

**FINANCE COMMITTEE AGENDA**  
**Tuesday, May 28, 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. 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 March 31, 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

**11:55 a.m.**

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

Contact: Donna Witt, Director of Financial Services

455-3968

**12:00 p.m.**

4. Roll Call

**The next Finance Committee meeting is Tuesday, June 25, 2013, at 11:30 a.m.**

**FY 2013 GENERAL FUND RESERVE FOR CONTINGENCIES**

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
<b>BEGINNING BALANCE, JULY 1, 2012</b>	\$650,000	\$50,000
Anticipated carryforward to FY 2013 Reserve for Contingencies - 05/22/12 Council Meeting	500,000	
<b>BALANCE</b>	<b><u>\$1,150,000</u></b>	<b><u>\$50,000</u></b>
<b>APPROPRIATIONS (Second Reading)</b>		
Human Services Building Bond Reissue - 01/08/13 Council Meeting		\$42,000
Registrar Grant for Electronic Pollbook Laptop Computers - 2/26/13 Council Meeting	\$16,727	
Holiday Inn Parking Deck Repairs - 3/12/13 Council Meeting	182,250	
Holiday Inn Parking Deck Repairs - 3/31/13 Insurance Reimbursement	(66,568)	
Third Quarter Adjustments - 04/23/13 Council Meeting	22,660	
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$155,069</u></b>	<b><u>\$42,000</u></b>
<b>REMAINING BALANCE</b>	<b><u>\$994,931</u></b>	<b><u>\$8,000</u></b>
<b>ITEMS INTRODUCED</b>		
<b>TOTAL INTRODUCED ITEMS</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>REMAINING BALANCE</b>	<b><u>\$994,931</u></b>	<b><u>\$8,000</u></b>
<b>PENDING ITEMS</b>		
Democratic Primary Election (June) - 04/23/13 Finance Committee	\$17,441	
<b>TOTAL PENDING ITEMS</b>	<b><u>\$17,441</u></b>	<b><u>\$0</u></b>
<b>PROJECTED BALANCE</b>	<b><u>\$977,490</u></b>	<b><u>\$8,000</u></b>

Greater Lynchburg Transit Company



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

May 9, 2013

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

RE: March 31, 2013 Quarterly Financial Report – Greater Lynchburg Transit Company

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

#### REVENUE

Fare Box Revenue is 12% over projections. This is advantageous in as that some of the smaller revenue line items have not panned out (i.e. the Air Show). Whereas some of the Liberty University pass programs have not materialized, it is made up for under increased contract revenue. Overall our revenue shows an 8% increase over last year and is tracking on budget this year.

#### EXPENDITURES

Overall expenditures for the first three quarters of this fiscal year are under budget by 13%, with decreases in almost all category line items. Fixed Route overtime costs are our only significant over budget line item. Currently we are actively recruiting for fixed route drivers and will be holding a large class this summer to prepare us for the fall service. We continue to put a little away toward our reserve.

#### SUMMARY

Passenger boardings are up a respectful 3% YTD over the same time as last year. Our on-time percentage holds steady in the 95% +/- 1%. There were 1,641,498 rides on the Fixed Route service YTD. Paratransit ridership is down -7.9%, which is actually a good thing as our cost per passenger is \$36.37 per ride (as opposed to \$2.05 a ride on Fixed Route). Again this is attributed to the half off monthly fare pass.

We are gearing up for our Tag! You're On! Kids Summer Pass. This year we are doing something a little different by using dog tags instead of laminated passes. The tags cost \$25 and kids will wear them around their neck, and show it to the driver as they board. This will allow them to unlimited rides all summer long. We are actively marketing with radio and print ads.

Our Kemper Street Transfer Center property is totally cleared out and the construction company is gearing up to start building. With a meeting space on the second floor of the new facility, this will allow easier participation by the public in Board Meetings, Open Houses, Customer Service Committee Meetings, and ADA Advisory Committee Meetings to name a few.

GLTC's ADA Advisory Committee has been meeting monthly and assisting staff with rewriting the Paratransit Riders Guide. Included is a new No-Show Policy which should greatly reduce the number of people who book rides and then fail to cancel.

Recently GLTC went through a thorough route analysis. The report will be coming out soon.

Finally GLTC is now on Twitter! You will be seeing the Twitter logo on all of our route brochures and other promotional materials. For those who follow GLTConline on Twitter, they will get instant information on items such as buses running late or needing to be rerouted due to construction or an accident, weather related route information, marketing and promotions, and open house meetings.

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

Cc: 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 MARCH 31, 2013**

	YEAR TO DATE			YEAR TO DATE		
	FY2013 YTD ACTUAL	FY2012 YTD ACTUAL	% VAR	FY2013 YTD ACTUAL	FY2013 YTD BUDGET	% VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 747,305	\$ 671,330	11%	\$ 747,305	\$ 666,000	12%
DRT Passenger Revenue	67,393	80,222	-16%	67,393	69,692	-3%
Contracts (LU Access)	-	102,659	-100%	-	146,005	-100%
Contracts (LC Access)	17,397	11,450	52%	17,397	19,440	-11%
Contracts (VUL Access)	-	3,878	-100%	-	27,216	-100%
Liberty University Revenue	863,463	756,309	14%	863,463	827,244	4%
Liberty University PTS Revenue	-	25,137	-100%	-	16,800	-100%
Other Contract Revenue	24,723	12,676	95%	24,723	68,342	-64%
Non-Operating Revenue	15,401	39,930	-61%	15,401	18,750	-18%
Advertising Revenue	40,872	56,206	-27%	40,872	48,750	-16%
City Operating Assistance	1,026,947	857,786	20%	1,026,947	1,026,947	0%
County Operating Assistance	43,119	43,119	0%	43,119	51,212	-16%
State Operating Assistance	1,074,740	873,670	23%	1,074,740	954,752	13%
Federal Operating Assistance	1,384,001	1,389,557	0%	1,384,001	1,383,997	0%
<b>TOTAL REVENUE</b>	<b>\$ 5,305,361</b>	<b>\$ 4,923,928</b>	<b>8%</b>	<b>\$ 5,305,361</b>	<b>\$ 5,325,145</b>	<b>0%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 976,621	\$ 1,022,672	-5%	\$ 976,621	\$ 1,013,749	-4%
Operator-Overtime	177,058	85,492	107%	177,058	72,737	143%
Other Salaries & Wages	150,277	186,112	-19%	150,277	123,730	21%
Supervisors-Overtime	10,952	7,957	38%	10,952	12,833	-15%
Fringe Benefits	617,933	661,820	-7%	617,933	806,821	-23%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 1,932,841</b>	<b>\$ 1,964,053</b>	<b>-2%</b>	<b>\$ 1,932,841</b>	<b>\$ 2,029,870</b>	<b>-5%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 181,386	\$ 219,662	-17%	\$ 181,386	\$ 218,047	-17%
Operator-Overtime-PTS	3,133	6,377	-51%	3,133	20,847	-85%
Other Salaries & Wages	59,144	45,361	30%	59,144	77,720	-24%
Fringe Benefits	114,508	137,930	-17%	114,508	241,264	-53%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 358,172</b>	<b>\$ 409,329</b>	<b>-12%</b>	<b>\$ 358,172</b>	<b>\$ 557,878</b>	<b>-36%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 413,116	\$ 486,951	-15%	\$ 413,116	\$ 411,764	0%
Inspection&Maint,Srvc-Overtim	15,948	19,405	-18%	15,948	30,704	-48%
Fringe Benefits	201,636	257,340	-22%	201,636	292,125	-31%
Fuel & Lubricants	631,069	696,878	-9%	631,069	718,308	-12%
Tires & Tubes	14,425	30,305	-52%	14,425	36,111	-60%
Other Materials & Supplies	191,170	237,734	-20%	191,170	315,706	-39%
<b>TOTAL MAINTENANCE</b>	<b>\$ 1,467,364</b>	<b>\$ 1,728,613</b>	<b>-15%</b>	<b>\$ 1,467,364</b>	<b>\$ 1,804,717</b>	<b>-19%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 123,474	\$ 145,486	-15%	\$ 123,474	\$ 125,803	-2%
Fringe Benefits	58,026	73,939	-22%	58,026	50,861	14%
Services	297,196	314,099	-5%	297,196	301,697	-1%
Utilities	83,898	75,678	11%	83,898	73,440	14%
Casualty & Liability Expenses	223,306	244,665	-9%	223,306	238,488	-6%
Other Materials & Supplies	20,777	18,263	14%	20,777	28,895	-28%
Miscellaneous	19,206	25,302	-24%	19,206	48,707	-61%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 825,883</b>	<b>\$ 897,432</b>	<b>-8%</b>	<b>\$ 825,883</b>	<b>\$ 867,889</b>	<b>-5%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,584,259</b>	<b>\$ 4,999,426</b>	<b>-8%</b>	<b>\$ 4,584,259</b>	<b>\$ 5,260,351</b>	<b>-13%</b>
Reserve Transfer	\$ 37,501	\$ 37,503	0%	\$ 37,501	\$ -	100%
<b>NET INCOME/(LOSS)</b>	<b>\$ 683,602</b>	<b>\$ (113,001)</b>	<b>117%</b>	<b>\$ 683,602</b>	<b>\$ 64,794</b>	<b>955%</b>



# Lynchburg Regional Airport

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



May 14, 2013

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: March 31, 2013 – Quarterly 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 FY 2013 third quarter ending March 31, 2013. I am pleased to report that revenues in general are projected to increase modestly for the year. The subsidy from the General Fund to the airport for FY 2013 is now projected to be \$336,330 which is \$46,532 less than budgeted. Whatever the outcome of the air traffic control tower issue, it is not expected to have a significant impact on our FY 2013 operating results. 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 is projected to be \$9,000 more than budget, reflecting US Airways recent upgrade to mostly jet service.
- **Terminal Revenue:** Revenue is projected to be \$135,164 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 is projected to be \$11,000 more than budget due to better than expected fuel-sales related fees and revenue.
- **State Airport Aid:** Revenue is projected to be \$259,435 more than budget due to having more state-assisted non-recurring airport maintenance and repair projects than anticipated when the budget was prepared.
- **General Fund Subsidy:** As previously mentioned, the projected operating subsidy from the City is \$336,330 which is \$46,532 less than budget.

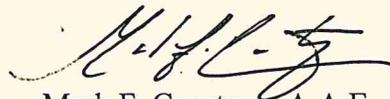
EXPENSE HIGHLIGHTS

- Terminal Operations: \$8,000 decrease in Utilities due primarily to savings projected after converting the main passenger terminal to natural gas heat.
- Administration: \$4,700 decrease reflecting lower payments to the City for risk management administration and insurance than budgeted.
- Safety (ARFF & LEO): \$5,500 increase primarily for additional cost of contracted Airfield Rescue & Fire Fighting (ARFF) services.
- Transfers & Other: \$584,849 increase primarily due to additional non-recurring airfield maintenance and tenant occupied building maintenance projects than anticipated (largely reimbursed by state aviation entitlement funds).

SUMMARY

Airline passenger traffic for the first nine months of FY 2013 has increased 5.6% versus FY 2012 which has resulted in modest increases in most airline-related airport revenues. As usual, non-recurring airport maintenance expenses will exceed our budget significantly (but are largely reimbursed by state aviation entitlement funds) and were addressed in the recently approved third-quarter budget review. Based on improved 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  
 March 31, 2013

	FY 2012 Amended Budget	FY 2012 Actual (thru 3/31/12)	FY 2012 % of Budget	FY 2013 Amended Budget	FY 2013 Actual (thru 3/31/13)	FY 2013 % of Budget	FY 2013 Amended Budget	FY 2013 Revised Estimates	FY 2013 Estimates vs. Amended Budget
<b>BEGINNING NET ASSETS</b>		\$ 34,106,631			\$ 32,507,809 (1)			\$ 32,507,809 (1)	
Less: Invested in Capital Assets, net of related debt		33,495,323			31,723,484			31,723,484	
<b>BEGINNING UNRESTRICTED NET ASSETS</b>	<u>\$ 393,612</u>	<u>\$ 611,308</u>		<u>\$ 157,762</u>	<u>\$ 784,325</u>		<u>\$ 157,762</u>	<u>\$ 784,325</u>	<u>\$ -</u>
<b>BOND REFUNDING PROCEEDS</b>	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>PRIOR PERIOD AUDIT ADJUST (OPEB)</b>		\$ 20,140			\$ -			\$ -	
<b>REVENUES</b>									
Airfield	90,000	77,581	86%	90,000	78,789	88%	90,000	99,000	9,000
Terminal	1,101,883	915,195	83%	1,147,183	985,131	86%	1,147,183	1,282,347	135,164
General Aviation	362,300	292,961	81%	372,000	295,884	80%	372,000	383,000	11,000
Other Leased Property	213,500	173,213	81%	220,400	167,539	76%	220,400	217,277	(3,123)
State Airport Aid	255,000	9,510	4%	85,000	47,744	56%	85,000	344,435	259,435
Federal Security Aid	118,415	66,961	57%	120,000	63,126	53%	120,000	105,000	(15,000)
General Fund Subsidy	421,362	360,000	85%	382,862	288,000	75%	382,862	336,330	(46,532)
Interest & Other	19,000	20,218	106%	19,000	20,216	106%	19,000	21,986	2,986
	<u>\$ 2,581,460</u>	<u>\$ 1,915,639</u>		<u>\$ 2,436,445</u>	<u>\$ 1,946,430</u>		<u>\$ 2,436,445</u>	<u>\$ 2,789,375</u>	<u>\$ 352,930</u>
<b>EXPENSES</b>									
Airfield Operations	283,684	219,306	77%	289,822	222,125	77%	289,822	289,822	0
Terminal Operations	524,772	341,701	65%	568,276	381,364	67%	568,276	560,276	8,000
General Aviation	125,191	79,443	63%	120,001	92,249	77%	120,001	122,501	(2,500)
Administration	652,732	477,432	73%	659,208	452,774	69%	659,208	654,508	4,700
Safety (ARFF & LEO)	381,468	274,857	72%	393,630	277,832	71%	393,630	399,130	(5,500)
Snow Removal	20,056	2,796	14%	20,056	13,438	67%	20,056	20,056	0
Debt Service	269,791	44,256	16%	263,183	37,542	14%	263,183	263,183	0
Transfers & Other	559,616	252,965	45%	180,031	295,141	164%	180,031	764,880	(584,849)
Year End Encumbrances									
	<u>\$ 2,817,311</u>	<u>\$ 1,692,755</u>		<u>\$ 2,494,207</u>	<u>\$ 1,772,465</u>		<u>\$ 2,494,207</u>	<u>\$ 3,074,356</u>	<u>\$ (580,149)</u>
<b>ENDING UNRESTRICTED NET ASSETS</b>	<u>\$ 157,762</u>	<u>\$ 834,192</u>		<u>\$ 100,000</u>	<u>\$ 958,290</u>		<u>\$ 100,000</u>	<u>\$ 499,344 (2)</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 Fund	<u>\$ (1,989,617)</u>
Total Beginning Net Assets	\$ 32,507,809

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

Des. for Debt Service (Rental Car Facility)	\$ 205,053	\$190,553.04 + 14,000 + 500.00 = \$205,053.04
Des. for Maintenance (Rental Car Facility)	\$ 35,630	
Reserve for Encumbrances		purchase orders carried forward to FY14
Undesignated Retained Earnings	<u>\$ 258,661</u>	(agrees with balance sheet)
	\$ 499,344	

May 28, 2013

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

RE: March 31, 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 March 31, 2013 for FY 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 third quarter of FY 2013 were \$1,063,492 or 59.2% of budget as compared to \$1,103,596 or 62.7% of budget for FY 2012. The number of child care days for the third quarter of FY 2013 was 5,760 as compared to 5,979 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 for the third quarter of FY 2013 were \$854,997 or 78.1% of budget as compared to \$795,075 or 72.6% 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 the third quarter of FY 2013 were \$16,568 or 36.8% of budget, as compared to \$18,461 or 41.0% of budget for FY 2012.

EXPENDITURES

The expenditures for the third quarter of FY 2013 were \$1,887,092 or 62.1% of budget as compared to \$1,908,658 or 65.8% of budget for FY 2012. Additional expenses for the detention home included: emergency repairs to the security monitoring system; repairs to the kitchen sewer system; and an extension of the perimeter fence to encompass the area behind the detention home where the detainees reside.

SUMMARY

The revenues through the 3rd quarter of FY 2013 were \$1,935,057 or 63.7% of budget as compared to \$1,917,191 or 66.0% of budget for FY 2012.

The average number of juveniles being served per day through the third quarter of FY 2013 is 21.02 as compared to 21.82 in FY 2012.

Respectfully submitted,



Tamara Rosser  
Director of Human 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  
Third Quarter: As of March 31, 2013**

	<b>FY 2012 Amended Budget</b>	<b>FY 2012 Actual 3QTR YTD</b>	<b>FY 2012 % of Budget</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Actual 3 QTR YTD</b>	<b>FY 2013 % of Budget</b>	<b>FY 2013 Amended Budget</b>	<b>FY 2013 Revised Estimates</b>	<b>FY 2013 Actual to Amended</b>
<b><i>Beginning Funds at July 1</i></b>									
<b><i>Revenues:</i></b>									
Charges for Services	1,760,603	1,103,596	62.7%	1,796,789	1,063,492	59.2%	1,796,789	1,796,789	-
Intergovernmental- Department of Juvenile Justice Block Grant	1,095,120	795,075	72.6%	1,095,120	854,997	78.1%	1,095,120	1,095,120	-
Intergovernmental- USDA	45,000	18,461	41.0%	45,000	16,568	36.8%	45,000	45,000	-
Miscellaneous	0	59	0.0%	0	0	0.0%	0	0	-
Budget Designations	3,673	0	0.0%	100,830	0	0.0%	100,830	100,830	-
<b><i>Total Revenues</i></b>	<b>2,904,396</b>	<b>1,917,191</b>	<b>66.0%</b>	<b>3,037,739</b>	<b>1,935,057</b>	<b>63.7%</b>	<b>3,037,739</b>	<b>3,037,739</b>	<b>-</b>
<b><i>Expenditures:</i></b>									
Salaries	1,415,582	1,015,767	71.8%	1,406,306	1,019,158	72.5%	1,406,306	1,406,306	-
Employee Benefits	599,538	427,365	71.3%	642,677	416,642	64.8%	642,677	642,677	-
Contractual Services	36,513	55,271	151.4%	38,492	34,324	89.2%	38,492	38,492	-
Internal Services	7,379	7,152	96.9%	9,170	6,179	67.4%	9,170	9,170	-
Supplies and Materials	126,250	96,299	76.3%	130,170	79,141	60.8%	130,170	130,170	-
Utilities	84,750	52,197	61.6%	85,800	56,793	66.2%	85,800	85,800	-
Training and Conferences	3,100	2,084	67.2%	3,050	1,722	56.5%	3,050	3,050	-
Telecommunications	4,500	2,144	47.6%	4,500	2,291	50.9%	4,500	4,500	-
Postage and Mailing	850	386	45.4%	850	268	31.5%	850	850	-
Indirect Costs	229,986	172,490	75.0%	236,450	177,337	75.0%	236,450	236,450	-
Self Insurance	15,752	11,814	75.0%	15,752	11,814	75.0%	15,752	15,752	-
Dues and Memberships	500	431	86.2%	500	581	116.2%	500	500	-
Rentals and Leases	2,308	1,654	71.7%	2,308	1,654	71.7%	2,308	2,308	-
Site Improvements	0	0	0.0%	0	16,250	0.0%			
Health and Dental Benefits for Retirees	28,144	16,086	57.2%	28,144	21,457	76.2%	28,144	28,144	-
Professional Services	3,691	3,105	84.1%	6,746	3,382	50.1%	6,746	6,746	-
SpecialUseEquipment	2,000	0	0.0%	2,000	0	0.0%	2,000	2,000	-
Debt Service	284,050	25,952	25.0%	273,198	21,531	7.9%	273,198	273,198	-
USDA Grant	45,000	18,461	41.0%	45,000	16,568	36.8%	45,000	45,000	-
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	96,626	-
Contingency	10,000	0	0.0%	10,000	0	0.0%	10,000	10,000	-
<b><i>Total Expenditures</i></b>	<b>2,899,893</b>	<b>1,908,658</b>	<b>65.8%</b>	<b>3,037,739</b>	<b>1,887,092</b>	<b>62.1%</b>	<b>3,037,739</b>	<b>3,037,739</b>	<b>-</b>
<b><i>TOTAL FUND BALANCE</i></b>									
	4,503	8,533		0	47,965		0	0	
<b><i>TOTAL ASSIGNED FUND BALANCE Maint./Equipment</i></b>									
	100,000	100,000		100,000	100,000		100,000	100,000	

May 28, 2013

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: Comprehensive Services Act (CSA) Fund Financial Report for the period ending March 31, 2013.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through March 31, 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 are 65.8%, and for all other services is 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 third quarter of FY 2013 are \$2,019,158.

- 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 Funds. For FY 2013 the budgeted School contribution is \$196,541 and the year-to-date budgeted General Fund contribution is \$1,338,852. For the third quarter of FY 2013, local matching funds for programs in the amount of \$1,004,140 or 75% of the budget for the General Fund and \$147,405 or 75% of the budget for Schools have been received.

- Miscellaneous Revenue

Miscellaneous revenues in the amount of \$33,343 or 30.3% of the budget were collected and 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 third quarter FY 2013 were \$45,983 or 73.8% of the budget as compared to \$52,491 or 73.2% of the budget in third quarter 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 third quarter FY 2013 totaled \$1,550,568 or 42.8% of the budget compared to \$1,524,341 or 39.9% of the budget for third quarter FY 2012. The increase is due to more children in 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 1<sup>st</sup>, 2010 it is required for all therapeutic foster children. Enhanced Maintenance expenses for third quarter FY 2013 were \$201,382 compared to \$177,572 in third quarter FY 2012. This increase is due to having more children in care.

- Mandated – Special Education

Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures for third quarter FY 2013 totaled \$704,224 or 90.9% of the budget compared to \$509,429 or 49.7% of the budget for third quarter 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 third quarter FY 2013 were \$202,094 or 87.9% of the budget compared to \$163,611 or 71.1% of the budget for third quarter 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 third quarter FY 2013 were \$333,265 or 89.6% of budget as compared to \$151,345 or 47% of the budget for third quarter 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 increased, 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 VEMAT's, 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  
March 31, 2013**

	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2013</b>	<b>FY 2013</b>
	<b>Amended Budget</b>	<b>Actual 2 QTR YTD</b>	<b>% of Budget</b>	<b>Amended Budget</b>	<b>Actual 2 QTR YTD</b>	<b>% of Budget</b>
<b><i>Beginning Fund Balance</i></b>	622,168	622,168		329,544	329,544	
<b><i>Revenues:</i></b>						
Public Assistance - Welfare and Administration ,	3,708,028	1,315,157	35.5%	3,417,468	2,019,158	59.1%
Transfer from Lynchburg City Schools	196,541	147,406	75.0%	196,541	147,405	75.0%
Transfer from General Fund	1,459,031	1,012,193	69.4%	1,338,852	1,004,140	75.0%
Miscellaneous	110,000	87,481	79.5%	110,000	33,343	30.3%
<b><i>Total Revenues</i></b>	5,473,600	2,562,237	46.8%	5,062,861	3,204,046	63.3%
<b><i>Expenses:</i></b>						
Administrative Expenses	71,678	52,491	73.2%	62,283	45,983	73.8%
Mandated - Foster Care	3,823,500	1,524,341	39.9%	3,619,824	1,550,568	42.8%
Mandated - Foster Care Enhanced Payments	0	177,572	1.0%	0	201,382	1.8%
Mandated - Special Education	1,025,000	509,429	49.7%	775,000	704,224	90.9%
Non-Mandated Services	230,000	163,611	71.1%	230,000	202,094	87.9%
Community Based	322,078	151,345	47.0%	372,078	333,265	89.6%
<b><i>Total Expenditures</i></b>	5,472,256	2,578,789	47.1%	5,059,185	3,037,516	60.0%
<b><i>ENDING FUND BALANCE</i></b>	623,512	605,616		333,220	496,074	

May 28, 2013

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: March 31, 2013 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through March 31, 2013. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2013 budget and the Department's year-end projections are described below.

### **REVENUES**

Following the completion of the third quarter, overall revenues for FY 2013 are projected to be \$290,867 (2.16%) less than the FY 2013 budget. Explanations follow:

- **Charges for Services**

Revenue in this category is expected to be \$75,525 (0.72%) less than the FY 2013 budget. This is primarily attributable to water sales within the City which are anticipated to be \$206,500 less than budget in combination with water connection fees and availability fees exceeding budget by \$93,000.

- **Water Contracts**

This revenue category reflects billing activity for the counties of Amherst, Bedford, and Campbell, and the industries of RockTenn and Frito-Lay. The net revenue from this source is projected to be less than budget by \$224,342 (8.50%) which is mostly attributable to decreases in Amherst County, Bedford County and RockTenn.

- **Interest and Other**

Interest and other earnings are expected to exceed budget by \$9,000 (3.19%). This mostly attributable to increased proceeds from sale of scrap metal from water line repairs or replacements.

### **EXPENSES**

Overall expenses for FY 2013 are projected to be \$681,879 (5.05%) 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 are expected to be \$667,811 (7.62%) less than the FY 2013 budget (Water Treatment - \$444,724 savings, Meter Operations - \$15,548 savings, Water Line Maintenance - \$219,155 savings, Administration - \$11,616 deficit). This variance is broken down as follows:

➤ Personal Services and Benefits	\$62,906
➤ Chemicals	\$180,600
➤ Communication and Utilities	\$163,686
➤ Contractual Services	\$130,534
➤ Supplies and Materials	\$122,083
➤ All Other	\$8,002
<b>Total</b>	<b>\$667,811</b>

The most significant variances are chemical and electricity savings which occur when James River water does not need to be pumped and treated. Additional savings are in contractual services primarily from Water Treatment Plant's equipment maintenance, janitorial, and lab testing expenses. Savings in personal services and benefits are due to vacancies for Utility Line Technicians. The savings in supplies and materials are anticipated to come primarily from Water Line Maintenance.

- **Non-Departmental Operation and Maintenance**

A savings of \$82,781 (40.10%) is projected primarily due to anticipated reductions in the cost of non-departmental employee benefits for retired employees, minimal workers comp expense, and anticipated savings in doubtful accounts expense.

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

Purchases and transfers in this category are expected to exceed budget by \$76,713 (8.73%). This is primarily due to installation of two ductile valve inserts on Stadium Road and Carroll Avenue, new equipment that is being installed at Abert Pump Station for monitoring raw water flow from the plant control room and for HVAC units that will need replacement at the Pedlar Reservoir caretaker's residence.

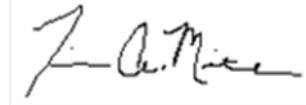
- **Debt Service**

Debt Service is expected to be \$8,000 (0.22%) less than FY 2013 budget due to savings in credit line interest expense.

**SUMMARY**

This third 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 projected for the end of the fiscal year is 1.31 compared to a target of 1.20. The fund balance ratio projected for the end of the fiscal year is 54% 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 rectangular box.

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 March 31, 2013**

	<b>FY 2012 Adopted Budget</b>	<b>FY 2012 Actual Q3 YTD</b>	<b>FY 2012 % of Budget</b>	<b>FY 2013 Adopted Budget</b>	<b>FY 2013 Actual Q3 YTD</b>	<b>FY 2013 Adopted Budget</b>	<b>FY 2013 Revised Estimate</b>	<b>FY 2013 % of Budget</b>	<b>FY 2013 \$ Variance Revised Estimate to Adopted</b>
<b>BEGINNING NET ASSETS</b>	\$30,409,863	\$30,409,863		\$30,411,636	\$30,411,636	\$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)	(24,458,991)	(24,458,991)		
<b>BEGINNING UNRESTRICTED NET ASSETS</b>	<b>5,237,897</b>	<b>\$5,237,897</b>		<b>\$5,952,645</b>	<b>\$5,952,645</b>	<b>\$5,952,645</b>	<b>\$5,952,645</b>		
<b>REVENUES:</b>									
Charges for services	\$10,055,909	\$6,840,596	68%	\$10,522,925	\$7,420,313	\$10,522,925	\$10,447,400	71%	(75,525)
Water contracts	2,649,695	1,691,787	64%	2,637,792	1,750,130	2,637,792	2,413,450	66%	(224,342)
Interest and other	380,600	292,993	77%	282,211	281,804	282,211	291,211	100%	9,000
	<b>\$13,086,204</b>	<b>\$8,825,376</b>		<b>\$13,442,928</b>	<b>\$9,452,247</b>	<b>\$13,442,928</b>	<b>\$13,152,061</b>		<b>(\$290,867)</b>
<b>EXPENSES</b>									
Departmental O&M	\$8,283,526	\$5,700,776	69%	\$8,767,983	5,842,526	\$8,767,983	\$8,100,172	67%	667,811
Non-departmental O&M	203,482	65,155	32%	206,496	70,402	206,496	123,715	34%	82,781
Capital Outlay/Purchases	0	0		0	50,785	0	76,713		(76,713)
Transfers - Capital	700,000	700,000	100%	878,746	659,060	878,746	878,746	75%	0
Transfers - General Fund	0	0		0	0	0	0		0
Debt service	3,782,678	2,664,145	70%	3,658,789	2,610,549	3,658,789	3,650,789	71%	8,000
Contingencies	0	0		0	0	0	0		0
	<b>\$12,969,686</b>	<b>\$9,130,076</b>		<b>\$13,512,014</b>	<b>9,233,321</b>	<b>\$13,512,014</b>	<b>\$12,830,135</b>		<b>\$681,879</b>
Adjustment for expenses from capital projects		-			-		(290,000)		
<b>ENDING NET ASSETS</b>	<b>\$5,354,415</b>	<b>\$4,933,197</b>	92%	<b>\$5,883,559</b>	<b>\$6,171,571</b>	<b>\$5,883,559</b>	<b>\$5,984,571</b>	105%	
<b>KEY RATIOS:</b>									
Unrestricted cash target as a % of operating expenses & debt service:							40%		
Unrestricted cash as a % of operating expenses & debt service:							54%		
Financial Policy targeted debt coverage ratio minimum:							1.20		
Ending debt coverage ratio:							1.31 (1)		

Note (1) Calculation of debt coverage includes \$150,000 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

May 28, 2013

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: March 31, 2013 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through March 31, 2013. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2013 Budget and the Department's year-end projections are described below.

## **REVENUES**

Following the completion of the third quarter, overall revenues for FY 2013 are projected to be \$133,533 (0.69%) less 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 is expected to be \$6,788 (0.04%) slightly more than the FY 2013 budget. This is primarily attributable to higher than anticipated revenue for septic hauler charges, connection charges, and availability fees that exceeds budget by \$161,883 with an offset of sewer sales within the city that is expected to be \$168,750 less than budget.

- **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 is projected to be \$228,700 (7.49%) less than budget primarily due to less sewer usage by Frito-Lay and Rock-Tenn.

- **Interest and Other**

Revenue in this category is projected to exceed budget by \$88,379 (109.90%). \$71,000 was received from the sale of surplus property from the Wastewater Treatment Plant.

**EXPENSES**

Overall expenses for FY 2013 are projected to be \$458,742 (2.36%) 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 are expected to be \$310,281 (3.40%) less than the FY 2013 budget (Wastewater Treatment - \$18,804 savings and Sewer Line Maintenance - \$291,477 savings). This variance is broken down as follows:

➤ Personal Services and Benefits	\$90,589
➤ Chemicals	\$22,000
➤ Utilities	\$37,700
➤ Supplies and Materials	\$75,811
➤ Contractual Services	(\$109,187)
➤ All Other	\$193,368
<b>Total</b>	<b>\$310,281</b>

The most significant savings are expected in the All Other category. A savings of \$100,000 is anticipated for charges from Public Works/Community Development due to decreased need for engineering services for capital projects. An additional \$115,000 of savings in the All Other category is for less than expected loads of sludge accepted at the Region 2000 Landfill and less than budgeted costs per ton which is offset by Contractual Services going over budget for increased hauling of sludge to the Amelia Landfill that is used when Region 2000 Landfill has reached daily or weekly load limits. Savings in Personal Services and Benefits is a result of vacancies at both Wastewater Treatment and Sewer Line Maintenance.

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

Non-Departmental expenses are expected to be \$147,305 (42.52%) less than the FY 2013 budget primarily because James River Interceptor maintenance has been deferred to FY 2015.

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

Purchases and transfers in this category are expected to be slightly below budget by \$1,156 (0.07%).

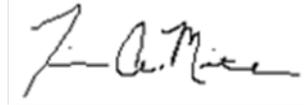
• **Debt/LOC Service Payments**

Debt Service and LOC Service payments are expected to be at budget.

**SUMMARY**

This third 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 projected for the end of the fiscal year is 1.25 compared to a target range of 1.20 to 1.50. The fund balance ratio projected for the end of the fiscal year is 37% compared to a target range 15 to 25%.

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

**SEWER OPERATING FUND  
FINANCIAL SUMMARY**  
Quarter Ending March 31, 2013

	FY 2012 Adopted Budget	FY 2012 Actual Q3 YTD	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Actual Q3 YTD	FY 2013 % of Budget	FY 2013 Adopted Budget	FY 2013 Revised Estimate	FY 2013 \$ Variance Revised Estimate to Adopted
<b>BEGINNING NET ASSETS (1)</b>	\$110,158,233	\$110,158,233		\$91,763,517	\$91,763,517		\$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)		(81,440,531)	(81,440,531)	
<b>BEGINNING UNRESTRICTED NET ASSETS</b>	<b>\$9,787,478</b>	<b>\$9,787,478</b>		<b>\$10,322,986</b>	<b>\$10,322,986</b>		<b>\$10,322,986</b>	<b>\$10,322,986</b>	
<b>REVENUES:</b>									
Charges for services	\$16,687,158	\$11,011,469	66%	\$16,314,331	\$11,461,987	70%	\$16,314,331	\$16,321,119	6,788
Sewer contracts	2,832,938	1,557,186	55%	3,053,114	1,599,549	52%	3,053,114	2,824,414	(228,700)
Interest and other	899,989	738,359	82%	80,421	147,143	183%	80,421	168,800	88,379
	<b>\$20,420,085</b>	<b>\$13,307,014</b>		<b>\$19,447,866</b>	<b>\$13,208,678</b>		<b>\$19,447,866</b>	<b>\$19,314,333</b>	<b>(\$133,533)</b>
<b>EXPENSES:</b>									
Departmental O&M	\$9,873,605	\$6,646,561	67%	\$9,112,800	6,201,490	68%	\$9,112,800	\$8,802,519	310,281
Non-departmental O&M	339,276	394,013	116%	346,454	146,537	42%	346,454	199,149	147,305
Equipment Purchases	140,000	311,723	223%	60,000	9,343	16%	60,000	58,844	1,156
Transfers - Capital	2,000,000	1,500,000	75%	1,500,000	1,125,000	75%	1,500,000	1,500,000	0
Transfers - City Fleet Fund	0	0		0	0		0	0	0
Debt service	8,141,619	4,461,219	55%	8,451,416	4,891,503	58%	8,451,416	8,451,416	0
Contingencies	0	0		0	0		0	0	0
	<b>\$20,494,500</b>	<b>\$13,313,516</b>		<b>\$19,470,670</b>	<b>12,373,873</b>		<b>\$19,470,670</b>	<b>\$19,011,928</b>	<b>\$458,742</b>
Adjustment for expenses from capital projects		-							
<b>ENDING NET ASSETS</b>	<b>\$9,713,063</b>	<b>\$9,780,976</b>		<b>\$10,300,182</b>	<b>\$11,157,791</b>		<b>\$10,300,182</b>	<b>\$10,625,391</b>	

**KEY RATIOS:**

Unrestricted cash target as a % of operating expenses & debt service:	25%
Unrestricted cash as a % of operating expenses & debt service:	37%
Financial Policy targeted debt coverage minimum:	1.20
Ending debt coverage:	1.25 (1)

Note (1) Calculation of debt coverage includes \$220,000 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

May 28, 2013

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: March 31, 2013 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through March 31, 2013. This is the first year for the Stormwater Operating Fund and thus there is no comparative financial information of the prior fiscal year. Projected variances between the FY 2013 Adopted Budget and the Department's year-end projections are described below.

## **REVENUES**

Following the completion of the third quarter, overall revenues for FY 2013 are projected to be \$662,000 (24.19%) 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 is 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 are 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. July, 2013 billings of approximately \$260,000 will be accrued in FY 2013. In FY 2014 and all fiscal years thereafter, recognized revenue will reflect twelve monthly billings.

- **Transfers**

The transfer from the General Fund is on track with the budget for FY 2013.

**EXPENSES**

Overall expenses for FY 2013 are projected to be \$515,413 (16.42%) less than FY 2013 budget. A breakdown and explanations of this variance follow:

• **Departmental Operation and Maintenance Expenses**

Departmental Operation and Maintenance expenses are projected to be \$441,013 (16.32%) less than the FY 2013 budget. This variance is broken down as follows:

➤ Personal Services and Benefits	\$23,718
➤ Communications	\$900
➤ Internal Service Charges	(\$32,715)
➤ Contractual Services	\$130,827
➤ Supplies and Materials	\$14,797
➤ Public Works and Community Development	\$300,000
➤ All Other	\$3,486
<b>TOTAL</b>	<b>\$441,013</b>

The most significant savings is for Public Works and Community Development. This is mostly due 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 is due to stormwater personnel have been able to take on most of the planned maintenance work for this fiscal year. The savings in Personnel Services and Benefits is a result of Utility Line Technician and Water Quality Compliance Inspector positions being vacant for several weeks. The increased expenses for Internal Service Charges are 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 are projected to have a savings of \$74,400 (54.39%) less than FY 2013 budget primarily due to a budgeted collection rate of 95% compared to a revised collection rate of approximately 98%.

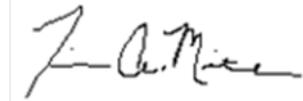
• **Debt/LOC Service Payments**

Currently, there is no debt for the Stormwater Fund.

**SUMMARY**

This third quarter report reflects a stable FY 2013 financial position for the fund at this time. The fund balance ratio projected for the end of the fiscal year is 42%.

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

**STORMWATER OPERATING FUND  
FINANCIAL SUMMARY  
Quarter Ending March 31, 2013**

	<b>FY 2013 Adopted Budget</b>	<b>FY 2013 Actual Q3 YTD</b>	<b>FY 2013 % of Budget</b>	<b>FY 2013 Adopted Budget</b>	<b>FY 2013 Revised Estimate</b>	<b>FY 2013 \$ Variance Revised Estimate to Adopted</b>
<b>BEGINNING NET ASSETS</b>	\$0	\$0		\$0	\$0	
Less: Invested in Capital Assets, net of related debt	0	0		0	0	
<b>BEGINNING UNRESTRICTED NET ASSETS</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>REVENUES:</b>						
Charges for services	\$2,737,000	\$2,356,111	86%	\$2,737,000	\$3,399,000	662,000
Transfers	650,000	487,500	75%	650,000	650,000	0
	<b>\$3,387,000</b>	<b>\$2,843,611</b>		<b>\$3,387,000</b>	<b>\$4,049,000</b>	<b>\$662,000</b>
<b>EXPENSES:</b>						
Departmental O&M	\$2,702,784	\$1,524,952	56%	\$2,702,784	\$2,261,771	441,013
Non-departmental O&M	136,800	0	0%	136,800	62,400	74,400
Equipment Purchases	0	0		0	0	0
Transfers - Capital	300,000	225,000	75%	300,000	300,000	0
Transfers - City Fleet Fund	0	0		0	0	0
Debt service	0	0		0	0	0
Contingencies	0	0		0	0	0
	<b>\$3,139,584</b>	<b>\$1,749,952</b>		<b>\$ 3,139,584</b>	<b>\$2,624,171</b>	<b>\$515,413</b>
Adjustment for expenses from capital projects					0	
<b>ENDING NET ASSETS</b>	<b>\$247,416</b>	<b>1,093,659</b>		<b>\$247,416</b>	<b>\$1,424,829</b>	
<b>KEY RATIOS:</b>						
Unrestricted cash as a % of operating expenses				42%		

May 28, 2013

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: March 31, 2013 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending March 31, 2013.

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

### NON-DEDICATED REVENUES

- Real Estate Taxes

Real Estate taxes are due in four quarterly installments on November 15, January 15, March 15, and May 15. As of the date of this report, three installments for FY 2013 have been billed, and revenue of \$41,811,934 has been collected. This revenue is 78.9% of the FY 2013 Adopted budget of \$52,998,701.

- Personal Property Taxes

Personal Property tax revenue for FY 2013 is \$547,573 more than the amount collected in the third quarter of FY 2012, and remains on track with 53.2% collected. Personal property taxes are payable in two equal installments on June 5 and December 5. Additional billings for personal property acquisitions are due March 5 and September 5.

In 1998, the Virginia General Assembly enacted the Personal Property Tax Relief Act (PPTRA) to reimburse citizens for a portion of the local personal property tax. In the 2004 Virginia General Assembly, the State capped the amount reimbursed to localities at \$950 million for FY 2013. This action eliminates the 70% reimbursement. Lynchburg's share is \$5,543,584. During the third quarter of FY 2013, the State reimbursed the City \$831,538 (15%), as scheduled. The final payment is scheduled for receipt in May 2013 (5%).

- Consumer Utility Tax - Electric

The third quarter FY 2013 revenue is below FY 2013 budget projections by \$35,044 based on collections for 8 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates related to Consumer Utility Taxes for Electric.

- Communication Sales and Use Taxes

Communication Sales and Use tax revenue is behind the FY 2013 budget projection by \$17,210 based on collections for 8 months.

- Local Sales Tax

Due to conservative budgeting resulting from an anticipated slow economic recovery, sales tax revenue is ahead of the FY 2013 budget projection by \$222,564 based on collections for 8 months.

- Business License

Business License revenue collected through the third quarter of FY 2013 is \$1,550,598. Since this tax is due May 1, the collection percentage is currently only a small part of the annual budget. The majority of the tax will be collected from March to May. Collections remain on pace with FY 2012.

- Meals Tax

Due to conservative budgeting, meals tax revenue is ahead of the FY 2013 budget projections by \$842,093 based on collections for 8 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Lodging Tax

Lodging tax revenue is ahead of the FY 2013 budget projection by \$246,865 based on collections for 8 months. Included in the revenue is a one-time collection of \$140,000 from a delinquent account. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Permits, Fees, and Licenses

Permits, Fees, and Licenses is ahead of the FY 2013 budget projection by 16.1%, or \$101,716. The majority of this is attributable to Permit Parking Fees.

- Fines and Forfeitures

Fines and Forfeitures revenue is slightly ahead of the budget projection for FY 2013 by 4.5%, or \$25,305.

- Interest on Investments

Investment income is slightly behind the budget projection for FY 2013 by \$31,523 resulting from the low return on investments.

- Charges for Services

Charges for Services revenue is 0.7%, or \$35,841, ahead of the budget projection for FY 2013. The majority of this is attributable to DMV Administration Fees, the new Commonwealth Attorney Collections Program, and Off-Duty Police Fees.

### DEDICATED REVENUES

Intergovernmental Revenues are 1.2%, or \$310,864, less than the FY 2013 budget projection. The timing of reimbursements from the State causes this revenue source to be slightly ahead, or slightly behind, the yearly projection.

### EXPENDITURES

- Operating Expenditures

The percentage of operating expenditures spent through the third quarter of FY 2013, 76.4%, is on target with budget projections.

- Debt Service

Debt Service expenditures are on pace with FY 2013 budget projections.

### SUMMARY

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

Respectfully submitted,



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 March 31, 2013**

	FY 2012				FY 2013				FY 2013 Compared to FY 2012
	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Actual 3rd Qtr	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Amended Budget	FY 2013 Actual 3rd Qtr	FY 2013 % of Budget	
<b>BEGINNING BALANCE</b>			As of 3/31/12				As of 3/31/13		
UNASSIGNED	\$ 31,805,351	\$ 31,805,351	\$ 29,215,579		\$ 20,199,396	\$ 20,199,396	\$ 28,835,658		
<b>REVENUES:</b>									
<b>Non-Dedicated Revenues</b>									
Real Property	49,594,861	49,594,861	39,124,555	78.9%	52,998,701	52,998,701	41,811,934	78.9%	2,687,379
Personal Property -Local	14,000,000	14,000,000	7,570,185	54.1%	15,251,500	15,251,500	8,117,758	53.2%	547,573
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	2,935,971	67.3%	4,364,582	4,364,582	2,961,133	67.8%	25,162
Communication Sales and Use Taxes	3,600,000	3,600,000	1,988,948	55.2%	3,530,000	3,530,000	2,048,364	58.0%	59,416
Local Sales Tax	12,694,401	12,694,401	7,854,432	61.9%	13,284,506	13,284,506	8,032,342	60.5%	177,910
Business License	7,000,000	7,000,000	1,274,590	18.2%	7,000,000	7,000,000	1,550,598	22.2%	276,008
Meals Tax	10,580,000	10,580,000	7,657,023	72.4%	10,830,000	10,830,000	7,924,076	73.2%	267,053
Delinquent Taxes/Penalties	2,618,500	2,618,500	2,495,081	95.3%	2,763,500	2,763,500	2,581,040	93.4%	85,959
Other Local Taxes	2,513,490	2,513,490	1,848,556	73.5%	2,503,500	2,503,500	1,974,160	78.9%	125,604
Motor Vehicle License	1,413,142	1,413,142	171,765	12.2%	1,413,142	1,413,142	191,791	13.6%	20,026
Bank Stock Tax	500,000	500,000	147	0.0%	500,000	500,000	182	0.0%	35
Lodging Tax	1,700,000	1,700,000	1,184,637	69.7%	1,700,000	1,700,000	1,331,354	78.3%	146,717
Permit, Fees & Licenses	632,300	632,300	449,708	71.1%	631,700	631,700	575,491	91.1%	125,783
Fines and Forfeitures	555,000	555,000	374,535	67.5%	566,000	566,000	449,805	79.5%	75,270
Interest on Investments	236,502	236,502	253,928	107.4%	236,502	236,502	145,854	61.7%	(108,074)
Use of Property	366,064	366,064	243,850	66.6%	372,064	372,064	268,891	72.3%	25,041
Charges for Services	3,660,244	3,660,244	2,659,648	72.7%	5,501,448	5,501,448	4,161,927	75.7%	1,502,279
Misc. Revenue	244,300	244,300	272,532	111.6%	264,400	264,400	423,389	160.1%	150,857
Revenue from Lynchburg City Schools	30,153	30,153	-	0.0%	29,284	29,284	-	0.0%	-
Intergovernmental Revenues									
Personal Property -State	5,543,584	5,543,584	5,266,405	95.0%	5,543,584	5,543,584	5,266,405	95.0%	-
Other	505,000	505,000	213,273	42.2%	505,000	505,000	310,218	61.4%	96,945
<b>Total Non-Dedicated Revenues</b>	<b>124,552,123</b>	<b>124,552,123</b>	<b>86,028,967</b>	<b>69.1%</b>	<b>131,934,413</b>	<b>131,934,413</b>	<b>92,460,292</b>	<b>70.1%</b>	<b>\$ 6,431,325</b>
<b>Dedicated Revenues</b>									
Local									
Indirect Costs and Services from Enterprise Funds	1,751,197	1,751,197	1,313,398	75.0%	1,745,299	1,745,299	1,320,225	75.6%	6,827
Other	1,373,286	1,373,286	976,383	71.1%	1,325,057	1,325,057	765,790	57.8%	(210,593)
Intergovernmental Revenues									
Constitutional Officers	2,911,234	2,957,697	1,936,626	65.5%	2,931,739	2,972,494	1,928,223	64.9%	(8,403)
Human Services	12,987,568	12,987,568	9,188,526	70.7%	12,644,822	12,649,985	9,385,165	74.2%	196,639
House Bill 599	2,930,790	2,930,790	2,198,094	75.0%	2,930,790	2,930,790	2,129,984	72.7%	(68,110)
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	5,568,814	72.2%	7,105,229	7,105,229	4,905,094	69.0%	(663,720)
Other	682,527	682,527	680,608	99.7%	706,135	706,135	712,895	101.0%	32,287
Total Intergovernmental Revenues	26,626,495	26,672,958	19,572,668	73.4%	25,783,715	25,829,633	19,061,361	73.8%	(511,307)
Interfund Transfers	-	-	283,271	#DIV/0!	-	9,000	9,000	100.0%	(274,271)
<b>Total Dedicated Revenues</b>	<b>29,750,978</b>	<b>29,797,441</b>	<b>22,145,720</b>	<b>74.3%</b>	<b>28,854,071</b>	<b>28,908,989</b>	<b>21,156,376</b>	<b>73.2%</b>	<b>\$ (989,344)</b>
<b>Total Revenues</b>	<b>\$ 154,303,101</b>	<b>\$ 154,349,564</b>	<b>\$ 108,174,687</b>	<b>70.1%</b>	<b>\$ 160,788,484</b>	<b>\$ 160,843,402</b>	<b>\$ 113,616,668</b>	<b>70.6%</b>	<b>\$ 5,441,981</b>
<b>Other Financing Sources</b>									
Proceeds from Refunding Bonds					-	4,129,625	4,129,625		
<b>Use of Fund Balance &amp; Reserves</b>									
Prior year Encumbrances			200,000						
Close Des for Contingencies			13,929						
FY11 3rd Qtr Adj			157,735						
Use of Committed/Assigned					1,520,787				
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		
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						
Change to Asgn/Comm			963,595						
Corr JE's			(145,960)						
FY12 Carry Forward							453,271		
Recreation Programs							89,957		
Solid Waste Debt							355,830		
Remove designations							865,226		
<b>Total Fund Balance, Revenues and Use of Fund Bal.</b>	<b>\$ 186,108,452</b>	<b>\$ 186,154,915</b>	<b>\$ 141,783,614</b>		<b>\$ 182,508,667</b>	<b>\$ 185,172,423</b>	<b>\$ 153,942,037</b>		

**GENERAL FUND  
FINANCIAL SUMMARY  
As of March 31, 2013**

	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Actual 3rd Qtr 3/31/12	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Amended Budget	FY 2013 Actual 3rd Qtr 3/31/13	FY 2013 % of Budget	FY 2013 Compared to FY 2012
<b>BALANCE FORWARD</b>									
Total Fund Balance, Revenues and Use of Fund Bal.	\$ 186,108,452	\$ 186,154,915	\$ 141,783,614		\$ 182,508,667	\$ 185,172,423	\$ 153,942,037		
<b>EXPENDITURES</b>									
Operating Expenditures - Departmental									
General Government									
Internal Audit	55,900	55,900	37,804	67.6%	-	-	-	#DIV/0!	(37,804)
Communications/Marketing	396,532	435,074	220,100	50.6%	393,841	393,841	274,168	69.6%	54,068
Customer Service Center	125,554	125,554	87,693	69.8%	128,849	128,849	83,624	64.9%	(4,069)
Local Government Channel	140,915	140,915	101,593	72.1%	154,196	154,196	105,988	68.7%	4,395
Council/Manager	1,033,358	1,076,334	756,423	70.3%	838,589	839,289	640,008	76.3%	(116,415)
Parking Manager	374,600	517,817	274,174	52.9%	331,739	332,389	261,695	78.7%	(12,479)
City Attorney	607,325	607,325	441,754	72.7%	627,712	627,712	461,641	73.5%	19,887
Self-Insurance (Risk Management)	548,524	548,524	411,393	75.0%	555,681	555,681	416,643	75.0%	5,250
State Treasurer	145,161	145,161	100,909	69.5%	147,833	147,833	106,738	72.2%	5,829
Comm of Revenue	684,214	684,968	466,777	68.1%	703,238	706,079	488,723	69.2%	21,946
City Assessor	707,865	707,865	513,999	72.6%	740,465	741,069	517,744	69.9%	3,745
Director of Finance	517,482	532,144	390,563	73.4%	545,980	558,072	424,920	76.1%	34,357
Billings & Collections	1,248,251	1,261,081	909,220	72.1%	1,312,194	1,312,194	935,969	71.3%	26,749
Procurement	212,165	214,452	152,587	71.2%	211,263	212,318	154,116	72.6%	1,529
Accounting	806,562	806,668	605,859	70.4%	800,073	854,833	601,207	70.3%	(4,652)
Budget	154,869	154,869	113,849	73.5%	160,715	160,715	118,182	73.5%	4,333
Human Services - Finance	474,433	474,433	334,027	70.4%	411,717	411,717	250,818	60.9%	(83,209)
Human Resources	685,847	703,389	521,789	74.2%	725,782	734,792	513,273	69.9%	(8,516)
Occupational Health Services	127,044	132,186	88,753	67.1%	129,493	135,390	100,472	74.2%	11,719
Health Management Program	-	-	181	0.0%	-	-	-	0.0%	(181)
Application Services	1,272,247	1,272,247	844,559	66.4%	1,233,231	1,233,231	910,474	73.8%	65,915
Network Services	1,280,130	1,279,051	939,970	73.5%	1,339,431	1,339,431	996,300	74.4%	56,330
IT Administration	423,886	430,941	307,946	71.5%	447,803	455,038	321,075	70.6%	13,129
PC Replacements	-	-	-	0.0%	-	-	-	0.0%	-
IT Projects	-	8,000	-	0.0%	-	-	-	#DIV/0!	-
GIS	252,354	273,791	179,135	65.4%	257,645	257,645	190,400	73.9%	11,265
Registrar	163,140	165,305	121,206	73.3%	156,887	158,469	117,154	73.9%	(4,052)
Electoral Board	90,779	102,543	68,821	67.1%	57,282	57,282	48,337	84.4%	(20,484)
Judicial									
Circuit Court - Judge	157,113	163,106	108,460	66.5%	161,575	163,839	113,365	69.2%	4,905
General District Court	62,550	65,141	50,771	77.9%	62,550	63,150	50,315	79.7%	(456)
Juvenile & Domestic District Court	14,541	15,246	8,813	57.8%	15,409	16,908	9,856	58.3%	1,043
24th Court Services Unit	1,632	1,632	703	43.1%	1,632	1,632	262	16.1%	(441)
Commonwealth Attorney	1,385,774	1,385,774	1,026,928	74.1%	1,460,014	1,413,215	1,039,840	73.6%	12,912
Comm Atty Fines & Fees Coll	-	-	-	-	-	65,973	45,887	69.6%	45,887
Magistrates Office	2,893	3,887	1,899	48.9%	4,093	5,157	1,394	27.0%	(505)
Circuit Court - Clerk	746,142	792,605	555,097	70.0%	795,978	836,733	566,645	67.7%	11,548
Sheriff	2,070,227	2,063,752	1,503,417	72.8%	2,083,804	2,082,244	1,561,648	75.0%	58,231
Public Safety									
Police Operations	13,701,291	13,828,907	10,605,851	76.7%	14,725,712	15,092,948	11,509,026	76.3%	903,175
Animal Warden	319,978	319,978	215,055	67.2%	300,979	300,979	172,489	57.3%	(42,566)
Emergency Communications	2,470,283	2,489,360	1,817,487	73.0%	2,602,812	3,044,318	2,322,828	76.3%	505,341
Range Operations	12,500	12,500	10,469	0.0%	15,000	15,569	9,269	59.5%	(1,200)
Off Duty Employment	-	-	-	0.0%	-	-	198,350	#DIV/0!	198,350
Fire Operations and EMS	14,581,360	14,621,688	10,393,087	71.1%	14,853,175	15,236,372	11,132,480	73.1%	739,393
TRT-Pier	82,500	82,500	49,021	59.4%	82,500	146,677	47,441	32.3%	(1,580)
Public Works									
Public Works Administration	719,246	719,246	491,427	0.0%	696,752	696,752	520,788	74.7%	29,361
Engineering	3,390,840	3,402,705	2,350,501	100.0%	3,351,569	3,510,520	2,559,249	72.9%	208,748
Street Maintenance	3,249,100	3,252,425	1,973,179	60.7%	3,285,782	3,349,205	2,228,247	66.5%	255,068
Snow Removal	240,695	240,695	92,218	38.3%	240,695	284,629	156,003	54.8%	63,785
Refuse Collection	2,416,112	2,421,739	1,711,398	70.7%	2,528,706	2,694,002	1,980,771	73.5%	269,373
Parks/Grounds Maintenance	2,487,329	2,511,908	1,719,993	68.5%	2,507,217	2,578,645	1,772,631	68.7%	52,638
Baseball Stadium Maintenance	127,378	128,341	58,576	45.6%	127,378	131,765	74,295	56.4%	15,719
Building Maintenance	3,104,363	3,133,046	2,292,555	73.2%	3,182,712	3,271,926	2,580,848	78.9%	288,293
Human Services Maintenance	234,095	248,820	143,406	57.6%	234,131	249,192	132,987	53.4%	(10,419)
<b>Subtotal Est. Operating Expenditures - Departmental</b>	<b>\$ 64,107,079</b>	<b>\$ 64,815,538</b>	<b>\$ 46,171,395</b>	<b>71.2%</b>	<b>\$ 65,731,814</b>	<b>\$ 67,760,415</b>	<b>\$ 49,826,583</b>	<b>73.5%</b>	<b>\$ 3,655,188</b>

**GENERAL FUND  
FINANCIAL SUMMARY  
As of March 31, 2013**

	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Actual 3rd Qtr 3/31/12	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Amended Budget	FY 2013 Actual 3rd Qtr 3/31/13	FY 2013 % of Budget	FY 2013 Compared to FY 2012
Subtotal Est Operating Expenditures Departmental	\$ 64,107,079	\$ 64,815,538	\$ 46,171,395		\$ 65,731,814	\$ 67,760,415	\$ 49,826,583		
Continued Operating Expenditures Departmental:									
Health and Welfare									
Human Services Administration	-	-	-	0.0%	-	-	-	0.0%	-
Delta Outreach ( Counties)	-	-	-	#DIV/0!	-	-	-	0.0%	-
Social Services Administration	6,212,650	6,212,650	4,292,573	69.1%	6,535,154	6,536,717	4,554,561	69.7%	261,988
Public Assistance	6,496,243	6,537,656	5,554,482	85.0%	6,075,506	6,113,459	5,602,401	91.6%	47,919
Juvenile Services Administration	687,115	707,404	405,621	57.3%	457,080	457,080	278,701	0.0%	(126,920)
Regional Detention Home	808,117	808,117	239,112	29.6%	808,117	808,117	264,860	32.8%	25,748
Opportunity House	624,152	624,975	437,471	70.0%	645,650	646,273	470,909	72.9%	33,438
Single Point of Entry (Crossroads House)	-	-	-	0.0%	-	-	-	0.0%	-
SPARC House	581,854	585,799	437,332	74.7%	601,953	603,782	443,589	73.5%	6,257
CSA Service Providers	1,524,631	1,524,631	1,147,383	75.3%	1,521,294	1,521,294	1,105,500	72.7%	(41,883)
Day Services	-	-	707	0.0%	-	-	-	0.0%	(707)
Lynchburg Outreach Program	270,744	275,203	173,927	63.2%	278,626	278,793	179,827	64.5%	5,900
ARRA-SS Prog	-	-	-	0.0%	-	-	-	0.0%	-
Parks Recreation and Cultural									
Parks and Recreation	3,109,974	3,130,715	2,080,475	66.5%	3,047,903	3,081,375	2,041,665	66.3%	(38,810)
Public Library	1,606,473	1,610,155	1,108,920	68.9%	1,541,276	1,541,455	1,135,650	73.7%	26,730
Law Library	28,770	28,770	14,350	49.9%	28,770	28,770	14,680	51.0%	330
Museums	383,028	383,121	265,877	69.4%	438,441	455,672	291,217	63.9%	25,340
Point of Honor/Carriage House	45,000	45,223	24,848	54.9%	-	-	-	#DIV/0!	(24,848)
Community Development									
Director	313,417	313,417	230,424	73.5%	340,095	342,398	240,887	70.4%	10,463
Planning	303,658	324,158	196,291	60.6%	313,526	512,896	193,758	37.8%	(2,533)
Inspections	820,118	902,073	553,225	61.3%	806,121	824,021	543,029	65.9%	(10,196)
Engineering	-	-	-	0.0%	-	-	-	0.0%	-
GIS	211,897	211,897	127,217	0.0%	154,710	154,710	111,910	0.0%	(15,307)
Economic Development	307,231	306,631	229,101	74.7%	345,286	401,012	317,926	79.3%	88,825
Operating Expenditures Non-Departmental:	15,555,963	15,575,106	13,427,633	86.2%	15,959,840	15,918,888	14,887,999	93.5%	1,460,366
<b>Total Est. Operating Expenditures</b>	<b>103,998,114</b>	<b>104,923,239</b>	<b>77,118,364</b>	<b>73.5%</b>	<b>105,631,162</b>	<b>107,987,127</b>	<b>82,505,652</b>	<b>76.4%</b>	<b>5,387,288</b>
<b>TRANSFERS TO OTHER FUNDS</b>									
Airport Fund	494,536	494,536	360,000	72.8%	382,862	382,862	288,000	75.2%	(72,000)
City/Federal state Aid Fund	27,171	121,316	59,469	49.0%	11,720	81,882	75,112	91.7%	15,643
City/Federal state Aid Fund - 8592	-	-	-	-	-	47,414	47,414	-	-
Fleet Debt Service	-	-	-	0.0%	-	-	-	0.0%	-
Fleet - Vehicle Replacement	-	-	-	0.0%	-	-	-	0.0%	-
Stormwater	-	688,036	516,027	0.0%	-	-	-	-	-
Sewer	688,036	-	-	0.0%	-	-	-	0.0%	-
Stadium Fund - Debt/Operating Expenses	-	-	-	#DIV/0!	-	-	-	0.0%	-
Technology Fund	636,773	787,508	635,315	80.7%	623,575	678,597	522,704	77.0%	(112,611)
<b>Total Transfers to Other Funds</b>	<b>1,846,516</b>	<b>2,091,396</b>	<b>1,570,811</b>	<b>75.1%</b>	<b>1,018,157</b>	<b>1,190,755</b>	<b>933,230</b>	<b>78.4%</b>	<b>(637,581)</b>
<b>SCHOOLS - OPERATIONS</b>	<b>31,942,103</b>	<b>33,834,798</b>	<b>18,617,695</b>	<b>55.0%</b>	<b>35,601,147</b>	<b>35,750,972</b>	<b>20,243,512</b>	<b>56.6%</b>	<b>1,625,817</b>
<b>DEBT SERVICE</b>									
General Fund	7,717,671	7,754,852	5,337,686	68.8%	7,433,452	11,606,632	9,217,738	79.4%	3,880,052
Stadium	205,887	205,887	114,494	0.0%	205,528	205,528	115,088	56.0%	-
Schools	7,009,713	7,010,588	4,506,402	64.3%	7,018,677	7,020,162	4,417,231	62.9%	(89,171)
<b>Total Debt Service</b>	<b>14,933,271</b>	<b>14,971,327</b>	<b>9,958,582</b>	<b>66.5%</b>	<b>14,657,657</b>	<b>18,832,322</b>	<b>13,750,057</b>	<b>73.0%</b>	<b>3,791,475</b>
<b>RESERVES</b>									
FY10 Encumbrances Carried to FY11			1,004,153						
1/24/12 Council #8 - LNDF			14,520						
Adj Recreation Programs						66,453			
Other Post Employment Benefits (OPEB)			250,000		250,000		250,000		
Budget designations					1,050,000				
Health Insurance Reserve			364,538						
Post Closure			204,438						
Landfill			48,297						
Law Library					5,080		5,080		
Debt Service - HHS			939,562		2,044,657		2,044,657		
Debt Service - CVRRB			134,800		205,200		205,200		
Arts & Cultural District			30,000						
FY12 Carry Forward - Contingencies							500,000		
LOD VRS payment							105,952		
PIER			7,194						
Detention Home Workers Comp			20,000						
Contingency			500,000		700,000		700,000		
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>3,517,502</b>		<b>4,254,937</b>	<b>-</b>	<b>3,877,342</b>		
<b>TOTAL EXPENDITURES</b>	<b>\$ 152,720,004</b>	<b>\$ 155,820,760</b>	<b>\$ 110,782,954</b>		<b>\$ 161,163,060</b>	<b>\$ 163,761,176</b>	<b>\$ 121,309,793</b>		

**GENERAL FUND  
FINANCIAL SUMMARY  
As of March 31, 2013**

	FY 2012 Adopted Budget	FY 2012 Amended Budget	FY 2012 Actual 3rd Qtr 3/31/12	FY 2012 % of Budget	FY 2013 Adopted Budget	FY 2013 Amended Budget	FY 2013 Actual 3rd Qtr 3/31/13	FY 2013 % of Budget
<b>TRANSFERS TO CAPITAL FUNDS</b>								
School Capital Projects Fund	\$ 1,030,518	\$ 2,276,836	\$ 1,960,018	0.0%	\$ 975,000	\$ 4,455,000	\$ 4,455,000	0.0%
City Capital Projects Fund	7,624,033	7,705,278	5,718,025	74.2%	4,291,759	4,924,009	3,851,070	78.2%
<b>Total Transfers to Capital Funds</b>	<b>8,654,551</b>	<b>9,982,114</b>	<b>7,678,043</b>	<b>76.9%</b>	<b>5,266,759</b>	<b>9,379,009</b>	<b>8,306,070</b>	<b>88.6%</b>
<b>TOTAL EXPENDITURES, RESERVES &amp; TRANSFERS</b>	<b>161,374,555</b>	<b>165,802,874</b>	<b>118,460,997</b>	<b>71.4%</b>	<b>166,429,819</b>	<b>173,140,185</b>	<b>129,615,863</b>	<b>74.9%</b>
<b>Remaining Unassigned Fund Balance</b>	<b>24,733,897</b>	<b>20,352,041</b>	<b>23,322,617</b>	<b>114.6%</b>	<b>16,078,848</b>	<b>12,032,238</b>	<b>24,326,174</b>	<b>202.2%</b>
<b>Committed and Assigned Fund Balance</b>	<b>6,943,781</b>	<b>11,116,167</b>	<b>11,797,768</b>	<b>106.1%</b>	<b>12,059,206</b>	<b>10,925,692</b>	<b>10,925,692</b>	<b>100.0%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$ 31,677,678</b>	<b>\$ 31,468,208</b>	<b>\$ 35,120,385</b>	<b>111.6%</b>	<b>\$ 28,138,054</b>	<b>\$ 22,957,930</b>	<b>\$ 35,251,866</b>	<b>153.5%</b>

<b>Committed and Assigned Fund Balance</b>							
Committed Fund Balance			392,117				-
Health Insurance	125,400	148,473	636,127	636,127	656,617	656,617	Health Insurance
Contingencies	-	1,200,000	1,136,515	-	959,023	959,023	Contingencies
Technology	197,962	208,469	(7,000)				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	1,061,310	1,311,310	1,331,231	1,331,231	OPEB
Detention Home Capital Needs	-	-	440,185				Detention Home Capital Needs
Detention Home Prevention Initiative	25,000	25,000	-	340,185	-	-	Detention Home Prevention Initiative
							Juvenile Services Group Home
Debt Service	1,071,781	1,071,781	1,071,781				Debt Service
Arts & Culture District							Arts & Culture District
Schl Spc Ed Dis Prop					321,000	321,000	Schl Spc Ed Dis Prop
HHS Debt Service			939,562	2,984,219	-	-	HHS Debt Service - Recurring
				1,120,078	624,297	624,297	HHS Debt Service - Non Recurring
Debt Service CVRRB			134,800	340,000	5,929	5,929	Debt Service CVRRB
Rsrv for Future Need			48,297				Rsrv for Future Need
Pub Safety Comp Adj			13,968	13,968	13,968	13,968	Pub Safety Comp Adj
School Textbooks	1,059,392	1,059,392	1,059,392	1,059,392	1,432,254	1,432,254	School Textbooks
School Health Ins Reserve	1,000,000	1,000,000	1,140,608	1,140,608	1,440,608	1,440,608	School Health Ins Reserve
School Future Exp Needs	75,908	75,908	75,908	75,908	75,908	75,908	School Future Exp Needs
<b>Total Committed Fund Balance</b>	<b>6,746,594</b>	<b>8,324,233</b>	<b>10,389,759</b>	<b>10,912,154</b>	<b>8,751,194</b>	<b>8,751,194</b>	<b>Total Committed Fund Balance</b>
Assigned Fund Balance			176,080				Assigned Fund Balance
Return of School Funding	-	2,498,449	260,419	260,419	279,818	279,818	Return of School Funding
PubWrks Funds from SW	39,925	39,925					PubWrks Funds from SW
Law Library	62,920	66,308	69,969	75,049	79,941	79,941	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	47,374	47,374	50,028	50,028	Museum
Recreation Programs	80,260	137,949	110,847	20,890	73,200	73,200	Recreation Programs
Dental Insurance Reserve			150,000	150,000	150,000	150,000	Dental Insurance Reserve
Fire Equipment				50,000	50,000	50,000	Fire Equipment
LOD Death Benefit					211,904	211,904	LOD Death Benefit
LOD Health Benefit					145,000	145,000	LOD Health Benefit
							Pub Safety Comp Adj
Parking Operations					62,409	62,409	Parking Operations
Point of Honor					2,653	2,653	Point of Honor
Police Range Oper					569	569	Police Range Oper
Health Mgmt Oper					500,000	500,000	Health Mgmt Oper
PIER	-	17,150	24,344	24,344			PIER
<b>Total Assigned Fund Balance</b>	<b>197,187</b>	<b>2,791,934</b>	<b>1,408,009</b>	<b>1,147,052</b>	<b>2,174,498</b>	<b>2,174,498</b>	<b>Total Assigned Fund Balance</b>
<b>Total Committed/Assigned Fund Balance</b>	<b>\$ 6,943,781</b>	<b>\$ 11,116,167</b>	<b>\$ 11,797,768</b>	<b>\$ 12,059,206</b>	<b>\$ 10,925,692</b>	<b>\$ 10,925,692</b>	

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **May 28, 2013**

AGENDA ITEM NO.: **3**

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 March has been posted for the five revenue streams.

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 2012 – FY 2013

REVIEWED BY:

**Comparison of Collections  
Budget to Actual FY 2012 - FY 2013**

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Adopted FY 2013	Actual FY 2013	Actual FY 2013 to Adopted FY 2013	Actual FY 2013 to Actual FY 2012
<b>SALES &amp; USE TAX</b>							
<i>ADOPTED FY 2013 BUDGET - \$13,284,506</i>							
JULY	\$980,632	\$979,650	\$1,014,596	\$1,002,827	\$996,646	(\$6,181)	(\$17,950)
AUGUST	984,751	1,022,849	1,079,129	1,066,611	1,145,592	78,981	66,463
SEPTEMBER	1,118,288	1,102,964	1,100,698	1,087,930	1,117,209	29,279	16,511
OCTOBER	1,074,618	1,056,307	1,055,941	1,043,692	1,033,859	(9,833)	(22,082)
NOVEMBER	1,075,789	1,144,056	1,117,090	1,104,132	1,187,008	82,876	69,918
DECEMBER	1,340,449	1,548,053	1,488,926	1,471,654	1,466,715	(\$4,939)	(\$22,211)
JANUARY	905,873	1,018,798	998,052	986,475	1,085,312	\$98,837	\$87,260
FEBRUARY	908,746	1,025,671	1,134,434	1,121,275	1,074,819	(\$46,456)	(\$59,615)
MARCH	1,118,448	1,112,797	1,196,149	1,182,274	1,138,611	(\$43,663)	(\$57,538)
<b>TOTAL</b>	<b>\$9,507,594</b>	<b>\$10,011,145</b>	<b>\$10,185,015</b>	<b>\$10,066,870</b>	<b>\$10,245,771</b>	<b>\$178,901</b>	<b>\$60,756</b>
<b>CONSUMER UTILITY TAX - ELECTRIC</b>							
<i>ADOPTED FY 2013 BUDGET - \$3,757,100</i>							
JULY	\$309,784	\$352,603	\$341,729	\$346,445	\$323,141	(\$23,304)	(\$18,588)
AUGUST	318,714	345,842	345,615	350,384	345,163	(5,221)	(452)
SEPTEMBER	313,468	329,379	325,754	330,249	318,915	(11,334)	(6,839)
OCTOBER	277,528	283,250	280,745	284,619	279,145	(5,474)	(1,600)
NOVEMBER	275,270	262,650	281,842	285,731	282,035	(3,696)	193
DECEMBER	309,087	341,053	325,287	329,776	330,714	938	5,427
JANUARY	412,142	388,100	344,439	349,192	346,399	(2,793)	1,960
FEBRUARY	362,316	350,799	322,546	326,997	342,839	15,842	20,293
MARCH	322,341	299,725	298,405	302,523	326,828	24,305	28,423
<b>TOTAL</b>	<b>\$2,900,650</b>	<b>\$2,953,401</b>	<b>\$2,866,362</b>	<b>\$2,905,918</b>	<b>\$2,895,179</b>	<b>(\$10,739)</b>	<b>\$28,817</b>
<b>COMMUNICATIONS SALES &amp; USE TAX</b>							
<i>ADOPTED FY 2013 BUDGET - \$3,530,000</i>							
JULY	\$260,565	\$301,373	\$349,339	\$294,166	\$293,358	(\$808)	(\$55,981)
AUGUST	271,686	344,401	294,910	294,167	291,560	(2,607)	(3,350)
SEPTEMBER	293,483	274,076	179,549	294,167	263,295	(30,872)	83,746
OCTOBER	318,835	299,531	309,437	294,166	319,011	24,845	9,574
NOVEMBER	309,705	292,735	284,123	294,167	300,665	6,498	16,542
DECEMBER	300,961	344,423	233,654	294,167	297,855	3,688	64,201
JANUARY	296,884	265,736	337,936	294,166	282,620	(11,546)	(55,316)
FEBRUARY	291,057	288,629	287,492	294,167	287,759	(6,408)	267
MARCH	310,456	300,235	302,278	294,167	299,333	5,166	(2,945)
<b>TOTAL</b>	<b>\$2,653,632</b>	<b>\$2,711,139</b>	<b>\$2,578,718</b>	<b>\$2,647,500</b>	<b>\$2,635,456</b>	<b>(\$12,044)</b>	<b>\$56,738</b>

<sup>1</sup> As of the date of this report (April 18, 2013), the State has neither released Communications Sales and Use Tax funds for the month of February to localities nor has it provided a report with the amount of funds to expect.

**Comparison of Collections  
Budget to Actual FY 2012 - FY 2013**

	Actual Assessed FY 2011	Actual Collected FY 2011 <sup>2</sup>	Actual Assessed FY 2012	Actual Collected FY 2012 <sup>1</sup>	Adopted FY 2013	Actual Assessed FY 2013	Assessed FY 2013 to Adopted FY 2013	Actual Collected FY 2013 <sup>1</sup>	Collected FY 2013 to Adopted FY 2013	Collected FY 2013 to Assessed FY 2013
<b>MEALS TAX</b>										
<i>ADOPTED FY 2013 BUDGET - \$10,830,000</i>										
JULY	\$874,987	\$844,384	\$889,917	\$889,135	\$820,859	\$958,235	\$137,376	\$1,044,556	\$223,697	\$86,321
AUGUST	916,720	872,601	960,082	962,761	884,371	1,042,850	158,479	1,026,544	142,173	(16,306)
SEPTEMBER	909,620	881,239	984,785	998,157	904,581	1,011,701	107,120	1,012,294	107,713	593
OCTOBER	939,119	938,152	999,289	994,851	918,237	1,006,966	88,729	1,003,032	84,795	(3,934)
NOVEMBER	868,677	837,655	916,955	898,157	841,506	964,775	123,269	868,692	27,186	(96,083)
DECEMBER	938,858	892,398	1,028,805	986,078	946,300	1,044,178	97,878	1,083,983	137,683	39,805
JANUARY	856,523	806,405	931,373	950,784	855,624	927,026	71,402	889,358	33,734	(37,668)
FEBRUARY	911,867	967,088	988,981	977,100	910,506	983,390	72,884	995,618	85,112	12,228
MARCH	996,664	976,512	1,079,018	1,073,364	993,892	1,077,728	83,836	1,091,421	97,529	13,693
<b>TOTAL</b>	<b>\$8,213,035</b>	<b>\$8,016,434</b>	<b>\$8,779,205</b>	<b>\$8,730,387</b>	<b>\$8,075,876</b>	<b>\$9,016,849</b>	<b>\$940,973</b>	<b>\$9,015,498</b>	<b>\$939,622</b>	<b>(\$1,351)</b>
<b>LODGING TAX</b>										
<i>ADOPTED FY 2013 BUDGET - \$1,700,000</i>										
JULY	\$161,614	\$159,195	\$180,074	\$168,386	\$140,452	\$180,074	\$39,622	\$197,072	\$56,620	\$16,998
AUGUST <sup>2</sup>	170,748	159,316	192,759	200,321	176,240	163,020	(13,220)	275,903	99,663	112,883
SEPTEMBER	148,532	140,207	156,383	159,891	142,957	160,661	17,704	157,680	14,723	(2,981)
OCTOBER	184,513	173,828	185,386	185,530	169,498	183,064	13,566	191,453	21,955	8,389
NOVEMBER	125,640	116,376	131,053	131,431	119,846	131,993	12,147	129,941	10,095	(2,052)
DECEMBER	105,337	90,610	108,029	92,483	98,771	112,277	13,506	113,067	14,296	790
JANUARY	116,099	127,772	122,636	115,790	112,126	134,471	22,345	129,578	17,452	(4,893)
FEBRUARY	122,316	122,155	136,278	130,805	124,599	136,660	12,061	136,660	12,061	0
MARCH	154,963	151,945	154,626	144,654	141,683	158,706	17,023	158,706	17,023	0
<b>TOTAL</b>	<b>\$1,289,762</b>	<b>\$1,241,404</b>	<b>\$1,367,224</b>	<b>\$1,329,291</b>	<b>\$1,226,171</b>	<b>\$1,360,926</b>	<b>\$134,755</b>	<b>\$1,490,060</b>	<b>\$263,889</b>	<b>\$129,134</b>

<sup>1</sup> 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.

<sup>2</sup> The August FY 2013 collection amount includes a one-time \$140,000 payment in delinquent taxes.