As outlined in the MOU, the excess identified through the annual audit should be used to establish a \$500,000 committed fund balance on the City's general ledger for use by GLTC to temporarily cover unplanned cash shortfalls; when used, these funds are considered a loan. The balance of \$246,724 is recommended to be used as part of the required local match for GLTC's Capital Program, as outlined in the FY 2014 Capital Improvement Program.

PRIOR ACTION(S):

Finance Committee, October 22, 2013
City Council Meeting, April 24, 2012

FISCAL IMPACT: \$500,000 committed fund balance is established to be used for loans to GLTC and a \$246,724 local match is funded for GLTC capital projects

CONTACT(S): Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S): Resolution
GLTC Memorandum of Understanding

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED That the FY 2014 City Capital Projects Fund budget is amended and \$246,724 is appropriated with resources from the General Fund GLTC committed fund balance reserve to provide for GLTC capital projects, as outlined in the FY 2014 Capital Improvement Program.

Introduced:

Adopted:

Certified:

Clerk of Council

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
GREATER LYNCHBURG TRANSIT COMPANY, INC.
AND THE
CITY COUNCIL
OF LYNCHBURG, VIRGINIA**

This binding Memorandum of Understanding (MOU) between the Greater Lynchburg Transit Company, Inc. (GLTC) and the City of Lynchburg (City) is entered into July 18, 2012. This MOU serves as the basis of understanding concerning the financial relationship between the City and GLTC.

GUIDING PRINCIPLE

This MOU is premised on the principle that GLTC is a component unit of the City of Lynchburg. A component unit is a legally separate organization that a primary government must include as part of its financial reporting entity. GLTC meets the criteria of a component unit since the City appoints the governing board of GLTC, GLTC is fiscally dependent upon the City and the exclusion of GLTC from the City's financial statements would result in misleading financial reporting.

PURPOSE

The purpose of this MOU is to officially record the understanding of the financial relationship between the City and GLTC. Nothing in this MOU shall subvert or change the normal process regarding the determination by City Council of funding for GLTC including the annual budget process and any budget adjustments.

BACKGROUND

GLTC was created in 1974 to serve the greater Lynchburg area with public bus and paratransit transportation. GLTC is organized as a not-for-profit stock corporation with the City as the sole stockholder.

Central Virginia Transit Management Company (CVTMC) is the entity which runs the operations of GLTC. This entity is the primary employer and manages the non-capital expenditures of GLTC operations. Operating grants are recorded in this entity as income—the most significant being those received from the Federal Transit Administration, and the Virginia Department of Rail & Public Transportation. In the past, any operating deficits or surpluses have been absorbed in a due to/from account with the City. The City reflects an equal balance on its books. Therefore, in years where CVTMC posts an operating deficit (expenses exceed all revenues and grants, including the City's normal contribution); the City in essence funds that deficit.

The City and GLTC have an understanding whereby the City supports GLTC through three avenues.

- The City provides an annual contribution to GLTC for operating expenses.

- When CVTMC has an annual operating deficit, the City records a payable to GLTC in the amount of the operating deficit. If CVTMC has a surplus, the City records a receivable from GLTC.
- The City provides the local match for GLTC's Capital Program through the City's Capital Improvement Program.

AGREEMENT BETWEEN THE CITY AND GLTC

Annual Contribution for Operations

The City will annually provide a contribution to GLTC for operating expenses. The amount of the contribution will be determined during the City's annual budget process.

GLTC is to operate within their annual adopted budget. Should extenuating circumstances prevail and additional funding be required, GLTC staff will make a formal request to the Finance Department which will then prepare a Council Agenda Item Summary for presentation to Council.

Local Match Capital Projects

The City will provide the local match to GLTC. The amount of the local match will be determined during the City's annual budget process and will be included in the City's Capital Improvement Program.

Operating Deficit/Surplus

During the annual audit of the City and GLTC, the amount of the operating deficit or surplus of CVTMC will be determined. The amount will be determined by taking the difference between the total of operating revenues, grants and City contribution and total operating expenses.

- When the result is a deficit, the City will record a payable to GLTC and GLTC will record a receivable from the City. The amount of the deficit will be included as a separate line item in the following year's budget as a contribution to GLTC.
- When the result is a surplus, the City will record the amount of the surplus as a receivable from GLTC. GLTC will record a payable to the City. When the funds are received, the City will set up a reserve fund. The reserve fund will be entitled "Special Reserve Fund to Support Transit Operations." This fund will be used to cover unplanned cash shortfalls in the annual budget as approved by City Council.

Capital Project Close Out

When the close out of a capital project in GLTC results in unexpended local match funds received from the City, the unexpended amount will be transferred to the City. GLTC will record a payable and the City will record a receivable. Once the City receives the funds, the funds will be transferred to the Special Reserve Fund to Support Transit Operations.

Special Reserve Fund to Support Transit Operations

The amount in the Special Reserve Fund to Support Transit Operations will be a minimum of \$500,000 and no more than six months of the annual budgeted operating subsidy provided by the City based upon the prior fiscal year audited financial statements. The GLTC Board will annually review the Special Reserve Fund to Support Transit Operations.

As stated above, this fund will be used to cover unplanned cash shortfalls in the annual budget. When it becomes necessary to utilize these funds, GLTC shall formally request these funds as temporary financial assistance through a process to be established by the Director of Financial Services and the GLTC Board of Directors shall be informed of any such request. Any request shall include documentation regarding the reason for the cash shortage and when the funds are expected to be returned to the City. Typically, the loan period shall be no more than 90 days, with 30 days or less being the preferred period.

The undersigned parties have executed this binding Memorandum of Understanding to evidence and confirm their intent with respect to the financial relationship between the City and GLTC concerning the annual operating contribution, the local match for capital purchases, the disposition of the annual operating deficit or surplus and the establishment of a special reserve fund to support transit operations.

Greater Lynchburg Transit Company, Inc.

By: *J. DeCew*

Title: CHAIRMAN BO OF DIRECTORS

Date: 7/18/12

City of Lynchburg

By: *Kimball Payne*

Title: City Manager

Date: 7/18/12

Greater Lynchburg Transit Company

1301 Kemper Street
PO Box 797
Lynchburg, VA 24505
434.455.5080
434.847.8621 (Fax)
gberkley@gltconline.com
www.GLTOnline.com

September 18, 2013

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: June 30, 2013 Quarterly Financial Report – Greater Lynchburg Transit Company

The attached Greater Lynchburg Transit Company Comparative Income Statement summarizes the financial activities for all quarters of the FY13 fiscal year, and provides comparative year to date data for the same period in FY2012.

REVENUE

Fare Box Revenue ended up being 8% (or \$524K) over FY12 actual revenue, and right on projection for budget. Fare box revenue was the main contributor to this coming in just over \$86K more than projected.

EXPENDITURES

Overall expenditures were reduced by 10% over what was budgeted coming in under in every department. GLTC ended the year with a very healthy net income of \$771K which will be used to secure the reserve account and put a little away towards construction of the Operations & Maintenance Facility.

SUMMARY

GLTC ended the year with, not only a healthy reserve, but healthy performance measures also. We reduced revenue miles while increasing ridership and our farebox recovery Rate by 12.5%. Our ridership on paratransit was reduced by almost 9% which means we were successful in our goal of moving more riders to the fixed route system.

Some other notable milestones were:

- The development of a Customer Service Department and the addition of hours available for passengers to get help;
- New member in our ADA Advisory Council who have helped us rewrite the Paratransit Ridership Guide and implementing a much needed point system for those who do not cancel rides;
- The construction of our new Kemper Street Transfer Center, currently on track for a spring ribbon cutting;
- The addition of Twitter and Facebook in order to communicate with our riders. Please remember to “Friend” us!

- We added 16 new Professional Drivers to our agency! The GLTC Training Department and five experienced drivers did a great job in training these exemplary employees and we are happy to have them;
- Finally the addition of our new Assistant General Manager Dennis Dorsey who has hit the ground running. He and Philipp Gabathuler with Region 2000 are actively working on examining every bus stop for ADA accessibility, efficiency, whether it can support a bus bench or shelter, and maintenance.

GLTC continues with its back-to-basics philosophy which focuses on a clean, safe, punctual bus driven by professional drivers who practice excellent customer service.

Respectfully submitted,

Karen Walton

Karen Walton
General Manager

c: L. Kimball Payne III, City Manager
Bonnie Svrcek, Deputy City Manager
Donna Witt, Director of Financial Services

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF JUNE 30, 2013

	YEAR TO DATE			YEAR TO DATE		
	FY2013 YTD ACTUAL	FY2012 YTD ACTUAL	% VAR	FY2013 YTD ACTUAL	FY2013 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 974,349	\$ 878,402	11%	\$ 974,349	\$ 888,000	10%
DRT Passenger Revenue	90,792	105,913	-14%	90,792	92,922	-2%
Contracts (LU Access)	-	115,949	-100%	-	182,506	-100%
Contracts (LC Access)	22,246	14,720	51%	22,246	24,300	-8%
Contracts (VUL Access)	-	4,986	-100%	-	34,020	-100%
Liberty University Revenue	1,162,567	1,021,356	14%	1,162,567	1,034,055	12%
Liberty University PTS Revenue	-	31,355	-100%	-	21,000	-100%
Other Contract Revenue	28,813	15,701	84%	28,813	91,123	-68%
Non-Operating Revenue	17,921	56,382	-68%	17,921	25,000	-28%
Advertising Revenue	53,999	68,499	-21%	53,999	65,000	-17%
City Operating Assistance	1,369,262	1,143,714	20%	1,369,262	1,369,262	0%
County Operating Assistance	57,492	57,492	0%	57,492	68,282	-16%
State Operating Assistance	1,435,818	1,166,980	23%	1,435,818	1,273,002	13%
Federal Operating Assistance	1,845,335	1,852,743	0%	1,845,335	1,845,329	0%
TOTAL REVENUE	\$ 7,058,595	\$ 6,534,192	8%	\$ 7,058,595	\$ 7,013,801	1%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 1,317,419	\$ 1,305,196	1%	\$ 1,317,419	\$ 1,351,665	-3%
Operator-Overtime	243,858	118,127	106%	243,858	96,982	151%
Other Salaries & Wages	193,655	239,718	-19%	193,655	164,973	17%
Supervisors-Overtime	15,763	11,815	33%	15,763	17,110	-8%
Fringe Benefits	915,907	885,079	3%	915,907	1,075,761	-15%
TOTAL FIXED ROUTE	\$ 2,686,601	\$ 2,559,936	5%	\$ 2,686,601	\$ 2,706,491	-1%
DEMAND RESPONSE						
Operator Labor	\$ 246,834	\$ 286,825	-14%	\$ 246,834	\$ 290,729	-15%
Operator-Overtime-PTS	4,934	7,195	-31%	4,934	27,796	-82%
Other Salaries & Wages	79,035	58,121	36%	79,035	103,626	-24%
Fringe Benefits	171,111	186,089	-8%	171,111	321,685	-47%
TOTAL DEMAND RESPONSE	\$ 501,914	\$ 538,230	-7%	\$ 501,914	\$ 743,836	-33%
MAINTENANCE						
Other Salaries & Wages	\$ 546,688	\$ 615,215	-11%	\$ 546,688	\$ 549,019	0%
Inspection&Maint,Srvc-Overtim	23,672	22,269	6%	23,672	40,939	-42%
Fringe Benefits	295,024	336,878	-12%	295,024	389,500	-24%
Fuel & Lubricants	801,323	889,007	-10%	801,323	957,742	-16%
Tires & Tubes	23,402	38,893	-40%	23,402	48,147	-51%
Other Materials & Supplies	293,617	303,465	-3%	293,617	420,941	-30%
TOTAL MAINTENANCE	\$ 1,983,727	\$ 2,205,727	-10%	\$ 1,983,727	\$ 2,406,287	-18%
ADMINISTRATION						
Other Salaries & Wages	\$ 181,845	\$ 179,031	2%	\$ 181,845	\$ 167,737	8%
Fringe Benefits	94,061	94,609	-1%	94,061	67,815	39%
Services	388,197	392,818	-1%	388,197	402,262	-3%
Utilities	114,535	93,823	22%	114,535	97,920	17%
Casualty & Liability Expenses	279,135	320,643	-13%	279,135	317,983	-12%
Bad Debt Expense	-	529	-100%	-	-	#DIV/0!
Other Materials & Supplies	27,864	22,423	24%	27,864	38,527	-28%
Miscellaneous	29,754	32,564	-9%	29,754	64,942	-54%
TOTAL ADMINISTRATION	\$ 1,115,391	\$ 1,136,439	-2%	\$ 1,115,391	\$ 1,157,184	-4%
TOTAL EXPENSES	\$ 6,287,633	\$ 6,440,332	-2%	\$ 6,287,633	\$ 7,013,801	-10%
Reserve Transfer	\$ -	\$ 50,000	-100%	\$ -	\$ -	#DIV/0!
NET INCOME/(LOSS)	\$ 770,962	\$ 43,860	94%	\$ 770,962	\$ -	#DIV/0!



Lynchburg Regional Airport

350 Terminal Drive, Lynchburg, Virginia 24502 • (434) 455-6090 • Fax (434) 239-9027



October 10, 2013

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2013 – Annual (FY 2013) Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity for this Fund for the fiscal year ending June 30, 2013. Despite a generally lackluster economy, the airport managed a 3.7% increase in passenger traffic with aircraft load factors (percentage of seats filled) averaging 78.7% versus 75.7% the previous fiscal year. Led by record parking lot revenue, (which increased 22.4%), airport-generated revenue increased by 6.5% overall. The subsidy from the General Fund to the airport for FY 2013 was \$336,330 which was \$46,532 less than the original adopted budget and \$85,032 less than the FY 2012 subsidy. As always, further reducing the operating subsidy from the City remains a top priority of airport staff along with attracting additional airline service.

REVENUE HIGHLIGHTS

- **Airfield Revenue:** Landing fees revenue was \$16,188 more than budget, reflecting US Airways recent upgrade to mostly jet service.
- **Terminal Revenue:** Revenue was \$173,123 more than budget after increasing parking rates by \$1 per day and the addition of National Car Rental as a new tenant/concession.
- **General Aviation:** Revenue was \$29,604 more than budget due to better than expected fuel-sales related fees and revenue.
- **State Airport Aid:** Revenue was \$25,327 less than budget due to having fewer state-assisted non-recurring airport maintenance and repair projects than expected.
- **General Fund Subsidy:** As previously mentioned, the operating subsidy from the City was \$336,330 which was \$46,532 less than originally budgeted.

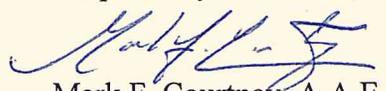
EXPENSE HIGHLIGHTS

- Terminal Operations: \$23,600 less than budget due largely to savings resulting from converting the main passenger terminal to natural gas heat.
- Administration: \$40,692 less than budget due primarily to fewer contractual services than anticipated.
- Non-Recurring: \$132,495 less than budget due to having fewer state-assisted non-recurring airport maintenance and repair projects than expected, in addition to not needing any local money to operate the air traffic control tower.
- Other Airport Expense: \$42,144 less than budget due primarily to not needing any of the budget for the usual accrual/contribution for the annually calculated current and future retiree benefits.

SUMMARY

Airline passenger traffic increased 3.7% in FY 2013 which led to modest revenue increases which exceeded budget expectations. This, combined with expenses held to within budget, resulted in a FY 2013 operating subsidy of \$336,330 which was a \$85,032 decrease from the FY 2012 subsidy. Based on steady air service levels, competitive airfares, and growing passenger demand combined with decreasing debt service, the airport's subsidy is expected to be reduced significantly from the current level to near self-sufficiency in the next two to three years.

Respectfully submitted,



Mark F. Courtney, A.A.E.
Airport Director

cc: L. Kimball Payne III, City Manager
Bonnie Svrcek, Deputy City Manager
Donna Witt, Director of Financial Services
Wesley Campbell, Airport Finance Manager

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
June 30, 2013

	FY 2012 Amended Budget	FY 2012 Actual (thru 6/30/12)	FY 2012 % of Budget	*	FY 2013 Amended Budget	FY 2013 Actual (thru 6/30/13)	FY 2013 % of Budget	*	FY 2013 \$ Variance Actual vs. Amended Budget
BEGINNING NET ASSETS		\$ 34,106,631		*		\$ 32,507,809 (1)		*	
Less: Invested in Capital Assets, net of related debt		33,495,323		*		31,723,484		*	
BEGINNING UNRESTRICTED NET ASSETS	\$ 393,612	\$ 611,308		*	\$ 558,143	\$ 784,325		*	\$ -
BOND REFUNDING PROCEEDS	\$ -	\$ -		*	\$ -	\$ -		*	
PRIOR PERIOD AUDIT ADJUST (OPEB)		\$ 20,140		*		\$ -		*	
REVENUES				*				*	
Airfield	90,000	105,686	117%	*	90,000	106,188	118%	*	16,188
Terminal	1,101,883	1,274,290	116%	*	1,213,183	1,386,306	114%	*	173,123
General Aviation	362,300	393,462	109%	*	372,000	401,604	108%	*	29,604
Other Leased Property	213,500	227,664	107%	*	220,400	214,085	97%	*	(6,315)
State Airport Aid	255,000	270,644	106%	*	344,000	318,673	93%	*	(25,327)
Federal Security Aid	118,415	115,385	97%	*	120,000	107,446	90%	*	(12,554)
General Fund Subsidy	421,362	421,362	100%	*	336,330	336,330	100%	*	0
Interest & Other	19,000	27,068	142%	*	19,000	37,494	197%	*	18,494
	<u>\$ 2,581,460</u>	<u>\$ 2,835,560</u>		*	<u>\$ 2,714,913</u>	<u>\$ 2,908,127</u>		*	<u>\$ 193,214</u>
EXPENSES				*				*	
Airfield Operations	283,684	291,345	103%	*	294,822	297,917	101%	*	(3,095)
Terminal Operations	524,772	469,346	89%	*	559,898	536,298	96%	*	23,600
General Aviation	125,191	110,753	88%	*	114,906	123,571	108%	*	(8,665)
Administration	652,732	630,388	97%	*	657,208	616,516	94%	*	40,692
Safety (ARFF & LEO)	381,468	399,767	105%	*	402,630	407,711	101%	*	(5,081)
Snow Removal	20,056	2,988	15%	*	20,056	13,697	68%	*	6,359
Debt Service	269,791	265,452	98%	*	263,183	261,452	99%	*	1,731
Non-Recurring Airport Expenses	431,660	409,646	95%	*	497,460	364,964	73%	*	132,495
Transfers to Other Airport Funds	70,250	70,250	100%	*	222,500	222,500	100%	*	0
Other Airport Expenses	57,706	32,748	57%	*	57,814	15,670	27%	*	42,144
	<u>\$ 2,817,311</u>	<u>\$ 2,682,683</u>		*	<u>\$ 3,090,477</u>	<u>\$ 2,860,296</u>		*	<u>\$ 230,180</u>
ENDING UNRESTRICTED NET ASSETS	<u>\$ 157,762</u>	<u>\$ 784,325</u>		*	<u>\$ 182,579</u>	<u>\$ 832,156</u>		*	

FOOTNOTES:

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

Total Net Assets per CAFR 6/30/12	\$ 34,497,426
Less: Net Assets in Capital & PFC Funds	\$ (1,989,617)
Total Beginning Net Assets	\$ 32,507,809

2) FY 2013 Ending Unrestricted Net Assets is comprised of the following:

Des. for Debt Service (Rental Car Facility)	\$ 204,887	(\$190,553.04 + 14,000 + 333.51 = \$204,886.55)
Des. for Maintenance (Rental Car Facility)	\$ 43,938	(\$35,629.29 + 8,308.29)
Reserve for Encumbrances	\$ 82,579	(encumbrances carried forward to FY14)
Undesignated Retained Earnings	\$ 500,752	(agrees with 6/30/13 balance sheet summary)
	<u>\$ 832,156</u>	

October 22, 2013

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: June 30, 2013 Quarterly Financial Report - Lynchburg Regional Juvenile Detention Center

Lynchburg Regional Juvenile Detention Center

The attached Lynchburg Regional Juvenile Detention Center (Detention Center) financial report summarizes the financial activities through June 30, 2013. This financial report provides comparative year to date data for the same period of FY 2012.

REVENUES

Charges for Services

This revenue category represents per diem charges to those contracting jurisdictions that place juveniles at the Detention Center. Revenues from charges for services for the fourth quarter of FY 2013 were \$1,652,483 or 92.0% of budget as compared to \$1,750,941 or 99.5% of budget for FY 2012. The number of child care days for Lynchburg juveniles for all four quarters of FY 2013 was 7,815 as compared to 8,260 for FY 2012.

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 from the DJJ through all four quarters of FY 2013 were \$1,139,994 or 104.1% of budget as compared to \$1,060,099 or 96.8% of budget for FY 2012.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Revenues from USDA for all four quarters of FY 2013 were \$26,575 or 59.1% of budget, as compared to \$35,086 or 78.0% of budget for FY 2012. This reduction is due to the decrease in the number of juveniles being served.

EXPENDITURES

The expenditures through all four quarters of FY 2013 were \$2,819,052 or 93.1% of budget as compared to \$2,846,210 or 98.1% of budget for FY 2012. Contractual Services were a total of \$38,088 over budget or 203.9% as compared to \$40,402 over budget or 210.7% for FY 2012. An emergency repair to the monitoring system and a sewer line replacement were the major factors for the additional expense.

SUMMARY

The revenues for all four quarters of FY 2013 were \$2,819,052 or 92.8% of budget as compared to \$2,846,210 or 98.0% of budget for FY 2012.

Expenses for the month of June 2013 were 9.2% of the yearly budget.

The average number of juveniles being served per day through the fourth quarter of FY 2013 is 21.41 as compared to 22.63 in FY 2012.

Respectfully submitted,

Tamara J. Rosser

Tamara Rosser
Director, Department of Juvenile Services

c: L. Kimball Payne, III, City Manager
Bonnie Svrcek, Deputy City Manager
Donna Witt, Director, Financial Services
Robin Mamola, Accounting Supervisor, Human Services
Kathy Collins, Accountant, Juvenile Services

Lynchburg Regional Juvenile Detention Center
Special Revenue Fund
Financial Summary
Fourth Quarter: As of June 30, 2013

	FY 2012 Amended Budget	FY 2012 Actual 4QTR YTD	FY 2012 % of Budget	FY 2013 Amended Budget	FY 2013 Actual 4 QTR YTD	FY 2013 % of Budget	FY 2013 Amended Budget	FY 2013 Revised Estimates	FY 2013 Actual to Amended
<i>Beginning Funds at July 1</i>									
<i>Revenues:</i>									
Charges for Services	1,760,603	1,750,941	99.5%	1,796,789	1,652,483	92.0%	1,796,789	1,654,608	142,181.00
Intergovernmental- Department of Juvenile Justice Block Grant	1,095,120	1,060,099	96.8%	1,095,120	1,139,994	104.1%	1,095,120	1,139,994	44,874.00
Intergovernmental- USDA	45,000	35,086	78.0%	45,000	26,575	59.1%	45,000	26,575	(18,425.00)
Miscellaneous	0	84	0.0%	0	0	0.0%	0	0	-
Budget Designations	3,673	0	0.0%	100,830	0	0.0%	100,830	0	(100,830.00)
<i>Total Revenues</i>	2,904,396	2,846,210	98.0%	3,037,739	2,819,052	92.8%	3,037,739	2,821,177	(216,562.00)
<i>Expenditures:</i>									
Salaries	1,415,582	1,376,643	97.2%	1,406,306	1,384,377	98.4%	1,406,306	1,384,377	(21,929.00)
Employee Benefits	599,538	573,680	95.7%	642,677	558,593	86.9%	642,677	558,593	(84,084.00)
Contractual Services	36,513	76,915	210.7%	36,666	74,754	203.9%	36,666	74,754	38,088.00
Internal Services	7,379	8,618	116.8%	9,170	8,079	88.1%	9,170	8,079	(1,091.00)
Supplies and Materials	126,250	127,628	101.1%	122,670	105,592	86.1%	122,670	105,592	(17,078.00)
Utilities	84,750	69,799	82.4%	85,800	80,242	93.5%	85,800	80,242	(5,558.00)
Training and Conferences	3,100	3,487	112.5%	3,050	2,901	95.1%	3,050	2,901	(149.00)
Telecommunications	4,500	3,200	71.1%	4,500	3,518	78.2%	4,500	3,518	(982.00)
Postage and Mailing	850	476	56.0%	850	434	51.1%	850	434	(416.00)
Indirect Costs	229,986	229,986	100.0%	236,450	236,450	100.0%	236,450	236,450	-
Self Insurance	15,752	15,752	100.0%	15,752	15,752	100.0%	15,752	15,752	-
Dues and Memberships	500	431	86.2%	500	716	143.2%	500	716	216.00
Rentals and Leases	2,308	2,205	95.5%	2,308	2,205	95.5%	2,308	2,205	(103.00)
Site Improvements	0	0	0.0%	0	16,250	0.0%	0	16,250	16,250.00
Health and Dental Benefits for Retirees	28,144	24,387	86.7%	28,144	25,707	91.3%	28,144	27,832	(312.00)
Professional Services	3,691	3,645	98.8%	6,746	3,710	55.0%	6,746	3,710	(3,036.00)
SpecialUseEquipment	2,000	10,223	511.2%	2,000	0	0.0%	2,000	0	(2,000.00)
Debt Service	284,050	284,049	25.0%	273,198	273,197	100.0%	273,198	273,197	(1.00)
USDA Grant	45,000	35,086	78.0%	45,000	26,575	59.1%	45,000	26,575	(18,425.00)
Capital Outlay	0	0	0.0%	0	0	0.0%	0	0	-
Budget Designations	0	0	0.0%	96,626	0	0.0%	96,626	0	(96,626.00)
Contingency	10,000	0	0.0%	10,000	0	0.0%	10,000	0	(10,000.00)
<i>Total Expenditures</i>	2,899,893	2,846,210	98.1%	3,028,413	2,819,052	93.1%	3,028,413	2,821,177	(207,236.00)
<i>TOTAL FUND BALANCE</i>	4,503	0		9,326	0		9,326	0	
<i>TOTAL ASSIGNED FUND BALANCE Maint./Equipment</i>	100,000	100,000		100,000	100,000		100,000	100,000	

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Comprehensive Services Act (CSA) Fund Financial Report for the period ending June 30, 2013.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through June 30, 2013. 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. Accordingly, this report reflects only the current grant year financial activity for FY 2013.

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 troubled 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%. State funds to assist in administering the grant, (\$29,730 for FY 2013) are provided by the State each year, and have been received in full. A local match is required for all state funds received. Reimbursements received for expenditures incurred through the fourth quarter of FY 2013 are \$3,146,215.

- CSA Contribution – General Fund and Schools

These revenue sources are comprised of the required local match for all State funds received for the Comprehensive Services Act. For FY 2013 the budgeted School contribution is \$196,541 and the year-to-date budgeted General Fund contribution is \$1,453,852. For FY 2013, local matching funds for programs in the amount of \$1,338,852 or 92.1% of the budget for the General Fund and \$196,541 or 100% of the budget for Schools have been received.

- Miscellaneous Revenue

Miscellaneous revenues in the amount of \$51,230 or 46.6% of the budget were collected for 2013 compared to \$115,475 or 105% for 2012. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf.

EXPENSES

- Administrative expenses

CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2013 are \$62,283. Actual YTD administrative expenditures for FY 2013 were \$58,732 or 94.3% of the budget as compared to \$65,990 or 90.4% of the budget in FY 2012.

- Mandated – Foster Care

Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, and foster care prevention. Year-to-date foster care expenditures for the fourth quarter of FY 2013 totaled \$2,579,684 or 66.2% of the budget compared to \$2,670,968 or 69.9% of the budget for the fourth quarter of FY 2012. The decrease in expenditures is due to having fewer children in foster care.

- Mandated – Foster Care Enhanced Maintenance

Enhanced Maintenance is a new rate structure process that was implemented on October 1, 2009 for children placed in foster and adoptive homes. The Virginia Enhanced Maintenance Assessment Tool (VEMAT) was introduced as the required, state-wide tool to be used when assessing a child's need for additional supervision and support and, thus, an enhanced maintenance payment for the foster or adoptive parent. When it was first implemented it was only required for new foster children. As of October 1st, 2010 it is required for all therapeutic foster children. Enhanced Maintenance expenses for FY 2013 were \$248,083 compared to \$279,178 for FY 2012.

- Mandated – Special Education

Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures for FY 2013 totaled \$1,111,716 or 127.1% of the budget compared to \$889,060 or 86.7% of the budget for FY 2012. The change is attributed to an increase in the number of students attending Rivermont School as well as increased lengths of stay at Rivermont.

- Non-Mandated Services

Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures for FY 2013 were \$214,758 or 93.4% of the budget compared to \$203,466 or 88.5% of the budget for FY 2012. The increase is due to serving more non-mandated youth, those involved with the Juvenile and Domestic Court, and those with mental health issues who are not in the custody of Social Services.

- Community Based 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 for FY 2013 were \$497,173 or 107.6% of the budget as compared to \$360,185 or 111.8% of the budget for FY 2012. The increase is due to more children receiving community-based wrap around services for themselves and their families.

SUMMARY

The Comprehensive Services Act Fund creates a collaborative system of services and funding that is child-centered, family-focused, and community-based when addressing the strengths and needs of at-risk youths and their families in the City of Lynchburg

While the number of children currently in foster care has decreased, the number of children receiving CSA services has increased for FY 13. Other factors continue to impact this budget. These factors include an increased number of children receiving more intensive services for longer periods of time, increased vendor rates as well as an increase in the number of services provided by the vendors, higher VEMATs, and an increase in special educational services.

The Community Policy and Management Team, in collaboration with the professional community, continues to work hard and is diligent and deliberate in efforts to reduce costs associated with CSA. We continue to work with the professional community to develop services in an effort to reduce cost.

Respectfully submitted,



Tamara T. Rosser
Director of Human Services

- c: L. Kimball Payne, III, City Manager
Bonnie Svrcek, Deputy City Manager
Donna Witt, Director of Financial Services
Rhonda Allbeck, Assistant Director of Financial Services
Robin Mamola, Financial Professional IV
Courtney Blankenstein, Financial Professional III

**Comprehensive Services Act
Special Revenue Fund
Financial Summary
June 30, 2013**

	FY 2012	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013
	Amended Budget	Actual 4th QTR YTD	% of Budget	Amended Budget	Actual 4th QTR YTD	% of Budget
<i>Beginning Fund Balance</i>	622,168	622,168		329,544	329,544	
<i>Revenues:</i>						
Public Assistance - Welfare and Administration	3,708,028	2,800,380	75.5%	3,767,468	3,146,215	83.5%
Transfer from Lynchburg City Schools	196,541	196,541	100.0%	196,541	196,541	100.0%
Transfer from General Fund	1,459,031	1,349,591	92.5%	1,453,852	1,338,852	92.1%
Miscellaneous	110,000	115,475	105.0%	110,000	51,230	46.6%
<i>Total Revenues</i>	5,473,600	4,461,987	81.5%	5,527,861	4,732,838	85.6%
<i>Expenses:</i>						
Administrative Expenses	73,022	65,990	90.4%	62,283	58,732	94.3%
Mandated - Foster Care	3,823,500	2,670,968	69.9%	3,898,500	2,579,684	66.2%
Mandated - Foster Care Enhanced Payments	0	279,178	1.0%	0	248,083	1.8%
Mandated - Special Education	1,025,000	889,060	86.7%	875,000	1,111,716	127.1%
Non-Mandated Services	230,000	203,466	88.5%	230,000	214,758	93.4%
Community Based	322,078	360,185	111.8%	462,078	497,173	107.6%
<i>Total Expenditures</i>	5,473,600	4,468,847	81.6%	5,527,861	4,710,146	85.2%
<i>ENDING FUND BALANCE</i>	622,168	615,308		329,544	352,236	

October 22, 2013

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2013 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2013. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2013 budget and the Department's actual are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2013 were \$114,502 (.85%) less than the FY 2013 budget. Explanations follow:

- **Charges for Services:**

Revenue in this category was \$26,179 (0.25%) more than the FY 2013 budget. This was primarily attributable to water connection fees and availability fees that surpassed budget by \$123,279 combined with hydrant services, hydrant rentals and account charges that exceeded budget by \$42,748. The additional revenue was offset by water sales within the City that was \$163,904 less than budget.

- **Water Contracts:**

This revenue category reflects billing activity for the counties of Amherst, Bedford, and Campbell, and the industries of Rock-Tenn and Frito-Lay. The net revenue from this source was less than budget by \$205,473 (7.79%) which was attributable to Amherst County, Bedford County and Rock-Tenn's less than projected consumption.

- **Interest and Other:**

Interest and other earnings exceeded budget by \$64,792 (22.96%). This was mostly attributable to \$72,289 reimbursement related to the 2012 Derecho. There was a decrease of \$18,882 in interest related to investments.

EXPENSES

Overall expenses for FY 2013 are \$949,920 (7.03%) less than the FY 2013 budget. Explanations of this variance follow:

• **Departmental Operation and Maintenance Expenses:**

This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. Expenses in this category were \$908,553 (10.36%) less than the FY 2013 budget (Water Treatment - \$537,807 savings; Meter Operations - \$93,780 savings; Water Line Maintenance - \$253,169 savings; Administration - \$23,797 savings). This variance is broken down as follows:

➤ Personal Services and Benefits	\$141,497
➤ Chemicals	\$226,864
➤ Communication and Utilities	\$170,619
➤ Contractual Services	\$165,971
➤ Supplies and Materials	\$166,264
➤ All Other	\$37,338
Total	<u>\$908,553</u>

The most significant variances were chemical and electricity savings associated with being almost exclusively on the Pedlar Reservoir for the entire year. Additional savings were in contractual services primarily from Water Treatment Plant's equipment maintenance, janitorial, and lab testing expenses. Savings in personal services and benefits were largely due to vacancies in Water Line Maintenance and Water Treatment. The savings in supplies and materials were primarily from Water Line Maintenance and Meter Reading.

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

A savings of \$10,977 (5.32%) was primarily due to decreased interest paid on customer accounts.

• **Capital Outlay and Transfers to Other Funds**

Purchases and transfers in this category exceeded budget by \$11,511 (100%). This was mostly attributable to HVAC units that needed replacement at the Pedlar Reservoir caretaker's residence.

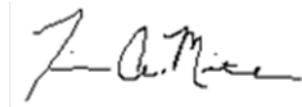
• **Debt Service:**

Debt Service was \$41,901 (1.15 %) less than FY 2013 budget due to savings in credit line interest expense.

SUMMARY

This fourth quarter report reflects a stable FY 2013 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance, are within policy targets. The debt coverage ratio for the end of the fiscal year is 1.42 compared to a target of 1.20. The fund balance ratio for the end of the fiscal year was 51% compared to a target range of 25% - 40%.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "T. A. Mitchell", enclosed in a thin black rectangular border.

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

c: L. Kimball Payne, III, City Manager
Bonnie Svrcek, Deputy City Manager
Donna Witt, Director of Financial Services

**WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 31, 2013**

	FY 2012 Adopted Budget	FY 2012 Actual Q4 YTD	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Actual Q4 YTD	FY 2013 % of Budget	FY 2013 \$ Variance Actual to Adopted
BEGINNING NET ASSETS	\$30,409,863	\$30,409,863		\$30,411,636	\$30,411,636		
Less: Invested in Capital Assets, net of related debt	(25,171,966)	(\$25,171,966)		(24,458,991)	(24,458,991)		
BEGINNING UNRESTRICTED NET ASSETS	5,237,897	\$5,237,897		\$5,952,645	\$5,952,645		
REVENUES:							
Charges for services	\$10,055,909	\$9,793,525	97%	\$10,522,925	\$10,549,104	100%	26,179
Water contracts	2,649,695	2,517,734	95%	2,637,792	2,432,319	92%	(205,473)
Interest and other	380,600	306,327	80%	282,211	347,003	123%	64,792
	\$13,086,204	\$12,617,586		\$13,442,928	\$13,328,426		(\$114,502)
EXPENSES							
Departmental O&M	\$8,283,526	\$7,390,961	89%	\$8,767,983	7,859,430	90%	908,553
Non-departmental O&M	203,482	119,399	59%	206,496	195,519	95%	10,977
Capital Outlay/Purchases	0	3,497	0%	0	11,511	0%	(11,511)
Transfers - Capital	700,000	700,000	100%	878,746	878,746	100%	0
Debt service	3,782,678	3,649,967	96%	3,658,789	3,616,888	99%	41,901
Contingencies	0	0		0	0		0
	\$12,969,686	\$11,863,824		\$13,512,014	12,562,094		\$949,920
Adjustment for expenses from capital projects		(20,500)			(285,010)		
ENDING NET ASSETS	\$5,354,415	\$5,971,159	112%	\$5,883,559	\$6,433,967	109%	
KEY RATIOS:							
Unrestricted cash target as a % of operating expenses & debt service:					40%		
Unrestricted cash as a % of operating expenses & debt service:					51%		
Financial Policy targeted debt coverage ratio minimum:					1.20		
Ending debt coverage ratio:					1.42	(1)	

Note (1) Calculation of debt coverage includes \$144,554 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 22, 2013

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2013 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2013. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2013 budget and the Department's actual are described below.

REVENUES

Following the completion of fourth quarter, overall revenues for FY 2013 were \$271,915 (1.40 %) more than the FY 2013 budget. Explanations follow:

- **Charges for Services:**

Revenue in this category reflects the billing activity for all users other than those under special contract. Revenue was \$258,831 (1.59%) more than the FY 2013 budget. This was primarily attributable to higher than anticipated revenue for septic hauler charges, connection charges, and availability fees that exceeded budget by \$201,004.

- **Sewer Contracts:**

Revenue in this category reflects the billing activity in counties of Amherst, Bedford, and Campbell and industries of Rock-Tenn and Frito-Lay. Revenue from this source was \$144,745 (4.74%) less than budget primarily due to less sewer usage by Frito-Lay and Rock-Tenn.

- **Interest and Other:**

Revenue in this category exceeded budget by \$157,829 (196.25%). \$71,000 was received from the sale of surplus property from the Wastewater Treatment Plant and \$93,667 was related to the 2012 Derecho reimbursement.

EXPENSES

Overall expenses for FY 2013 were \$1,002,730 (5.15%) less than the FY 2013 budget. Explanations of this variance follow:

• **Departmental Operation and Maintenance Expenses:**

This category includes the Wastewater Treatment Plant and Sewer Line Maintenance. Expenses in this category were \$712,617 (7.82%) less than the FY 2013 budget (Wastewater Treatment - \$345,482 savings and Sewer Line Maintenance - \$367,135 savings). This variance is broken down as follows:

➤ Personal Services and Benefits	\$142,041
➤ Chemicals	\$108,785
➤ Utilities	\$35,453
➤ Supplies and Materials	\$117,405
➤ Contractual Services	\$ 70,598
➤ All Other	\$238,335
Total	<u>\$712,617</u>

The most significant savings were in the All Other category. A savings of \$141,191 for charges from Public Works/Community Development was due to decreased need for engineering services for capital projects. An additional \$69,545 of savings in the All Other category was for less than expected tonnage of sludge accepted at the Region 2000 Landfill which thus increased our costs of using contracted haulers to carry the sludge to Amelia County. Savings in Personal Services and Benefits was a result of vacancies at both Wastewater Treatment and Sewer Line Maintenance. Supplies and Materials savings were due to less than expected materials needed for sewer line repairs and equipment repairs at Waste Water Treatment Plant. The savings in Chemicals was mostly due to an expected price increase that did not occur and required lime was less than anticipated for sludge loads going into the Region 2000 Landfill in Campbell County for its first year. Contractual Services savings were primarily a result of less than anticipated emergency sewer repairs.

• **Non-Departmental Operational and Maintenance Expenses:**

Non-Departmental expenses were \$190,389 (54.95%) less than the FY 2013 budget. James River Interceptor maintenance has been deferred due to construction of JRI 3A resulting in \$100,000 in savings. Additionally, Nonoperating Employee Benefit expenses were \$101,311 less the FY 2013 budget due to less than anticipated work compensation claims and actuarial calculation of other post employee benefits.

• **Capital Outlay and Transfers to Other Funds**

Purchases and transfers in this category of the operating budget were \$60,000 (3.85%) below budget as no capital expenses incurred during the fiscal year.

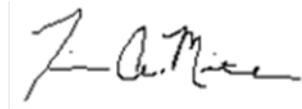
- **Debt/LOC Service Payments**

Debt Service payments and LOC Service payments were at budget while Debt Service Charges were \$39,724 less than budget.

SUMMARY

This fourth quarter report reflects a stable FY 2013 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance, are within or above policy targets. The debt coverage ratio for the end of the fiscal year is 1.35 compared to a target range of 1.20 to 1.50. The fund balance ratio for the end of the fiscal year is 31% compared to a target range 15 to 25%.

Respectfully submitted,



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

c: L. Kimball Payne, III, City Manager
Bonnie Svrcek, Deputy City Manager
Donna Witt, Director of Financial Services

**SEWER OPERATING FUND
FINANCIAL SUMMARY**
Quarter Ending June 30, 2013

	FY 2012 Adopted Budget	FY 2012 Actual Q4 YTD	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Actual Q4 YTD	FY 2013 % of Budget	FY 2013 \$ Variance Actual to Adopted
BEGINNING NET ASSETS (1)	\$110,158,233	\$110,158,233		\$91,763,517	\$91,763,517		
Less: Invested in Capital Assets, net of related debt	(100,370,755)	(100,370,755)		(81,440,531)	(81,440,531)		
BEGINNING UNRESTRICTED NET ASSETS	\$9,787,478	\$9,787,478		\$10,322,986	\$10,322,986		
REVENUES:							
Charges for services	\$16,687,158	\$16,266,787	97%	\$16,314,331	\$16,573,162	102%	258,831
Sewer contracts	2,832,938	2,802,114	99%	3,053,114	2,908,369	95%	(144,745)
Interest and other	899,989	930,341	103%	80,421	238,250	296%	157,829
	\$20,420,085	\$19,999,242		\$19,447,866	\$19,719,781		\$271,915
EXPENSES:							
Departmental O&M	\$9,873,605	\$8,701,339	88%	\$9,112,800	8,400,183	92%	712,617
Non-departmental O&M	339,276	462,267	136%	346,454	156,065	45%	190,389
Equipment Purchases	140,000	1,249	1%	60,000	-	0%	60,000
Transfers - Capital	2,000,000	2,000,000	100%	1,500,000	1,500,000	100%	0
Debt service	8,141,619	8,067,483	99%	8,451,416	8,411,692	100%	39,724
	\$20,494,500	\$19,232,338		\$19,470,670	18,467,940		\$1,002,730
Adjustment for expenses from capital projects		(380,203)			(14,784)		
ENDING NET ASSETS	\$9,713,063	\$10,174,179		\$10,300,182	\$11,560,043		

KEY RATIOS:

Unrestricted cash target as a % of operating expenses & debt service:	25%
Unrestricted cash as a % of operating expenses & debt service:	31%
Financial Policy targeted debt coverage minimum:	1.20
Ending debt coverage:	1.35 (1)

Note (1) Calculation of debt coverage includes \$220,691 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 22, 2013

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2013 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2013. This is the first year for the Stormwater Operating Fund and thus there is no comparative financial information of the prior fiscal year. Variances between the FY 2013 Adopted Budget and the Department's Actual are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2013 are \$618,267 (18.25%) more than the FY 2013 budget. Explanations follow:

- **Charges for Services:**

Revenue in this category reflects billing activity for all known impervious areas and delinquent charges on past due accounts. The FY 2013 revenue budget that was adopted in February, 2012, was based on impervious measurements that were known, which was mostly residential and estimated incomplete measurements for nonresidential. The nonresidential measurements were not completed by our outside consultant until June, 2012, which was immediately prior to the first Stormwater billing in July, 2012. The budget was intended to provide adequate revenue to ensure that all anticipated expenses could be met without a need for an early rate increase. In addition, FY 2013 budgeted revenues were based on twelve months of billing compared to recognizing revenue on an accrual basis that would add billings in July, 2013 to FY 2013 revenues. Approximately 80% of July, 2013 billings in the amount of \$209,716 was accrued in FY 2013. In FY 2014 and all fiscal years thereafter, recognized revenue will reflect twelve monthly billings.

- **Transfers, Interest and Other**

The transfer from the General Fund was equal to budget.

EXPENSES

Overall expenses for FY 2013 were \$742,257 (23.64%) less than FY 2013 budget. A breakdown and explanations of this variance follow:

• **Departmental Operation and Maintenance Expenses:**

Departmental Operation and Maintenance expenses were \$614,304 (22.73%) less than FY 2013 budget. The variance is broken down as follows:

➤ Personal Services and Benefits	\$ 15,535
➤ Internal Service Charges	(\$ 33,662)
➤ Contractual Services	\$118,135
➤ Supplies and Materials	\$ 13,941
➤ Public Works and Community Development	\$531,983
➤ All Other	<u>(\$ 31,628)</u>
TOTAL	\$614,304

The most significant savings was for Public Works and Community Development. This was mostly due to Public Works personnel and equipment being needed for Derecho cleanup and not available for stormwater maintenance activity at the beginning of the year, and less than anticipated engineering services and contractor drainage work. Additional savings in Contractor Services was due to stormwater personnel being able to take on most of the planned maintenance work for this fiscal year. The savings in Personal Services and Benefits was a result of Utility Line Technician and Water Quality Compliance Inspector positions being vacant for several weeks. The increased expenses for Internal Service Charges were a result of higher capital charges from the Fleet Fund than were budgeted for in FY 2013.

• **Non-Departmental Operational and Maintenance Expenses:**

Non-departmental expenses have a savings of \$127,953 (93.53%) compared to FY 2013 budget primarily due to a budgeted collection rate of 95% compared to an actual collection rate of over 99%.

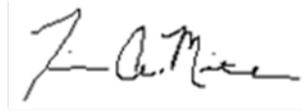
• **Debt/LOC Service Payments**

Currently, there is no debt for the Stormwater Fund.

SUMMARY

This fourth quarter report reflects a stable FY 2013 financial position for the fund at this time. The fund balance ratio for the end of the fiscal year was 57%.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "T. A. Mitchell", enclosed within a thin black rectangular border.

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

c: L. Kimball Payne, III, City Manager
Bonnie Svrcek, Deputy City Manager
Donna Witt, Director of Financial Services

**STORMWATER OPERATING FUND
FINANCIAL SUMMARY**

Quarter Ending June 30, 2013

	FY 2013 Adopted Budget	FY 2013 Actual Q4 YTD	FY 2013 % of Budget	FY 2013 \$ Variance Actual to Adopted
BEGINNING NET ASSETS	0	0		
Less: Invested in Capital Assets, net of related debt	0	0		
BEGINNING UNRESTRICTED NET ASSETS	0	0		
REVENUES:				
Charges for services	2,737,000	3,355,266	123%	618,266
Interest and other	0	1		1
Transfers	650,000	650,000	100%	0
	3,387,000	4,005,267		618,267
EXPENSES:				
Departmental O&M	2,702,784	2,088,480	77%	614,304
Non-departmental O&M	136,800	8,847	6%	127,953
Equipment Purchases	0	0		0
Transfers - Capital	300,000	300,000	100%	0
Transfers - City Fleet Fund	0	0		0
Debt service	0	0		0
Contingencies	0	0		0
	3,139,584	2,397,327		742,257
Adjustment for expenses from capital projects				
ENDING NET ASSETS	247,416	1,607,940		

KEY RATIOS:

Unrestricted cash as a % of operating expenses 57%

October 22, 2013

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2013 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending June 30, 2013. This quarterly report provides comparative information for the same period of the prior fiscal year and represents FY 2013 financial postings. This report is preliminary pending completion of the annual audit.

- FUND BALANCE

The General Fund ended FY 2013 with an unaudited, Unassigned Fund balance of \$31.7 million compared to a projected balance of \$16.1 million. The City's Fund Balance Policy for General Fund requires maintaining an Unassigned Fund Balance equal to a targeted goal of 10% of General Fund revenues. The City ended with a projected Fund Balance ratio of 18.3%. According to the Fund Balance policy, Fund Balance in excess of 10% will be dedicated to one-time expenditures in the next year.

- COMMITTED AND ASSIGNED BALANCE

The General Fund ended FY 2013 with unaudited, Committed and Assigned Fund balances of \$9,518,335 and \$3,128,072, respectively.

- REVENUES

Revenues were \$5.4 million (3.3%) more than the amended budget. City staff continually monitors the major revenue categories, revising estimates as needed.

NON-DEDICATED REVENUES

- Real Property Tax:

Real Estate Tax revenue for FY 2013 was 0.8% or \$416,339 less than the adopted budget per the actual Tax Levy posted in October, net of allowances and Tax Relief credits.

- Personal Property Tax:

Personal Property Tax revenue for FY 2013 was 3.7% or \$570,476 greater than the adopted budget due to used vehicles holding their values.

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 at \$950 million for FY 2013. This action eliminates the 70% reimbursement. Lynchburg's share is \$5,543,584. During FY 2013, the City received the total reimbursement of \$5,543,584.

- Consumer Utility Taxes:

Consumer Utility Tax revenue for FY 2013 was 0.5% or \$19,683 more than the adopted budget.

- Communications Sales and Use Tax:

Communications Sales and Use Tax revenue for FY 2013 was 1.6% or \$58,195 less than the adopted budget. For this to be revenue neutral, as promised by the State, \$3,650,000 would need to be collected annually; FY 2013 revenue was \$3,471,805.

- Local Sales Tax:

Local Sales Tax revenue for FY 2013 was 2.3% or \$305,241 greater than the adopted budget due to conservative budgeting.

- Business License Tax:

Business License Tax revenue for FY 2013 was 6.6% or \$463,878 greater than the adopted budget. A conservative approach was used in estimating revenue, which reflected the uncertainty of the economy.

- Meals Tax:

Meals Tax revenue for FY 2013 was 9.6% or \$1,044,579 greater than the adopted budget due to conservative budgeting.

- Delinquent Taxes/Penalties:

Delinquent Taxes/Penalties revenue for FY 2013 was 42.3% or \$1,170,073 greater than the adopted budget. This excess is a reflection of the continued efforts of the collections department in utilizing new methods for collecting debt.

- Other Local Taxes:

Other Local Tax revenue for FY 2013 was 12.9% or \$322,722 greater than the adopted budget.

- Motor Vehicle License Tax:

Motor Vehicle License Tax revenue for FY 2013 was 3.6% or \$51,466 more than the adopted budget.

- Bank Stock Tax:

Bank Stock Tax revenue for FY 2013 was 44.5% or \$222,734 greater than the adopted budget. This tax is based on the percentage of deposits within the City of Lynchburg compared to the whole state of Virginia.

- Lodging Tax:

Lodging Tax revenue for FY 2013 was 15.7% or \$267,393 more than the adopted budget due primarily to the collection of a delinquent account.

- Permits, Fees, and Licenses:

Permits, Fees, and Licenses revenue for FY 2013 was 56.9% or \$359,398 more than the adopted budget. The majority of revenue in this category comes from permits and fees associated with new construction and/or renovations, false alarm fees, and permit parking fees.

- Fines and Forfeitures:

Fines and forfeitures revenue for FY 2013 was 28.3% or \$160,438 greater than the adopted budget.

- Interest on Investments:

Interest on Investments revenue for FY 2013 was 72.5% or \$171,580 less than the adopted budget. This reduction is due to using compensating balances to cover banking service fees reducing the funds available for investment in the competitive market. With interest rates at record lows, the City saves more on banking service fees than what is lost in investment interest revenue.

- Charges for Services

Charges for Services revenue for FY 2013 was 6.3% or \$346,179 more than the adopted budget due to the creation of the Police Department's Off Duty program, Ambulance Service Fees, and DMV Administrative Fees.

- Miscellaneous Revenue

Miscellaneous Revenue for FY 2013 was 29.3% or \$114,454 greater than the amended budget due to profits from the Lynchburg Baseball Corporation and insurance reimbursement from the Holiday Inn Parking Deck repairs.

DEDICATED REVENUES

Dedicated revenues were slightly ahead of the FY 2013 amended budget. This demonstrates efficiency on the part of various governmental agencies in submitting payment or reimbursement to the City.

EXPENDITURES

- Operating Expenditures:

Total operating expenditures for FY 2013 were 98.1% of amended budget, compared to 96.1% for FY 2012. The actual operating expenditures FY 2013 were 1.9% or \$2,126,014 less than the amended budget. The decrease is primarily attributable to departments closely monitoring their spending.

- Debt Service

Debt service expenditures are consistent with the budget. The payment schedule is based on a preset schedule and is not evenly disbursed over twelve months.

- Transfers

Transfers of \$1,151,383 to other funds for FY 2013 were 0.2% less than the amended budget. Transfers of \$9,379,009 to capital funds for FY 2013 were consistent with the budget.

SUMMARY

This report represents twelve months of fiscal activity. The revenues and expenditures were adjusted in the 3rd Quarter process accordingly. The financial position of the General Fund remains stable. Staff recognizes that the gap between revenues and expenditures needs constant monitoring, and will continue to advise City Council of major developments through continued quarterly reports.

Respectfully submitted,

A handwritten signature in cursive script that reads "D - s. Witt".

Donna S. Witt
Director of Financial Services

c: L. Kimball Payne, III, City Manager
Bonnie Svrcek, Deputy City Manager
Rhonda Allbeck, Assistant Director of Financial Services

GENERAL FUND
FINANCIAL SUMMARY
As of June 30, 2013

	FY 2012		FY 2012		FY 2013		FY 2013		FY 2013 Compared to FY 2012
	FY 2012 Adopted Budget	Amended Budget	FY 2012 Actual 4th Qtr	% of Budget	FY 2013 Adopted Budget	FY 2013 Amended Budget	FY 2013 Actual 4th Qtr	% of Budget	
BEGINNING BALANCE			As of 6/30/12				As of 6/30/13		
UNASSIGNED	\$ 31,805,351	\$ 31,805,351	\$ 29,215,579		\$ 20,199,396	\$ 20,199,396	\$ 28,835,658		
REVENUES:									
Non-Dedicated Revenues									
Real Property	49,594,861	49,594,861	49,044,109	98.9%	52,998,701	52,998,701	52,582,362	99.2%	3,538,253
Personal Property -Local	14,000,000	14,000,000	15,256,027	109.0%	15,251,500	15,251,500	15,821,976	103.7%	565,949
Public Service Corp	2,200,000	2,200,000	2,189,198	99.5%	2,145,000	2,145,000	2,333,580	108.8%	144,382
Consumer Utility Taxes	4,364,582	4,364,582	4,231,654	97.0%	4,364,582	4,364,582	4,384,265	100.5%	152,611
Communication Sales and Use Taxes	3,600,000	3,600,000	3,462,621	96.2%	3,530,000	3,530,000	3,471,805	98.4%	9,184
Local Sales Tax	12,694,401	12,694,401	13,440,973	105.9%	13,284,506	13,284,506	13,589,747	102.3%	148,774
Business License	7,000,000	7,000,000	7,197,936	102.8%	7,000,000	7,000,000	7,463,878	106.6%	265,942
Meals Tax	10,580,000	10,580,000	11,585,083	109.5%	10,830,000	10,830,000	11,874,579	109.6%	289,496
Delinquent Taxes/Penalties	2,618,500	2,618,500	3,633,502	138.8%	2,763,500	2,763,500	3,933,573	142.3%	300,071
Other Local Taxes	2,513,490	2,513,490	2,671,720	106.3%	2,503,500	2,503,500	2,826,222	112.9%	154,502
Motor Vehicle License	1,413,142	1,413,142	1,441,546	102.0%	1,413,142	1,413,142	1,464,608	103.6%	23,062
Bank Stock Tax	500,000	500,000	817,990	163.6%	500,000	500,000	722,734	144.5%	(95,256)
Lodging Tax	1,700,000	1,700,000	1,787,719	105.2%	1,700,000	1,700,000	1,967,393	115.7%	179,674
Permit, Fees & Licenses	632,300	632,300	916,546	145.0%	631,700	631,700	991,098	156.9%	74,552
Fines and Forfeitures	555,000	555,000	721,839	130.1%	566,000	566,000	726,438	128.3%	4,599
Interest on Investments	236,502	236,502	321,611	136.0%	236,502	236,502	64,922	27.5%	(256,689)
Use of Property	366,064	366,064	351,925	96.1%	372,064	372,064	352,918	94.9%	993
Charges for Services	3,660,244	3,810,244	3,748,402	98.4%	5,501,448	5,501,448	5,847,627	106.3%	2,099,225
Misc. Revenue	244,300	254,300	327,651	128.8%	264,400	390,891	505,345	129.3%	177,694
Revenue from Lynchburg City Schools	30,153	30,153	30,153	100.0%	29,284	29,284	29,284	100.0%	(869)
Intergovernmental Revenues									
Personal Property -State	5,543,584	5,543,584	5,543,584	100.0%	5,543,584	5,543,584	5,543,584	100.0%	-
Other	505,000	505,000	396,838	78.6%	505,000	505,000	509,020	100.8%	112,182
Total Non-Dedicated Revenues	124,552,123	124,712,123	129,118,627	103.5%	131,934,413	132,060,904	137,006,958	103.7%	\$ 7,888,331
Dedicated Revenues									
Local									
Indirect Costs and Services from Enterprise Funds	1,751,197	1,751,197	1,757,447	100.4%	1,745,299	1,745,299	1,760,299	100.9%	2,852
Other	1,373,286	1,380,786	1,420,227	102.9%	1,325,057	1,325,057	1,539,144	116.2%	118,917
Intergovernmental Revenues									
Constitutional Officers	2,911,234	3,007,501	2,965,255	98.6%	2,931,739	2,972,494	2,626,256	88.4%	(338,999)
Human Services	12,987,568	14,312,568	15,221,793	106.4%	12,644,822	14,952,168	14,917,538	99.8%	(304,255)
House Bill 599	2,930,790	2,930,790	2,461,028	84.0%	2,930,790	2,930,790	2,930,790	100.0%	469,762
Aid to the Commonwealth of Virginia	(600,000)	(600,000)	-	0.0%	(535,000)	(535,000)	-	0.0%	-
Highway Maintenance	7,714,376	7,714,376	8,072,906	104.6%	7,105,229	7,105,229	7,097,905	99.9%	(975,001)
Other	682,527	682,527	1,164,124	170.6%	706,135	841,737	968,798	115.1%	(195,326)
Total Intergovernmental Revenues	26,626,495	28,047,762	29,885,106	106.6%	25,783,715	28,267,418	28,541,287	101.0%	(1,343,819)
Interfund Transfers	-	-	283,271	0.0%	-	18,524	18,524	100.0%	(264,747)
Total Dedicated Revenues	29,750,978	31,179,745	33,346,051	106.9%	28,854,071	31,356,298	31,859,254	101.6%	\$ (1,486,797)
Total Revenues	\$ 154,303,101	\$ 155,891,868	\$ 162,464,678	104.2%	\$ 160,788,484	\$ 163,417,202	\$ 168,866,212	103.3%	\$ 6,401,534
Other Financing Sources									
Proceeds from Refunding Bonds					-	4,129,625	4,129,625		
Use of Fund Balance & Reserves									
Prior year Encumbrances									
Close Desig for Contingencies			709,530				846,454		
Juvenile Services Capital Needs			200,000						
Funding to Electoral Board			13,929						
Unclassify FY11 fund balance			568,196						
Transfer to Tech Fund			157,735						
Local Aid to the Commonwealth			314,108						
PW funds from SW			39,925						
FY12 3rd Qtr Adj			867,170						
12/19/12 GO Refunding							42,000		
Pub Safety Comp Adj							750,000		
HHS design							3,480,000		
2/26/13 Council #11							16,727		
3/13/13 Council #7							182,250		
5/28/13 Council #5							17,441		
6/25/13 Council #9							139,036		
Return of School funding			1,047,695				1,124,825		
Arts & Culture			30,000						
2/14/12 Council #8			2,091,318						
11/8/11 Council #3			35,036						
1/24/12 Council #8,14 - LNDF			14,520						
Corr JE's			(5,950)						
FY12 Carry Forward							453,271		
Recreation Programs			80,603				89,957		
Solid Waste Debt			368,109				355,830		
Remove designations							865,226		
Total Fund Balance, Revenues and Use of Fund Bal.	\$ 186,108,452	\$ 187,697,219	\$ 198,212,181		\$ 180,987,880	\$ 187,746,223	\$ 210,194,512		

**GENERAL FUND
FINANCIAL SUMMARY
As of June 30, 2013**

	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Actual 4th Qtr 6/30/12	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Amended Budget	FY 2013 Actual 4th Qtr 6/30/13	FY 2013 % of Budget	FY 2013 Compared to FY 2012
BALANCE FORWARD									
Total Fund Balance, Revenues and Use of Fund Bal.	\$ 186,108,452	\$ 187,697,219	\$ 198,212,181		\$ 180,987,880	\$ 187,746,223	\$ 210,194,512		
EXPENDITURES									
Operating Expenditures - Departmental									
General Government									
Internal Audit	55,900	55,900	36,293	64.9%	-	-	-	0.0%	(36,293)
Communications/Marketing	396,532	436,113	354,418	81.3%	393,841	393,841	379,526	96.4%	25,108
Customer Service Center	125,554	125,554	114,484	91.2%	128,849	128,849	110,456	85.7%	(4,028)
Local Government Channel	140,915	140,915	133,127	94.5%	154,196	154,196	147,758	95.8%	14,631
Council/Manager	1,033,358	1,076,334	1,000,142	92.9%	838,589	839,289	837,857	99.8%	(162,285)
Parking Management	374,600	518,803	345,081	66.5%	331,739	325,558	371,431	114.1%	26,350
City Attorney	607,325	607,325	581,616	95.8%	627,712	627,712	623,789	99.4%	42,173
Self-Insurance (Risk Management)	548,524	548,524	548,524	100.0%	555,681	555,681	555,524	100.0%	7,000
State Treasurer	145,161	145,161	132,572	91.3%	147,833	147,833	142,518	96.4%	9,946
Comm of Revenue	684,214	682,127	626,914	91.9%	703,238	844,005	796,298	94.3%	169,384
City Assessor	707,865	708,365	667,190	94.2%	740,465	741,069	684,893	92.4%	17,703
Director of Finance	517,482	520,052	507,157	97.5%	545,980	558,072	552,888	99.1%	45,731
Billings & Collections	1,248,251	1,261,081	1,181,696	93.7%	1,312,194	1,311,387	1,253,382	95.6%	71,686
Procurement	212,165	213,396	201,793	94.6%	211,263	210,842	209,089	99.2%	7,296
Accounting	806,562	805,908	783,914	97.3%	800,073	796,657	785,386	98.6%	1,472
Budget	154,869	154,869	148,304	95.8%	160,715	160,715	158,271	98.5%	9,967
Human Services - Finance	474,433	474,433	419,628	88.4%	411,717	411,717	331,975	80.6%	(87,653)
Human Resources	685,847	703,389	671,462	95.5%	725,782	734,637	666,245	90.7%	(5,217)
Occupational Health Services	127,044	126,289	117,130	92.7%	129,493	135,390	144,480	106.7%	27,350
Health Management Program	-	-	181	0.0%	-	-	-	0.0%	(181)
Application Services	1,272,247	1,272,247	1,089,872	85.7%	1,233,231	1,233,231	1,212,109	98.3%	122,237
Network Services	1,280,130	1,279,542	1,251,737	97.8%	1,339,431	1,339,431	1,327,886	99.1%	76,149
IT Administration	423,886	423,706	405,817	95.8%	447,803	447,288	432,949	96.8%	27,132
PC Replacements	-	-	-	0.0%	-	-	-	0.0%	-
IT Projects	-	8,000	-	0.0%	-	-	-	0.0%	-
GIS	252,354	273,791	243,312	88.9%	257,645	257,645	247,104	95.9%	3,792
Registrar	163,140	164,364	162,396	98.8%	156,887	158,631	157,615	99.4%	(4,781)
Electoral Board	90,779	102,543	109,045	106.3%	57,282	74,122	69,841	94.2%	(39,204)
Judicial									
Circuit Court - Judge	157,113	160,842	143,957	89.5%	161,575	160,605	152,436	94.9%	8,479
General District Court	62,550	64,541	73,887	114.5%	62,550	62,550	70,427	112.6%	(3,460)
Juvenile & Domestic District Court	14,541	13,747	11,720	85.3%	15,409	15,594	13,295	85.3%	1,575
24th Court Services Unit	1,632	1,632	1,493	91.5%	1,632	1,632	337	20.6%	(1,156)
Commonwealth Attorney	1,385,774	1,385,774	1,345,318	97.1%	1,460,014	1,413,215	1,390,269	98.4%	44,951
Comm Atty Fines & Fees Coll	-	(1,438)	3,843	-	-	65,973	60,244	91.3%	56,401
Magistrates Office	2,893	2,823	2,567	90.9%	4,093	4,051	2,937	72.5%	370
Circuit Court - Clerk	746,142	792,605	744,876	94.0%	795,978	836,733	795,074	95.0%	50,198
Sheriff	2,070,227	2,127,458	2,019,264	94.9%	2,083,804	2,091,644	2,078,604	99.4%	59,340
Public Safety									
Police Operations	13,701,291	14,166,444	13,707,583	96.8%	14,725,712	15,075,327	15,157,830	100.5%	1,450,247
Animal Warden	319,978	326,520	289,432	88.6%	300,979	298,032	244,637	82.1%	(44,795)
Emergency Communications	2,470,283	2,471,873	2,280,208	92.2%	2,602,812	3,007,984	2,905,075	96.6%	624,867
Range Operations	12,500	12,500	13,431	0.0%	15,000	15,569	15,586	100.1%	2,155
Off Duty Employment	-	-	-	0.0%	-	-	412,895	0.0%	412,895
Fire Operations and EMS	14,581,360	14,728,754	14,008,884	95.1%	14,853,175	15,262,092	15,019,887	98.4%	1,011,003
TRT-Pier	82,500	85,000	45,166	53.1%	82,500	146,677	127,019	86.6%	81,853
Public Works									
Public Works Administration	719,246	719,900	655,910	0.0%	696,752	696,752	724,150	103.9%	68,240
Engineering	3,390,840	3,251,113	3,217,268	100.0%	3,351,569	3,438,860	3,505,465	101.9%	288,197
Street Maintenance	3,249,100	3,234,273	3,739,490	115.6%	3,285,782	3,897,643	3,470,789	89.0%	(268,701)
Snow Removal	240,695	160,761	109,483	68.1%	240,695	244,998	205,948	84.1%	96,465
Refuse Collection	2,416,112	2,311,822	2,407,193	104.1%	2,528,706	2,537,975	2,737,694	107.9%	330,501
Parks/Grounds Maintenance	2,487,329	2,464,522	2,473,307	100.4%	2,507,217	2,561,530	2,529,152	98.7%	55,845
Baseball Stadium Maintenance	127,378	123,955	116,157	93.7%	127,378	121,644	130,525	107.3%	14,368
Building Maintenance	3,104,363	3,052,664	3,159,956	103.5%	3,182,712	3,174,173	3,599,134	113.4%	439,178
Human Services Maintenance	234,095	233,759	216,596	92.7%	234,131	242,384	198,152	81.8%	(18,444)
Subtotal Est. Operating Expenditures - Departmental	\$ 64,107,079	\$ 64,720,575	\$ 62,620,794	96.8%	\$ 65,731,814	\$ 67,961,435	\$ 67,746,831	99.7%	\$ 5,126,037

GENERAL FUND
FINANCIAL SUMMARY
As of June 30, 2013

	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Actual 4th Qtr 6/30/12	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Amended Budget	FY 2013 Actual 4th Qtr 6/30/13	FY 2013 % of Budget	FY 2013 Compared to FY 2012
Subtotal Est Operating Expenditures Departmental	\$ 64,107,079	\$ 64,720,575	\$ 62,620,794		\$ 65,731,814	\$ 67,961,435	\$ 67,746,831		
Continued Operating Expenditures Departmental:									
Health and Welfare									
Human Services Administration	-	-	-	0.0%	-	-	-	0.0%	-
Delta Outreach (Counties)	-	-	-	0.0%	-	-	-	0.0%	-
Social Services Administration	6,212,650	6,212,220	5,603,995	90.2%	6,535,154	6,518,656	6,043,001	92.7%	439,006
Public Assistance	6,496,243	7,824,703	7,487,560	95.7%	6,075,506	7,961,351	7,911,485	99.4%	423,925
Juvenile Services Administration	687,115	702,153	528,319	75.2%	457,080	457,080	368,142	0.0%	(160,177)
Regional Detention Home	808,117	808,117	374,412	46.3%	808,117	808,117	358,898	44.4%	(15,514)
Opportunity House	624,152	626,560	577,055	92.1%	645,650	645,042	628,207	97.4%	51,152
Single Point of Entry (Crossroads House)	-	-	-	0.0%	-	-	-	0.0%	-
SPARC House	581,854	585,442	570,402	97.4%	601,953	599,758	587,911	98.0%	17,509
CSA Service Providers	1,524,631	1,524,631	1,523,831	99.9%	1,521,294	1,521,294	1,477,416	97.1%	(46,415)
Day Services	-	491	707	0.0%	-	-	-	0.0%	(707)
Lynchburg Outreach Program	270,744	275,690	230,338	83.5%	278,626	277,232	237,536	85.7%	7,198
ARRA-SS Prog	-	-	-	0.0%	-	-	-	0.0%	-
Parks Recreation and Cultural									
Parks and Recreation	3,109,974	3,120,989	2,794,990	89.6%	3,047,903	3,082,962	2,827,430	91.7%	32,440
Public Library	1,606,473	1,610,106	1,440,117	89.4%	1,541,276	1,540,520	1,497,192	97.2%	57,075
Law Library	28,770	-	19,259	66.9%	28,770	28,770	20,066	69.7%	807
Museums	383,028	383,359	355,734	92.8%	438,441	455,352	412,175	90.5%	56,441
Point of Honor/Carriage House	45,000	45,000	34,055	75.7%	-	-	-	0.0%	(34,055)
Community Development									
Director	313,417	311,114	304,907	98.0%	340,095	340,095	319,698	94.0%	14,791
Planning	303,658	324,158	258,745	79.8%	313,526	369,096	318,607	86.3%	59,862
Inspections	820,118	887,681	762,980	86.0%	806,121	819,871	734,277	89.6%	(28,703)
Engineering	-	-	-	0.0%	-	-	-	0.0%	-
GIS	211,897	212,306	159,541	0.0%	154,710	154,710	149,338	0.0%	(10,203)
Economic Development	307,231	306,474	310,501	101.3%	345,286	400,697	390,090	97.4%	79,589
Operating Expenditures Non-Departmental:	15,555,963	15,562,087	16,011,419	102.9%	15,959,840	15,647,642	15,435,366	98.6%	(576,053)
Total Est. Operating Expenditures	103,998,114	106,072,626	101,969,661	96.1%	105,631,162	109,589,680	107,463,666	98.1%	5,494,005
TRANSFERS TO OTHER FUNDS									
Airport Fund	494,536	421,362	421,362	100.0%	382,862	336,330	336,330	100.0%	(85,032)
City/Federal state Aid Fund	27,171	126,409	127,416	100.8%	11,720	91,882	89,042	96.9%	(38,374)
City/Federal state Aid Fund - 8592	-	-	-	0.0%	-	47,414	47,414	-	-
Fleet Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Fleet - Vehicle Replacement	-	36,000	36,000	0.0%	-	-	-	0.0%	(36,000)
Stormwater	-	688,036	688,036	0.0%	-	-	-	0.0%	-
Sewer	688,036	-	-	0.0%	-	-	-	0.0%	-
Stadium Fund - Debt/Operating Expenses	-	-	-	0.0%	-	-	-	0.0%	-
Technology Fund	636,773	787,508	787,508	100.0%	623,575	678,597	678,597	100.0%	(108,911)
Total Transfers to Other Funds	1,846,516	2,059,315	2,060,322	100.0%	1,018,157	1,154,223	1,151,383	99.8%	(908,939)
SCHOOLS - OPERATIONS	31,942,103	33,834,798	31,696,712	93.7%	35,601,147	35,750,972	35,243,485	98.6%	3,546,773
DEBT SERVICE									
General Fund	7,717,671	7,753,297	7,745,662	99.9%	7,433,452	11,605,572	11,579,025	99.8%	3,833,363
Stadium	205,887	205,887	205,887	0.0%	205,528	205,528	205,528	100.0%	-
Schools	7,009,713	7,009,103	7,009,236	100.0%	7,018,677	7,018,084	6,897,714	98.3%	(111,522)
Total Debt Service	14,933,271	14,968,287	14,960,785	99.9%	14,657,657	18,829,184	18,682,267	99.2%	3,721,482
RESERVES									
FY11 Encumbrances Carried to FY12			1,004,153						
Adj Recreation Programs							66,453		
Other Post Employment Benefits (OPEB)			269,921		250,000		250,000		
Budget designations							53,678		
Health Insurance Reserve			386,078						
Post Closure			204,438						
Landfill			48,297						
Law Library			4,892		5,080		5,104		
Debt Service - HHS			939,562		2,044,657		2,044,657		
Technology			55,022						
Return of School Funding			2,138,086				507,487		
Committed Funds - GASB54			310,762				33,113		
Assigned Funds - GASB54			554,464						
Health Mgmt Plan			500,000						
Pub Safety Comp Adj			750,000						
Parking Oper - GASB54			62,409						
Point of Honor - GASB54			2,654						
Police Range Oper - GASB54			569						
GLTC							746,724		
Museum			2,654						
Recreation Programs							111,082		
Fire Equipment			50,000				50,000		
FY13 3rd Qtr Adj							43,908		
FY13 Classify fund balance							1,157,970		
Debt Service - CVRRB					205,200		205,200		
Arts & Cultural District			30,000						
FY12 Carry Forward - Contingencies							500,000		
LOD VRS payment			105,952				105,952		
LOD Health Claims			145,000						
PIER			47,028				19,658		
Detention Home Workers Comp			20,000						
Contingency			500,000		700,000		700,000		
Total Reserves	-	-	8,266,741		-	-	6,600,986		
TOTAL EXPENDITURES	\$ 152,720,004	\$ 156,935,026	\$ 158,954,221		\$ 156,908,123	\$ 165,324,059	\$ 169,141,787		

**GENERAL FUND
FINANCIAL SUMMARY
As of June 30, 2013**

	FY 2012				FY 2013			
	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Actual 4th Qtr 6/30/12	% of Budget	FY 2013 Adopted Budget	FY 2013 Amended Budget	FY 2013 Actual 4th Qtr 6/30/13	% of Budget
TRANSFERS TO CAPITAL FUNDS								
School Capital Projects Fund	\$ 1,030,518	\$ 2,276,836	\$ 2,276,836	0.0%	\$ 975,000	\$ 4,455,000	\$ 4,455,000	0.0%
City Capital Projects Fund	7,624,033	8,145,463	8,145,463	100.0%	4,291,759	4,924,009	4,924,009	100.0%
Total Transfers to Capital Funds	8,654,551	10,422,299	10,422,299	100.0%	5,266,759	9,379,009	9,379,009	100.0%
TOTAL EXPENDITURES, RESERVES & TRANSFERS	161,374,555	167,357,325	169,376,520	101.2%	162,174,882	174,703,068	178,520,796	102.2%
Remaining Unassigned Fund Balance	24,733,897	20,339,894	28,835,661	141.8%	18,812,998	13,043,155	31,673,716	242.8%
Committed and Assigned Fund Balance	6,943,781	11,116,167	14,408,437	129.6%	12,059,206	10,925,692	12,646,407	115.7%
TOTAL FUND BALANCE	\$ 31,677,678	\$ 31,456,061	\$ 43,244,098	137.5%	\$ 30,872,204	\$ 23,968,847	\$ 44,320,123	184.9%

Committed and Assigned Fund Balance								
Committed Fund Balance			310,763				892,648	Committed Fund Balance
Health Insurance	125,400	148,473	656,617		636,127	656,617	677,017	Health Insurance
Contingencies	-	1,200,000	-		-	959,023	-	Contingencies
Technology	197,962	208,469	55,022				33,113	Technology
Local Aid to Commonwealth	-	314,108	-					Local Aid to Commonwealth
Detention Home Workers Comp	80,000	80,000	100,000		100,000	100,000	100,000	Detention Home Workers Comp
LCS Budget Balancing	440,608	440,608	-					LCS Budget Balancing
SW Debt Retire	1,910,014	1,910,014	1,541,905		1,186,075	1,186,075	1,186,075	SW Debt Retire
Future Post Closure Costs	-	-	604,284		604,284	604,284	604,284	Future Post Closure Costs
Other Post Employment Benefits	760,529	790,480	1,081,231		1,311,310	1,331,231	1,364,510	OPEB
Detention Home Capital Needs	-	-	-					Detention Home Capital Needs
Detention Home Prevention Initiative	25,000	25,000	-					Detention Home Prevention Initiative
Debt Service	1,071,781	1,071,781	1,071,781		340,185	-	-	Juvenile Services Group Home
Schl Spc Ed Dis Prop							746,724	Debt Service
HHS Debt Service			939,562		2,984,219	-	-	GLTC Spec Reserve
Debt Service CVRRB			134,800		340,000	5,929	5,929	Schl Spc Ed Dis Prop
Rsrv for Future Need			48,297		1,120,078	624,297	624,297	HHS Debt Service - Recurring
Pub Safety Comp Adj			13,968					HHS Debt Service - Non Recurring
School Textbooks	1,059,392	1,059,392	1,059,392		340,000	5,929	5,929	Debt Service CVRRB
School Health Ins Reserve	1,000,000	1,000,000	1,140,608		13,968	13,968	13,968	Rsrv for Future Need
School Future Exp Needs	75,908	75,908	75,908		1,059,392	1,432,254	1,432,254	Pub Safety Comp Adj
Total Committed Fund Balance	6,746,594	8,324,233	8,834,138		10,912,154	8,751,194	9,518,335	Total Committed Fund Balance
Assigned Fund Balance			554,464				220,393	Assigned Fund Balance
Return of School Funding	-	2,498,449	2,398,505		260,419	279,818	787,305	Return of School Funding
PubWrks Funds from SW	39,925	39,925	-					PubWrks Funds from SW
Law Library	62,920	66,308	74,861		75,049	79,941	79,965	Law Library
Hlth Ins Reserve			364,538		364,538	364,538	364,538	Health Ins Reserve
Future Post Closure			204,438		204,438	204,438	204,438	Future Post Closure
Museum	14,082	32,153	50,028		47,374	50,028	50,028	Museum
Recreation Programs	80,260	137,949	96,704		20,890	73,200	184,282	Recreation Programs
Dental Insurance Reserve			150,000		150,000	150,000	150,000	Dental Insurance Reserve
Fire Equipment			50,000			50,000	100,000	Fire Equipment
LOD Death Benefit			105,952			211,904	211,904	LOD Death Benefit
LOD Health Benefit			145,000			145,000	145,000	LOD Health Benefit
Pub Safety Comp Adj			750,000					Pub Safety Comp Adj
Parking Operations			62,409				34,498	PW - Snow
Point of Honor			2,653				3,281	Adopt-A-Bed
Police Range Oper			569				569	Parking Operations
Health Mgmt Oper			500,000				500,000	Point of Honor
PIER	-	17,150	64,178		24,344	500,000	19,658	Police Range Oper
Total Assigned Fund Balance	197,187	2,791,934	5,574,299		1,147,052	2,174,498	3,128,072	Total Assigned Fund Balance
Total Committed/Assigned Fund Balance	\$ 6,943,781	\$ 11,116,167	\$ 14,408,437		\$ 12,059,206	\$ 10,925,692	\$ 12,646,407	

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **November 12, 2013**

AGENDA ITEM NO.: **4**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Transportation Alternatives Program Application for Sidewalk in Lynchpin**

RECOMMENDATION:

Adopt a resolution to approve the submittal of an application for \$160,000 in Transportation Alternatives Program funding through VDOT for construction of a sidewalk on one side of Jefferson Ridge Parkway providing access to Ivy Creek Park.

SUMMARY:

There have been numerous requests for sidewalk access to the Ivy Creek Park off Jefferson Ridge Parkway. This application requests 80% federal reimbursement through the Transportation Alternatives Program to construct this sidewalk. Design is underway and should be complete prior to receiving the funding authorization next October. A public meeting was held on October 16, 2013, at NovaTech to inform businesses and the public of the plans.

The cost estimate is \$200,000; the grant requires a 20% local match of \$40,000. It is anticipated the match will be a blend of funding from private businesses, the Economic Development Authority, and Public Works. A breakdown of this funding will be available at the October 22, 2013 Finance Committee meeting.

PRIOR ACTION(S):

October 8, 2013 Physical Development Committee
October 22, 2013 Finance Committee

FISCAL IMPACT:

Requires 20% local match.

CONTACT(S):

Don DeBerry, Deputy Public Works Director, 455-3935
Lee Newland, City Engineer, 455-3947
Gaynelle Hart, Director of Public Works, 455-4469

ATTACHMENT(S):

Resolution
Aerial View

REVIEWED BY:

RESOLUTION:

**ENDORSEMENT RESOLUTION
FOR THE SUBMITTAL TO THE
VIRGINIA DEPARTMENT OF TRANSPORTATION
FY 2014-2015 TRANSPORTATION ALTERNATIVES PROGRAM**

Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the project sponsoring jurisdiction requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the City of Lynchburg.

Now, Therefore, Be It Resolved, that the City of Lynchburg, requests the Commonwealth Transportation Board to establish the Lynchpin Sidewalk Plan project. The project will construct approximately 4,500 feet of new sidewalk providing safe pedestrian movement along the roadway and access to Ivy Creek Park for area residents and approximate 1,400 workers in Lynchpin Industrial Park.

Be It Further Resolved, that the City of Lynchburg hereby agrees to provide a minimum 20 percent financial match contribution for this project.

Be It Further Resolved, that the City of Lynchburg hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

Be It Further Resolved, that the City of Lynchburg will be responsible for maintenance and operating costs of any facility constructed with the Transportation Alternatives Program funds unless other arrangements have been made with the Department.

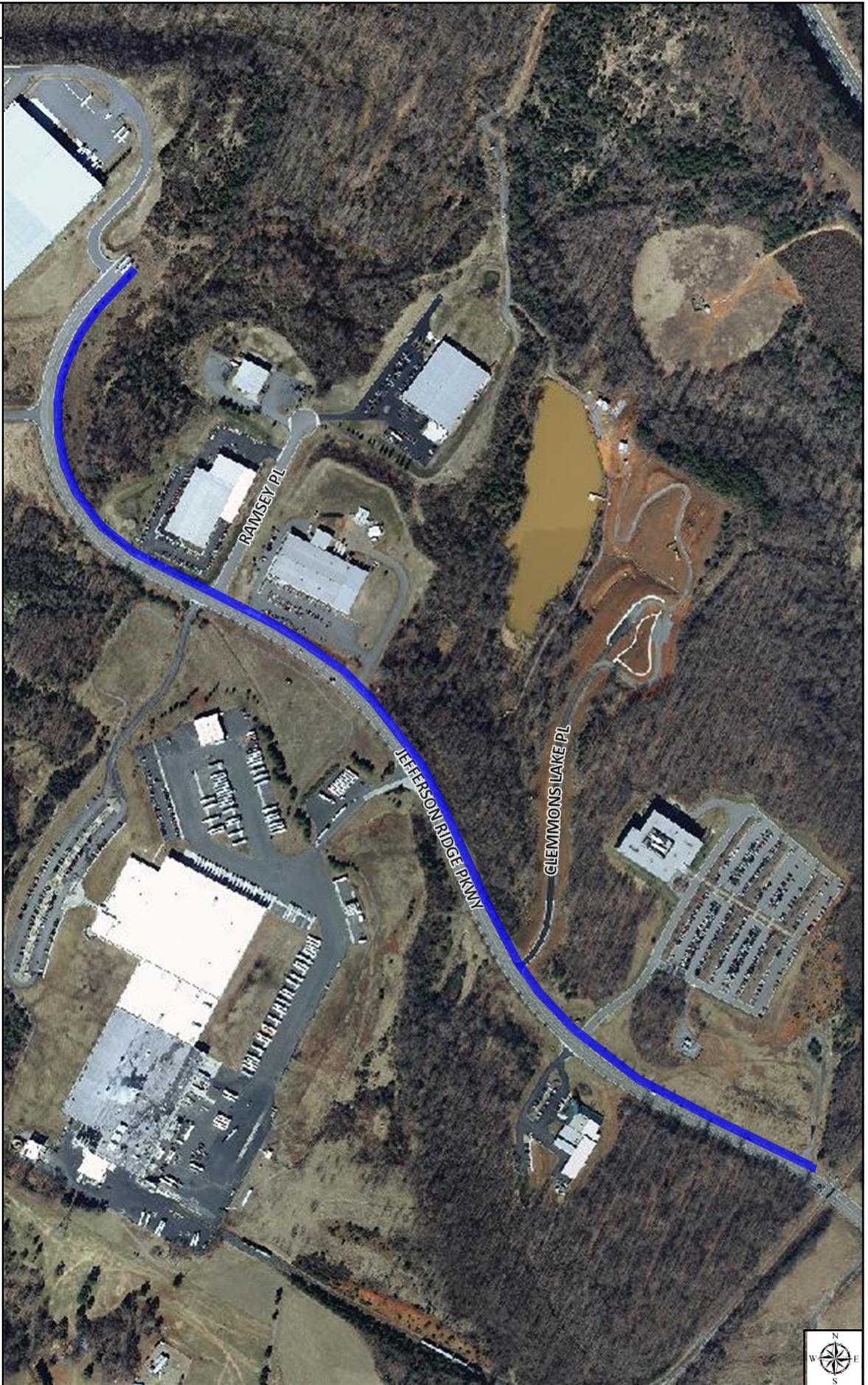
Be It Further Resolved, that if the City of Lynchburg subsequently elects to cancel this project the City of Lynchburg hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The City of Lynchburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Adopted this _____ day of _____, 2013, City of Lynchburg, Virginia.

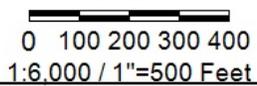
Certified: _____
Clerk of Council

Legend

Streets



Feet



9/30/2013

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and the city of Lynchburg is not responsible for its accuracy or how current it may be.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **November 12, 2013**

AGENDA ITEM NO.: **5**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **FY 2014 Budget Adjustment to Comply with the CSO Special Order of Consent**

RECOMMENDATION:

Adopt a resolution to amend the FY 2014 Sewer Capital Projects Fund budget and appropriate \$750,000 with resources transferred from the FY 2014 Sewer Operating Fund budget to remain in compliance with the State Water Control Board Special Order.

SUMMARY:

The CSO Special Order of Consent requires the City to “annually adjust sewer system reserve funds to equal no more than 25% of the subsequent year’s budgeted operating expenditures.” Based on the Adopted FY 2014 Sewer Operating Fund budget, reserve funds as of June 30, 2013, are 29% of operating expenditures, primarily due to savings in FY 2013. In order to remain in compliance with the Order, a \$750,000 transfer of funds to the FY 2014 Sewer Capital Projects Fund is needed to adjust the reserve funds to 25%; failure to do so would be a violation.

PRIOR ACTION(S):

Adoption of the FY 2014 Sewer Operating Fund Budget: May 14, 2013
October 22, 2013 Finance Committee

FISCAL IMPACT:

A one-time transfer of funds from the Sewer Operating Fund to the Sewer Capital Fund of \$750,000.

CONTACT(S):

Tim Mitchell, Director of Water Resources, 455-4252

ATTACHMENT(S):

Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2014 Sewer Capital Projects Fund budget is amended and \$750,000 is appropriated with resources transferred from the FY 2014 Sewer Operating Fund budget to remain in compliance with the State Water Control Board Special Order.

Introduced:

Adopted:

Certified:

Clerk of Council

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **October 22, 2013**

AGENDA ITEM NO.: **6**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase one Type I ambulance.

RECOMMENDATION:

Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$250,863 with resources of \$200,690 from the RSAF grant and \$50,173 from the FY 2014 General Fund Fire Department budget to purchase one Type I ambulance for the Fire Department.

SUMMARY:

The Virginia Office of Emergency Medical Services (EMS) periodically awards grant funding to assist career and volunteer EMS agencies in obtaining/maintaining emergency vehicles and equipment; providing EMS management, leadership, and advanced life support training; and achieving other goals that support the enhancement of citizen and community EMS services.

The Fire and EMS Department desires to submit a grant request for \$250,863 in Rescue Squad Assistance funding to purchase a Type I ambulance. The ambulance would replace one in-service ambulance.

This grant requires a local match; the department is applying for these funds under a Hardship Request, which would require the locality to pay 20 percent and RSAF would pay 80 percent. With a total cost of \$250,863, the required local match is \$50,173. Grants will be awarded in January 2014; therefore, if awarded, the match will be funded from the FY 2014 General Fund Fire Department budget.

PRIOR ACTION(S):

None

FISCAL IMPACT:

\$50,173 in matching funds will be provided from the Fire Department's FY 2014 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the vehicle purchased.

CONTACT(S):

Fire Chief Steven B. Ferguson, 455-6340
Acting Battalion Chief Heather Childress, 455-6360
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):

None

REVIEWED BY:



The City of Lynchburg, Virginia

AGENDA ITEM NO.: 7

CITY HALL, 900 CHURCH STREET, LYNCHBURG, VIRGINIA 24504
(434) 455-3968
FAX (434) 845-0711

FINANCIAL SERVICES
OFFICE OF THE DIRECTOR

TO: City Council
L. Kimball Payne, III, City Manager
Bonnie Svrcek, Deputy City Manager
Valeria Chambers, Clerk of Council

FROM: Donna Witt, Director of Financial Services 

DATE: October 22, 2013

RE: FY 2013 Write-Off of Uncollectible Accounts Receivable

In June 2005, an Accounts Receivable Policy was established to write-off uncollectible accounts. In accordance with the policy, the Director of Financial Services is authorized to write-off accounts on an annual basis, providing this information to Finance Committee and City Council.

Using the criteria set-forth in the Accounts Receivable Policy, a breakdown of write-offs for FY 2013 is as follows:

Account	FY 2012 Write-Off Amount	FY 2012 Billing	% Written-Off	FY 2013 Write-Off Amount	FY 2013 Billing	% Written-Off
Ambulance (Current)	\$ 62,420.91	\$ 4,493,710.19	1.39%	\$ 84,486.73	\$ 5,163,442.90	1.64%
Ambulance (Delinquent)	449,722.81	783,575.44	57.39%	510,228.32	958,050.47	53.26%
Amusement Taxes	11,295.75	684,149.05	1.65%	5,252.91	644,263.82	0.82%
Business License	131.09	7,556,333.32	0.00%	815.65	7,850,754.15	0.01%
Library Fines	242.97	43,730.78	0.56%	220.04	48,429.65	0.45%
Meals Taxes	48,908.78	11,750,987.23	0.42%	76,790.93	12,206,343.82	0.63%
Miscellaneous Invoices	37,058.20	244,798.46	15.14%	29,935.24	248,873.92	12.03%
Non Sufficient Funds	3,701.71	140,477.32	2.64%	2,577.05	126,851.72	2.03%
Personal Property	83,085.80	16,227,014.83	0.51%	107,902.80	17,668,163.59	0.61%
Real Estate	102,901.35	51,969,740.55	0.20%	75,135.11	55,299,746.19	0.14%
Utility Billing System	37,788.52	29,594,286.00	0.13%	18,931.80	35,904,193.00	0.05%
Total Write-Off	\$ 837,257.89	\$ 123,488,803.17	0.68%	\$ 912,276.58	\$ 136,119,113.23	0.67%

If you have any questions, please let me know.

Thank you.

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **October 22, 2013**

AGENDA ITEM NO.: **8**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

ACTION:

INFORMATION: **X**

(Confidential)

ITEM TITLE: **Revenue Update**

RECOMMENDATION:

Review the collections received from five of the City's largest revenue sources.

SUMMARY:

Five of the City's major revenue sources are taxes collected on a monthly basis: Sales Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information for the month of August has been posted for the four of the five revenue streams; Communications Sales and Use Tax has not been received from the State.

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2013 – FY 2014

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2013 - FY 2014**

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Adopted FY 2014	Actual FY 2014	Actual FY 2014 to Adopted FY 2014	Actual FY 2014 to Actual FY 2013			
SALES & USE TAX										
<i>ADOPTED FY 2014 BUDGET - \$13,440,973</i>										
JULY	\$979,650	\$1,014,596	\$996,646	\$985,733	\$1,075,816	\$90,083	\$79,170			
AUGUST	1,022,849	1,079,129	1,145,592	1,133,048	1,098,342	(34,706)	(47,250)			
TOTAL	\$2,002,499	\$2,093,725	\$2,142,238	\$2,118,780	\$2,174,158	\$55,378	\$31,920			
CONSUMER UTILITY TAX - ELECTRIC										
<i>ADOPTED FY 2014 BUDGET - \$3,650,000</i>										
JULY	\$352,603	\$341,729	\$323,141	\$312,574	\$325,815	\$13,241	\$2,674			
AUGUST	345,842	345,615	345,163	333,876	318,738	(15,138)	(26,425)			
TOTAL	\$698,445	\$687,344	\$668,304	\$646,450	\$644,553	(\$1,897)	(\$23,751)			
COMMUNICATIONS SALES & USE TAX										
<i>ADOPTED FY 2014 BUDGET - \$3,462,621</i>										
JULY	\$301,373	\$349,339	\$293,358	\$288,552	\$286,999	(\$1,553)	(\$6,359)			
TOTAL	\$301,373	\$349,339	\$293,358	\$288,552	\$286,999	(\$1,553)	(\$6,359)			
MEALS TAX										
<i>ADOPTED FY 2014 BUDGET - \$11,785,000</i>										
JULY ²	\$889,917	\$889,135	\$943,431	\$1,044,556	\$917,109	\$950,875	\$33,766	\$1,159,786	\$242,677	\$208,911
AUGUST	960,082	962,761	1,042,850	1,026,544	1,013,754	1,062,943	49,189	1,033,379	19,625	(29,564)
TOTAL	\$1,849,999	\$1,851,896	\$1,986,281	\$2,071,100	\$1,930,864	\$2,013,818	\$82,954	\$2,193,165	\$262,301	\$179,347
LODGING TAX										
<i>ADOPTED FY 2014 BUDGET - \$1,700,000</i>										
JULY ²	\$180,074	\$168,386	\$180,074	\$197,072	\$160,554	\$174,789	\$14,235	\$223,419	\$62,865	\$48,630
AUGUST ³	192,759	200,321	163,020	275,903	145,349	185,677	40,328	185,384	40,035	(293)
TOTAL	\$372,833	\$368,707	\$343,094	\$472,975	\$305,903	\$360,466	\$54,563	\$408,803	\$102,900	\$48,337

¹ Meals and Lodging Tax data includes columns titled "Actual Collected ." The figures listed under these columns include all revenue received per month under that description regardless of whether the payment is current or delinquent.

² Due to year end accounting activities, a portion of Meals and Lodging Tax revenues associated with May and June were posted in June and July.

³ The August FY 2013 collection amount includes a one-time \$140,000 payment in delinquent taxes.