FINANCE COMMITTEE AGENDA

Tuesday, February 28, 2017
11:30 a.m. – Bidder's Room

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. Adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate $3,070 with resources from a grant from the Library of Virginia to preserve one (1) Deed book numbered KK with records dated November 1884 through July 1888 at the Lynchburg Circuit Court Clerk's Office.

   Contact: Eugene Wingfield, Circuit Court Clerk 455-2611

11:40 a.m.

3. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $345,156 with resources of $172,578 from the RSAF grant, $153,000 from the FY 2018 Fleet Services Fund, and $19,578 from the FY 2018 General Fund Fire Department budget to purchase one (1) Type I ambulance and two (2) Power Pro stretchers for the Fire Department.

   Contact: Fire Chief Steven B. Ferguson 455-6340

11:45 a.m.

4. Adopt a resolution to amend the FY 2017 Detention Home Fund budget and appropriate $657,000 with resources from the State Department of Juvenile Justice to operate the Community Placement Program at the Lynchburg Regional Juvenile Detention Center and to approve the addition of three full-time positions at the Detention Center to assist with the operation of the Community Placement Program.

   Contact: Tamara Rosser, Director, Human Services 455-5794

11:50 a.m.

5. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending December 31, 2016.

Fund	Preparer
GLTC	Written Report Submitted by Josh Baker
Regional Airport Fund	Mark Courtney, Airport Manager
Lynchburg Regional Juvenile Detention Center	Tamara Rosser, Director of Human Services
Children's Services Act Fund (CSA)	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

12:30 p.m.

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

Contact: Donna Witt, Director of Financial Services 455-3968

12:35 p.m.

7. Roll Call

The next Finance Committee meeting is Tuesday, March 28, 2017, at 11:30 a.m.

AGENDA ITEM NO.: 1

FY 2017 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2016	$1,150,000	$50,000
Carryforward to FY 2017 Reserve for Contingencies - 05/24/16 Council Meeting	0	
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
Case Management Software System- Office of Commonwealth's Attorney - 08/09/16 Council Meeting	$52,545	
Electoral Board/Registrar - Senate of Virginia Special Election - 01/10/17 Council Meeting	$12,200	
TOTAL APPROPRIATIONS	**$64,745**	**$0**
REMAINING BALANCE	**$1,085,255**	**$50,000**
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$1,085,255**	**$50,000**
PENDING ITEMS		
TOTAL PENDING ITEMS	**$0**	**$0**
PROJECTED BALANCE	**$1,085,255**	**$50,000**

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 28, 2017** AGENDA ITEM #: **2**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

ITEM TITLE: Grant to Preserve Deed Book KK at the Circuit Court Clerk's Office

Strategic Pillar(s) Impacted:
___Arts & Culture ___Citizen Engagement & Social Capital ___Economic Development ___Healthy & Active Living
___Infrastructure ___Land Use ___Lifelong Learning ___Natural Resources
___Neighborhoods ___Safe Community ___Social Equity ___Transportation
_**X**_Administrative

RECOMMENDATION: Adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate $3,070 with resources from a grant from the Library of Virginia to preserve one (1) Deed book numbered KK with records dated November 1884 through July 1888 at the Lynchburg Circuit Court Clerk's Office.

SUMMARY: Twice annually the Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The grant funding of $3,070 will allow one (1) Deed book numbered KK with records dating from November 1884 to July 1888 to be reformatted and preserved.

No local match is required of this grant.

PRIOR ACTION(S): Finance Committee, February 28, 2017

FISCAL IMPACT: None – no local match is required.

CONTACT(S): Eugene Wingfield, Circuit Court Clerk, 455-2611

ATTACHMENT(S):
Resolution
Grant Agreement

REVIEWED BY: bms

RESOLUTION:
BE IT RESOLVED that the FY 2017 City/Federal/State Aid Fund budget is amended and $3,070 is appropriated with resources from a grant from the Library of Virginia to preserve one (1) Deed book numbered KK with records dated November 1884 through July 1888 at the Lynchburg Circuit Court Clerk’s Office.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

January 20, 2017

The Honorable Eugene Wingfield
Clerk of the Circuit Court
City of Lynchburg
P.O. Box 4
Lynchburg, VA 24505

Grant Agreement Number: 2017A-03

Dear Mr. Wingfield,

The Circuit Court Records Preservation Grants Review Board met on January 18th, 2017 to consider eighty applications submitted from seventy-nine localities, making it yet another record-breaking cycle. All awards this cycle were directly affected by a thirteen percent increase in the number of grants submitted, increasing conservation/reformatting costs, and consistently flat incoming CCRP revenue based on the $1.50 recording fee. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of $3,070.00.** The following item(s) have been approved by the Review Board: **Deed Book KK, Nov 1884-July 1888.** We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

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

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway

Sandra G. Treadway
State Librarian and State Archivist of Virginia

J. T. Frey

John T. Frey
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *v/tty*

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Lynchburg City

Date: January 20, 2017

Project Type: Item Conservation

Amount of Grant Request: $15,930.00

____
Signature of Circuit Court Clerk

____
Typed or Printed Name of Circuit Court Clerk

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

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

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

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

Project Number: 2017A-03

Amount of Grant Award: $3,070.00

____
Signature of Circuit Court Clerk

Date:________________________

(CCRP Grants Program Certification Form v. 02/2015)

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **February 28, 2017** AGENDA ITEM #: **3**

CONSENT: REGULAR: WORK SESSION: CLOSED SESSION:
ACTION: INFORMATION: **X** (Confidential)

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

Strategic Pillar(s) Impacted:

___Arts & Culture	___Citizen Engagement & Social Capital	___Economic Development	___Healthy & Active Living
___Infrastructure	___Land Use	___Lifelong Learning	___Natural Resources
___Neighborhoods	_X__Safe Community	___Social Equity	___Transportation
			___Administrative

RECOMMENDATION:
Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $345,156 with resources of $172,578 from the RSAF grant, $153,000 from the FY 2018 Fleet Services Fund, and $19,578 from the FY 2018 General Fund Fire Department budget to purchase one (1) Type I ambulance and two (2) Power Pro stretchers for the Fire Department.

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

The Fire Department desires to submit a grant request for $345,156 in Rescue Squad Assistance funding to purchase a Type I ambulance and two (2) Power Pro stretchers. The ambulance would replace one in-service ambulance. The stretchers would replace two in-service stretchers, both of which have exceeded the manufacturer's recommended useful life. The ambulance will include the installation of a cot retention system, as required by the Virginia Office of EMS for all ambulances purchased after July 1, 2015.

The grant requires a local match, typically 50 percent. The itemized cost: one Type I ambulance--$306,000 and two Power Pro stretchers--$39,156. With a total cost of $345,156, the required local match is $172,578. Grants will be awarded in July 2017; therefore, if awarded, the match will be funded from the FY 2018 Fleet Services Fund and FY 2018 General Fund Fire Department budget.

PRIOR ACTION(S): none

FISCAL IMPACT:
$153,000 in matching funds will be provided from the FY 2018 Fleet Services Fund for the ambulance and $19,578 in matching funds will be provided from the FY 2018 General Fund Fire Department budget for the stretchers. Future funds will be needed for periodic maintenance of the vehicle and devices purchased.

CONTACT(S):
Fire Chief Steven B. Ferguson, 455-6340
Acting Deputy Chief Heather Childress, 455-6360
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):
None

REVIEWED BY:

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 28, 2017** AGENDA ITEM #: **4**

CONSENT:	REGULAR: **X**	WORK SESSION:	CLOSED SESSION:
ACTION: **X**	INFORMATION:		(Confidential)

ITEM TITLE: Appropriate Funds from the State Department of Juvenile Justice for the Community Placement Program at the Lynchburg Regional Juvenile Detention Center and Approve Three (3) Full-time Positions to Assist with the Program

Strategic Pillar(s) Impacted:

___Arts & Culture	___Citizen Engagement & Social Capital	___Economic Development	___Healthy & Active Living
___Infrastructure	___Land Use	___Lifelong Learning	___Natural Resources
___Neighborhoods	_**X**_Safe Community	___Social Equity	___Transportation
			___Administrative

RECOMMENDATION: Adopt a resolution to amend the FY 2017 Detention Home Fund budget and appropriate $657,000 with resources from the State Department of Juvenile Justice (DJJ) to operate the Community Placement Program at the Lynchburg Regional Juvenile Detention Center and to approve the addition of three full-time positions at the Detention Center to assist with the operation of the Community Placement Program.

SUMMARY: The Community Placement Program (CPP) is a partnership between the State Department of Juvenile Justice (DJJ) and local detention facilities to provide secure, highly structured, residential services to juvenile offenders who have been committed to DJJ. The CPP focuses on seamless re-integration back to the community, as well as skill and competency development in the areas of education, job readiness, life and social skills. Individuals who have not completed high school or obtained a GED will attend a state certified educational program provided at the detention facility. Individuals who are 18 years or older and have completed high school or obtained their GED are required to participate in post-secondary classes, vocational classes or an employability and independent living skills curriculum. Individuals may also participate in a work or education release program to assist in finding stable employment upon their release or at attend college classes.

The addition of three full-time positions at the Lynchburg Regional Juvenile Detention Center (LRJDC) will assist in the implementation of the CPP and the supervision of the participants. The positions will be considered as grant funded positions and if CPP funds are no longer available, the positions will be eliminated.

PRIOR ACTION(S):
Finance Committee; February 28, 2017
Memorandum of Agreement between Lynchburg Regional Juvenile Detention Center and the Virginia Department of Juvenile Justice signed June 2016 by Bernard Mitchell, Superintendent of LRJDC, City Manager Kim Payne and Andrew Block, Director of DJJ.

FISCAL IMPACT: None, the Community Placement Program is fully funded by the State Department of Juvenile Justice.

CONTACT(S): Tamara Rosser, Director, Human Services, X5794

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2017 Detention Home Fund budget is amended and $657,000 is appropriated with resources from the State Department of Juvenile Justice to operate the Community Placement Program and to approve the addition of three (3) full-time positions at the Detention Center to assist with the operation of the Community Placement Program.

Introduced: Adopted:

Certified: ________________________________

Clerk of Council

GREATER LYNCHBURG TRANSIT COMPANY
We're Here To Get You There!

January 22, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: December 31st, 2016 (2nd Quarter – FY 2017) Financial Report – Greater Lynchburg Transit Company

The attached Greater Lynchburg Transit Company Comparative Income Statement summarizes the financial activities for the second quarter of FY17 and YTD data for the fiscal year.

REVENUE

GLTC has continued FY 2017 in a very positive position, with revenues coming in about 3% above budget thanks to higher than anticipated state funding. We continue to see slight declines in fare revenue primarily attributed to lower ridership and some restructuring of fares throughout the system. Our Non-Operating revenue and Advertising revenues are performing well below expectations which is primarily due to timing and how this budget was written differently than previous years. With that said, GLTC's revenue will continue to have a net positive performance this year and we will need to work next year to clear up inconsistencies in the Other Revenue and Non-Operating Revenue line items.

EXPENDITURES

On the expense side total expenses are down about 9% this quarter which adds to GLTC's surplus position. This surplus is a combination of factors from the timing of the Liberty Contract and staffing levels associated with the implantation of it, to savings in operational costs, maintenance costs, fuel costs and healthcare costs. Administration Salaries are over budget this quarter due to a holiday bonus payment and some positions coming in at slightly higher costs (pay rates) than projected, this is offset effectively through savings in all other categories.

SUMMARY

This is my final report to you as the General Manager of GLTC, I am pleased that this report reflects GLTC being in one of the most financially secure positions at this time of year in many budget cycles. With effective cost monitoring practices early in the year and a positive revenue situation the organization is able to truly accomplish many of the things that have been deferred for so long due to budgetary challenges. Going forward our next leader will continue to monitor our finances to ensure we are in a good position for the move into the soon to be completed Operations & Maintenance Facility. My thanks go out to all the leadership in the City for your support, it has truly been a pleasure working with you.

Respectfully submitted,

Joshua Baker, CCTM
General Manager

Cc: Bonnie Svrcek, City Manager
Donna Witt, Director of Financial Services

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

QUARTERLY INCOME STATEMENT
AS OF DECEMBER 31, 2016

	QTR TO DATE FY2017 QTD ACTUAL	FY2017 QTD BUDGET	% VAR	FY2017 YTD ACTUAL	FY2017 YTD BUDGET	% of Budget
REVENUE						
FRT Passenger Revenue	$ 162,567	$ 173,793	-6%	$ 331,294	$ 347,586	95%
DRT Passenger Revenue	19,188	20,850	-8%	39,870	41,701	96%
Contracts (LU Access)	18,018	18,018	0%	30,030	30,030	100%
Contracts (LC Access)	6,014	6,255	-4%	12,028	12,510	96%
Contracts (CVCC Access)	13,261	13,260	0%	26,523	26,520	100%
Liberty University Revenue	690,657	669,596	3%	1,137,054	1,115,994	102%
Other Contract Revenue	1,060	5,362	-80%	6,074	10,723	57%
Non-Operating Revenue	412	10,254	-96%	666	20,508	3%
Advertising Revenue	20,170	20,009	1%	35,115	40,018	88%
City Operating Assistance	418,951	418,951	0%	837,902	837,903	100%
County Operating Assistance	17,969	17,969	0%	35,938	35,938	100%
State Operating Assistance	510,976	416,875	23%	1,014,637	833,750	122%
Federal Operating Assistance	512,343	512,250	0%	1,024,687	1,024,500	100%
TOTAL REVENUE	**$ 2,391,585**	**$ 2,303,441**	**4%**	**$ 4,531,817**	**$ 4,377,678**	**104%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 464,293	$ 510,070	-9%	$ 874,830	$ 1,020,141	86%
Operator-Overtime	116,738	44,868	160%	198,481	89,737	221%
Other Salaries & Wages	97,109	81,087	20%	170,488	162,174	105%
Supervisors-Overtime	7,767	2,907	167%	20,962	5,814	361%
Fringe Benefits	276,735	347,807	-20%	537,004	695,614	77%
TOTAL FIXED ROUTE	**$ 962,641**	**$ 986,739**	**-2%**	**$ 1,801,765**	**$ 1,973,479**	**91%**
DEMAND RESPONSE						
Operator Labor	$ 74,143	$ 85,686	-13%	$ 151,023	$ 171,372	88%
Operator-Overtime-PTS	809	5,117	-84%	3,176	10,233	31%
Other Salaries & Wages	18,880	15,803	19%	37,590	31,606	119%
Fringe Benefits	37,387	59,098	-37%	81,431	118,197	69%
TOTAL DEMAND RESPONSE	**$ 131,218**	**$ 165,704**	**-21%**	**$ 273,220**	**$ 331,407**	**82%**
MAINTENANCE						
Other Salaries & Wages	$ 162,437	$ 171,504	-5%	$ 314,150	$ 343,007	92%
Inspection&Maint,Srvc-Overtim	7,467	8,642	-14%	18,321	17,284	106%
Fringe Benefits	68,069	99,866	-32%	141,163	199,732	71%
Fuel & Lubricants	127,505	174,925	-27%	238,563	349,850	68%
Tires & Tubes	17,122	22,651	-24%	41,789	45,302	92%
Other Materials & Supplies	122,857	122,663	0%	233,936	245,326	95%
TOTAL MAINTENANCE	**$ 505,458**	**$ 600,250**	**-16%**	**$ 987,922**	**$ 1,200,500**	**82%**
ADMINISTRATION						
Other Salaries & Wages	$ 120,640	$ 90,056	34%	$ 191,993	$ 180,113	107%
Fringe Benefits	49,436	49,924	-1%	81,518	99,848	82%
Services	87,605	107,177	-18%	169,286	214,354	79%
Utilities	25,190	38,704	-35%	46,794	77,408	60%
Casualty & Liability Expenses	58,678	69,965	-16%	126,020	139,929	90%
Information Technology	27,182	37,077	-27%	62,757	74,154	85%
Other Materials & Supplies	7,880	9,528	-17%	15,801	19,055	83%
Miscellaneous	14,693	33,716	-56%	36,500	67,432	54%
TOTAL ADMINISTRATION	**$ 391,305**	**$ 436,146**	**-10%**	**$ 730,669**	**$ 872,292**	**84%**
TOTAL EXPENSES	**$ 1,990,622**	**$ 2,188,839**	**-9%**	**$ 3,793,577**	**$ 4,377,678**	**87%**
NET INCOME/(LOSS)	**$ 400,963**	**$ 114,602**		**$ 738,241**	**$ -**	

Lynchburg Regional Airport

A City of Lynchburg Enterprise Fund

350 Terminal Drive • Suite 100
Lynchburg, Virginia 24502
P 434-455-6090 • F 434-239-9027
www.lynchburgva.gov/airport

February 13, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2016 – 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 2017 second quarter ending December 31, 2016. I am pleased to report that second quarter operating revenue and expense projections are largely in line with budget estimates. The Airport is expected to remain self-sufficient for the foreseeable future and will not require a subsidy this fiscal year.

REVENUE HIGHLIGHTS

- Terminal Revenue: Revenue is projected to be $30,000 more than budget despite relatively flat actual revenue in both parking and rental car concession revenue.
- State Airport Aid: Revenue is projected to be $94,000 more than budget due to having more 80% state funded small capital and equipment projects than anticipated.
- Federal Security Aid: Revenue is projected to be $8,000 less than budget due to a decrease in the allowed daily reimbursable security checkpoint hours.
- Interest & Other: Revenue is projected to be $53,000 more than budget due mainly to receiving $43,907 in revenue this fiscal year that was due the Airport from the May 2016 Lynchburg Regional Airshow.

EXPENSE HIGHLIGHTS

- Small Projects and Equipment: Expenses are projected to exceed their budget by approximately $130,000 (but are largely reimbursed by state aviation entitlements funds).

SUMMARY

Non-recurring small projects and equipment expenses will exceed their budget (but are largely reimbursed by state aviation entitlement funds) and will be addressed in the third-quarter budget review. Based on consistent air service levels, competitive airfares, and anticipated passenger demand combined with decreasing debt service, the airport is projecting no need for a subsidy this fiscal year or next.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services
Wesley Campbell, Airport Finance Manager

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
December 31, 2016

	FY 2016 Amended Budget	FY 2016 Actual (thru 12/31/16)	FY 2016 % of Budget	*	FY 2017 Amended Budget	FY 2017 Actual (thru 12/31/16)	FY 2017 % of Budget	*	FY 2017 Amended Budget	FY 2017 Revised Estimates	FY 2017 $ Variance Actual vs. Amended Budget
				*				*			
BEGINNING NET ASSETS	$ 250,000	$ 35,404,183		*	$ 250,000	$ 33,651,691 **(1)**		*	$ 250,000	$ 33,651,691 **(1)**	
Less: Invested in Capital Assets, net of related debt		(35,598,373)		*		(33,640,389)		*		(33,640,389)	
Less: GASB68 Prior Period Adjustment-Pension Accrual											
BEGINNING UNRESTRICTED NET ASSETS	$ 250,000	$ (194,190)		*	$ 250,000	$ 11,302		*	$ 250,000	$ 11,302	$ -
				*				*			
USE OF ENCUMBRANCES CARRIEDFORWARD	$ 131,471	$ 131,471			$ 160,369	$ 160,369			$ 160,369	$ 160,369	
BOND REFUNDING PROCEEDS				*		$ -		*	$ -	$ -	
USE OF RESERVES - DEBT SERVICE	$ 45,403	$ 45,403		*	$ 39,876	$ 39,876		*	$ 39,876	$ 39,876	
				*				*			
REVENUES				*				*			
Airfield	99,000	47,806	48%	*	96,000	52,862	55%	*	96,000	99,000	3,000
Terminal	1,415,827	780,694	55%	*	1,450,827	699,115	48%	*	1,450,827	1,480,827	30,000
General Aviation	466,500	248,600	53%	*	514,557	279,099	54%	*	514,557	520,557	6,000
Other Leased Property	262,900	139,041	53%	*	260,400	164,380	63%	*	260,400	271,900	11,500
State Airport Aid	348,750	3,794	1%	*	108,750	0	0%	*	108,750	202,750	94,000
Federal Security Aid	107,500	35,625	33%	*	107,500	35,768	33%	*	107,500	99,500	(8,000)
General Fund Subsidy	0	0	0%	*	0	0	0%	*	0	0	0
Interest & Other	22,000	13,262	60%	*	27,000	68,130	252%	*	27,000	80,000	53,000
	$ 2,722,477	$ 1,268,823		*	$ 2,565,034	$ 1,299,354		*	$ 2,565,034	$ 2,754,534	$ 189,500
				*				*			
EXPENSES				*				*			
Airfield Operations	311,942	149,426	48%	*	304,254	150,166	49%	*	304,254	304,254	0
Terminal Operations	561,816	258,754	46%	*	549,339	251,686	46%	*	549,339	549,339	0
General Aviation	121,372	57,431	47%	*	134,013	54,091	40%	*	134,013	134,013	0
Administration	695,553	304,922	44%	*	683,976	319,998	47%	*	683,976	683,976	0
Safety (ARFF & LEO)	417,028	182,894	44%	*	418,994	191,700	46%	*	418,994	418,994	0
Snow Removal	29,930	5,822	19%	*	21,930	1,854	8%	*	21,930	21,930	0
Debt Service	140,414	9,424	7%	*	126,139	9,086	7%	*	126,139	126,139	0
Small Projects & Equipment (State-Supported)	393,456	165,917	42%	*	271,347	274,370	101%	*	271,347	401,347	(130,000)
Transfers to Other Airport Funds	20,000	0	0%	*	10,000	0	0%	*	10,000	10,000	0
Other Airport Expenses	47,471	18,467	39%	*	66,086	19,032	29%	*	66,086	66,086	0
	$ 2,738,982	$ 1,153,057		*	$ 2,586,078	$ 1,271,983		*	$ 2,586,078	$ 2,716,078	$ (130,000)
ENDING ESTIMATED UNRESTRICTED NET ASSETS	$ 410,369	$ 98,449		*	$ 429,201	$ 238,918		*	$ 429,201	$ 250,003 **(2)**	

FOOTNOTES:

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

Total Net Assets per CAFR 6/30/16	$ 37,678,098
Less: Net Assets in Capital & PFC Funds	$ (4,026,407)
Total Beginning Net Assets	$ 33,651,691

2) FY 2017 Ending Estimated Unrestricted Net Assets is comprised of the following:

Des. for Debt Service (Rental Car Facility)	$ 30,905	($70,280.57 + $500 est interest - $39,876 reserve use = $30,904.57)
Des. for Maintenance (Rental Car Facility)	$ 95,264	($95,263.74 beginning balance + or - year-end change)
Reserve for Encumbrances		(encumbrances carried forward to FY18)
GASB68 Pension-related Accrual	$ (1,101,595)	(net liability as of the end of FY16)
Undesignated Retained Earnings	$ 1,225,429	
	$ 250,003	

February 28, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: December 31, 2016 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 December 31, 2016 for FY 2017. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2016.

REVENUES

Charges for Services

Revenue in this category for the second quarter of FY 2017 is $455,360 or 29.5% of the budget.

Department of Juvenile Justice Block Grant

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Detention Center. Revenues received from the DJJ through the second quarter of FY 2017 are $511,012.

Community Placement Program

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Community Placement Program (CPP). The CPP is a partnership between DJJ and local detention facilities to provide secure, highly structured, disciplined residential services for juvenile offenders committed to the Department of Juvenile Justice. The CPP focuses on skill development and competency in the areas of education, job readiness, life and social skills to ensure seamless transition back into the community. The goal is to place residents in the CPP closest to their home community in order to increase community connections and family visitation.

Revenues received from the DJJ through the second quarter of FY 2017 are $441,247.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2017 are $16,031 or 35.6% of the budget.

EXPENDITURES

Overall expenditures for the second quarter of FY 2017 were $1,174,272 and are within budget. Allocated costs for the Community Placement Program and the contracting localities through the second quarter of FY 2017 were approximately 84%; Lynchburg's allocated share is approximately 16%.

Juvenile Population

The average number of juveniles being served per day through the second quarter of FY 2017 is 20.76 as compared to 15.58 in FY 2016. The percentage of Lynchburg City's juveniles through the second quarter is 41% of the total juvenile population.

SUMMARY

The second quarter report reflects an upward trend in the juvenile population at the Lynchburg Regional Detention Center primarily as a result of the Community Placement Program. The Lynchburg Regional Detention Center is an outstanding facility recognized by the juvenile judicial system for providing educational services, mental health services, physical health services, and partnerships with local area businesses.

Respectfully submitted,

Tamara Rosser
Director, Department of Juvenile Services

c: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director, Financial Services
Robin Mamola, Accounting Supervisor, Human Services
Sherry McIntyre, Accountant, Juvenile Services

Lynchburg Regional Juvenile Detention Center
Special Revenue Fund
Financial Summary
Second Quarter: As of December 31, 2016

	FY 2016 Amended Budget	FY 2016 Actual 2 QTR YTD	FY 2016 % of Budget	FY 2017 Amended Budget	FY 2017 Actual 2 QTR YTD	FY 2017 % of Budget	FY 2017 Amended Budget	FY 2017 Revised Estimates	FY 2017 Actual to Amended
Beginning Funds at July 1									
Revenues:									
Charges for Services	1,734,159	438,309	25.3%	1,546,012	455,360	29.5%	1,546,012	1,546,012	-
Intergovernmental- Department of Juvenile Justice Block Grant	1,074,463	518,488	48.3%	1,063,886	511,012	48.0%	1,063,886	1,063,886	-
Intergovernmental- USDA	45,000	8,026	17.8%	45,000	16,031	35.6%	45,000	45,000	-
Community Placement Program (CPP)	0	0	0.0%	0	441,247	0.0%	0	601,200	601,200
Miscellaneous	0	0	0.0%	0	9,528	0.0%	0	0	-
Budget Designations/Purchase Orders	100,000	0	0.0%	100,000	0	0.0%	100,000	100,000	-
Total Revenues	2,953,622	964,823	32.7%	2,754,898	1,433,178	52.0%	2,754,898	3,356,098	601,200
Expenditures:									
Salaries	1,464,634	631,002	43.1%	1,353,844	635,460	46.9%	1,353,844	1,353,844	-
Employee Benefits	603,108	255,824	42.4%	565,186	239,261	42.3%	565,186	565,186	-
Contractual Services	47,877	13,942	29.1%	43,630	22,352	51.2%	43,630	43,630	-
Internal Services	16,278	5,351	32.9%	14,704	7,454	50.7%	14,704	14,704	-
Supplies and Materials	130,170	55,520	42.7%	130,170	68,358	52.5%	130,170	130,170	-
Utilities	85,800	31,905	37.2%	85,800	28,517	33.2%	85,800	85,800	-
Training and Conferences	3,050	2,789	91.4%	3,050	4,398	144.2%	3,050	3,050	-
Telecommunications	4,500	1,179	26.2%	4,500	1,525	33.9%	4,500	4,500	-
Postage and Mailing	850	0	0.0%	850	113	13.3%	850	850	-
Indirect Costs	252,343	126,172	50.0%	218,938	109,469	50.0%	218,938	218,938	-
Self Insurance	18,752	9,376	50.0%	18,752	9,376	50.0%	18,752	18,752	-
Dues and Memberships	500	329	65.8%	500	370	74.0%	500	500	-
Rentals and Leases	2,707	885	32.7%	2,409	1,109	46.0%	2,409	2,409	-
Health and Dental Benefits for Retirees	48,084	16,092	33.5%	51,388	23,415	45.6%	51,388	51,388	-
Professional Services	6,966	3,908	56.1%	6,910	3,843	55.6%	6,910	6,910	-
SpecialUseEquipment	2,000	0	0.0%	2,000	0	0.0%	2,000	2,000	-
Bond Refund	0	4,183	0.0%	0	0	0.0%	0	0	-
Serial Bond Interest	0	8,026	0.0%	6,442	3,221	50.0%	6,442	6,442	-
Debt Service	130,353	0	0.0%	108,465	0	0.0%	108,465	114,907	6,442
USDA Grant	45,000	0	0.0%	45,000	16,031	35.6%	45,000	45,000	-
Capital Outlay	0	0	0.0%	0	0	0.0%	0	0	-
Budget Designations	100,000	0	0.0%	100,000	0	0.0%	100,000	100,000	-
Contingency	2,856	0	0.0%	0	0	0.0%	0	0	-
Total Expenditures	2,965,828	1,166,483	39.3%	2,762,538	1,174,272	42.5%	2,762,538	2,768,980	6,442
TOTAL FUND BALANCE/Purchase Orders carried forward	(12,206)	(201,660)		(7,640)	258,906		(7,640)	587,118	
TOTAL ASSIGNED FUND BALANCE Maint./Equipment	100,000	100,012		100,000	100,011		100,000	100,000	

February 28, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending December 31, 2016.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through December 31, 2016. 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 2017.

<u>REVENUES</u>

- Public Assistance – Welfare and Administration

  The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to 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, ($38,437) for FY 2017 are provided by the State and have been received. A local match is required for all state funds received. Reimbursements received for expenditures through the second quarter of FY 2017 are $999,955.

- 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 the second quarter of FY 2017, local matching funds for programs in the amount of $808,408 for the General Fund and $98,271 for the Schools have been received.

- Miscellaneous Revenue

  Miscellaneous revenues in the amount of $13,241 were collected through the second quarter of FY 2017. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments. Recoupments are below budget estimates due to the utilization of IV-E funding whenever possible.

<u>EXPENSES</u>

- Administrative expenses

  CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2017 are $64,816. Actual YTD administrative expenditures for second quarter of FY 2017 are $24,430 or 37.7% of the budget.

- Mandated – Foster Care

  Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention. Year-to-date foster care expenditures through the second quarter of FY 2017 totaled $1,030,918 or 33.5% of the budget. Expenditures in this category can rise with an increase in the mandated population.

- Mandated – Special Education

  Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures for FY 2017 YTD total $856,699 or 41.7% of the budget. Expenditures for this budget line can rise with increased enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Mandated Services

  Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures for the second quarter of FY 2017 are $126,602 or 33.7% of the budget. Non-mandated services are provided almost exclusively to youth involved in the court system.

- 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 through the second quarter of FY 2017 are $137,660 or 32.1% of the budget.

SUMMARY

The Children's 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 fluctuates during the year, the number of children receiving CSA services has increased; more children are now classified as mandated due to the severity of their issues and needs. 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, parental agreements, 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 provide the most cost effective service to children and their families.

Respectfully submitted,

Tamara T. Rosser

Tamara T. Rosser
Director of Human Services

c:

Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services
Rhonda Allbeck, Assistant Director of Financial Services
Robin Mamola, Financial Professional IV
Kathy Collins, Financial Professional III

Children's Services Act
Special Revenue Fund
Financial Summary
December 31, 2016

	FY 2016 Amended Budget	FY 2016 Actual 2 QTR YTD	FY 2016 % of Budget	FY 2017 Amended Budget	FY 2017 Actual 2 QTR YTD	FY 2017 % of Budget
Beginning Fund Balance	14,557	14,557		0	0	
Revenues:						
Public Assistance - Welfare and Administration	3,517,404	453,575	12.9%	4,130,165	999,955	24.2%
Transfer from Lynchburg City Schools	196,541	98,271	50.0%	196,541	98,271	50.0%
Transfer from General Fund	1,238,852	619,426	50.0%	1,616,816	808,408	50.0%
Miscellaneous	110,000	12,407	11.3%	55,500	13,241	23.9%
Total Revenues	5,062,797	1,183,679	23.4%	5,999,022	1,919,875	32.0%
Expenses:						
Administrative Expenses	64,816	25,482	39.3%	64,816	24,430	37.7%
Mandated - Foster Care	2,372,898	1,076,423	45.4%	3,075,150	1,030,918	33.5%
Mandated - Special Education	1,866,000	779,188	41.8%	2,054,973	856,699	41.7%
Non-Mandated Services	375,836	70,780	18.8%	375,836	126,602	33.7%
Community Based	383,247	136,883	35.7%	428,247	137,660	32.1%
Total Expenditures	5,062,797	2,088,756	41.3%	5,999,022	2,176,309	36.3%
ENDING FUND BALANCE	14,557	(890,520)		0	(256,434)	

February 28, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2016 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2016. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2017 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, overall revenues for FY 2017 are projected to exceed budget by $120,000 (.81%). Explanations follow:

- **Charges for Services:**

  Revenue in this category is projected to be $60,000 (.49%) over budget due to higher than anticipated revenues associated with new water connections.

- **Water Contracts:**

  This revenue account reflects billing activity to counties of Amherst, Bedford, and Campbell, and the industries of WestRock and Frito-Lay. The net revenue in this category is projected to be $60,000 (2.71%) higher than budget due to WestRock's increased water consumption. All other county and industry revenues are projected to be within budget.

- **Interest and Other:**

  Interest and Other earnings are projected to equal budget.

EXPENSES

Overall expenses for FY 2017 are projected to be $253,600 (1.58%) less than 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 $136,800 (1.44%) less than the FY 2017 budget (Water Treatment Plant - $4,200 increase, Meter Operations - $128,000 savings, Water Line Maintenance - $4,900 increase, Administration - $17,900 savings). This variance is broken down as follows:

➢ Personnel Services and Benefits	$19,000
➢ Supplies and Materials	120,750
➢ All Other	(2,950)
Total	**$136,800**

  The most significant variance is savings in Supplies and Materials that is primarily related to replacing fewer water meters than planned. The meter replacement program slowdown is directly associated with the new ".Net" billings system that was implemented February, 2016. The new billings system is reporting greater number of customer usage irregularities compared to the previous billings system. Each reported customer irregularity warrants an investigation by a meter reader. Savings in Personnel Services and Benefits are related to unfilled positions during the first two quarters.

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

  Non-Departmental Operation and Maintenance expenses are anticipated to be within budget.

- **Capital Outlay**

  Purchases and transfers in this category are projected to exceed budget by $2,800 (2.14%). This is attributable to purchase of crash cushion needed for work zone safety offset by savings of equipment replacements used in waterline maintenance. The cost of the crash cushion was divided between Water, Sewer and Stormwater Funds.

- **Transfers to Other Funds**

  Transfers to Other Funds are expected to be at budget.

- **Debt Service:**

  Expenditures in debt service are expected to have an $119,600 (2.73%) budget savings due to a May 19, 2016 bond refunding.

SUMMARY

This second quarter report reflects a stable FY 2017 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance are above policy targets. The debt coverage ratio projected for the end of the fiscal year is 1.25 compared to a target of 1.20. The fund balance ratio projected for the end of the fiscal year is 69% compared to a target range of 25% - 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services

WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending December 31, 2016

	FY 2016 Adopted Budget	FY 2016 Actual Q2 YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q2 YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 $ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS	$26,348,217	$26,348,217		$29,609,547	$29,609,547		$29,609,547	$29,609,547	
Less: Invested in Capital Assets, net of related debt	(23,412,906)	(23,412,906)		(26,205,779)	(26,205,779)		(26,205,779)	(26,205,779)	
BEGINNING UNRESTRICTED NET ASSETS	**2,935,311**	**$2,935,311**		**$3,403,768**	**$3,403,768**		**$3,403,768**	**$3,403,768**	
REVENUES:									
Charges for Services	$11,858,798	$5,664,122	48%	$12,260,891	$5,919,895	48%	$12,260,891	$12,320,891	$60,000
Water Contracts	2,683,240	1,211,735	45%	2,213,440	1,225,561	55%	2,213,440	2,273,440	60,000
Interest and Other	266,231	151,149	57%	261,119	157,882	60%	261,119	261,119	0
	$14,808,269	**$7,027,006**		**$14,735,450**	**7,303,338**		**$14,735,450**	**$14,855,450**	**$120,000**
EXPENSES									
Departmental O&M	$9,325,795	$4,133,318	44%	$9,490,614	$4,034,837	43%	$9,490,614	$9,353,814	$136,800
Non-Departmental O&M	247,451	60,564	24%	263,925	73,697	28%	263,925	263,925	0
Capital Outlay/Purchases	30,000	25,722	86%	131,000	43,668	33%	131,000	133,800	(2,800)
Transfers - Capital	1,250,000	625,000	50%	1,750,000	875,000	50%	1,750,000	1,750,000	0
Debt Service	4,316,541	2,338,952	54%	4,382,244	2,176,180	50%	4,382,244	4,262,644	119,600
	$15,169,787	**$7,183,556**		**$16,017,783**	**$7,203,382**		**$16,017,783**	**$15,764,183**	**$253,600**
Adjustment for Expenses from Capital Projects		**$0**			**$0**				
ENDING NET ASSETS	**$2,573,793**	**$2,778,761**		**$2,121,435**	**$3,503,724**		**$2,121,435**	**$2,495,035**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%	
Unrestricted cash as a % of operating expenses & debt service:	69%	
Financial Policy targeted debt coverage ratio minimum:	1.20	
Ending debt coverage ratio:	1.25	(a)

Note (a) Calculation of debt coverage includes $92,855 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 28, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2016 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2016. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2017 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, overall revenues for FY 2017 are projected to exceed budget by $431,600 (1.94%). Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category is expected to be $431,600 (2.34%) over budget mostly attributable to higher than anticipated Septic Hauler Charges primarily due to additional revenue associated with leachate disposal.

- **Sewer Contracts:**

  Revenue in this category is projected to be at budget.

- **Interest and Other:**

  Revenue is this category is projected to be at budget.

EXPENSES

Overall expenses for FY 2017 are projected to be $198,500 (.89%) higher than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  This category includes the Wastewater Treatment Plant and Sewer Line Maintenance. Expenses in this category are expected to be $173,300 (1.62%) over budget (Waste Water Treatment Plant - $165,000 and Sewer Line Maintenance - $8,300). This variance is broken down as follows:

➢ Personnel Services and Benefits	$55,500
➢ Chemicals	(28,000)
➢ Contractual Services	(119,900)
➢ Utilities	29,400
➢ Supplies and Materials	(70,800)
➢ All Other	(39,500)
Total	**($173,300)**

  The most significant variance in savings is Personnel Services and Benefits. This is related to unfilled positions during the first two quarters. Due to higher than normal equipment repairs at Wastewater Treatment Plant, increased costs are projected for Contractual Services and All Other. Repairs include the following: 1) Unplanned rebuilding of centrifuge gear box costing approximately $90,000. 2) Unexpected roof replacement on the Odor Control Building due to the roof failing years before the expected useful life costing approximately $30,000. 3) Unplanned electrical failure in Headworks Building that requires sewage pump rentals costing approximately $45,000. Increased costs in Supplies and Materials are attributable to a much higher than expected sewer line repairs and parts for equipment at the Wastewater Treatment Plant. Expected cost of Chemicals is increased due to problems associated with odor control.

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

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

- **Capital Outlay**

  Purchases in Capital Outlay are expected to be $45,000 (2.31%) over budget. This is mostly due to Wastewater Treatment Plant unplanned equipment replacements and purchased of crash cushion needed for work zone safety. This cost was divided between Water, Sewer and Stormwater Funds.

  .

- **Transfers to Other Funds**

  Transfers to Other Funds are expected to be at budget.

  .

- **Debt Service**

  Expenditures in debt service are expected to have a $19,800 (.21%) budget savings due to a May 19, 2016 bond refunding.

SUMMARY

This second quarter report reflects a stable FY 2017 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 1.23 compared to a target range of 1.20 to 1.50. The fund balance ratio projected for the end of the fiscal year is 31% compared to a target range 25% to 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services

SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending December 31, 2016

	FY 2016 Adopted Budget	FY 2016 Actual Q2 YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q2 YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 $ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS (1)	$134,996,557	$134,996,557		$145,484,847	$145,484,847		$145,484,847	$145,484,847	
Less: Invested in Capital Assets, net of related debt	(131,477,037)	(131,477,037)		(141,495,886)	(141,495,886)		(141,495,886)	(141,495,886)	
BEGINNING UNRESTRICTED NET ASSETS	**$3,519,520**	**$3,519,520**		**$3,988,961**	**$3,988,961**		**$3,988,961**	**$3,988,961**	
REVENUES:									
Charges for Services	$17,917,821	$8,002,205	45%	$18,446,728	$8,692,377	47%	$18,446,728	$18,878,328	$431,600
Sewer Contracts	3,332,495	1,388,635	42%	3,687,687	$1,495,219	41%	3,687,687	3,687,687	0
Interest and Other	210,634	105,435	50%	66,599	$73,044	110%	66,599	66,599	0
	$21,460,950	**$9,496,275**		**$22,201,014**	**$10,260,640**		**$22,201,014**	**$22,632,614**	**$431,600**
EXPENSES:									
Departmental O&M	$9,941,108	$4,619,883	46%	$10,669,574	$4,841,245	45%	$10,669,574	$10,842,874	($173,300)
Non-Departmental O&M	288,522	64,428	22%	305,750	$78,141	26%	305,750	305,750	0
Capital Outlay/Purchases	265,000	21,170	8%	647,000	$49,601	8%	647,000	692,000	(45,000)
Transfers - Capital	1,500,000	750,000	50%	1,300,000	$650,000	50%	1,300,000	1,300,000	0
Debt service	9,370,351	4,984,523	53%	9,432,752	$4,873,382	52%	9,432,752	9,412,952	19,800
	$21,364,981	**$10,440,004**		**$22,355,076**	**10,492,369**		**$22,355,076**	**$22,553,576**	**($198,500)**
Adjustment for Expenses from Capital Projects		**$0**			**-**			**$0**	
ENDING NET ASSETS	**$3,615,489**	**$2,575,791**		**$3,834,899**	**$3,757,232**		**$3,834,899**	**$4,067,999**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%	
Unrestricted cash as a % of operating expenses & debt service:	31%	
Financial Policy targeted debt coverage ratio minimum:	1.20	
Ending debt coverage ratio:	1.23	(a)

Note (a) Calculation of debt coverage includes $125,000 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 28, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2016 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2016. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2017 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, the overall revenues for FY 2017 are projected to be $9,000 (.26%) more than the FY 2017 budget. Explanations follow:

- **Charges for Services:**

  Revenue in this category reflects billing activity for all known impervious areas, Virginia Stormwater Management Program (VSMP) permits and delinquent charges on past due accounts. Charges for services are projected to exceed budget by $9,000 (.28%) primarily due to billing associated with new impervious areas.

- **Transfers, Interest and Other:**

  Transfers from General Fund, Interest and Other Revenues are expected to be at budget.

EXPENSES

Overall expenses for FY 2017 are anticipated to be $26,049 (.72%) less than budget. A breakdown and explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance expenses are projected to be $40,000 (1.7%) less than budget. Explanations of this variance as follows:

➢ Personnel Services	($1,000)
➢ Contractual Services	(36,450)
➢ Supplies and Materials	(2,550)
Total	**($40,000)**

The most significant savings is from Contractual Services. This is mostly attributable to savings to maintenance and repair services. Over the past several years, we have been conducting a condition assessment of the stormwater infrastructure of the entire City and expect completion on or about June, 2017. As anticipated, numerous defects have been identified. However, the costs to correct most of these system defects do not meet criteria of maintenance to be funded by the Stormwater Operating Fund. Therefore, correction of these system defects (that are not maintenance) will be funded from the Stormwater Capital Fund. A portion of these defects identified have been repaired by our field crews and will continue to be repaired by our field crews as our resources allow.

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

  Non-Departmental Operational and Maintenance Expenses are expected to be at budget.

- **Debt Service**

  Debt Service Charges of $501 have been incurred as a result of advertising a public notice for a new Stormwater loan with Virginia Resources Authority.

- **Capital Outlay**

  Purchases in Capital Outlay are expected to be $13,450 over budget. This is mostly due to software that was expected to arrive and be installed before June, 2016. The software arrived July, 2016 thus posting this purchase in FY 2017. Additionally, a crash cushion needed for work zone safety was purchased. This cost was divided between Water, Sewer and Stormwater Funds.

- **Transfers to Other Funds**

  Transfers to Other Funds are expected to be at budget.

SUMMARY

This second quarter report reflects a stable FY 2017 financial position for the fund at this time. The fund balance ratio projected for the end of the fiscal year is 30% compared to the target balance of 15% - 20%. Stormwater Fund will not incur any debt payments in FY 2017.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Donna Witt, Director of Financial Services

STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending December 31, 2016

	FY 2016 Adopted Budget	FY 2016 Actual Q2YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q2YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 $ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS	$1,498,775	$1,498,775		$1,518,205	$1,518,205		$1,518,205	$1,518,205	
Less: Invested in Capital Assets, net of related debt	(776,555)	(776,555)		(803,265)	(803,265)		(803,265)	(803,265)	
BEGINNING UNRESTRICTED NET ASSETS	**$722,220**	**$722,220**		**$714,940**	**$714,940**		**$714,940**	**$714,940**	
REVENUES:									
Charges for Services	$3,202,178	$1,387,589	43%	$3,187,400	1,387,853	44%	$3,187,400	$3,196,400	$9,000
Interest and Other	4,500	0	0%	4,500	3,948	88%	4,500	4,500	0
Transfers from Other Funds	275,000	137,500	50%	275,000	137,500	50%	275,000	275,000	0
	$3,481,678	**$1,525,089**		**$3,466,900**	**$1,529,301**		**$3,466,900**	**$3,475,900**	**$9,000**
EXPENSES:									
Departmental O&M	$2,483,080	$1,132,850	46%	$2,346,698	1,041,490	44%	$2,346,698	$2,306,698	$40,000
Non-Departmental O&M	32,425	10,605	33%	42,150	6,405	15%	42,150	42,150	0
Capital Outlay/Purchases	29,000	0	0%	32,000	45,414	142%	32,000	45,450	(13,450)
Transfers - Capital	1,150,000	575,000	50%	1,175,000	587,500	50%	1,175,000	1,175,000	0
Transfers - Sewer Operating and Fleet	126,734	63,367	50%	0	-		0	0	0
Debt Service	0	501		0	501		0	501	(501)
	$3,821,239	**$1,782,323**		**$3,595,848**	**1,681,310**		**$3,595,848**	**$3,569,799**	**$26,049**
Adjustment for Expenses from Capital Projects		**$0**			**$0**			**$0**	
ENDING NET ASSETS	**$382,659**	**$464,986**		**$585,992**	**562,931**		**$585,992**	**$621,041**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service	15% - 20%
Projected unrestricted cash as a % of operating expenses at year end	30%

February 28, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2016 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending December 31, 2016.

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, only the first installment for FY 2017 has been billed and revenue (less tax relief) of $22,997,373 or 42.9% has been collected. The amount collected includes payments made for the entire year.

- Personal Property Taxes:

  Personal Property tax revenue for FY 2017 is $116,752 more than the amount collected through the second quarter of FY 2016, and remains on track with 50.9% 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 2017. This action eliminates the 70% reimbursement. Lynchburg’s share is $5,543,584. During the second quarter of FY 2017, the State reimbursed the City $4,157,688 (75%), as scheduled. Future payments are scheduled for receipt in February 2017 (15%), and May 2017 (5%).

- Consumer Utility Tax - Electric:

  The second quarter FY 2017 revenue is slightly ahead of budget projections by $36,364, based on collections for 5 months. Staff is monitoring this revenue, which is on pace with FY 2016 collections, 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 on pace with the FY 2017 budget projection based on collections for 4 months.

- Local Sales Tax:

  Sales tax revenue is slightly behind the FY 2017 budget projection by $112,987, or 2.2% based on collections for 4 months.

- Business License

  Business License revenue collected through the second quarter of FY 2017 is $353,775. 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.

- Meals Tax

  Meals tax revenue is on pace with the FY 2017 budget projections with $5,874,993 collected, based on collections for 5 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Lodging Tax

  Lodging tax revenue is ahead of the FY 2017 budget projection by $85,669 based on collections for 5 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Permit, Fees, and Licenses:

  Permit, Fees, and Licenses is ahead of the FY 2017 budget projection by 17.6% or $81,939 due primarily to Inspection Permits, and Building Plan Review fees.

- Fines and Forfeitures:

  Fines and Forfeitures revenue is behind the budget projection for FY 2017 by 19.5%, or $54,352 due to Court Fines, Criminal Court Fees, and Parking Fines. Staff will continue to keep a close watch on this revenue to see if an adjustment in projected revenue is needed.

- Interest on Investments:

  Investment income is ahead of the budget projection for FY 2017 by $48,778, or 14.3%, primarily due to conservative budgeting.

- Charges for Services

  Charges for Services revenue is 2.1%, or $100,673 behind the budget projection for FY 2017, primarily due to ambulance service fees and the timing of other revenues.

DEDICATED REVENUES

Intergovernmental Revenues consisting of Constitutional Officers, Health and Human Services, and State subsidies total $13,780,034 and are 7.1%, or $1,053,771 less than the FY 2017 budget projection. This is due to the timing of submitting and receiving reimbursements for constitutional offices.

EXPENDITURES

- Operating Expenditures:

  The percentage of operating expenditures spent through the second quarter of FY 2017, 49.3%, is on target with budget projections.

- Debt Service

  Debt Service expenditures are on pace with FY 2017 budget projections with 53.0% expended.

SUMMARY

This report represents six 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

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
Rhonda Allbeck, Assistant Director of Financial Services

Fiscal Year	Fiscal Calendar 2017
Fiscal Quarter of Year	(Multiple Items)
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/16	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/15
100 Taxes							
02110 - Current Real Property Tax	56,771,770	-	56,771,770	24,344,063	32,427,707	42.9%	23,935,951
02110 - Delinquent Real Prop Tax	1,575,000	-	1,575,000	771,004	803,996	49.0%	571,217
02110 - Tax Relief For Elderly	(700,000)	-	(700,000)	(682,323)	(17,677)	97.5%	(647,645)
02110 - Tax Relief-Rehab.RealProp	(625,000)	-	(625,000)	(664,367)	39,367	106.3%	(564,488)
02120 - Current PSC Taxes	2,400,000	-	2,400,000	2,411,962	(11,962)	100.5%	2,316,446
02120 - Delinquent PSC Taxes	-	-	-	-	-	0.0%	3,113
02130 - Curr Pers Property Tx PCI	17,557,000	-	17,557,000	8,942,825	8,614,175	50.9%	8,826,073
02130 - Delinquent PP Tax PCI	1,000,000	-	1,000,000	152,214	847,786	15.2%	138,962
02130 - Recovery-C/O Pers Prop Tx	4,000	-	4,000	8,589	(4,589)	214.7%	222
02170 - Interest on PSC Taxes	-	-	-	1,187	(1,187)	0.0%	1,953
02170 - Interest-Delinquent Taxes	385,000	-	385,000	278,645	106,355	72.4%	135,235
02170 - Penalty on PSC Taxes	-	-	-	(4,306)	4,306	0.0%	33,977
02170 - Penalty-Delinquent Taxes	635,000	-	635,000	311,189	323,811	49.0%	269,098
02510 - Local Sales And Use Taxes	15,465,700	-	15,465,700	4,948,990	10,516,710	32.0%	4,907,957
02515 - Consumer Util Tx-Electric	3,790,000	-	3,790,000	1,603,744	2,186,256	42.3%	1,547,186
02515 - Consumer Utility Tax-Gas	654,000	-	654,000	137,753	516,247	21.1%	138,711
02515 - Right of Way Fees	250,000	-	250,000	59,456	190,544	23.8%	97,388
02517 - Communication Sale&Use Tx	3,220,000	-	3,220,000	1,075,700	2,144,300	33.4%	1,098,448
02520 - Business License Taxes	8,242,438	-	8,242,438	353,775	7,888,663	4.3%	69,920
02520 - Consumption Tax Electric	315,000	-	315,000	130,797	184,203	41.5%	125,609
02520 - Consumption Tax Gas	34,000	-	34,000	5,534	28,466	16.3%	5,843
02520 - Pen&Int-Business License	90,000	-	90,000	23,575	66,425	26.2%	31,198
02525 - Fran.Lic. Tax-Sprint Cel	-	-	-	-	-	0.0%	500
02525 - Franchis Lic.Tax-MCI	-	-	-	-	-	0.0%	9,600
02530 - Delinquent MtrVeh LicFee	174,000	-	174,000	18,385	155,615	10.6%	14,898
02530 - Motor Vehicle LicensesPCI	1,544,000	-	1,544,000	194,671	1,349,329	12.6%	181,447
02535 - Bank Stock Taxes	750,000	-	750,000	-	750,000	0.0%	2,371
02540 - Probate Taxes	15,000	-	15,000	9,073	5,927	60.5%	10,229
02540 - Recordation Taxes-City	475,000	-	475,000	230,092	244,908	48.4%	168,393
02545 - Tobacco Taxes	875,000	-	875,000	442,770	432,230	50.6%	467,320
02550 - Amusement Tax	675,000	-	675,000	272,580	402,420	40.4%	255,777
02550 - Penalty/Int-Amusement Tx	-	-	-	558	(558)	0.0%	1,718
02555 - Lodging Tax	2,150,000	-	2,150,000	1,028,240	1,121,760	47.8%	924,320
02555 - Penalty/Interest-Lodging	-	-	-	606	(606)	0.0%	4,684
02560 - Meals Tax	14,392,718	-	14,392,718	5,809,620	8,583,098	40.4%	5,707,759
02560 - Penalty/Interest-Meals Tx	50,000	-	50,000	33,532	16,468	67.1%	42,475
100 Taxes Total	**132,164,626**	**-**	**132,164,626**	**52,250,131**	**79,914,495**	**39.5%**	**50,833,866**
110 Permits, Fees, & Licenses							
03005 - Animal Licenses	10,000	-	10,000	2,875	7,125	28.8%	2,636
03010 - Annual/Periodic Insp Fee	10,500	-	10,500	2,800	7,700	26.7%	4,500
03010 - Building Insp Permit Fee	450,000	-	450,000	311,677	138,323	69.3%	162,458
03010 - Building Plan Review	40,000	-	40,000	28,950	11,050	72.4%	12,138
03010 - Concealed Weapons Permit	21,000	-	21,000	18,554	2,447	88.4%	10,491
03010 - Conditional Use Permits	2,400	-	2,400	800	1,600	33.3%	2,543
03010 - Demolition Fees	7,500	-	7,500	4,400	3,100	58.7%	2,350
03010 - Elev Admin Fee Pen & Int	-	-	-	217	(217)	0.0%	185
03010 - Elevator Inspec Admin Fee	20,000	-	20,000	10,179	9,821	50.9%	10,145
03010 - False Alarm Serv Assessmt	110,000	-	110,000	16,822	93,178	15.3%	15,420
03010 - Land Disturbing Fees	-	-	-	7,281	(7,281)	0.0%	16,847
03010 - Land Use Application Fees	22,000	-	22,000	-	22,000	0.0%	-
03010 - Legal Notice Advertising	4,726	-	4,726	8,269	(3,543)	175.0%	6,758
03010 - Misc Permit Fee & License	2,000	-	2,000	940	1,060	47.0%	380
03010 - Permit Parking Fees	184,000	-	184,000	106,273	77,727	57.8%	93,780
03010 - Precious Metal Premits	1,600	-	1,600	1,200	400	75.0%	600
03010 - Rental Insp-Annual No/Shw	-	-	-	150	(150)	0.0%	250
03010 - Rental Inspec- Pre Court	-	-	-	150	(150)	0.0%	-
03010 - Rental Intial Ins/NoShow	-	-	-	50	(50)	0.0%	-
03010 - Rental Intial Inspection	-	-	-	1,350	(1,350)	0.0%	-
03010 - Rental Reinspect/FollowUp	-	-	-	700	(700)	0.0%	650
03010 - Re-zoning Fees	5,000	-	5,000	6,546	(1,546)	130.9%	13,189
03010 - Sign Insp Permit Fee	5,400	-	5,400	2,925	2,475	54.2%	3,450
03010 - Site Plan Reviews	19,500	-	19,500	7,008	12,492	35.9%	9,459
03010 - Subdivision Plat Review	9,500	-	9,500	5,607	3,893	59.0%	3,885
03010 - Taxicab Application Fees	5,000	-	5,000	2,125	2,875	42.5%	2,000
03010 - Transfer Fees	1,600	-	1,600	1,195	405	74.7%	1,033

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/16	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/15
03010 - Zoning Appeal Fees-Inspc	800	-	800	(840)	1,640	-105.0%	200
110 Permits, Fees, & Licenses Total	**932,526**	**-**	**932,526**	**548,202**	**384,324**	**58.8%**	**375,346**
120 Fines & Forfeitures							
03510 - Court Fines And Forfeit.	440,000	-	440,000	182,137	257,863	41.4%	153,496
03510 - Criminal Court Fees	2,500	-	2,500	1,260	1,240	50.4%	805
03510 - Parking Fines	115,000	-	115,000	41,001	73,999	35.7%	34,383
120 Fines & Forfeitures Total	**557,500**	**-**	**557,500**	**224,398**	**333,102**	**40.3%**	**188,684**
130 Use of Money & Property							
04010 - Interest on Investment	60,000	-	60,000	21,907	38,093	36.5%	72,884
04010 - Interest-City Capital	30,000	-	30,000	9,717	20,283	32.4%	47,199
04010 - Interest-Health Ins Resrv	10,000	-	10,000	8,749	1,251	87.5%	7,291
04010 - Interest-OPEB	4,000	-	4,000	5,522	(1,522)	138.0%	2,229
04010 - Interest-School Capital	200	-	200	-	200	0.0%	-
04010 - Interest-SNAP Income	30,000	-	30,000	53,127	(23,127)	177.1%	20,431
04010 - Interst-MktValueGain/Loss	-	-	-	3,616	(3,616)	0.0%	(73,218)
04020 - Culture & Rec. Prop Rent	15,070	-	15,070	11,303	3,768	75.0%	7,535
04020 - Dwntwn Parking Deck Lease	88,000	-	88,000	44,586	43,415	50.7%	45,051
04020 - Gen Govt Property Rental	85,000	-	85,000	40,032	44,968	47.1%	34,953
04020 - Human Services Prop Rent	100,000	-	100,000	50,000	50,000	50.0%	50,000
04020 - Market Rent- Pen & Int	500	-	500	130	370	26.0%	379
04020 - Prop Rental-Market/Park.	95,000	-	95,000	51,456	43,544	54.2%	43,206
04020 - Prop Rental-Stadium	2,900	-	2,900	2,070	830	71.4%	1,455
04020 - Public Safety Prop Rent	36,250	-	36,250	36,250	-	100.0%	-
04020 - Public Works Prop Rental	6,000	-	6,000	-	6,000	0.0%	-
04020 - Rental Miller Center	120,000	-	120,000	51,774	68,226	43.1%	103,548
130 Use of Money & Property Total	**682,920**	**-**	**682,920**	**390,238**	**292,682**	**57.1%**	**362,941**
140 Charges for Services							
04510 - Collection & Tax Lien Fees	25,000	-	25,000	10,874	14,126	43.5%	19,175
04510 - DMV Admin Fee	240,100	-	240,100	122,327	117,773	50.9%	111,671
04510 - DMV Select Agency	25,000	-	25,000	16,573	8,427	66.3%	14,852
04510 - Indirect Cost&Srvc Airprt	114,108	-	114,108	57,054	57,054	50.0%	55,796
04510 - Indirect Cost&Srvc Sewer	226,047	-	226,047	113,024	113,024	50.0%	103,219
04510 - Indirect Cost&Srvc Water	781,224	-	781,224	390,612	390,612	50.0%	422,555
04510 - Indirect Cost&Srvc WWTP	535,916	-	535,916	267,956	267,960	50.0%	283,948
04510 - Indirect Cost&Svc DetHome	225,035	-	225,035	109,469	115,566	48.6%	126,172
04510 - Indirect Cost&Svc Juv Svc	-	-	-	-	-	0.0%	-
04510 - Indirect Cost&Svc Strmwtr	(75,204)	-	(75,204)	(37,602)	(37,602)	50.0%	53,664
04510 - Processng Fee - Payroll deduction	6,500	-	6,500	2,995	3,505	46.1%	3,415
04510 - Sale of GIS Maps & Data	300	-	300	55	245	18.3%	140
04515 - CA Coll Fees- Circuit Crt	56,200	-	56,200	28,904	27,296	51.4%	21,778
04515 - CA Coll Fees- Gen Dist Ct	50,000	-	50,000	(21,459)	71,459	-42.9%	31,476
04515 - CA Coll Fees- J&D Court	9,500	-	9,500	2,419	7,081	25.5%	3,140
04515 - Commonwealth Atty.Fees	7,000	-	7,000	5,362	1,639	76.6%	3,486
04515 - Court Rm Sheriff Fee $5	110,000	-	110,000	35,472	74,528	32.2%	40,228
04515 - Document Reprod Costs	8,000	-	8,000	4,410	3,590	55.1%	3,298
04515 - Fees For Court Officers	7,244	-	7,244	7,244	(0)	100.0%	7,244
04515 - Legal Service Charges	20,000	-	20,000	-	20,000	0.0%	-
04515 - Probation Supervisor Fee	15,000	-	15,000	4,354	10,646	29.0%	6,778
04520 - $250 DUI Fees	-	-	-	4,927	(4,927)	0.0%	4,910
04520 - Ambulance Service Fees	2,750,000	-	2,750,000	1,042,192	1,707,808	37.9%	1,118,552
04520 - Criminal Records Check	3,000	-	3,000	1,560	1,440	52.0%	1,020
04520 - Delinq Ambulance>120 Days	115,000	-	115,000	57,048	57,952	49.6%	254,476
04520 - Fire Prevention Fees	3,300	-	3,300	1,710	1,590	51.8%	2,200
04520 - Lcl Reimb-COL Confd Space	50,000	-	50,000	25,000	25,000	50.0%	25,000
04520 - PD Off Duty	995,403	-	995,403	520,477	474,926	52.3%	498,520
04520 - PD Off Duty- Pen & Int	-	-	-	-	-	0.0%	(8,294)
04520 - PIER Contract Payments	32,500	-	32,500	32,500	-	100.0%	32,500
04520 - Police Report Sales	13,500	-	13,500	7,643	5,857	56.6%	7,280
04520 - Police-Schools DARE Prog	96,500	-	96,500	12,297	84,203	12.7%	36,139
04520 - Range Use Fee	15,000	1,000	16,000	14,300	1,700	89.4%	15,200
04525 - Bldg Maint Charge-Other	20,461	-	20,461	7,607	12,855	37.2%	5,071
04525 - Downtown Parking Fees	30,000	-	30,000	14,374	15,626	47.9%	10,174
04525 - Engineering Serv.Charges	-	-	-	0	(0)	0.0%	11,751
04525 - PW Admin Stormwater Chrgs	152,193	-	152,193	91,357	60,836	60.0%	100,935
04525 - PW Eng Stormwater Chrgs	15,093	-	15,093	5,828	9,265	38.6%	-
04525 - PW Streets StormwaterChrg	168,610	-	168,610	118,625	49,985	70.4%	115,093
04525 - Resid.Disposal-Decals	785,000	-	785,000	776,024	8,976	98.9%	738,748
04525 - Trash Bag Srvc-Waste Zero	160,000	-	160,000	75,660	84,341	47.3%	67,664
04530 - CSA Service Providers	77,980	-	77,980	-	77,980	0.0%	-
04530 - Local Reimb-Opportunity	381,359	-	381,359	(149)	381,508	0.0%	121,455
04530 - Local Reimb-Sparc House	420,137	-	420,137	-	420,137	0.0%	165,994
04530 - Lynchburg Youth Group Home Charges	-	-	-	300,699	(300,699)	0.0%	-

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/16	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/15
04530 - Soc Svcs Court Order Fees	-	-	-	100	(100)	0.0%	-
04535 - Delinq Library Fines&Fees	4,000	-	4,000	864	3,136	21.6%	2,066
04535 - Delinq Library Lost/Dmg	8,200	-	8,200	853	7,347	10.4%	2,967
04535 - Delinq Library Pen & Int	2,800	-	2,800	202	2,598	7.2%	634
04535 - Law Library Fees	30,000	-	30,000	16,452	13,548	54.8%	16,323
04535 - Library Fines And Fees	65,000	-	65,000	25,364	39,636	39.0%	26,102
04535 - Lost/Damaged Library Prop	5,000	-	5,000	2,674	2,326	53.5%	2,648
04535 - Lynchburg Museum Fees	-	-	-	-	-	0.0%	-
04535 - Point of Honor Adm Fees	11,000	-	11,000	7,366	3,635	67.0%	9,023
04535 - Recreation Program Fees	451,822	-	451,822	234,439	217,383	51.9%	218,130
04535 - Swimming Pool Fees	24,000	-	24,000	13,572	10,428	56.6%	10,001
04540 - Charges For Demolition	-	-	-	-	-	0.0%	6,205
04540 - Com Devl Stormwater Chrgs	392,864	-	392,864	196,430	196,434	50.0%	249,502
04599 - Secure Vacant Stru Reimb	-	-	-	1,089	(1,089)	0.0%	50
04599 - Weed Ordinance Program	20,000	-	20,000	14,045	5,955	70.2%	5,248
140 Charges for Services Total	**9,686,692**	**1,000**	**9,687,692**	**4,743,173**	**4,944,519**	**49.0%**	**5,185,320**
150 Miscellaneous Revenue							
05030 - Suspense Revenue/Exp Ref	-	-	-	0	(0)	0.0%	99,441
05050 - Cash Overage And Shortage	-	-	-	151	(151)	0.0%	705
05050 - Community Handbook Ad Sales	19,000	-	19,000	-	19,000	0.0%	-
05050 - Credit Card Rebate	100,000	-	100,000	-	100,000	0.0%	-
05050 - Digg's Trust Rec-Pt Honor	36,900	-	36,900	10,200	26,700	27.6%	20,400
05050 - Donations- Emergency Mgmt	-	-	-	-	-	0.0%	550
05050 - Friends of Lynchburg Library	7,250	-	7,250	3,625	3,625	50.0%	1,813
05050 - Gifts And Misc.	2,000	-	2,000	2,183	(183)	109.2%	1,832
05050 - Miscellaneous Revenue	60,000	-	60,000	41,741	18,259	69.6%	56,813
05050 - P&R Spec Evnt Sponsership	-	-	-	600	(600)	0.0%	1,500
05050 - Parking Lease Agreement	98,000	-	98,000	48,801	49,199	49.8%	66,380
05050 - Photo Reprod And Royalty	400	-	400	110	290	27.5%	80
05050 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	-	52,900	0.0%	-
05050 - PointOfHonr-GiftShopSales	1,000	-	1,000	2,000	(1,000)	200.0%	-
05050 - Proceeds frm PropRoom.com	-	-	-	24	(24)	0.0%	322
05050 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	-	25,000	0.0%	-
05050 - Reimb.POH Carriage House	26,300	-	26,300	6,938	19,363	26.4%	13,875
05050 - RSA Profit Sharing	-	-	-	-	-	0.0%	18,248
05050 - Sale-Salvage/Surplus Prop	3,000	-	3,000	8,035	(5,035)	267.8%	-
05050 - Special Welfare Recoup	-	-	-	-	-	0.0%	46
05050 - Tourism Misc Revenue	6,898	-	6,898	481	6,417	7.0%	6,898
05050 - Trash Bag&Decal Violation	5,000	-	5,000	2,380	2,620	47.6%	(2,890)
05050 - Trash Cart Sales	2,000	-	2,000	2,362	(362)	118.1%	1,358
05050 - Visitor Ctr Merchandise	23,700	-	23,700	11,016	12,684	46.5%	12,568
05050 - VisitorCtr CoffeeDonation	-	-	-	31	(31)	0.0%	123
05050 - WardsCrossingWestSvcFee	135,923	-	135,923	-	135,923	0.0%	-
150 Miscellaneous Revenue Total	**605,271**	**-**	**605,271**	**140,677**	**464,594**	**23.2%**	**300,060**
300 State Non-Categorical Aid							
06100 - Auto Rental Tax-DMV	280,000	-	280,000	173,810	106,190	62.1%	163,159
06100 - Deeds Of Conveyance	125,000	-	125,000	70,383	54,617	56.3%	48,412
06100 - Mobile Home Titling Taxes	1,000	-	1,000	840	160	84.0%	2,094
06100 - Personal Prop Tax Relief	5,543,584	-	5,543,584	4,434,867	1,108,717	80.0%	4,434,867
06100 - Recordation Taxes-State	150,000	-	150,000	40,384	109,616	26.9%	48,191
06100 - Rolling Stock Taxes	93,000	-	93,000	90,849	2,151	97.7%	105,138
300 State Non-Categorical Aid Total	**6,192,584**	**-**	**6,192,584**	**4,811,133**	**1,381,451**	**77.7%**	**4,801,861**
310 State Shared Exp (Cat.)							
06510 - Commissioner of Revenue	175,749	-	175,749	63,752	111,997	36.3%	72,178
06510 - Registrar/Electoral Board	53,455	-	53,455	-	53,455	0.0%	-
06510 - Treasurer	101,631	-	101,631	40,947	60,684	40.3%	39,078
06515 - Clerk of Cir Crt-Fringes	556,554	-	556,554	229,981	326,573	41.3%	217,206
06515 - Commonwealth Attorney	1,012,685	-	1,012,685	413,016	599,669	40.8%	392,221
06515 - Sheriff	1,199,090	-	1,199,090	493,716	705,374	41.2%	477,860
310 State Shared Exp (Cat.) Total	**3,099,164**	**-**	**3,099,164**	**1,241,412**	**1,857,752**	**40.1%**	**1,198,543**
320 State Categorical Aid							
06820 - HB 599 Law Enforc.Asst	2,930,790	-	2,930,790	1,512,576	1,418,214	51.6%	1,465,396
06820 - Juvenile Correct-Block Gt	247,716	-	247,716	123,858	123,858	50.0%	123,858
06820 - Wireless E911	298,340	-	298,340	118,424	179,916	39.7%	118,303
06825 - Street And Highway Maint.	7,728,571	-	7,728,571	4,086,743	3,641,828	52.9%	4,695,402
06830 - Finance-Social Srvc-State	113,737	-	113,737	42,921	70,816	37.7%	51,936
06830 - Health Department	125,000	-	125,000	71,662	53,338	57.3%	159,032
06830 - SS State Adm Sub 0901	2,134,641	-	2,134,641	697,611	1,437,030	32.7%	690,574
06830 - SS State Prog Sub 0902	5,406,215	-	5,406,215	2,125,859	3,280,356	39.3%	2,467,072
06835 - Finan Asst-Public Library	151,959	4,456	156,415	78,208	78,208	50.0%	75,980
06835 - SNAP Prog-Double Dollar	-	-	-	2,600	(2,600)	0.0%	-
06835 - SNAP Program Reimb	15,000	-	15,000	4,330	10,670	28.9%	7,330

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/16	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/15
320 State Categorical Aid Total	**19,151,969**	**4,456**	**19,156,425**	**8,864,792**	**10,291,633**	**46.3%**	**9,854,883**
330 State Aid in Suspense							
05030 - Suspense Rev-Va EDI Pmts	-	-	-	0	(0)	0.0%	0
330 State Aid in Suspense Total	**-**	**-**	**-**	**0**	**(0)**	**0.0%**	**0**
510 Federal Direct Cat. Aid							
07510 - Dir Fed Reim-Parks&Rec	-	-	-	-	-	0.0%	55,529
07540 - IRS Int Subs 8/09 BABsSCH	211,000	-	211,000	106,233	104,767	50.3%	105,663
07540 - IRS Int Subsidy 8/09 BABs	60,000	-	60,000	30,621	29,379	51.0%	30,457
510 Federal Direct Cat. Aid Total	**271,000**	**-**	**271,000**	**136,855**	**134,145**	**50.5%**	**191,649**
520 Fed Cat Aid- Pass Thru							
07825 - B&G Chrgs Commerce St Bld	48,000	-	48,000	20,305	27,695	42.3%	20,799
07830 - Fed Pass Thru:Cost AIIDMG	400,000	-	400,000	-	400,000	0.0%	-
07830 - Finance-Social Srvc-Fed	164,836	-	164,836	62,200	102,636	37.7%	75,265
07830 - SS Fed Adm Sub 0901	3,373,713	66,711	3,440,424	1,852,249	1,588,175	53.8%	1,828,573
07830 - SS Fed Prog Sub 0902	2,957,974	-	2,957,974	1,548,144	1,409,830	52.3%	1,074,803
07875 - Human Service Lease	129,786	-	129,786	54,077	75,709	41.7%	54,077
520 Fed Cat Aid- Pass Thru Total	**7,074,309**	**66,711**	**7,141,020**	**3,536,975**	**3,604,045**	**49.5%**	**3,053,518**
710 Operating Transfers In							
09301 - TrfFrmCtyCp-Capital Proj	-	-	-	-	-	0.0%	(333,428)
710 Operating Transfers In Total	**-**	**-**	**-**	**-**	**-**	**0.0%**	**(333,428)**
Grand Total	**180,418,561**	**72,167**	**180,490,728**	**76,887,986**	**103,602,742**	**42.6%**	**76,013,241**

Fiscal Year	Fiscal Calendar 2017
Fiscal Quarter of Year	(Multiple Items)
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/16	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/15
2022 Communications/Marketing							
0021 Public Information	505,107	-	505,107	214,046	289,825	42.6%	194,032
0022 Customer Service Center	127,607	-	127,607	57,638	69,969	45.2%	62,348
0029 Local Government Channel	190,685	-	190,685	75,684	115,001	39.7%	70,949
2022 Communications/Marketing Total	**823,399**	**-**	**823,399**	**347,368**	**474,795**	**42.3%**	**327,329**
2023 Council / Manager							
0028 Council / Manager	1,126,517	60,197	1,186,714	474,428	691,655	41.7%	486,524
0033 Parking Division	493,655	9,100	502,755	210,722	292,033	41.9%	221,605
2023 Council / Manager Total	**1,620,172**	**69,297**	**1,689,469**	**685,150**	**983,688**	**41.8%**	**708,128**
2027 Tourism							
0044 Tourism	898,613	54,646	953,259	427,812	486,231	49.0%	469,986
0045 Visitors Center	204,042	1,545	205,587	66,934	137,951	32.9%	63,847
2027 Tourism Total	**1,102,655**	**56,191**	**1,158,846**	**494,746**	**624,182**	**46.1%**	**533,833**
2030 City Attorney							
0050 City Attorney	686,910	25,377	712,287	324,587	387,700	45.6%	315,511
0051 Risk Management	517,374	-	517,374	301,802	215,573	58.3%	262,409
2030 City Attorney Total	**1,204,284**	**25,377**	**1,229,661**	**626,389**	**603,272**	**50.9%**	**577,920**
2035 State Treasurer							
0060 State Treasurer	151,377	-	151,377	69,358	82,019	45.8%	67,637
2035 State Treasurer Total	**151,377**	**-**	**151,377**	**69,358**	**82,019**	**45.8%**	**67,637**
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	720,535	508	721,043	283,972	435,021	39.7%	325,432
2040 Commissioner Of Revenue Total	**720,535**	**508**	**721,043**	**283,972**	**435,021**	**39.7%**	**325,432**
2045 City Assessor							
0080 City Assessor	747,490	921	748,411	276,095	454,419	39.3%	333,868
2045 City Assessor Total	**747,490**	**921**	**748,411**	**276,095**	**454,419**	**39.3%**	**333,868**
2050 Finance							
0090 Director Of Finance	748,192	18,610	766,802	357,079	401,507	47.6%	284,654
0093 Billings And Collections	1,315,951	941	1,316,892	571,035	586,976	55.4%	591,112
0094 Procurement	321,739	4,301	326,040	144,390	178,216	45.3%	143,193
0095 Accounting	938,832	39,981	978,813	451,358	408,119	58.3%	472,340
0096 Budget	-	-	-	-	-	0.0%	60,342
0097 Human Services-Finance	305,624	-	305,624	127,000	178,624	41.6%	116,450
2050 Finance Total	**3,630,338**	**63,833**	**3,694,171**	**1,650,861**	**1,753,441**	**52.5%**	**1,668,091**
2055 Human Resources							
0110 Human Resources	771,991	69,191	841,182	387,118	452,994	46.1%	354,177
0111 Occupational Health Svs	130,555	-	130,555	61,272	61,783	52.7%	55,488
2055 Human Resources Total	**902,546**	**69,191**	**971,737**	**448,391**	**514,776**	**47.0%**	**409,665**
2057 Information Technology							
0115 Application Services	1,441,373	-	1,441,373	700,268	741,105	48.6%	667,685
0116 Network Services	1,585,529	106,815	1,692,344	758,433	933,911	44.8%	679,644
0117 I T Administration	455,536	(98,993)	356,543	157,152	181,611	49.1%	203,584
0125 GIS	275,906	3,929	279,835	152,286	127,549	54.4%	137,143
2057 Information Technology Total	**3,758,344**	**11,750**	**3,770,094**	**1,768,138**	**1,984,177**	**47.4%**	**1,688,056**
2065 Registrar							
0150 Registrar	181,656	904	182,560	89,986	92,574	49.3%	74,588
0151 Electoral Board	80,254	-	80,254	59,622	20,632	74.3%	265,314
2065 Registrar Total	**261,910**	**904**	**262,814**	**149,608**	**113,206**	**56.9%**	**339,903**
2090 Education							
0200 Lcl Sch Oper Contribution	41,354,039	-	41,354,039	16,575,000	24,779,039	40.1%	18,243,449
2090 Education Total	**41,354,039**	**-**	**41,354,039**	**16,575,000**	**24,779,039**	**40.1%**	**18,243,449**
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	164,661	2,911	167,572	62,875	102,653	38.7%	60,542
2105 Circuit Court-Judge Total	**164,661**	**2,911**	**167,572**	**62,875**	**102,653**	**38.7%**	**60,542**
2110 General District Court							
0310 General District Court	74,540	911	75,451	12,050	59,659	20.9%	19,153
2110 General District Court Total	**74,540**	**911**	**75,451**	**12,050**	**59,659**	**20.9%**	**19,153**
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	15,409	186	15,595	5,740	6,824	56.2%	4,052
2115 Juvenile & Dr Dist Court Total	**15,409**	**186**	**15,595**	**5,740**	**6,824**	**56.2%**	**4,052**
2120 24th Court Service Unit							

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/16	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/15
0330 24th Court Service Unit	1,550	-	1,550	99	1,451	6.4%	203
2120 24th Court Service Unit Total	**1,550**	**-**	**1,550**	**99**	**1,451**	**6.4%**	**203**
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,630,711	52,545	1,683,256	766,872	915,228	45.6%	681,893
0343 Com Aty Fines & Fees Coll	62,075	-	62,075	27,178	34,178	44.9%	26,823
2125 Commonwealth's Attorney Total	**1,692,786**	**52,545**	**1,745,331**	**794,051**	**949,405**	**45.6%**	**708,715**
2130 Magistrate's Office							
0350 Magistrate's Office	4,095	-	4,095	1,963	2,132	47.9%	1,437
2130 Magistrate's Office Total	**4,095**	**-**	**4,095**	**1,963**	**2,132**	**47.9%**	**1,437**
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	816,763	43,222	859,985	357,256	502,729	41.5%	360,032
2135 Circuit Court-Clerk Total	**816,763**	**43,222**	**859,985**	**357,256**	**502,729**	**41.5%**	**360,032**
2200 City Sheriff							
0400 City Sheriff And Jail	2,165,200	(3,264)	2,161,936	976,316	1,185,020	45.2%	981,193
2200 City Sheriff Total	**2,165,200**	**(3,264)**	**2,161,936**	**976,316**	**1,185,020**	**45.2%**	**981,193**
2240 Police							
0420 Police Operations	16,569,896	34,690	16,604,586	7,478,120	9,037,804	45.6%	7,624,434
0421 Animal Warden	344,199	-	344,199	133,575	210,624	38.8%	119,584
0429 Range Operations	15,000	3,275	18,275	6,643	11,029	39.7%	8,006
0430 Police Off Duty Employmnt	995,763	-	995,763	430,997	564,766	43.3%	410,184
2240 Police Total	**17,924,858**	**37,965**	**17,962,823**	**8,049,335**	**9,824,224**	**45.3%**	**8,162,208**
2245 Emergency Services							
0422 Emergency Communications	2,762,827	20,140	2,782,967	1,295,637	1,310,232	52.9%	1,239,475
2245 Emergency Services Total	**2,762,827**	**20,140**	**2,782,967**	**1,295,637**	**1,310,232**	**52.9%**	**1,239,475**
2270 Fire							
0444 Fire Operations And Ems	16,041,106	222,630	16,263,736	7,335,758	8,915,532	45.2%	7,558,580
0446 TRT- PIER Program	82,500	-	82,500	62,212	17,522	78.8%	40,382
2270 Fire Total	**16,123,606**	**222,630**	**16,346,236**	**7,397,970**	**8,933,053**	**45.4%**	**7,598,962**
2400 Public Works							
0600 Public Works Administrat.	897,728	6,298	904,026	407,041	457,663	49.4%	391,920
0605 Engineering	3,797,669	127,371	3,925,040	1,515,095	2,360,757	39.9%	1,559,028
0632 Street Maintenance,Ii	3,279,331	139,461	3,418,792	1,416,750	1,130,037	66.9%	1,403,069
0635 Snow Removal	267,550	200,000	467,550	240,968	171,149	63.4%	400,540
0640 Refuse Collection	2,920,137	100,211	3,020,348	1,208,263	1,114,992	63.1%	1,242,850
0645 Parks/Grounds Maintenance	2,755,871	42,289	2,798,160	1,386,611	1,092,902	60.9%	1,291,655
0649 Baseball Stadium Maint	112,023	75	112,098	48,779	63,319	43.5%	38,496
0650 Building Maintenance	3,827,798	136,967	3,964,765	1,736,309	2,065,720	47.9%	1,657,944
0660 Human Services Maint.	239,510	3,116	242,626	98,125	115,582	52.4%	112,174
2400 Public Works Total	**18,097,617**	**755,788**	**18,853,405**	**8,057,942**	**8,572,121**	**54.5%**	**8,097,676**
2555 Health							
0800 Health Operations	830,977	-	830,977	387,344	-	100.0%	415,489
2555 Health Total	**830,977**	**-**	**830,977**	**387,344**	**-**	**100.0%**	**415,489**
2561 Juvenile Services							
0904 Juvenile Service Admin.	320,531	-	320,531	107,862	212,669	33.7%	110,118
0905 Juvenile Detention Home	452,517	-	452,517	253,077	199,440	55.9%	67,196
0906 Lynchburg Youth Group Home	1,215,998	834	1,216,832	506,869	703,102	42.2%	268,966
0908 Sparc House	-	-	-	(0)	0	0.0%	287,199
0915 Csa Service Providers	1,728,783	-	1,728,783	535,422	1,193,361	31.0%	670,990
0929 Lynchburg Outreach Prog	191,764	5,968	197,732	84,876	105,303	46.7%	86,642
2561 Juvenile Services Total	**3,909,593**	**6,803**	**3,916,396**	**1,488,107**	**2,413,875**	**38.4%**	**1,491,112**
2562 Social Services							
0901 Social Services Admin.	7,561,449	241,307	7,802,756	3,388,794	4,405,145	43.5%	3,364,456
0902 Public Assistance	8,562,085	18,000	8,580,085	4,029,514	4,532,571	47.2%	4,372,106
2562 Social Services Total	**16,123,534**	**259,307**	**16,382,841**	**7,418,308**	**8,937,716**	**45.4%**	**7,736,562**
2563 Recreation Services							
0116 Network Services	87,736	-	87,736	40,624	47,112	46.3%	47,926
1002 Parks/Rec/Market	398,388	4,505	402,893	178,584	221,150	45.1%	170,025
1010 Recreation, General Admin	678,687	1,200	679,887	314,188	322,772	52.5%	310,213
1011 Recreation Services	3,850	-	3,850	490	3,360	12.7%	-
1013 Recreation, Athletic	148,942	-	148,942	64,442	84,500	43.3%	67,648
1015 Recreation, Park Services	768,965	-	768,965	363,252	392,632	48.9%	412,715
1022 Recreation, Aquatics	99,614	-	99,614	43,732	55,882	43.9%	55,466
1023 Recreation, Naturalist	150,461	-	150,461	70,432	80,029	46.8%	64,902
1024 Special Events-Cty Sponsr	59,476	-	59,476	49,301	10,175	82.9%	27,684
1027 Recreation Programs	513,644	-	513,644	240,940	272,704	46.9%	269,027
1028 City-wide Centers	271,209	-	271,209	124,091	147,118	45.8%	167,741
1029 Neighborhood Centers	632,546	-	632,546	262,508	370,038	41.5%	197,679

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/16	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/15
2563 Recreation Services Total	**3,813,518**	**5,705**	**3,819,223**	**1,752,584**	**2,007,471**	**47.4%**	**1,791,025**
2610 Libraries And Museums							
1100 Public Library	1,501,375	31,356	1,532,731	708,259	798,260	47.9%	666,881
1120 Law Library	19,000	-	19,000	3,581	15,419	18.8%	12,234
2610 Libraries And Museums Total	**1,520,375**	**31,356**	**1,551,731**	**711,840**	**813,679**	**47.6%**	**679,115**
2611 Museum System							
1150 Museum	466,519	1,500	468,019	199,234	267,413	42.9%	196,253
2611 Museum System Total	**466,519**	**1,500**	**468,019**	**199,234**	**267,413**	**42.9%**	**196,253**
2715 Community Development							
1200 Director-Comm Plan/Dev	309,730	-	309,730	135,222	172,013	44.5%	125,063
1201 Planning	331,014	-	331,014	151,427	179,587	45.7%	176,560
1202 Inspections	860,961	13,799	874,760	383,384	491,376	43.8%	368,096
1205 Zoning	236,931	-	236,931	95,647	141,284	40.4%	98,293
2715 Community Development Total	**1,738,636**	**13,799**	**1,752,435**	**765,680**	**984,260**	**43.8%**	**768,012**
2720 Office Of Economic Devel							
1300 Economic Development	441,622	17,387	459,009	253,484	205,525	55.2%	258,325
2720 Office Of Economic Devel Total	**441,622**	**17,387**	**459,009**	**253,484**	**205,525**	**55.2%**	**258,325**
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	3,486,853	5,000	3,491,853	2,093,372	1,375,557	60.6%	1,708,627
5000 Nondept Employee Benefits Total	**3,486,853**	**5,000**	**3,491,853**	**2,093,372**	**1,375,557**	**60.6%**	**1,708,627**
5050 Non-Departmental							
1506 Water Oper Fund Payments	845,191	-	845,191	422,593	422,598	50.0%	439,749
1508 Stormwater Fee-City Bldgs	88,500	-	88,500	43,687	44,813	49.4%	43,691
1509 Stormwater Fee-School Bld	70,796	-	70,796	34,898	35,898	49.3%	34,898
1566 Managed Vacancy Program	(265,083)	-	(265,083)	-	(265,083)	0.0%	-
1567 Employee Choice Awards	20,700	-	20,700	6,911	13,789	33.4%	7,403
1568 Retirement Recognition	3,000	-	3,000	-	3,000	0.0%	1,270
1569 Take Your Kids to Work Dy	600	-	600	331	270	55.1%	-
1570 Emp Appreciation Luncheon	8,000	-	8,000	484	7,516	6.0%	201
1573 Payment-Fleet Capital Chg	1,946,245	-	1,946,245	1,063,502	882,743	54.6%	1,090,599
1574 Health Management Program	177,000	-	177,000	202,491	(35,692)	120.2%	109,834
1575 Employee Committee Funds	3,000	-	3,000	681	2,319	22.7%	987
1576 Line of Duty Act	-	-	-	-	-	0.0%	-
1578 Poverty Intiative	50,000	-	50,000	-	50,000	0.0%	26,588
1579 Recruitment	10,000	-	10,000	891	9,109	8.9%	7,064
1580 International Festival	-	-	-	50	(50)	0.0%	-
1637 City Cemetery Master Plan	132,438	-	132,438	87,642	-	100.0%	87,642
5050 Non-Departmental Total	**3,090,387**	**-**	**3,090,387**	**1,864,161**	**1,171,228**	**62.1%**	**1,849,927**
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	37,073	-	37,073	10,072	(38)	100.1%	9,766
1705 Lynchburg Humane Society	351,697	-	351,697	351,697	-	100.0%	356,171
1707 Cent Va Area Agc On Aging	15,000	-	15,000	15,000	-	100.0%	15,000
1708 Horizon Behavioral Health	457,323	-	457,323	228,662	228,662	50.0%	228,662
1709 Cvcc Board & Related Oper	1,906	-	1,906	1,906	-	100.0%	1,900
1710 R.E.Lee Soil Conserv Dist	10,000	-	10,000	10,000	-	100.0%	10,000
1711 Cent Va Planning Dist Com	44,778	-	44,778	44,778	0	100.0%	44,491
1715 Greater Lynch. Transit Co	1,675,805	-	1,675,805	1,675,805	-	100.0%	1,394,038
1721 Blue Ridge Regional Jail	5,658,049	-	5,658,049	4,243,537	(93,480)	101.7%	3,990,103
1724 Legal Aid Society	11,249	-	11,249	11,249	-	100.0%	10,816
1739 Contrib- Amazement Square	5,604	-	5,604	-	5,604	0.0%	-
1743 Central Va Reg Radio Brd	723,075	-	723,075	436,630	286,445	60.4%	412,017
5060 Support Local/State Organ Total	**8,991,559**	**-**	**8,991,559**	**7,029,334**	**427,193**	**95.2%**	**6,472,963**
7450 Debt Service							
5990 Principal Bonds/BANS/LOC	10,942,257	(258,457)	10,683,800	5,980,352	4,703,448	56.0%	6,072,367
5994 Interest Bonds/BANS/LOC	6,979,831	312,457	7,292,288	3,544,913	3,747,375	48.6%	3,683,833
5997 Debt - Misc. Charges	1,650	2,000	3,650	1,128	2,522	30.9%	3,828
7450 Debt Service Total	**17,923,738**	**56,000**	**17,979,738**	**9,526,393**	**8,453,345**	**53.0%**	**9,760,028**
7570 Other Financing Uses							
9710 Operating Transfers Out	5,084,367	740,798	5,825,165	2,790,905	3,034,260	47.9%	6,212,973
7570 Other Financing Uses Total	**5,084,367**	**740,798**	**5,825,165**	**2,790,905**	**3,034,260**	**47.9%**	**6,212,973**
Grand Total	**183,542,679**	**2,568,664**	**186,111,343**	**86,667,057**	**94,343,058**	**49.3%**	**91,797,368**

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **February 28, 2017**			AGENDA ITEM NO.: **6**
CONSENT:	REGULAR:	WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION:		INFORMATION: **X**	
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: Local Sales and Use Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through December 2016 has been posted for these 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 2016 – FY 2017

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2016 - FY 2017

	Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2016	Adopted FY 2017	Actual FY 2017	Actual FY 2017 to Adopted FY 2017	Actual FY 2017 to Actual FY 2016
SALES & USE TAX									
ADOPTED FY 2017 BUDGET - $15,465,000									
JULY	$996,646	$1,075,816	$1,131,485	$1,207,589	$1,207,589	$1,245,485	$1,152,527	($92,958)	($55,062)
AUGUST [1]	1,145,592	1,098,342	1,299,763	1,198,772	1,198,772	1,236,391	1,267,330	30,939	68,558
SEPTEMBER	1,117,209	1,083,199	1,204,336	1,269,930	1,269,930	1,309,782	1,275,989	(33,793)	6,059
OCTOBER	1,033,859	1,161,965	1,185,608	1,231,666	1,231,666	1,270,318	1,253,143	(17,175)	21,477
NOVEMBER	1,187,008	1,155,729	1,241,898	1,227,636	1,227,636	1,266,161	1,254,548	(11,613)	26,912
DECEMBER	1,466,715	1,316,419	1,669,810	1,600,507	1,600,507	1,650,733	1,695,100	44,367	94,593
TOTAL	**$6,947,029**	**$6,891,470**	**$7,732,900**	**$7,736,100**	**$7,736,100**	**$7,978,870**	**$7,898,637**	**($80,233)**	**$162,537**
CONSUMER UTILITY TAX - ELECTRIC									
ADOPTED FY 2017 BUDGET - $3,790,000									
JULY	$323,141	$325,815	$321,596	$332,876	$332,876	$337,220	$328,501	($8,719)	($4,375)
AUGUST	345,163	318,738	305,012	333,953	333,953	338,312	355,434	17,122	21,481
SEPTEMBER	318,915	317,324	317,947	328,411	328,411	332,697	351,627	18,930	23,216
OCTOBER	279,145	273,646	273,264	281,514	281,514	285,188	294,038	8,850	12,524
NOVEMBER	282,035	280,945	273,353	270,434	270,434	273,964	274,145	181	3,711
DECEMBER	330,714	348,750	346,565	321,380	321,380	325,574	337,930	12,356	16,550
TOTAL	**$1,879,113**	**$1,865,218**	**$1,837,737**	**$1,868,568**	**$1,868,568**	**$1,892,955**	**$1,941,675**	**$48,720**	**$73,107**
COMMUNICATIONS SALES & USE TAX									
ADOPTED FY 2017 BUDGET - $3,220,000									
JULY	$293,358	$286,999	$283,594	$276,750	$276,750	$268,333	$265,192	($3,141)	($11,558)
AUGUST	291,560	284,691	281,957	270,038	270,038	268,334	269,212	878	(826)
SEPTEMBER	263,295	284,249	283,441	273,974	273,974	268,333	266,593	(1,740)	(7,381)
OCTOBER	319,011	288,830	287,702	277,686	277,686	268,334	274,702	6,368	(2,984)
NOVEMBER	300,665	284,176	279,441	271,470	271,470	268,333	270,909	2,576	(561)
DECEMBER	297,855	289,726	282,491	276,524	276,524	268,334	268,968	634	(7,556)
TOTAL	**$1,765,744**	**$1,718,671**	**$1,698,626**	**$1,646,442**	**$1,646,442**	**$1,610,001**	**$1,615,576**	**$5,575**	**($30,866)**

Comparison of Collections
Budget to Actual FY 2016 - FY 2017

	Actual Assessed FY 2014	Actual Collected FY 2014 [3]	Actual Assessed FY 2015	Actual Collected FY 2015 [3]	Actual Assessed FY 2016	Actual Collected FY 2016 [3]	Adopted FY 2017	Actual Assessed FY 2017	Actual Assessed FY 2017 to Adopted FY 2017	Actual Collected FY 2017 [3]	Actual Collected FY 2017 to Adopted FY 2017	Actual Collected FY 2017 to Assessed FY 2017
MEALS TAX												
ADOPTED FY 2017 BUDGET - $14,392,000												
JULY [2]	$944,920	$1,159,786	$1,009,124	$970,597	$1,094,079	$1,046,770	$1,122,617	$1,125,952	$3,335	$1,153,882	$31,265	$27,930
AUGUST	1,056,821	1,024,718	1,152,551	1,119,585	1,178,267	1,213,559	1,207,908	1,136,900	(71,008)	1,098,748	(109,160)	(38,152)
SEPTEMBER	1,030,134	1,052,079	1,107,413	1,159,391	1,187,734	1,167,356	1,222,863	1,203,420	(19,443)	1,243,540	20,677	40,120
OCTOBER	1,046,550	958,359	1,149,721	1,119,430	1,181,133	1,152,017	1,216,067	1,263,061	46,994	996,549	(219,518)	(266,512)
NOVEMBER	1,019,305	1,064,385	1,079,590	1,099,028	1,104,321	1,156,651	1,136,983	1,143,630	6,647	1,382,308	245,325	238,678
DECEMBER	1,061,859	1,035,379	1,138,978	1,117,510	1,225,475	1,224,108	1,261,720	1,257,694	(4,026)	1,238,056	(23,664)	(19,638)
TOTAL	**$6,159,589**	**$6,294,706**	**$6,637,377**	**$6,585,541**	**$6,971,009**	**$6,960,461**	**$7,168,158**	**$7,130,657**	**($37,501)**	**$7,113,083**	**($55,075)**	**($17,574)**
LODGING TAX												
ADOPTED FY 2017 BUDGET - $2,150,000												
JULY [2]	$174,759	$223,419	$189,065	$180,395	$180,471	$180,808	$182,129	$187,601	$5,472	$201,599	$19,470	$13,998
AUGUST	185,662	185,340	185,946	185,402	209,766	202,217	208,184	195,363	(12,821)	167,929	(40,255)	(27,434)
SEPTEMBER	181,706	204,758	173,904	173,875	204,267	206,009	206,011	184,075	(21,936)	215,545	9,534	31,470
OCTOBER	184,462	185,014	209,859	209,788	196,681	160,131	198,360	281,192	82,832	214,418	16,058	(66,774)
NOVEMBER	153,745	148,082	141,855	144,988	140,923	177,048	142,126	170,900	28,774	222,988	80,862	52,088
DECEMBER	141,137	126,077	115,033	119,891	130,478	130,150	131,592	131,377	(215)	150,743	19,151	19,366
TOTAL	**$1,021,471**	**$1,072,690**	**$1,015,662**	**$1,014,339**	**$1,062,586**	**$1,056,363**	**$1,068,402**	**$1,150,508**	**$82,106**	**$1,173,222**	**$104,820**	**$22,714**

1 The August FY 2015 Sales & Use Tax Actual amount includes a one-time, $145,000 payment in taxes, which was redistributed to the City from another locality.

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 Meals and Lodging Tax data includes columns titled "Actual Collected ." The amounts in these columns include all revenue received per month regardless of whether the payment is current or delinquent.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 28, 2017** AGENDA ITEM #: **1**

CONSENT: REGULAR: WORK SESSION: **X** CLOSED SESSION:
ACTION: INFORMATION: **X** (Confidential)

ITEM TITLE: Presentation regarding the Lynchburg Regional Connectivity Study

Strategic Pillar(s) Impacted:

___Arts & Culture	___Citizen Engagement & Social Capital	_X_Economic Development	___Healthy & Active Living
_X_Infrastructure	___ Land Use	___Lifelong Learning	___Natural Resources
___Neighborhoods	___Safe Community	___Social Equity	_X_Transportation
			___Administrative

RECOMMENDATION: Hear a presentation from Shannon Valentine, member of the Commonwealth Transportation Board and Chris Winstead, Virginia Department of Transportation District Engineer (Lynchburg) regarding the Lynchburg Regional Connectivity Study.

SUMMARY: Shannon Valentine has been a champion of this Study which is intended to tie connectivity decisions to economic opportunity. The Study identifies three broad themes and eight strategy areas. The broad themes are: 1) Labor Market and Intra-regional Connectivity; 2) Inter-regional Connectivity; and, 3) Digital Connectivity. The Strategy areas will be discussed during the presentation.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Bonnie Svrcek, City Manager – 455-3990

ATTACHMENT(S): Lynchburg Regional Connectivity Study Executive Summary

REVIEWED BY: bms

027K

Lynchburg Regional Connectivity Study

EXECUTIVE SUMMARY

Prepared for:
Virginia Department of Transportation – Lynchburg District & Virginia Office of Intermodal Planning and Investment

Prepared by:
Economic Development Research Group, Inc.
Michael Baker International and
Renaissance Planning

February 13, 2017

EXECUTIVE SUMMARY

APPROACH

Transportation systems and digital networks enable the flow of people, goods, and information that today's companies require to compete. Regions grow from the inside out when businesses and their workers become more productive, allowing them to provide for the region's residents and export products and services to other parts of the world. Regions also grow by out-competing other places and attracting skilled workers, successful businesses, and private investment. Under both circumstances, regional connectivity is critical for success.

This connectivity study addresses the goal of strengthening the Lynchburg regional economy, through connectivity. It first diagnoses the current role of connectivity in supporting the economy, and subsequently identifies and assesses opportunities for connectivity improvement. For the purposes of the study, the region is defined as the Lynchburg Metropolitan Statistical Area, including Amherst County, Appomattox County, Bedford County, Campbell County, Town of Bedford, and the City of Lynchburg as the urban hub.

Partners in this study include the Commonwealth Transportation Board (CTB), the Office of Intermodal Planning and Investment (OIPI), the Lynchburg District Office of Virginia Department of Transportation (VDOT), and the Region 2000 Local Government Council/Central Virginia Metropolitan Planning Organization's (CVMPO). Shannon Valentine, CTB Member (Lynchburg District), proposed the idea for the study; Rick Youngblood, Lynchburg District Planning Manager for VDOT, served as the project manager; and Bob White of Region 2000, served as the liaison with the Local Government Council and its parallel comprehensive economic development strategy (CEDS) effort.

This regional study, the first of its kind in Virginia, unfolded in two major phases:

Phase I – Baseline Assessment: This first phase of the study was a fact-finding mission aimed at answering key questions about the region's businesses; their reliance on transportation, workforce, and information infrastructure; and the connectivity issues affecting their competitiveness. Answers to these questions came from a combination of interviews with regional stakeholders and industry stakeholders; analysis of transportation, economic, and demographic data; and a comparative assessment of the Lynchburg region's performance relative to similarly sized peer regions.

Phase II – Strategies for Improvement: Following identification of connectivity challenges, assets, and opportunities in the region, the study turned to consideration of potential improvements. This final report outlines specific strategies that address labor market access and intra-regional connectivity, connectivity between Lynchburg and markets elsewhere, and digital connectivity. These strategies draw from a combination of national best practices, existing regional efforts that can be enhanced, and particularly instructive examples from peer comparison regions. Strategies were evaluated according to their ability to generate economic gains. The Lynchburg Regional Transportation Advocacy Group (LRTAG) provided invaluable input on these strategies and their appropriateness, attractiveness, and feasibility in the region.

The study has benefited from and contributed to a set of mutually supportive regional and statewide planning efforts. It builds on findings of the 2025 Virginia Multimodal Transportation Plan Needs Assessment completed as part of VTrans2040, the Commonwealth's long-range multimodal transportation plan. In particular, the connectivity study responds to a new statewide focus on the linkages between regional economies and transportation. Its detailed regional findings have in turn supported further refinement of needs and priorities within VTrans 2040. The study was also developed in parallel with a comprehensive economic development strategy (CEDS) for the region. The two processes benefited from each other through sharing of data, interim findings, and the mutual identification of opportunities. The study additionally builds on CVMPO's Long Range Transportation Plan (LRTP), adopted in October 2015. Through these coordinated efforts, each of these studies will provide more value to the Lynchburg region than if each had been developed in isolation.

FINDINGS

While this study has produced a wide array of data and information on the Lynchburg region's current and potential future connectivity, as detailed in the body of this report, there are a few important high-level themes that emerged:

FOUNDATION: ***The Lynchburg region benefits from quality infrastructure and prior investments that provide a platform upon which to build towards stronger multimodal connectivity***. The region's road network provides reliable connections within the region and to external markets. Lynchburg Regional Airport, despite limitations in the number of connections offered, has maintained and even enhanced service while other regional airports in Virginia contracted as a result of airline consolidation and consolidation of service towards larger airports and larger planes. Similarly, the rail network is an asset for both passenger and freight accessibility and could be leveraged to a greater extent. Looking forward, there are a variety of economic and demographic factors indicating that the region would benefit from investing in additional multimodal connectivity. The region experienced slower growth than other similarly sized metropolitan areas in the U.S. in the period from 1998-2013,[1] is undergoing restructuring associated with shifts in its traditional economic base of manufacturing, and has struggled with young adult population growth and educational attainment, particularly in STEM fields. Table 1 summarizes the challenges, assets, and opportunities identified in this study. Lynchburg's ability to attract and retain talent will be key to the region's future prosperity. Recent population and business gains within the City of Lynchburg show positive signs in this direction.[2] This study outlines ways in which the region can work to address important connectivity factors that influence how desirable an area is to skilled workers, including multimodal transportation options and digital connectivity, as well as quality of place.

SYNERGY and ADDED VALUE: ***This study recognizes that maximum economic gains can only be achieved through synergistic, multimodal efforts that cross strategy areas.*** Working from real needs identified in this and prior VTrans2040 efforts, this study highlights opportunities for a balanced and synergistic set of

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[1] See the full report for more detail.

[2] As of 2015, the City of Lynchburg was the third fastest-growing city in Virginia. See: http://blog.opportunitylynchburg.com/insights/city-of-lynchburgs-office-of-economic-development-releases-fy-2016-annual-report

strategies, across modes. The study outlines a set of 23 actions, organized within eight strategy areas and three themes, as shown in Table 2. The strategies and actions are structured to protect and further leverage existing assets, including low-cost/high-impact marketing efforts, all while working to enhance areas with identified deficiencies. In addition, this study recognizes the important and significant ongoing investments in connectivity in the region[3] while identifying "value-added" recommendations. The recommendations build on the research being done at the state level, leverage existing regional resources, and create opportunities for new concerted action as a region.

COMMUNICATION AND COMMON THREADS: A final theme emerging from the study is that of communication and collaboration based on shared objectives. Connectivity is inherently multi-dimensional. Many different actors, across both the public and private sectors, influence the quality of transportation and digital connectivity in the region, as well as the degree to which those connections are then translated into inclusive economic growth. This study shares common threads with other major efforts including the region's CEDS, GO VIRGINIA (The Virginia Initiative for Growth and Opportunity), and BREC (the Blue Ridge Economic Coalition). Moreover, the ability to accurately and fully communicate about existing unique assets of the region—a key focus of the study—depends on knowledge-sharing across a broad spectrum of stakeholders. ***The Lynchburg region's success in implementing the findings of this study will depend on its continued commitment to communication and collaboration.***

Table 1 Connectivity Challenges, Assets, and Opportunities in the Lynchburg Region

Connectivity Area	Identified Challenges, Assets, and Opportunities
LABOR MARKET AND INTRA-REGIONAL CONNECTIVITY	↓ Limited labor market size ↓ Skills gap, particularly in trades & STEM ↓ Anticipated retirements and struggles to recruit young professionals ↑ Comparatively short/uncongested commutes ↑ ↓ Downtown Lynchburg as an emerging but still limited regional urban core ↓ Limitations in transit accessibility and service ↑ Strong higher education presence
INTER-REGIONAL CONNECTIVITY	↑ Amtrak service, particularly to Washington, DC ↓ ↑ Air service connectivity ↓ Lack of an interstate and both real and perceived remoteness ↑ Convergence of freight rail lines with no major capacity constraints
DIGITAL CONNECTIVITY	↓ Limited broadband in rural areas ↑ Fiber-optic connections in the urban core

Key: ↓ Constraint; ↑ Asset or Opportunity.

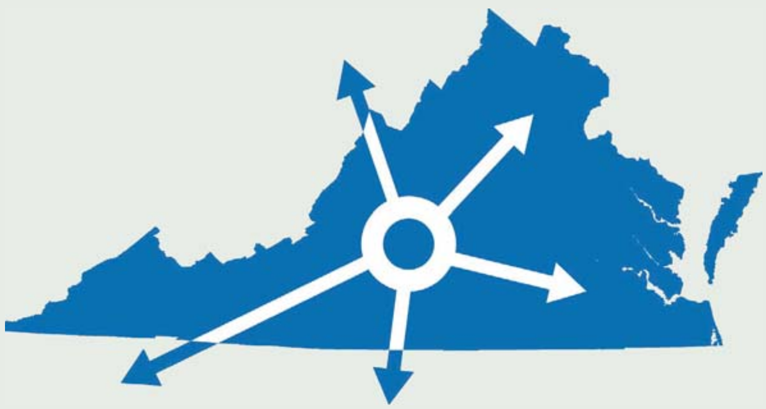
[3] Virginia's Six-Year Improvement Program for Fiscal Years 2017-2022 shows the Lynchburg District receiving $358 million over the next six years, including investment in Virginia SMART SCALE projects, state of good repair, local projects funded through revenue sharing with the state, and safety improvements, among others.

Table 2 Strategies and Actions

STRATEGY	ACTION
THEME: LABOR MARKET & INTRA-REGIONAL CONNECTIVITY	
1. Placemaking	A. Complete/Better Streets
	B. Regional Priority Bike Corridors
	C. Improve Wayfinding
	D. Higher Education/Urban Core Multimodal Connectivity
	E. Bike Sharing Program
	F. Car Share Program
2. Local Bottlenecks	G. Intra-Regional Bottleneck Relief
3. Transit & TDM	H. Enhance Business Community Outreach
	I. Commuter Rewards Program
	J. Unified Transit Pass Program
	K. Statewide Rural Vanpooling Efforts
	L. Transit and vanpool pass/fare and biking incentives
THEME: INTER-REGIONAL CONNECTIVITY	
4. Intercity Passenger Rail	M. Amtrak Marketing, Coordinate with Tourist Destinations
	N. Advocate for Enhanced Rail Reliability and Connectivity
5. Air Service Development	O. Coordinated Regional Narrative on Lynchburg Airport
	P. Advocate for Service to Dulles (Governor's Budget), Startup Incentives
	Q. Air Market Data Sharing with Colleges and Universities
	R. Economic Development "Leading Indicators" Communication
6. Access on Key Highway Corridors	S. Inter-Regional Key Corridor Improvements
	T. Work with Adjacent Communities on Key Corridors
	U. Commonwealth's "Protecting Virginia's Arterial Investments" Program
7. Cargo-Oriented Development	V. Build Awareness of Virginia Rail Industrial Access Program
	W. Focus on Sites Adjacent to Existing Rail Infrastructure and Customers
	X. Ongoing Communication with Class I Railroads
THEME: BROADBAND CONNECTIVITY	
8. Broadband Development	Y. Market the Fiber Network in Economic Development Efforts
	Z. Expand Broadband to Rural Areas

LYNCHBURG REGIONAL CONNECTIVITY STUDY

A PILOT STUDY TYING CONNECTIVITY DECISIONS TO ECONOMIC OPPORTUNITY



Transportation systems and digital networks enable the flow of people, goods, and information that today's companies require in order to compete. Regions grow from the inside out when businesses and their workers become more productive, allowing them to provide for the region's residents and export products and services to other parts of the world. Regions also grow by out-competing other places and attracting skilled workers, successful businesses, and private investment. Under both circumstances, regional connectivity is critical for success.

This connectivity study was undertaken to strengthen the Lynchburg regional economy by first diagnosing the current role of connectivity in supporting the economy, and subsequently identifying and assessing opportunities for improvement

This document summarizes the strategies and actions recommended in the Study. There are eight strategy areas organized into three broad themes as listed below. Individual actions are also recommended under each strategy area.

1. LABOR MARKET AND INTRA-REGIONAL CONNECTIVITY
- Placemaking
- Local Bottlenecks
- Transit and Transportation Demand Management

2. INTER-REGIONAL CONNECTIVITY
- Intercity Passenger Rail
- Air Service Development
- Access on Key Highway Corridors
- Cargo-Oriented Development

3. DIGITAL CONNECTIVITY
- Broadband Coverage

Lynchburg/Central Virginia Connectivity
A Pilot Study of Economic Opportunity for the Future

Theme *Labor Market & Intra-Regional Connectivity*

STRATEGY AREA

PLACEMAKING

RECOMMENDATIONS

RECOMMENDED STRATEGIES:

- Continue and enhance efforts to build an urban environment that is livable and appeals to younger workers and entrepreneurs.
- Focus efforts on developing a community that is connected by quality pedestrian and bicycle infrastructure, with a strong sense of place.
- Work to strengthen downtown Lynchburg as an asset for the entire region by addressing issues such as wayfinding and intra- regional connectivity between centers of activities (higher education, health and the arts).
- Support placemaking enhancements in other local activity centers in the region to appeal to younger workers and entrepreneurs.
- Continue to build a region that has a strong sense of place within key activity centers, with quality pedestrian and bicycle infrastructure and with an urban core that serves as a region-wide asset

RECOMMENDED ACTIONS:

1. Pursue implementation of Complete/Better Streets projects as outlined in the Lynchburg Comprehensive Plan and the Central Virginia Long Range Transportation Plan.
2. Implement Regional Bike Corridors - Continue to work towards implementation of the CVMPO Priority Accommodation Corridors as identified in the Region 2000 Bicycle Plan.
3. Improve wayfinding (on-line information and signage) to key activity centers in the region.
4. Support improved multimodal connectivity between institutions of higher education and downtown Lynchburg.
5. Consider a bikesharing program that connects with transit and passenger rail and could be used to reduce the need for parking and short auto trips by students, residents, visitors and workers.
6. Consider a carshare program that could reduce the need for parking and autos at residential and employer sites and at universities and colleges.

ACTIONS UNDERWAY

A number of programs and initiatives throughout the region are building stronger and more vibrant centers by improving connectivity, quality of life and a “sense of place” including:

1. Lynchburg “Better Streets” Program
2. Lynchburg Downtown Circulator
3. Amherst Walkability Study
4. Riverwalk Trail Extension
5. Amherst County Greenway
6. Regional sidewalk projects
7. Wayfinding projects being conducted by Region 2000

POTENTIAL ECONOMIC GAINS

Placemaking strategies have real economic implications for regional competitiveness. In particular, research shows that:

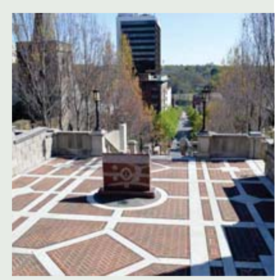
- Vibrant urban areas both attract and retain well-educated workers
- Educational attainment is the strongest predictor of regional employment growth
- Walkability and transit accessibility can increase property values and foot traffic for street-level businesses

What is Placemaking?

Simply put, Placemaking is about enhancing our urban centers so that they become the focus of new life and economic activity. Placemaking makes sound economic sense.

What is Wayfinding?

Wayfinding means enhancing on-line information and signage to make our region more welcoming to visitors and more accessible to residenmts.



Lynchburg/Central Virginia Connectivity
A Pilot Study of Economic Opportunity for the Future

Theme: *Labor Market & Intra-Regional Connectivity*

STRATEGY AREA

LOCAL BOTTLENECKS

RECOMMENDATIONS

RECOMMENDED STRATEGIES:

- Focus on maintaining and enhancing the outstanding reliability of the network in the region.
- Invest strategically to preserve performance on the region's road network, continuing to support quality intra-regional travel.
- Target intra-regional transportation bottlenecks and work to ensure patterns of growth do not erode the current quality of commuting in the region.

RECOMMENDED ACTIONS:

Pursue funding of significant improvements that would relieve bottlenecks on corridors serving commuter flows and regional activity centers, such as:

1. Route 622, Lynbrook Road (submitted for 2017 Smart Scale funding)
2. Candlers Mountain Road (US 501) Improvement (LRTP #91, rank 6)
3. South Amherst Hwy (BUS 29)/ Rt 163 Interchange (LRTP #31, rank 12)
4. Lakeside Drive (221) Improvement (LRTP #88, rank 14)
5. Candlers Mountain Road (Rt 670) Improvement (LRTP #94, rank 25)

The five potential improvements listed above were modeled in the region's travel demand model, generating estimates of transportation system performance improvements in 2040 (table below).

Reduction / Savings in 2040	Passenger Cars	Trucks (Freight)
Savings in Gross Vehicle-Miles Traveled	77,811	48,615
Savings in Gross Vehicle-Hours Traveled	51,744	11,775
Savings in Passenger Miles	93,374	-
Savings in Freight US Ton Miles	-	302,580

ACTIONS UNDERWAY

Virginia's Six-Year Improvement Program for Fiscal Years 2017-2022 shows the Lynchburg District receiving significant funding over the next six years, including investment in Virginia SMART SCALE projects, state of good repair, local projects funded through revenue sharing with the state, and safety improvements, among others. Some of that investment is going into plans and studies underway that will yield a series of strategic recommendations to reduce bottlenecks in the region, including a corridor study of Candlers Mountain Road addressing safety and congestion issues and a planning study underway for the Route 29 south segment in Campbell County. In addition, some of the top projects from the region's Long Range Transportation Plan are listed below:

Long Range Transportation Plan Proposed Projects:

1. Rt. 221 (Forest Rd.) Improvements
2. Rt. 460, Timberlake Rd. at Waterlick Rd (Rt 622)
3. Lynchburg Expressway from S. of Rt 221 to Northwest Expressway (Rt 501) - New 4-lane road (One way pairs)
4. Route 29 from Amherst St. to S. Coolwell Rd Traffic Operations/Signal Coordination
5. Rt. 29 Wards Road Access Management

POTENTIAL ECONOMIC GAINS

The five proposed improvements listed under "Recommended Actions" to the left were modeled for their economic impacts using the TREDIS economic model. Cumulative long term impacts out to the year 2050 could reach approximately $140 million in additional business sales and $77 million in value added.

The Value of Relieving Bottlenecks

Cumulative long term impacts out to the year 2050 (from the improvements listed under Recommended Actions) could reach approximately $140 million in additional business sales and $77 million in value added to businesses.

Lynchburg/Central Virginia Connectivity
A Pilot Study of Economic Opportunity for the Future

Theme: *Labor Market & Intra-Regional Connectivity*

STRATEGY AREA

TRANSIT & TRANSPORTATION DEMAND MANAGEMENT (TDM)

RECOMMENDATIONS

RECOMMENDED STRATEGIES:

- Build support and demand for transit and alternative transportation options by encouraging collaborative communication and problem-solving between major employers, regional commuters, and transit operators.
- Continue to build on the RIDE Solutions platform, increasing awareness of alternative transportation options and programs.
- Seek creative solutions that will make transit and other alternative transportation options (ridesharing, biking, walking) attractive and feasible.

RECOMMENDED ACTIONS:

1. Enhance outreach to the business community through partnerships between RIDE Solutions, the Region 2000 Workforce Development Board, and the Lynchburg Regional Business Alliance (LRBA).
2. Consider implementation of an activity-based commuter rewards program which provides rewards for walking, biking, telecommuting, ridesharing, and use of transit.
3. Support a Unified Transit Pass Program by working with the Greater Lynchburg Transit Company (GLTC) and major regional employers and educational institutions to examine the feasibility of a unified transit pass.
4. Promote Statewide Vanpooling Efforts - Vanpool!VA - Investigate opportunities for the region to benefit from the Virginia Department of Rail and Public Transportation's (DRPT's) emphasis on expanding wvanpooling in rural and small urban areas across the state.
5. Encourage and incentivize employers to provide transit and vanpool pass/fare and biking benefits to employees in accordance with IRS eligibility rules

POTENTIAL ECONOMIC GAINS

- Corporations are following the Millennials workforce into places served by transit—e.g., General Electric in Boston, McDonald's and Motorola in Chicago, ADP in Norfolk
- Transit facilitates efficient clustering, strengthening knowledge economy industries (including start-ups/VC which tend to cluster in urban areas)
- Transit is key to workforce accessibility, including service sectors that are major employers (e.g. health care)

Growing Transit

GLTC is updating its overall Transit Development Plan in 2017 and will be considering service enhancements and expansions throughout the region.

ACTIONS UNDERWAY

1. Lynchburg Central Business District Circulator (2016 Smart Scale Funded Project), which will provide service to destinations around downtown Lynchburg.
2. RIDE Solutions serving commuters throughout the region
3. GLTC will be updating its overall Transit Development Plan in 2017 and will be considering service enhancements and expansions throughout the region.

INTERCITY PASSENGER RAIL

RECOMMENDATIONS

RECOMMENDED STRATEGIES:

- Enhance Lynchburg's role as a passenger rail hub for the region.
- Continue to build off the demonstrated success with Amtrak services to and from Lynchburg through marketing, planning, and advocacy efforts.

Amtrak service is an asset that could be more effectively leveraged to support tourism, local business travelers, and aid in recruitment of young professionals that prioritize access to major urban centers when considering potential relocation.

The Lynchburg-to-Northeast Corridor route offset $6.9 million in costs with $10.1 million in revenue, turning a profit of roughly $3.3 million in 2011. In 2012, the Lynchburg service carried 172,106 passengers, up from 149,306 in fiscal year 2011.

RECOMMENDED ACTIONS:

1. Continue and enhance marketing of Amtrak services, particularly for travel to and from northeast markets by coordinating on-line tourism marketing of Amtrak service with regional tourist attractions and destinations.
2. Support reliability and Additional Rail Capacity: Participate in efforts to improve on-time performance of trains and long-term planning to increase rail capacity at major stations.

ACTIONS UNDERWAY

Lynchburg's Amtrak service is one of the region's greatest connectivity assets, providing twice daily service to Washington, DC and the Northeast Corridor, via the Northeast Regional and the Crescent. In addition, service expansions in the works include:

ACTIONS UNDERWAY:

1. Additional service to Roanoke added in 2017
2. New Statewide Rail Plan
3. Additional rail service, anchored in Lynchburg, to Washington, DC for 2018
4. New study of Lynchburg to Charlotte, North Carolina service and potential for adding service recommended by the North Carolina Department of Transportation

POTENTIAL ECONOMIC GAINS

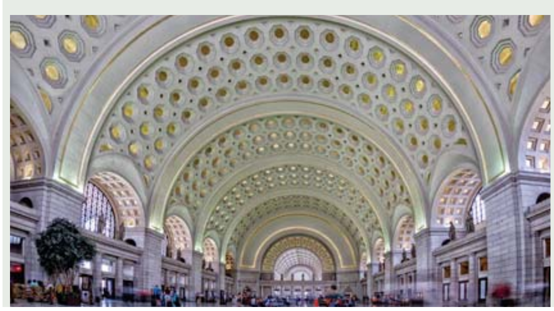
The economic logic for focusing on rail access includes:

- Rail is valuable to regional tourism, particularly for some of the northern urban markets where people may not own or use on a daily basis private vehicles.
- Amtrak services offers convenient reliable connections to business travelers and access to northeast markets.
- This access provides value to firms both by enabling easy business travel, and by enhancing the image of the region for young talent and entrepreneurs interested in proximity to major urban centers.

Rail Value

In the first quarter of 2016, Lynchburg trains had the best on-time performance of all Virginia-funded trains.

In April 2016, monthly ridership in Lynchburg was 15,211 passengers, the second-highest ridership out of the four state-funded routes which includes Richmond, Norfolk and Newport News.



STRATEGY AREA

AIR SERVICE DEVELOPMENT

RECOMMENDATIONS

RECOMMENDED STRATEGY:

- Consolidate regional support for the air service development activities managed by the Lynchburg Regional Airport (LYH), focusing on maintaining and improving current service levels, enhancing service through equipment upgrades and efforts to expand capacity and service reliability, and expanding commercial air service, targeting major carrier hubs and potential tourism niche markets.

This strategy mirrors the approach set forth in the Lynchburg Regional Airport's Air Service Development Strategic Plan. The airport is served by one airline, American, and provides six daily arrivals and departures to/from a single connecting hub airport in Charlotte, North Carolina.

RECOMMENDED ACTIONS:

1. Build a coordinated regional narrative on the value of LYH relative to other alternatives.
2. Advocate for service to Dulles in coordination with the $50 million Governor's program to reduce the cost of enplanements (boardings) at Dulles. Collaborate with Newport News and other Virginia airports without direct service to Dulles; and coordinate a region-wide conversation regarding potential startup incentives for United service to Dulles.
3. Coordinate data sharing with colleges and universities. Work with higher education institutions in the region to understand growth trends that could support additional air service. Explore the potential of aviation programs at Liberty University to leverage potential economic benefits to the airport.
4. Strengthen channels of communication with the economic development community so that "leading indicators" can be communicated to airlines.

ACTIONS UNDERWAY

1. Growth in enplanements - as of calendar year 2014, Lynchburg Regional supported 78,876 passenger enplanements, a 1.4 percent increase over the previous year.
2. Growth in revenue - a recently published study by the Virginia Department of Aviation (DOAV) found that Lynchburg maintained a relatively constant level of capacity while other regional airports contracted, has achieved gains in aircraft size, revenue per seat, and load factors from 2004 to 2014, and outperforms peers on revenue per seat and average load factor.
3. Growth in service - this trend continues with the recent reintroduction of regional jet service to the airport.

POTENTIAL ECONOMIC GAINS

- The 2011 Virginia Airport System Economic Impact Study found that the average impact in 2010 per enplanement was $1,166 in business sales (from on-airport activity and visitors spending effects). Commercial enplanements were 93,617 in the same year.
- Total economic activity associated with on-airport activities and visitor spending at LYH was $109.19 M in 2010. The same activity can be associated with 911 jobs and $30 million in payroll.
- Lynchburg Regional Airport supports jobs in the economy by enabling the arrival of visitors and supporting their expenditures on lodging, entertainment, ground transportation, and various consumer goods.

$109 million
- Total economic activity associated with on-airport activities and visitor spending at LYH in 2010

Lynchburg/Central Virginia Connectivity
A Pilot Study of Economic Opportunity for the Future

Theme *Inter-Regional Connectivity*

STRATEGY AREA

ACCESS ON KEY HIGHWAY CORRIDORS

RECOMMENDATIONS

RECOMMENDED STRATEGY:

- Focus on maintaining good access to the interstate system and on key corridors that connect the Lynchburg region to national and international markets, including engagement with connectivity issues outside the Lynchburg region that affect the region's interstate access.

The Lynchburg economy relies on the Virginia highway system to access material inputs and move goods to market, including infrastructure located both inside and outside the Lynchburg region. An examination by EDRG of the highway corridors used by goods originating in or destined for the Lynchburg region (excluding through-flows) highlighted a set of corridors that are particularly important to the Lynchburg economy, namely: US 29 for north-south connections, US 460 which provides access east towards the Port of Virginia and west to I-81, and US 501 which provides westward connectivity to I-81 and I-64.

RECOMMENDED ACTIONS:

1. Invest in key inter-regional corridors to protect and improve access to external markets, the Interstate system, and important intermodal and port facilities.

   The following are representative Inter-regional roadway improvements identified from existing planning efforts:

   - 501/221 One-Way Pair Project - Intersection improvement, with one-way split pairs on US 501 on either side of 221.
   - Wards Road Access Management - Access management and operational improvements on US 29.
   - Lynchburg Expressway/ Candlers Mount Road - Improves interchange; connects key inter-regional corridors with high truck volumes.
   - US 501 Improvement from Old Forest Rd to Rt 620 - addresses future constraints on a key connector corridor.
2. Work with partners in surrounding regions to advance improvements on key corridors that affect Lynchburg's connectivity to outside markets.
3. Support the Commonwealth's "Protecting Virginia's Arterial Investments" study. The Study will focus on key arterial corridors in the Lynchburg and Salem Districts, and will include 29 and 460.

ACTIONS UNDERWAY

Virginia's Six-Year Improvement Program for Fiscal Years 2017-2022, along with projects in progress shows the significant funding for the Lynchburg District as summarized below:

Lynchburg VDOT District - Projects in Progress ($ millions)	
High Priority Projects	22.7
District Grant Program	69.4
State of Good Repair	80.0
Revenue Sharing	28.1
Highway Safety Improvement Program	31.3
Current Six Year projects	128.6
TOTAL	**358.1**

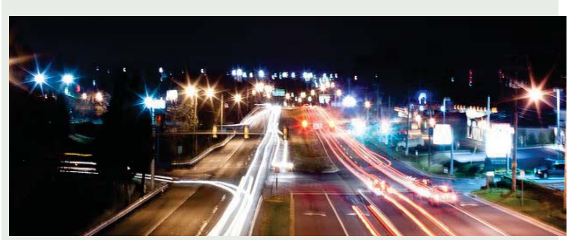
POTENTIAL ECONOMIC GAINS

The four projects described below under "Recommended Actions" form an inter-regional project bundle that was modeled using the TREDIS model to understand their potential economic impacts.

Cumulative long-term impacts out to the year 2050 could reach approximately $154 million in additional business sales and $83 million in value added.

Potential Value of Improving Inter-Regional Connectivity

Cumulative long-term impacts out to the year 2050 (from the improvements listed under Recommended Actions) could reach approximately $154 million in additional business sales and $83 million in value added to businesses.



CARGO ORIENTED DEVELOPMENT

RECOMMENDATIONS

RECOMMENDED STRATEGY:

- Enhance local readiness to respond to freight rail-oriented development opportunities.

The Lynchburg region is served by two Class I railroads with no major capacity constraints. While freight rail service in the region is limited to carload rather than containerized traffic, and the region is too close to existing intermodal container terminals to be a candidate for a new one, there nevertheless may be ways for the region to capitalize on its significant freight rail infrastructure.

Specific actions can be taken to align public sector actions with anticipated private sector interest.

RECOMMENDED ACTIONS:

1. Build awareness of the Virginia Rail Industrial Access program within the regional economic development community as a tool for supporting new cargo oriented development.
2. Focus industrial development efforts on sites adjacent to existing rail infrastructure and rail customers.
3. Maintain ongoing open lines of communication with the Class I railroads and the region through the Commonwealth Transportation Board's standing Rail Subcommittee.

ACTIONS UNDERWAY

1. Improvements to the Norfolk Southern overpass at Wards Road and Candler's Mountain Road intersection.
2. Recent upgrades to a number of Class I railroads that crisscross the region, including the double-stacked Norfolk Southern Heartland and Crescent intermodal corridors.
3. Ongoing coordination on potential rail industrial development sites with regional economic development entities.

POTENTIAL ECONOMIC GAINS

- Economic gains from cargo-oriented development can be realized by partnering with the private sector.
- Existing rail-reliant industries provide a picture of future potential: traditional heavy manufacturing including plastics and rubber products, paper, textiles, fabricated metal, and chemical manufacturing.
- Clustering of freight and logistics activities provides numerous benefits: lowering transportation costs by enabling vehicles to be filled more quickly and efficiently, enabling more efficient resource use and management of fluctuating demand through sharing of equipment and warehouse space, supporting productivity gains from knowledge spillovers/specialized labor pools and through enticing better service from railroads with more concentrated demand.

Freight in the State

Goods movement supports over $350 billion of Virginia's Gross State Product (28% of the total statewide economy)

- Virginia Multimodal Freight Plan

Lynchburg/Central Virginia Connectivity
A Pilot Study of Economic Opportunity for the Future

Theme: *Digital Connectivity*

STRATEGY AREA

BROADBAND COVERAGE

RECOMMENDATIONS

RECOMMENDED STRATEGIES:

- Pursue a minimum target speed of 25 mbps download/3 mbps upload for broadband coverage throughout the region, as recommended by the Federal Communications Commission.
- Capitalize on existing fiber-optic assets by building them into economic development strategy and site selection.

The majority of the City of Lynchburg and portions of the outlying counties have relatively high download speeds. In an increasingly networked economy, broadband connectivity is important to the business community, contributing to increased productivity, competitiveness, and efficiency. The following recommendations can strengthen regional broadband connectivity in the future:

RECOMMENDED ACTIONS:

1. Market the strong existing fiber optic network as an asset to companies considering relocation or entrepreneurs starting new businesses.
2. Work as a region to support broadband improvements in rural areas including seeking both funding and partnerships; for example, explore the development of a Regional Broadband Authority under the Virginia Wireless Service Authority Act.

ACTIONS UNDERWAY

1. Region 2000 and the Lynchburg Region's Technology Council hosted a broadband summit in 2015, developing a vision for improved connectivity. Discussions focused on approaches to assessing demand and expanding services in an efficient, strategic way. One way to do so is through expanding the use of fiber optic cable, a broadband technology that transmits data many times faster than DSL (transmitted via telephone lines) and cable modems (coaxial TV cables).

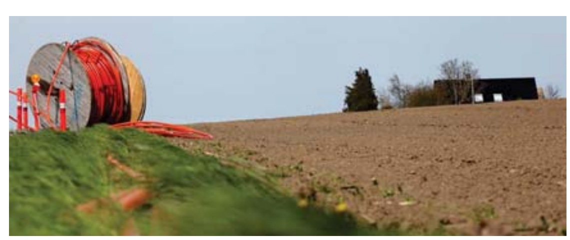
2. Marketing of the existing fiber optic network, owned by Lumos Networks. Customers include the City of Lynchburg and Liberty University and fiber optic bandwidth is mentioned on the Opportunity Lynchburg website.

POTENTIAL ECONOMIC GAINS

- Broadband access integrates under-served and rural communities into wider social and economic networks, especially knowledge and technology industries.
- Better broadband access helps to unite a region through more equal access to business opportunity in rural areas.
- Good broadband attracts a global workforce. Combined with good air and rail service, it supports entrepreneurship and startups drawn to the region's other workforce and quality of life assets.

Broadband Strength

Access to broadband provides communities with the foundation necessary for economic growth and a sustainable quality of life... It is critical that all Virginia communities have equal and affordable access to broadband telecommunications
- wiredvirginia.org



LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 28, 2017** AGENDA ITEM #: **2**

CONSENT:	REGULAR:	WORK SESSION: **X**	CLOSED SESSION:
ACTION:	INFORMATION: **X**		(Confidential)

ITEM TITLE: 1200 Block Main St. On-Street Metered Parking Pilot Program

Strategic Pillar(s) Impacted:

___Arts & Culture	_X_ Citizen Engagement & Social Capital	_X_ Economic Development	___ Healthy & Active Living
___Infrastructure	___Land Use	___Lifelong Learning	___ Natural Resources
___Neighborhoods	___Safe Community	___Social Equity	_X_ Transportation

RECOMMENDATION: End the pilot program for on-street paid parking in the 1200 block of Main St.

SUMMARY:
At the September 23, 2014 Work Session Council agreed to implement a pilot on-street metered parking program in the 1200 block of Main St. at the recommendation of the City Manager and Parking Authority. The initiative was brought up for consideration through merchant and commercial property owner concerns as a more effective means to manage the challenging and limited parking in that block. The purpose of the pilot was to gather data related primarily to vehicle turnover, space availability, acceptable on-street parking rates, and community input of the program. The pilot program was slated to run 6 months to a year to allow sufficient time to gather suitable data. The program began in May 2016 and is still in operation today.

Parking Management staff presented the Parking Authority with a review of the program and where it currently stands. Relevant data collected did show that the pilot program was successful in reaching its goals as identified above. On the other hand, challenges exist regarding how to use the functions of the machine and the requirement to have to enter license plate information. General consensus from business owners in the area was that the pilot program has run its course and with the pending construction projects slated for downtown the pilot on-street paid parking should end. There has been agreement that if, and when, the City reconsiders paid on-street parking a comprehensive implementation plan must follow so that it does not appear one part of downtown is being singled out from the rest.

After reviewing the pilot program data and hearing community member feedback from the audience the Parking Authority made the following recommendation at their meeting on February 7, 2017:

> Mr. Thorne McCraw made the motion that the Parking Authority does not support the continuation of the On-street Metered Parking Pilot Program in the 1200 block of Main Street. Motion was seconded by Ms. Tobi Jaeger. All approved. Motion carried.

The City Code provides that the City Manager has the authority to supervise and control the management of public parking in the City of Lynchburg. The Manager has worked closely with the Parking Authority to monitor the pilot program over the course of eight months and requested the Authority's advice on how to proceed with the program. In addition, the recommendation is supported by the Parking Management department. The Parking Management department will continue to examine on-street parking and work towards the development of a comprehensive on-street paid parking program for the future.

PRIOR ACTION(S): September 23, 2014: Council approves On-Street Pilot Parking Program
February 7, 2017: Parking Authority recommends discontinuing On-Street Pilot Parking Program

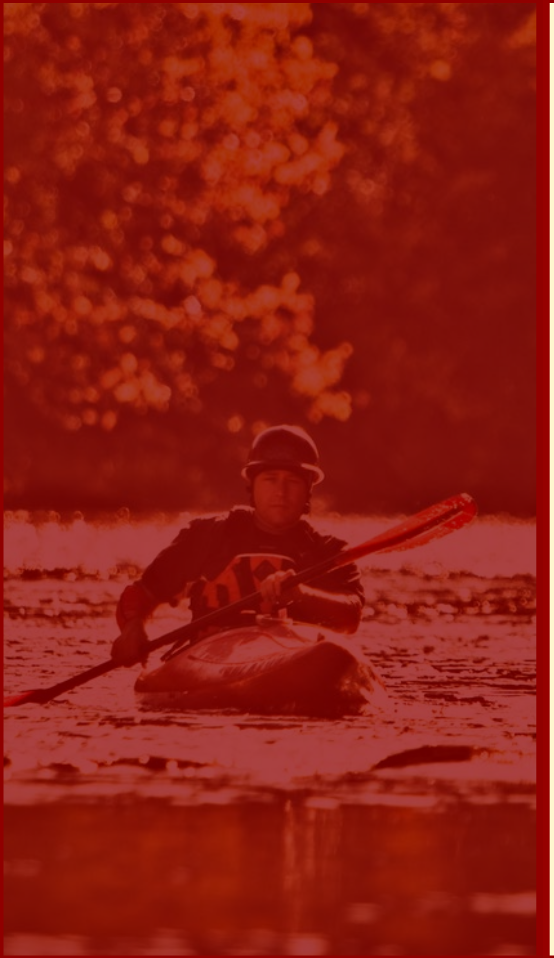
FISCAL IMPACT: Pilot program revenue totaled $2,355 from coin and credit cards.

CONTACT(S): David Malewitz, Parking Manager, 455-4045.

ATTACHMENT(S): Power point presentation to Council

REVIEWED BY: bms

029K



1200 Block Main St. On-Street Metered Parking Pilot Program Evaluation

February 7, 2017

Reasons Why We Started Program

- On-Street Paid Parking Pilot Initiative
  - Driven by business owner and City staff
- Area is Dynamic
  - Understand parking is important to successful downtown management
  - Measuring on-street means having same controls for off-street
- Off-Street Paid Parking Part of Parking Authority Goals & Mission
- Consensus that Community Market Lot & the 1200 Blk Main St. Serve Same Customer Base

Parking Authority Mission & Goals

- <u>Mission</u>
  - Support the development of adequate parking for commercial, retail, residential, and recreational use in the downtown area. Adequate parking will provide all downtown visitors and customers with a convenient, safe, secure and aesthetically pleasing parking experience.

Goal

Maximize parking options for downtown visitors, businesses, and residents

On-Street Metered Parking Pilot Program Statistics

(May 1, 2016 – January 31, 2017)

Coin Transactions:	823
	($ 760)
Credit Card Transactions:	1,041
	($ 1,595)
TOTAL Coin & Credit Revenue	**= (<u>$ 2,355)</u>**

FREE TIME Transactions = **1,517**

295 Expired Meter Tickets

63 Warning Tickets


IN SUPPORT OF LOCAL BUSINESSES
FREE
2 Hour PARKING
THANKSGIVING DAY – NEW YEAR'S DAY
THE CITY OF LYNCHBURG
Happy Holidays
LYNCH'S LANDING

Most Common Issues

Process Not Easy – Too Technical

Free Time Confusing

Not Enough Instructional Signage

Want Quick & Easy Trip

Remembering License Plate

Just Don’t Want to Pay to Park

Free Parking Right Around Corner

Successes

Created Vehicle Turnover

Less Circling – Parking Spaces Availability

Residents/Employees Stop Taking Parking Spaces

Most People Don’t Have an Issue

Willing to Give It a Try

Majority Find It Easy To Use

Park, Pay, & Walk Away – No Worrying About Time

Awareness of New Ways to Manage Parking

Is the Pay Station the Right Choice?

Is Technology the Problem – or – Paid Parking?

- Other Ways to Manage Paid Parking
  - Single Space Meters
    - Free button
  - Change Type of Pay Station
    - Options - - Pay by Space or Pay and Display
- Go Back to Old Way
  - Why??

Closing

Questions?

AGENDA ITEM #4A

FY 2018 – FY 2022

Capital Improvement Program (CIP) Review

Submitted Projects

City Council Retreat

February 28, 2017

Capital Improvement Projects Requested FY 2018 - FY 2022

Buildings Projects	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
Major Building Repairs and Improvements	$2,089,040	$2,725,890	$2,225,700	$2,155,000	$3,430,000	$12,625,630
Monument Terrace Building - Renovations and System Upgrades	308,340	-	-	-	-	308,340
Parking Deck Repairs and Maintenance	320,000	765,000	-	-	-	1,085,000
Roof Replacement	236,930	210,980	460,000	290,000	405,000	1,602,910
BUILDINGS PROJECTS TOTAL	$2,954,310	$3,701,870	$2,685,700	$2,445,000	$3,835,000	$15,621,880

Building Project	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
Public Safety Complex (including PD, minor Courts improvements and Design, no property purchase)	$1,500,000	$1,500,000	$45,400,000	$0	$0	$48,400,000
BUILDING PROJECT TOTAL	$1,500,000	$1,500,000	$45,400,000	$0	$0	$48,400,000

Reserves	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
City Baseball Stadium Capital Maintenance Reserve	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
Snow, Street, and Bridge Reserve	250,000	250,000	250,000	250,000	250,000	1,250,000
RESERVES TOTAL	$350,000	$350,000	$350,000	$350,000	$350,000	$1,750,000

Major Building Repairs

925 Church Street Renovation

City Gas Pumps Replace Generator

Major Building Repairs

Public Safety Building
Replace 2 HVAC Units

Public Safety Building
Paint Exterior and Columns

Major Building Repairs
Sidewalk Program

Florida Avenue

Old Forest Road

Major Building Repairs

Public Library Entrance

Public Library

Major Building Repairs
Public Works Complex

Refurbish Sheds

Roof and Reskin

Parking Deck Repairs and Maintenance

Main Street Parking Deck

Roof Replacements

City Hall

Fire Station #5

Building Project

Public Safety Complex
805 Court Street (West Building)

Building Project

Public Safety Complex

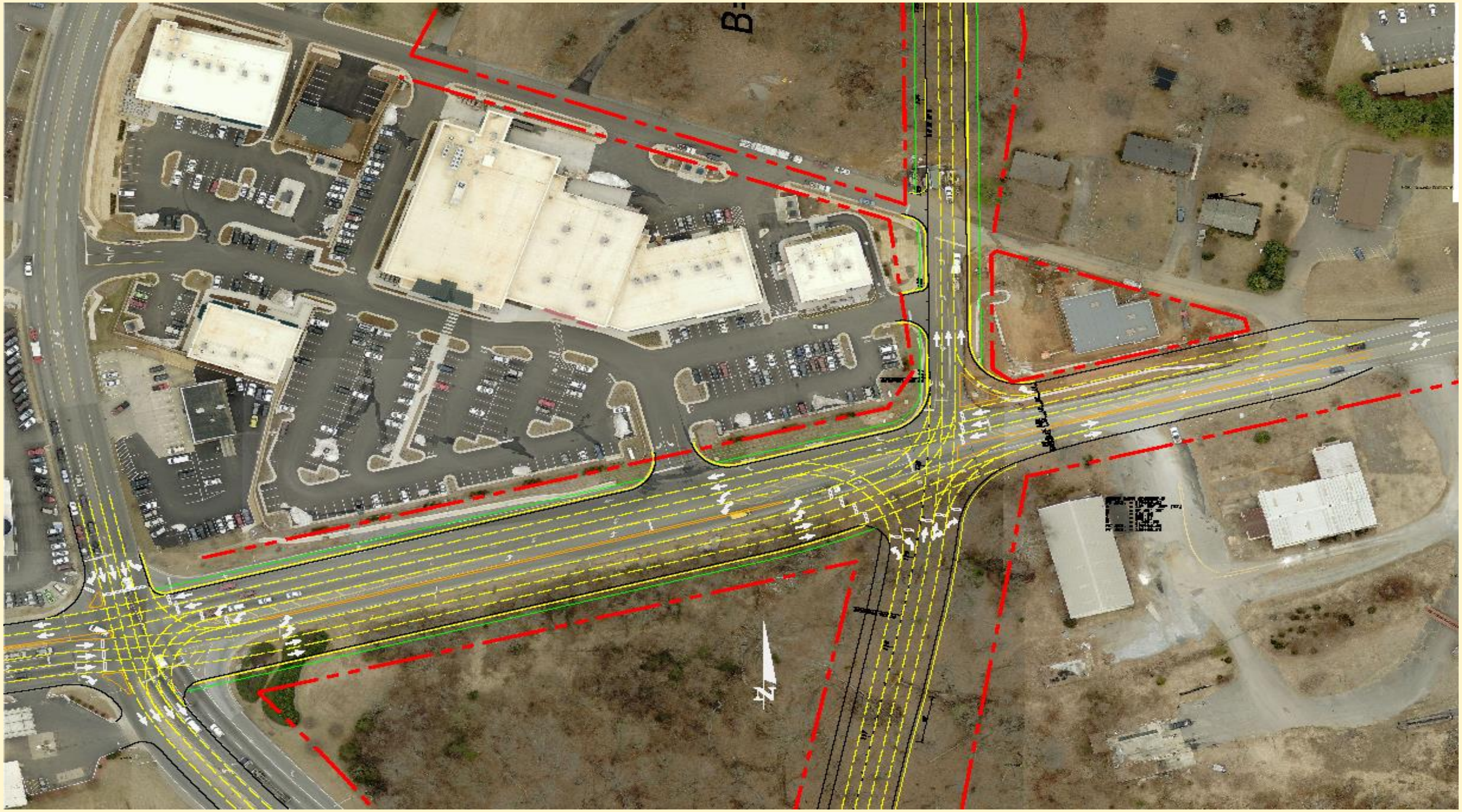
905 Court Street

Capital Improvement Projects Requested FY 2018 - FY 2022

Transportation Projects	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
Downtown Streetscape	$500,000	$3,000,000	$550,000	$3,300,000	$600,000	$7,950,000
Rt 501/221 One Way Pair	22,330,000	0	0	0	0	22,330,000
College Lake Dam Improvements	2,250,000	15,000,000	0	0	0	17,250,000
5th Street - Taylor Street to Railroad Bridge Reconstruction	600,000	3,400,000	0	0	0	4,000,000
Bedford Avenue Bridge	0	0	0	0	4,000,000	4,000,000
Link Road Bridge	1,525,000	2,000,000	0	0	0	3,525,000
5th Street Streetscape Improvements, Phase III	2,000,000	0	0	0	0	2,000,000
Old Forest Road (US-501 to Link Road)	500,000	500,000	0	0	0	1,000,000
Linkhorne Rail Trail Connection	600,000	0	0	0	0	600,000
Liberty Mountain Drive, Phase III	4,500,000	0	0	0	0	4,500,000
Nationwide Drive Roundabout	0	500,000	0	0	0	500,000
Nationwide Drive Sidewalk	0	500,000	0	0	0	500,000
Graves Mill Road/Expressway Interchange Improvements	0	0	20,000,000	0	0	20,000,000
Timberlake Road at Leesville Road - turn lanes	0	0	0	1,600,000	0	1,600,000
Breezewood Drive Widening	0	0	0	7,500,000	0	7,500,000
Indian Hill Bridge	0	0	0	3,500,000	0	3,500,000
Graves Mill Adaptive Signal System	0	0	500,000	0	0	500,000

Transportation Projects
Downtown Streetscape and Water Main Replacement

Transportation Projects 501/221 One Way Pair



Transportation Projects

Fifth Street Streetscape

Transportation Projects

Bedford Avenue Bridge

Transportation Projects

Link Road Bridge Beam

Link Road Bridge Railing

Transportation Projects

Indian Hill Bridge 2015

Indian Hill Bridge 2017

Transportation Projects
Breezewood Drive Widening

Capital Improvement Projects Requested FY 2018 - FY 2022

Transportation Projects (continued)	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
Wards Ferry Road at Atlanta Avenue	0	0	0	1,000,000	0	1,000,000
Lynchburg College Roundabout	0	0	0	3,000,000	0	3,000,000
John Capron Road	0	0	0	2,500,000	0	2,500,000
Expressway/Candlers Mountain Road Interchange	0	0	0	0	35,000,000	35,000,000
Wards Ferry Road at Harvard Street Roundabout	0	0	0	0	2,000,000	2,000,000
Florida Avenue Sidewalk	0	0	0	0	675,000	675,000
Timberlake Road Bridge, West Bound	0	0	0	0	1,800,000	1,800,000
Bridge Maintenance	380,000	400,000	420,000	440,000	460,000	2,100,000
Culvert Replacement Program	80,000	600,000	65,000	600,000	65,000	1,410,000
General Street Improvements	500,000	775,000	775,000	850,000	850,000	3,750,000
Public Works Infrastructure Improvements	219,000	230,000	241,000	253,000	266,000	1,209,000
Retaining Wall Replacement/Repair Program	50,000	400,000	50,000	400,000	50,000	950,000
Storm Drainage System Repairs/Replacement	130,000	135,000	150,000	150,000	150,000	715,000
Street Overlay Program	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	12,500,000
Traffic Signal Replacement/Repair Program	235,000	245,000	250,000	250,000	250,000	1,230,000
Transportation Projects Total	$38,899,000	$30,185,000	$25,501,000	$27,843,000	$48,666,000	$171,094,000

Transportation Projects
Culvert Replacement Program

Springvale Culvert

Transportation Projects
Culvert Replacement Program

Long Meadows Drive Culvert

Locksview Road Culvert

Transportation Projects
Retaining Wall Replacement/Repair Program

Clay Street

Fifth Street/Biggers Lot

Transportation Projects
Retaining Wall Replacement/Repair Program

Grace Street

Expressway at Main Street

Capital Improvement Projects Requested FY 2018 - FY 2022

Economic Development Project	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
Downtown Development *	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,000,000
Total Economic Development Project	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$5,000,000

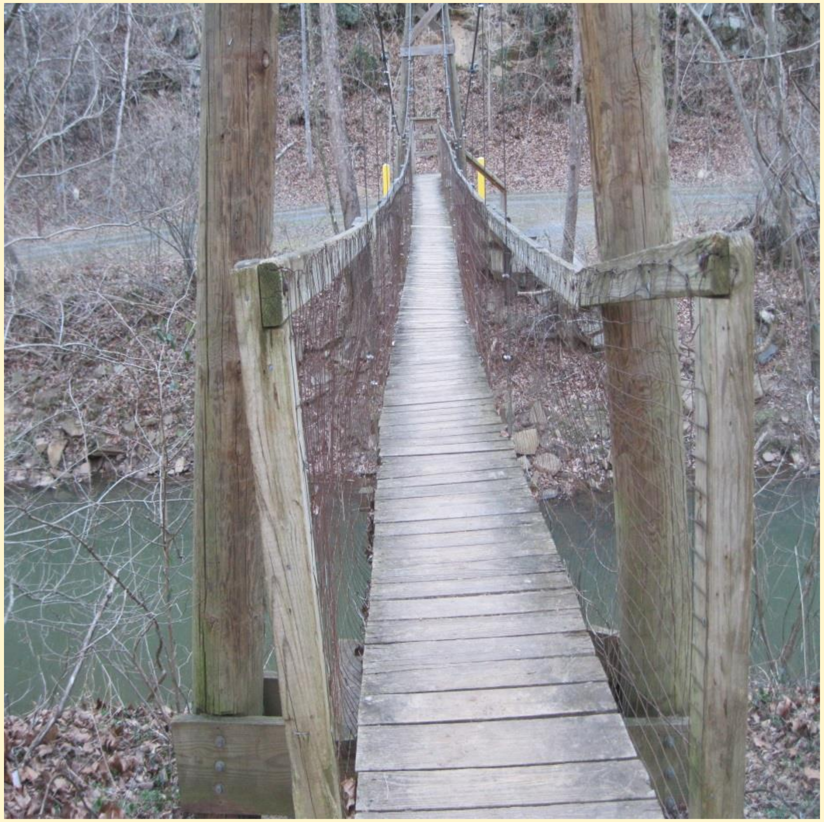
* $500,000 is committed for the three year period of FY 2018 – FY 2020 to the Academy Center of the Arts.

Capital Improvement Projects Requested FY 2018 - FY 2022

Parks & Recreation Projects	FY 2018
Creekside Trail Swinging Bridge Replacement	$275,000
Miller Park/Fort Avenue Retaining Wall Restoration	275,000
Riverside Park Entrance Road Overlay	53,500
Blackwater Creek Athletic Area Parking Lot Restoration	142,000
Peaksview Greenway Trail Overlay	82,500
Feasibility Study - BMX/Cyclocross/Pumptrack Complex	0
Athletic field renovations, top dressing, aeration, overseeding	125,000
Daniels Hill Neighborhood Center Renovation	175,000
Feasibility Study - Multi-use Community Recreation Center	0
Fort Avenue Park Fencing Replacement	50,000
General Signage and Park Repairs	50,000
Lumos Fiber Connection - Diamond Hill Center and Miller Park Pool	50,000
Community Park Investment Program	75,000
PARKS & RECREATION PROJECTS TOTAL FY 2018	$1,353,000

Parks and Recreation Projects

Creekside Trail Swinging Bridge



Parks and Recreation Projects

Miller Park/Park Ave Wall

Parks and Recreation Projects

Athletic Field Renovations

Parks and Recreation Projects

Fort Avenue Park Fence

General Signage and Repairs

Capital Improvement Projects Requested FY 2018 - FY 2022

Parks & Recreation Projects	FY 2019
Riverside Park Overlook Stabilization	$1,140,000
BMX/Cyclocross/Pumptrack Construction	0
Westover Basketball Court Overlay	27,000
Ivy Creek Parking Lot Paving	49,500
Fairview Tennis Courts Overlay	119,000
Bikeway Trail Patching/Overlay	82,500
Fort Avenue Playground Equipment Replacement	62,000
General Signage and Park Repairs	38,000
College Hill Neighborhood Center Renovation	175,000
Lumos Fiber Connection - Jackson Heights Art Studio	50,000
Miller Park baseball fence and backstop renovation/replacement	175,000
Jefferson Park Center Renovation	175,000
Riverfront Park - Phase II	100,000
Community Park Investment Program	75,000
PARKS & RECREATION PROJECTS TOTAL FY 2019	$2,268,000

Capital Improvement Projects Requested FY 2018 - FY 2022

Parks & Recreation Projects	FY 2020
Daniels Hill Playground Equipment Replacement	$63,000
General Signage and Park Repairs	37,000
Miller Park Pool Parking Lot Overlay	130,000
Miller Park Steps/ Entrance restoration and repairs	81,000
Trail patching and overlay (where needed)	67,000
Sandusky Park athletic field improements	125,000
College Park Upgrade	250,000
Miller Park Aviary Site Improvements	50,000
Community Park Investment Program	75,000
PARKS & RECREATION PROJECTS TOTAL FY 2020	$878,000

Capital Improvement Projects Requested FY 2018 - FY 2022

Parks & Recreation Projects	FY 2021
Miller Park Pool Replacement Assessment/A&E	$160,000
Hollins Mill Bridge Improvements - A&E	75,000
Hutcherson Elementary baseball field renovation	30,000
General Signage and Park Repairs	37,000
Sandusky Park Bathroom Stockage Replacement	15,000
Athletic Field Upgrades, Repairs and Improvements	60,000
Riverside Park Static Play	37,000
Peaksview Park fields 8 & 9 lighting installation	278,000
Community Park Investment Program	75,000
PARKS & RECREATION PROJECTS TOTAL FY 2021	$767,000

Capital Improvement Projects Requested FY 2018 - FY 2022

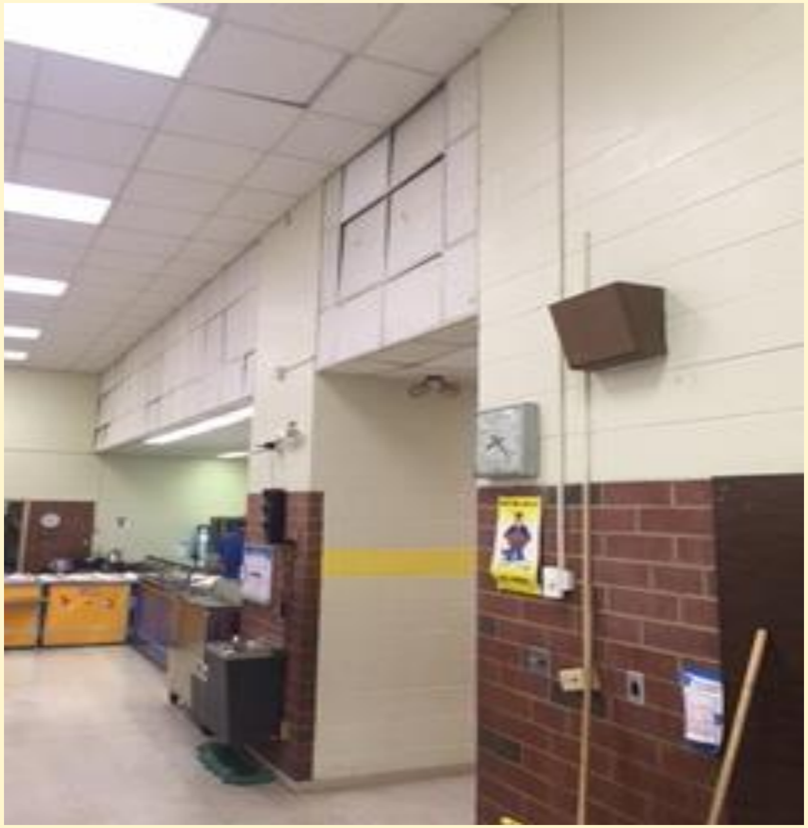
Parks & Recreation Projects	FY 2022
General Park Improvements/ Repairs	$100,000
Peaksview Parking Lots (Wiggington Entrance) Overlay	189,500
Peaksview Interior Trails repair/overlay	88,500
Sandusky Park storage improvements	70,000
Athletic Field Upgrades, Repairs and Improvements	180,000
Community Park Investment	75,000
PARKS & RECREATION PROJECTS TOTAL FY 2022	$703,000

Capital Improvement Projects Requested FY 2018 - FY 2022

Schools - Renovations/Replacement Projects	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
Sandusky Elementary School Replacement	$1,500,000	$20,000,000				$21,500,000
Linkhorne Elementary School Renovation BUMP ONE YEAR			500,000	9,300,000		9,800,000
Paul Munro Elementary School Renovation BUMP ONE YEAR				400,000	7,600,000	8,000,000
Three (3) Elementary School Gym Addition		1,500,000				1,500,000
Two (2) Elementary School Gym Addition			1,000,000			1,000,000
New Transportation Building					2,800,000	2,800,000
SCHOOLS - TOTAL REPLACMENT/RENOVATION PROJECTS	$1,500,000	$21,500,000	$1,500,000	$9,700,000	$10,400,000	$44,600,000

Lynchburg City Schools Projects

Sandusky Elementary School



Lynchburg City Schools Projects

Linkhorne Elementary School

Lynchburg City Schools Projects

Paul Munro Elementary School

Capital Improvement Projects Requested FY 2018 - FY 2022

Schools - Capital Maintenance Projects: Mechanical/Electrical	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
Admn Bldg - HVAC Upgrade	$900,000					$900,000
DMS Mozee HVAC Replacement	180,000					180,000
BHES Chiller Replacement			300,000			300,000
DESI Chiller Replacement				250,000		250,000
Bass ES HVAC Replacement			600,000			600,000
Dunbar MS Chiller Replacement			350,000			350,000
Linkhorne Middle - chiller rebuild (2)				150,000		150,000

Schools - Capital Maintenance Projects: Plumbing/Restroom Renovation						
Sheffield ES		$30,000				
Bedford Hills ES	30,000					
Dearington ES			30,000			

Schools - Capital Maintenance Projects: Secondary School Athletics						
SMS Track				$60,000		$60,000
HHS Baseball Turf					550,000	550,000

Schools - Capital Maintenance Projects: Elementary School Gym Floor Replacement						
Bass ES Gym Floor		$60,000				$60,000

Capital Improvement Projects Requested FY 2018 - FY 2022

Schools - Capital Maintenance Projects: Roof Replacement/Repair	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-Year Total
Heritage ES		$720,000				$720,000
Paul Munro ES		500,000				500,000
Linkhorne MS	1,180,000					1,180,000
Linkhorne Elementary B.C,D,E K		300,000				300,000
Dearington ES - Section A&C			185,000			185,000
Dunbar MS - West (low roof)				130,000		130,000
Sheffield ES - 2001 Addition				95,000		95,000
RS Payne ES			400,000			400,000
ECG - Main gym and locker rooms			325,000			325,000
Schools - Capital Maintenance Projects: Paving & Fencing	$164,000	$171,000	$178,000	$185,000	$192,000	$890,000
Schools - Capital Maintenance Projects: Playgrounds	$124,000	$129,000				$253,000
SCHOOLS - TOTAL CAPITAL MAINTENANCE PROJECTS	$2,578,000	$1,910,000	$2,368,000	$870,000	$742,000	$8,468,000
SCHOOLS - TOTAL REQUESTED CIP	$4,078,000	$23,410,000	$3,868,000	$10,570,000	$11,142,000	$53,068,000

Lynchburg City Schools Projects
Roof Repair/Replacements

Dearington Elementary School

Funding Capacity from Excess Fund Balance

	ADOPTED BUDGET
FY 2008	$4,992,435
FY 2009	5,949,245
FY 2010	2,820,617
FY 2011	7,508,881
FY 2012	7,000,000
FY 2013	4,591,759
FY 2014	6,108,802
FY 2015	7,339,676
FY 2016	9,556,866
FY 2017	3,223,392
Projected FY 2018	1,655,377

The City of Lynchburg, Virginia

Human Resources Department

MEMORANDUM

TO: City Council
Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
John Hughes, Assistant City Manager

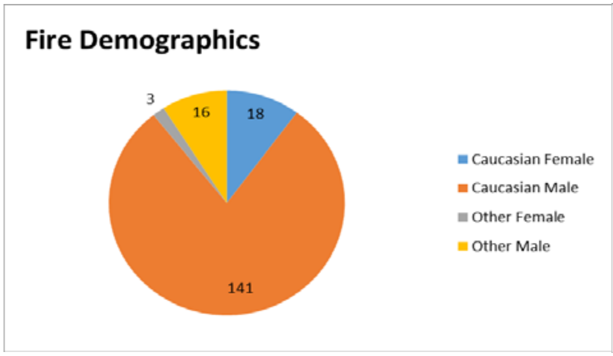
FROM: Heather M. Brown, Director of Human Resources

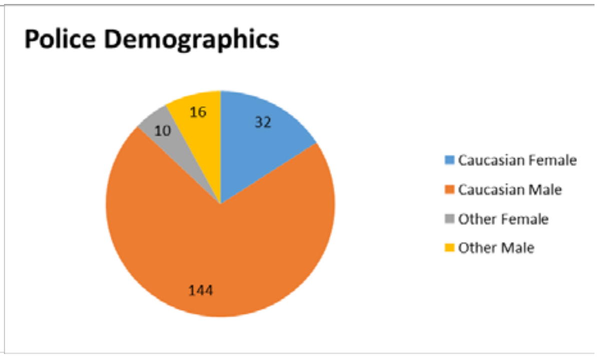
DATE: February 23, 2017

RE: Calendar Year 2016 Workforce Overview Report

This report contains an overview of the state of the City of Lynchburg workforce including summary information related to employee demographics and current human resources trends.

The City's workforce of 1,296 full-time equivalent employees has seen little demographic variance over previous years, representing a stable, experienced employee group. An on-going area of concern is the non-representative ethnic diversity throughout the City and especially in public safety positions.





Our desire is for our employees to be representative of the larger Lynchburg Community which is 37 % minority and 63% white.

- Average length of service 10.2 years
- Average age 45
- Gender distribution 58% male and 42% female
- Ethnic distribution 27% minority and 73% white

Turnover: The City's ability to attract and retain qualified employees is the cornerstone of effective service delivery. Compensation and employee benefits are the primary tools used to achieve our recruitment and retention goals. Annual studies of turnover and market pay competitiveness have helped us understand the labor market and determine if adjustments are needed.

Total turnover is comprised of voluntary resignations and other types of turnover such as retirements, promotions, demotions, dismissals, resignations in lieu of dismissal and releases during the initial employment period. While total turnover creates the full scope of recruitment needs, resignations are a primary indicator of workplace conditions. Therefore, we track resignation and the reasons cited closely. There was an increase in turnover during Calendar Year (CY) 2016 which was driven primarily by persons who left the City for other employment. According to CompData Surveys (a survey we subscribe to and participate in) the National turnover rate is 18.1%. Turnover statistics for the entire workforce are as follows:

Turnover Statistics

Year	Voluntary (Resignations)	Total (All Reasons)
2016	8.79 %	12.59 %
2015	6.26 %	10.52 %
2014	6.33 %	10.03 %

Public safety turnover is especially important to minimize due to the amount of training and length of time needed for a police or fire recruit to demonstrate competency in the field. Voluntary turnover increased in both Fire and Police. Most police officers left to work in the private sector. The second largest group of police left for opportunities in other police departments.

Sworn Police	Voluntary	Total	Sworn Fire	Voluntary	Total
2016	14.04 %	15.79%	2016	5.03%	9.50 %
2015	5.29 %	9.41%	2015	3.91 %	6.15 %
2014	4.62 %	8.67 %	2014	2.15 %	3.76 %

Public Safety Communication Specialists, while not sworn employees, work directly with police and fire, and are often considered public safety employees. Both voluntary and total turnover increased for Emergency Services in 2016.

Emergency Services	Voluntary	Total
2016	10.81 %	13.51 %
2015	5.6 %	8.3 %
2014	8.6 %	11.4 %

Pay Data: Pay and market competitiveness is determined by gathering public and private, where available, salary data for about 200 benchmark positions. A comparison of pay range minimums has helped us understand our ability to attract applicants to City positions. Comparing employee actual average pay to pay for similar work in other organizations helps track our ability to retain qualified employees. In CY 2016, the overall average salary increased 1.2% over 2015 to $45,521. As you know, a 2% general wage increase was applied on January 1, 2017.

The first year of a three year plan to mitigate pay rate concerns in Social Services and Parks and Recreation was implemented on July 1, 2015. The last of the targeted adjustments are proposed in the FY 2018 budget. In addition to the changes in Social Services and Parks and Recreation, market adjustments were made in Public Works, Financial Services and Water Resources during FY 2017. Funding is also being sought in the FY 2018 budget for additional changes to the Public Works pay structure.

A major pay study is proposed in the FY 2018 budget to examine the City's compensation system. Generally, City of Lynchburg ranges and salaries lag the regional market and currently, we use the three legged "stool" of low market competitiveness, high turnover and difficulty attracting applicants to guide compensation decisions. A comprehensive review will help us appropriately plan for future salary adjustments in a more informed and systematic way.

Benefits: This critical part of the total compensation picture for the City of Lynchburg continues to have a strong, well-funded array of employee benefits. The decision was made in 2016 to solicit bids for the administration of the City's medical insurance and pharmacy programs. Working with Lynchburg City Schools, the City changed its third party administrator for medical benefits from Piedmont Community Health Plan to Anthem. Anthem was also awarded the pharmacy contract. This fiscally sound business decision was a continuation of the goal to create consistency in the School and City benefits programs.

Retirement through the Virginia Retirement System (VRS) continues to be the highest cost benefit. However, a reduction in the certified contribution rate from 20.80% to 18.76% for FY 2017 resulted in a savings of about $850,000 in the General Fund. FY 2019 will be a re-benchmarking year for VRS rates for FY 2019 and FY 2020.

Federal and state requirements, especially around Affordable Care Act reporting continue to provide challenges for the Human Resources (HR) team, and while the expected Department of Labor changes to the Fair Labor Standards Act were postponed, no final ruling has been issued. Benefit cost management is on-going and workforce development, including succession planning, provides challenges as well.

Training and Development: In 2016, Human Resources partnered with Action for Change (the City's Multicultural Employee Resource Group) to develop Groom and Bloom. This employee development program was created to provide training and growth opportunities to front-line employees and first line supervisors. Additionally, the Public Professional Certification required of each employee was updated with new classes including *Government on the Go!* and *Active Shooter Training*. To date, the $55,000 budgeted for Tuition Reimbursement has been depleted.

Public Safety Recruiting: Recognizing the need for increased employee diversity in the public safety functions, City Council approved the addition of a Public Safety HR Coordinator in the

FY 2017 budget. A former City of Lynchburg police officer was hired in November 2016 and is working with all three public safety departments to develop a comprehensive diversity recruitment strategy.

Occupational Health/Employee Wellness Clinic: The City's Occupational Health Nurse resigned in December 2016 and currently the occupational health needs of the City are being met through a short term agreement with Physicians Treatment Center. Data is being gathered to determine whether or not outsourcing this function would ultimately save the City money. Merging Occupational Health and the City's Employee Wellness Clinic is also being considered.

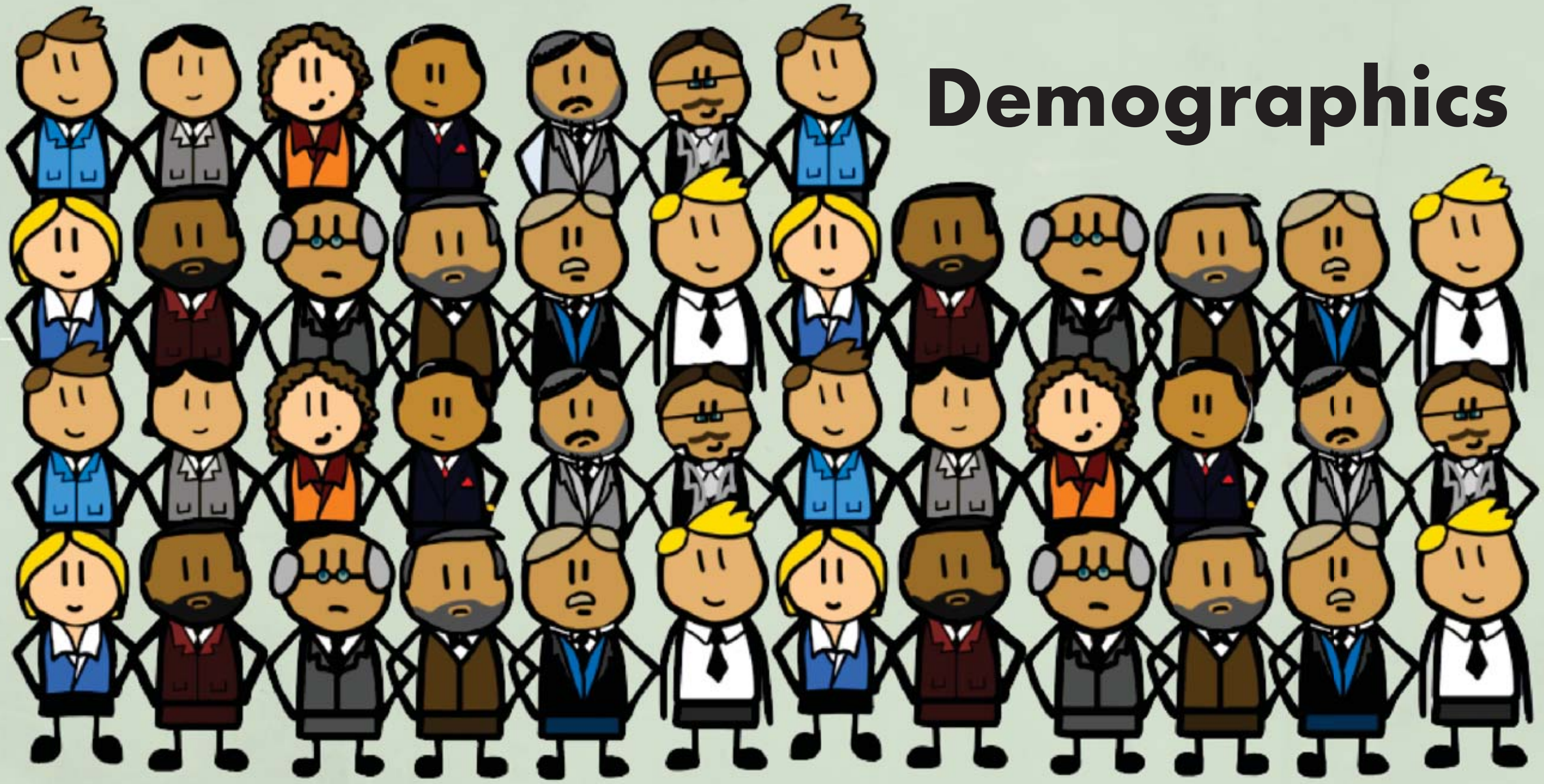
I appreciate the opportunity to share this information about our workforce and welcome your questions and comments.

031K

WORKFORCE overview 2016

THE CITY OF LYNCHBURG

Demographics




NEW
OPPORTUNITIES
National Total Average 18.1%
COL Total Average 12.59%

Public Safety Recruiting

MARKET ADJUSTMENTS

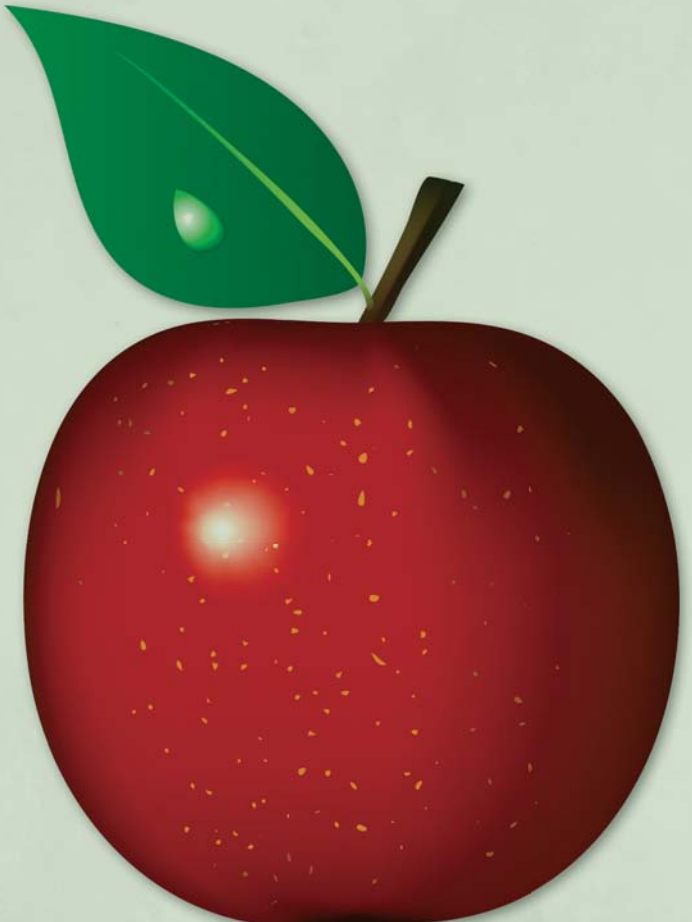

PIEDMONT COMMUNITY
HEALTH PLAN
Anthem®

EDGE
Engaging & Developing Great Employees

Public Professional Certificate

Emerging Leaders

GROOM AND BLOOM
Employee Talent Development



OCCUPATIONAL HEALTH AND WELLNESS

Employee Health Clinic

Weight Watchers

Wellness Committee
- **Golf**
- **Bowling**
- **Softball**

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 28, 2017** NDA ITEM #: **7**

CONSENT:	REGULAR: **X**	WORK SESSION:	CLOSED SESSION:
ACTION: **X**	INFORMATION:		(Confidential)

ITEM TITLE: New Dominion Solar, LLC Request for Lease of City Owned Property at 3815 Old Forest Road

Strategic Pillar(s) Impacted:

___Arts & Culture	___Citizen Engagement & Social Capital	_X__Economic Development	___Healthy & Active Living
_X_Infrastructure	___Land Use	___Lifelong Learning	___Natural Resources
___Neighborhoods	___Safe Community	___Social Equity	___Transportation

RECOMMENDATION: Hold a public hearing and consider granting New Dominion Solar, LLC a lease agreement on City owned property at 3815 Old Forest Road.

SUMMARY: New Dominion Solar, LLC has requested a lease of City owned property at 3815 Old Forest Road. They have agreed to pay $8,400 per year with the initial term of 1 year. They would like to have an option for additional 1 year terms upon mutual agreement until the building is ready for demolition as part of the Route 501/221 One Way Pair project (pending VDOT funding approval). By securing this lease the City receives some income from the structure until the roadway project comes through for construction.

New Dominion Solar has also agreed to maintain the premises during the time of the lease.

PRIOR ACTION(S): Physical Development Committee – February 14, 2017

FISCAL IMPACT: $8,400 per year with initial term of 1 year with additional annual terms until property is needed for roadway construction

CONTACT(S):
Clay Simmons – Deputy Public Works Director – 455-4443
Lee Newland – City Engineer – 455-3947
Gaynelle Hart – Public Works Director - 455-4406

ATTACHMENT(S):
Map of site
Lease

REVIEWED BY: bms

028K

THIS LEASE AGREEMENT, made and dated this **____** day of February, 2017, by and between the City of Lynchburg, a municipal corporation of the Commonwealth of Virginia, party of the first part, hereinafter referred to as the "Lessor", and New Dominion Solar, LLC, party of the second part, hereinafter referred to as the "Lessee."

W I T N E S S E T H

WHEREAS, the Lessor is the owner of property located at 3815 Old Forest Road in the City of Lynchburg, hereinafter referred to as the "premises," which is more particularly described in Exhibit "A," which is attached hereto and by this reference made a part of this lease.

WHEREAS, the Lessee is aware that the Lessor at a future date intends to demolish the building that is currently located on the property and to use the property to construct road improvements. Being fully aware of the Lessor's plans, the Lessee desires to lease the premises from the Lessor for use as a retail office and warehouse storage space under the following terms and conditions;

NOW, THERFORE, for and in consideration of the premises and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

(1) Premises**—** Lessor does hereby lease to Lessee, for the sole use as retail office and warehouse storage space, the premises at 3815 Old Forest Road, Lynchburg, Virginia.

The Lessee shall not use, store, transport, load, unload, dispose of, or suffer or permit the use, storage, transportation, loading, unloading or disposal of petroleum products or hazardous substances on the premises, other than custodial cleaning supplies and office supplies. However, petroleum products used to operate material/product loading equipment are permitted on the premises.

(2) Term**—** The lease shall be for a term of one year commencing on January 1, 2017 and shall end at midnight on December 31, 2017.

The Lessor and Lessee shall have the option to renew this leased for additional one year terms upon their mutual consent. The Lessee shall give the Lessor written notice of its desire to extend the lease for additional terms no less than ninety (90) days prior to the expiration of the initial or current term. The initial term, or subsequent terms shall be renewed or extended in accordance with the same terms and conditions of the initial lease, except for the rent, which will increase by three (3%) percent per year for each renewal term.

(3) Rent— The rent shall be $700.00 per month, which is due at the beginning of each month, without the need for billing by the Lessor, and payable to the City's Billings and Collections Division, City Hall Building, 900 Church Street, Lynchburg, VA 24504, attn. Susan Hargis or to such other person and location as the Lessor may designate in writing from time to time.

(4) Maintenance—The Lessee accepts the premises "as is." Lessee understands and agrees that the City has no obligation to make any alterations, repairs, or changes to the premises during the term of this lease and the Lessee agrees that throughout the term of this lease it will assume sole responsibility for the repair and maintenance of the premises and will maintain the premises in a safe and presentable condition. Such maintenance shall include, , the building, , interior and exterior windows, doors, floor coverings, interior and exterior walls, and ceilings as well as all building systems, all common areas including the parking lot and landscaped areas. Should substantial repairs or extensive maintenance of the foundations, the exterior roof, the structural components of the premises become necessary, and the Lessee feels that the needs are beyond their financial abilities, Lessee shall be released from the lease and may permanently vacate the premises upon notice to the Lessor unless the Lessor should elect to perform said work in order to keep the building occupied. The Lessee shall repair all damages to said premises caused by its agents, employees, guests, and patrons. All repairs and maintenance must comply with federal, state and local building codes, regulations and ordinances.

The Lessee shall be responsible for all of the routine day to day maintenance of the premises, including cleaning, removal of trash, replacement of light bulbs, etc. The Lessee shall regularly remove all trash and garbage from the premises and maintain the premises in a clean and sanitary condition. Such routine day to day maintenance shall include but shall not be limited to removal of snow and ice, grass cutting and landscaping, parking lot repairs, picking up and removing trash and litter, etc.

The Lessor reserves the right to inspect the premises at all reasonable times and to develop a maintenance schedule for mowing, trash/debris removal, the building's outside appearance and do any repairs that affect the safety or violate regulations (subject to cost restrictions mentioned in previous comments) that the Lessee shall follow to properly maintain the premises. In the event the

Lessee fails to follow the maintenance schedule and make the necessary repairs, the Lessor shall have the right to enter the premises, make such repairs and bill the Lessee for the repair costs.

In order to preserve the general appearance of the premises the Lessor shall have the right to approve the outside display or storage of equipment, materials, supplies, etc. on the premises.

(5) Improvements, Additions or Alterations— No improvements, additions or alterations may be made to the premises without the Lessor's prior written approval. Written approval may be in the form of electronic correspondence with the Director of Public Works. This does not preclude the need to obtain any necessary permits for improvements or modifications that would ordinarily require formal permit approval. The Lessee shall be solely responsible for the cost of any improvements, additions or alterations. Since the building is slated for demolition as part of an upcoming roadway project, any improvements, additions or alterations the Lessee adds to the buildings may be removed by the Lessee at the expiration or termination of the lease.

In the event Lessee fails to remove any of the Lessee's property at the Lessee's expense, within thirty (30) days of expiration or termination of the lease, the Lessor may retain same under the Lessor's control or sell at public sale, without notice, any or all of the property not so removed and apply the net proceeds of such sale to the payment of any sum due thereunder or otherwise dispose of such property.

(6) Utilities— The Lessee shall arrange for and pay for all heating, sewer, gas, water, electricity, telephone and other utility services which its use of the premises may require, including all deposits and installation costs of meters and utility services.

(7) Insurance and Indemnity—Lessee agrees to indemnify, hold harmless and defend the City, its employees and officials, from and against any claim, loss, lawsuit, damage or liability occasioned by, growing out of or arising or resulting in any manner whatsoever from the Lessee 's use and occupancy of the premises. Lessee further agrees to:

> (a) Insure its furnishings and contents against fire loss and losses commonly insurable by extended coverage to the extent Lessee deems necessary.
>
> b) Lessee agrees to secure tenant's liability insurance in an amount of not less than $1,000,000.00, combined single-limit coverage against general public liability for injuries to

or death of persons or damage to property. Such insurance policy shall also name the City of Lynchburg, its employees and officials, as insured parties.

The insurance required of Lessee herein shall be primary and any insurance or self-insurance maintained by the City are secondary and apply only in excess of and shall not contribute with the insurance obtained by Lessee. Any deductibles or self-insurance retention applicable to the required coverage shall be paid by Lessee and the City shall not be required to participate therewith. Lessee shall deliver to the City a copy of said insurance policy or certificate of insurance with the necessary endorsements to the City's Risk Management Division showing the same to be in full force and effect before occupying the premises; upon each renewal of the lease; and, at other times throughout the term of the lease when the City requests confirmation of insurance coverage. Lessee must give the City ten calendar days advance written notice of any cancellation, nonrenewal, or modification of coverage, and a binder or certificate verifying new coverage in accordance with the requirements herein prior to any change, cancellation or nonrenewal date. In the event of such cancellation or nonrenewal notice, Lessee shall obtain, pay all premiums for the renewal or replacement of the insurance required hereunder. Lessee shall, at least sixty days prior to the expiration of the policies, furnish City with renewals or "binders" for the policies, or City may order the required insurance and charge the cost to Lessee.

Notwithstanding the provisions of Section 12 of this lease, the failure of Lessee to maintain such insurance coverage throughout the term of this lease shall be grounds for the immediate termination hereof. Lessee's responsibility to the City hereunder is not limited to the amount of such insurance coverage. All insurance will be obtained by Lessee from insurance companies authorized by Virginia's State Corporation Commission to do business in Virginia.

(8) Expiration of Lease— Upon the expiration of this lease the Lessee's authority to use the premises shall cease, and Lessee shall, upon such expiration, surrender the same to the Lessor, promptly and in good condition, ordinary wear and tear excepted.

(9) Destruction of Premises--If the premises shall be damaged or destroyed by a fire, the elements, a public enemy or other casualty to the extent that the premises becomes untenantable, this lease shall automatically terminate and the Lessee has no obligation to repair the premises. However, the Lessee shall be responsible for repairing or replacing any damages to the premises caused by the acts

or omissions of the Lessee, its employees, representatives or agents or any other persons the Lessee permits to be on the premises.

(10) Damage to or Loss of Lessee’s Property— The Lessor shall not be liable for any damage to or loss of any of the Lessee’s property or any of its agents, employees or customers which is brought onto the premises, regardless of how such damage or loss may occur. It is expressly agreed and understood that the Lessee, its agents, employees or customers in placing property in and on the premises, do so at their own risk.

(11) Late Fees and Interest— Any and all payments of rent or other sums due under this lease shall be paid on the due date. If a payment is not made within ten (10) days of the due date, the Lessee shall pay a five percent (5%) late penalty on the amount of the delinquent payment and shall pay interest on the amount of the principal and the penalty at the rate of ten percent (10%) per annum. In the event it becomes necessary for the Lessor to initiate legal proceedings to collect any of the rent and fees payable under this lease, the Lessee agrees to pay reasonable and necessary expenses incurred by the City in such legal proceedings, including reasonable attorney fees.

(12) Termination of the Lease— If the Lessee shall fail to comply with any of the terms and conditions of the lease or any notices given hereunder, and such failure shall continue for a period of not less than 30 days after notice in writing, or if the Lessee shall become insolvent, or shall make an assignment for the benefit of its creditors, or if any of its property to be attached and attachment not promptly released, or if an execution be issued against it, or, if a petition be filed by or against it to have it adjudicated a bankrupt, or if a trustee or receiver shall be created and appointed to take charge of its assets, then or at any time thereafter, the Lessor, may at its option, enter into premises and remove any and all persons therefrom and take and retain possession thereof either with or without process of law.

This Lease shall be terminated if the Lessee shall fail to pay rent past due thirty days after notice from the Lessor to the Lessee.

In the event the Lessee ceases, cancels, or abandons its business operations prior to the expiration of the lease term, this lease shall automatically terminate ninety (90) days from the triggering action specified above

(13) Assignment— The Lessee shall not assign this lease or sublease the premises or any part thereof without the prior written consent of the Lessor.

(14) Notices— All notices by either party to the other shall be made by hand delivery or by depositing such notice in the registered or certified mail, postage prepaid, and such notices shall be deemed to have been delivered and received on the date of such depositing correctly addressed in the registered or certified mail.

All notices to the Lessor shall be mailed to:

City of Lynchburg City Manager
City Hall
900 Church Street
Lynchburg, VA 24505

All notices to the Lessee shall be mailed to:

New Dominion Solar LLC
c/o James M.S. Brady
General Manager/Owner
New Dominion Solar LLC
1149 Vista Park Dr. Ste. A2
Forest, VA 24551
Telephone Number: (434) 238-8985

The parties from time to time may designate in writing changes in the names and addresses stated above.

(15) Signs— All signs erected, placed or maintained by Lessee, or allowed to be erected, placed, or maintain by it, on the premises must be first approved by Lessor and shall relate to the business conducted by Lessee on the premises. This approval shall not be unreasonably withheld, delayed or conditioned. Lessee agrees to keep its signs on the premises in a good state of repair and the Lessee shall not place any sign on the premises in violation of any applicable law, ordinance or rule of any governmental agency.

(16) General Provisions— Lessee agrees to the following conditions concerning the use of the premises:

(a) This lease shall be governed and construed in accordance with the laws of the Commonwealth of Virginia.

(b) The Lessee shall assume responsibility for the security of the premises.

(c) In the event any provision of this lease shall be found to be invalid or unenforceable, the remaining portions shall remain in full force and effect.

(d) The Lessee agrees to observe and obey during the term of this lease all federal, state and local law, ordinances, rules and regulations, currently in force or subsequently adopted that may apply to its use of the premises as a retail office and warehouse storage space.

(e) The Lessee agrees to use this property in a non-discriminatory manner.

(f) The Lessee shall keep the premises free of all environmental, health or safety hazards and/or nuisances of any kind whatsoever.

(g) Lessee shall have the right to keep the Premises open at all such times as it desires.

(h) The City reserves the right to enter upon the premises at any time in case of an emergency and reserves the right to enter upon the premises at any reasonable time for the purpose of conducting inspections to determine if the Lessee is complying with the terms and conditions of this lease.

(i) The Lessee agrees that it will pay all lawfully assessed taxes from which the Lessee is not exempt. For example, business taxes, personal property taxes. This does not include property taxes for the premises themselves.

(j) All terms and conditions with respect to this lease are expressly contained herein, and both parties agree that no representative or agent of Lessor or of Lessee has made any representation or promise with respect to this lease not expressly contained herein.

IN TESTIMONY WHEREOF, the City of Lynchburg has caused its name to be hereunto subscribed by Bonnie Svrcek, its City Manager, and its seal affixed and attested by its Clerk of Council; and a duly designated officer of New Dominion Solar, LLC, has signed the lease on behalf of New Dominion Solar, LLC, all of the day and year first above written.

CITY OF LYNCHBURG

By: ______________________________
Bonnie Svrcek, City Manager

ATTEST:

____
Clerk of Council

NEW DOMINION SOLAR, LLC

By: _______________________________

Its:________________________________

Basemap
PFC DESMOND T DOSS MEMORIAL EXPY
CHAPEL LN
OLD FOREST RD
CAMP AVE
WHITEHALL RD
COUNTRYPLACE LN [PVT]
VACATED
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116
118
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LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 28, 2017** AGENDA ITEM #: **8**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)
ACTION: **X** INFORMATION:

ITEM TITLE: Grant to Preserve Deed Book KK at the Circuit Court Clerk's Office

Strategic Pillar(s) Impacted:

___Arts & Culture	___Citizen Engagement & Social Capital	___Economic Development	___Healthy & Active Living
___Infrastructure	___Land Use	___Lifelong Learning	___Natural Resources
___Neighborhoods	___Safe Community	___Social Equity	___Transportation
			_**X**_Administrative

RECOMMENDATION: Adopt a resolution to amend the FY 2017 City/Federal/State Aid Fund budget and appropriate $3,070 with resources from a grant from the Library of Virginia to preserve one (1) Deed book numbered KK with records dated November 1884 through July 1888 at the Lynchburg Circuit Court Clerk's Office.

SUMMARY: Twice annually the Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The grant funding of $3,070 will allow one (1) Deed book numbered KK with records dating from November 1884 to July 1888 to be reformatted and preserved.

No local match is required of this grant.

PRIOR ACTION(S): Finance Committee, February 28, 2017

FISCAL IMPACT: None – no local match is required.

CONTACT(S): Eugene Wingfield, Circuit Court Clerk, 455-2611

ATTACHMENT(S):
Resolution
Grant Agreement

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2017 City/Federal/State Aid Fund budget is amended and $3,070 is appropriated with resources from a grant from the Library of Virginia to preserve one (1) Deed book numbered KK with records dated November 1884 through July 1888 at the Lynchburg Circuit Court Clerk's Office.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

025K

LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

January 20, 2017

The Honorable Eugene Wingfield
Clerk of the Circuit Court
City of Lynchburg
P.O. Box 4
Lynchburg, VA 24505

Grant Agreement Number: 2017A-03

Dear Mr. Wingfield,

The Circuit Court Records Preservation Grants Review Board met on January 18th, 2017 to consider eighty applications submitted from seventy-nine localities, making it yet another record-breaking cycle. All awards this cycle were directly affected by a thirteen percent increase in the number of grants submitted, increasing conservation/reformatting costs, and consistently flat incoming CCRP revenue based on the $1.50 recording fee. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of $3,070.00.** The following item(s) have been approved by the Review Board: **Deed Book KK, Nov 1884-July 1888.** We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

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

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway

Sandra G. Treadway
State Librarian and State Archivist of Virginia

Jl T. Frey

John T. Frey
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *v/tty*

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Lynchburg City

Date: January 20, 2017

Project Type: Item Conservation

Amount of Grant Request: $15,930.00

____

Signature of Circuit Court Clerk

____

Typed or Printed Name of Circuit Court Clerk

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

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

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

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

Project Number: 2017A-03

Amount of Grant Award: $3,070.00

____

Date: ______________________

Signature of Circuit Court Clerk

(CCRP Grants Program Certification Form v. 02/2015)

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 28, 2017** AGENDA ITEM #: **9**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)
ACTION: **X** INFORMATION:

ITEM TITLE: Appropriate Funds from the State Department of Juvenile Justice for the Community Placement Program at the Lynchburg Regional Juvenile Detention Center and Approve Three (3) Full-time Positions to Assist with the Program

Strategic Pillar(s) Impacted:
___Arts & Culture ___Citizen Engagement & Social Capital ___Economic Development ___Healthy & Active Living
___Infrastructure ___Land Use ___Lifelong Learning ___Natural Resources
___Neighborhoods _**X**_Safe Community ___Social Equity ___Transportation
___Administrative

RECOMMENDATION: Adopt a resolution to amend the FY 2017 Detention Home Fund budget and appropriate $657,000 with resources from the State Department of Juvenile Justice (DJJ) to operate the Community Placement Program at the Lynchburg Regional Juvenile Detention Center and to approve the addition of three full-time positions at the Detention Center to assist with the operation of the Community Placement Program.

SUMMARY: The Community Placement Program (CPP) is a partnership between the State Department of Juvenile Justice (DJJ) and local detention facilities to provide secure, highly structured, residential services to juvenile offenders who have been committed to DJJ. The CPP focuses on seamless re-integration back to the community, as well as skill and competency development in the areas of education, job readiness, life and social skills. Individuals who have not completed high school or obtained a GED will attend a state certified educational program provided at the detention facility. Individuals who are 18 years or older and have completed high school or obtained their GED are required to participate in post-secondary classes, vocational classes or an employability and independent living skills curriculum. Individuals may also participate in a work or education release program to assist in finding stable employment upon their release or at attend college classes.

The addition of three full-time positions at the Lynchburg Regional Juvenile Detention Center (LRJDC) will assist in the implementation of the CPP and the supervision of the participants. The positions will be considered as grant funded positions and if CPP funds are no longer available, the positions will be eliminated.

PRIOR ACTION(S):
Finance Committee; February 28, 2017
Memorandum of Agreement between Lynchburg Regional Juvenile Detention Center and the Virginia Department of Juvenile Justice signed June 2016 by Bernard Mitchell, Superintendent of LRJDC, City Manager Kim Payne and Andrew Block, Director of DJJ.

FISCAL IMPACT: None, the Community Placement Program is fully funded by the State Department of Juvenile Justice.

CONTACT(S): Tamara Rosser, Director, Human Services, X5794

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2017 Detention Home Fund budget is amended and $657,000 is appropriated with resources from the State Department of Juvenile Justice to operate the Community Placement Program and to approve the addition of three (3) full-time positions at the Detention Center to assist with the operation of the Community Placement Program.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

026K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 28, 2017** AGENDA ITEM #: **10**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

ITEM TITLE: Repeal City Code Sec. 25-304 “Permit Parking in Certain Areas of Church and Court Streets”

Strategic Pillar(s) Impacted:

___Arts & Culture	___Citizen Engagement & Social Capital	_X_Economic Development	___Healthy & Active Living
___Infrastructure	___Land Use	___Lifelong Learning	___Natural Resources
_X_Neighborhoods	___Safe Community	___Social Equity	_X_Transportation

RECOMMENDATION:
Repeal the City Code Section 25-304 entitled “Permit parking in certain areas of Church and Court Streets.”

SUMMARY:
City Code Sec. 25-304 “Permit parking in certain areas of Church and Court Streets” basically states that residents within the designated areas in these streets are allowed to purchase an on-street residential parking permit for a fee of $15 per year for each permit issued.

Following discussion with the Parking Manager, the City Manager asked the Parking Authority to review and discuss whether this section of City Code is still valid today and adheres to the parking principles currently being administered. The Parking Authority’s review yielded the following conclusions. First, this Code section was created before the City of Lynchburg created a Parking Management Department as a means to more effectively manage a comprehensive downtown parking program through the use of best parking practices. This Code language deviates from those practices since it is inclusive to only a very small part of downtown parking and is not consistent with other residential parking requirements. Secondly, it was created as an incentive program to bring development downtown that would support residential living. At the time, there were very few residential living opportunities within the Central Business District. Even today, with the significant increase in residential units in downtown this Code section is the only one of its kind permitting on-street residential parking permits. Instead, residents are encouraged to buy parking permits for off-street public parking facilities at a current monthly rate of $25 for the first vehicle and $50 for the second vehicle. Finally, due to a more effectively and efficiently managed public parking system there is adequate public parking to accommodate residential parking in these areas of Church and Court Streets at either the Holiday Inn or Clay St. Parking Decks.

Following review and discussion at the Parking Authority meeting on February 7, 2017, Mr. Urs Gabathuler made a motion to advise that Code Section 25-304 allowing “Permit parking in certain designated areas of Church and Court Streets” to be deleted. Mr. Thorne McCraw seconded.

Ayes: Farmer, Dolan, Gabathuler, Matice, McCraw, & Mundy
Noes: Jaeger

PRIOR ACTION(S): City Code Section 25-304 first adopted on May 14, 1996 and last amended on October 13, 2009.

FISCAL IMPACT: Potential to sell up to fifteen (15) residential parking permits at current rate of $25 per month would realize an additional $4,500 per year in revenue.

CONTACT(S): David Malewitz, Parking Manager, 455-4045.

ATTACHMENT(S): City Code Sec. 25-304. “Permit parking in certain designated areas of Church and Court Streets.”

REVIEWED BY: bms

032K

~~**Sec. 25-304. Permit parking in certain designated areas of Church and Court Streets.**~~

~~(a) In order to protect residents of certain designated areas of Church and Court Streets that do not have off street parking from unreasonable burdens in gaining access to their residence and in order to promote traffic safety and the peace, good order, comfort, convenience and welfare of the inhabitance of the city, the city finds that it is necessary to establish a system of permit parking for residents of business districts.~~

~~(b) For purposes of this section the term "resident" shall be deemed to mean a person that resides and maintains a place of abode within a business district and does not have off street parking for their vehicle.~~

~~(c) A resident in a business district that does not have off street parking for their vehicle may apply to the billings and collections division for a parking permit to park their vehicle in the public streets adjoining their residence in the business district in which they live without regard to the normal restrictions on the length of parking time. Two permit(s) shall be issued for each residential lot.~~

~~(d) The parking permit shall be displayed from the rear view mirror of the vehicle in such a manner that it may be viewed from the front and rear of the vehicle. When there is no rear view mirror the permit shall be displayed on the vehicle dashboard. The permit shall not be displayed from the rear view mirror while the vehicle is in motion. If the permit is not properly displayed the normal restrictions on the length of permitted parking time shall apply.~~

~~(e) A fee of $15.00 shall be charged for each permit issued or each replacement permit. The fees will be used by the city to defray the cost of the administration and enforcement of the provisions of this section.~~

~~(f) Permits issued under this section are valid only on the vehicle for which they are issued and shall be valid for a period of one year.~~

~~(g) The person shall not transfer or allow another person to use or possess any parking permit issued to them or continue to use a permit after its termination or expiration or give false information upon application for the permit. Nor shall any person use a permit to park upon the public streets in any business district except for the public streets adjoining their residence.~~

~~(h) Any person violating any of the provisions of this section shall be punished by a fine of not more than $250.00. In addition the parking permit of such person shall be terminated by the billings and collections division.~~

~~(Ord. No. O-96-125, 5-14-96; Ord. No. O-09-123, 10-13-09, eff. 1-1-10)~~

Adopted:

Certified: ______________________________
Clerk of Council

032K