FINANCE COMMITTEE AGENDA

Tuesday, February 27, 2018
11:30 a.m. – Bidder's Room

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from September 26, 2017.

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

11:35 a.m.

2. Approval of the Draft Finance Committee Meeting Notes from November 28, 2017.

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

11:40 a.m.

3. Report on the General Fund Reserve for Contingencies.

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

11:45 a.m.

4. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $62,817 with resources of $32,826 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) grant and $29,991 from the FY 2018 General Fund Fire Department budget to purchase one (1) chest compression device, one (1) Power Pro stretcher, and one (1) cardiac monitor/defibrillator.

   Contact: Fire Chief Greg Wormser 455-6340

11:50 a.m.

5. Approve the submittal of a grant application to the Department of Homeland Security Federal Emergency Management Agency's (DHS/FEMA) National Preparedness Directorate's FY 2018 Assistance to Firefighters Grant (AFG) in the Operations and Safety category for $257,595 to purchase firefighter self-rescue devices more commonly referred to as Bail-out devices.

   Contact: Fire Chief Greg Wormser 455-6340

11:55 a.m.

6. Approve the submittal of a grant application to the Department of Homeland Security Federal Emergency Management Agency's (DHS/FEMA) National Preparedness Directorate's FY 2018 Assistance to Firefighters Grant (AFG) in the Public Education category for $115,000 to purchase LED electronic signage to be installed at four (4) fire stations to provide the community with information regarding events, education and safety messages, along with community related impacts.

   Contact: Fire Chief Greg Wormser 455-6340

12:00 p.m.

7. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services Rescue Squad Assistance Fund Grant to purchase $119,000 worth of Emergency Medical Services (EMS) response and training equipment. This equipment includes; one (1) Simulation Mannequin, one (1) Stretcher, one (1) Cardiac Monitor/Defibrillator, and one (1) set of CPR Mannequins.

   Contact: Fire Chief Greg Wormser 455-6340

12:05 p.m.

8. Approve the submittal of a grant application for the 2018 VA Department of Criminal Justice Services Byrne/Justice Assistance Grant in the amount of $20,066 with resources from a Byrne/Justice Assistance grant to purchase law enforcement equipment for the Lynchburg Police Department.

   Contact: Major Ryan Zuidema, Police Department 455-6067

12:10 p.m.

9. 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, 2017.

Fund	**Preparer**
GLTC	Written Report
Regional Airport Fund	Written Report
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

12:40 p.m.

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

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

12:45 p.m.

11. Roll Call

The next Finance Committee meeting is Tuesday, March 27, 2018, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, September 26, 2017

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES
Committee Members: *Council Member Jeff S. Helgeson, Chair; Council Member Mary Jane Dolan; Mayor Joan Foster, Ex-Officio.*
Others: *Bonnie Svrcek, City Manager; Charles Hartgrove, Deputy City Manager; John Hughes, IV, Assistant City Manager; Donna Witt, Director of Financial Services; Starlette Early, Budget Analyst*

1. Report on the General Fund Reserve for Contingencies

   Donna Witt reported the City Manager's Discretionary Funding of $50,000 is being used to fund the approved City-wide Compensation and Implementation Study. In addition, there is one pending item of $12,500 for the 2017 Byrne/Justice Assistance Smart Policing Program Development Grant. Anticipating the successful award of this grant, the balance of the FY 2018 General Fund Reserve for Contingencies is $1,137,500.

2. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $11,383 with resources from a grant from the Library of Virginia to preserve Deed Book 56, 1897 – 1898, Deed Book FF, 1880 – 1881, and Marriage Bonds A-L, 1805 – 1824 at the Lynchburg Circuit Court Clerk's Office.

   The Committee unanimously approved this item. The item will be considered by City Council at tonight's meeting, September 26, 2017.

3. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $36,784 with resources of $17,647 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $19,137 transferred from the FY 2018 General Fund Fire Department budget to purchase two (2) Power Pro stretchers for the Fire Department.

   The Committee unanimously approved this item. The item will be considered by City Council at tonight's meeting, September 26, 2017.

4. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $94,961 with resources of $75,968 from the RSAF grant and $18,993 from the FY 2018 General Fund Fire Department budget to purchase one (1) chest compression device, one (1) Power Pro stretcher, and one (1) cardiac monitor / defibrillator.

   The Committee unanimously approved this item.

5. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $49,650 with resources of $33,100 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $14,140 and

$2,410 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities and attend related training.

The Committee unanimously approved this item. The item will be considered by City Council at tonight's meeting, September 26, 2017.

6. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $21,000 with resources of $14,000 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $5,929 and $1,071 transferred from the FY 2018 General Fund Police Department budget to provide funds for speed enforcement activities.

   The Committee unanimously approved this item. The item will be considered by City Council at tonight's meeting, September 26, 2017.

7. Approve the Police Department's application for the 2017 Byrne/Justice Assistance Smart Policing Program Development Grant in the amount of $112,500 with a 10% local match of $12,500 with resources from the FY 2018 General Fund Reserve for Contingencies, for a total amount of $125,000.

   The Committee approved this item, with the recommendation the Police Department look to find the required $12,500 local match in their FY 2018 budget if awarded.

8. Approve Emergency Services application for the Virginia 911 Services Board FY 2019 Public Safety Answering Point (PSAP) Education Program Grant in the amount of $2,000 which will be used to send employees to educational training.

   The Committee unanimously approved this item.

9. Approve Emergency Services application for the Virginia Wireless E-911 Services Board FY 2019 Public Safety Answering Point Grant Program (PSAP) in the amount of $26,400 which will be used to replace aging computer equipment for 12 Computer Aided Dispatch (CAD) workstations.

   The Committee unanimously approved this item.

10. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $156,391 with resources of $117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and $39,098 from In-kind contributions.

    The Committee deferred making a recommendation and asked staff to present to the full Council at tonight's meeting with additional information.

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

    Donna Witt reported the actual FY 2017 revenues from Sales and Use Tax did not meet the adopted budget by $114,169; staff projected growth of 3% and actual growth for FY 2017 was 2.4%. Localities across the Commonwealth faced similar outcomes, with the increase in online sales as a likely factor for their shortfall. Consumer Utility Tax revenue ended flat with *projections, due to both a mild winter and spring. Communication Sales and Use Tax revenue continues to decline as anticipated, ending the FY 2017 year approximately $18,000 below the adopted budget. The City will be working in collaboration with other localities to lobby the General Assembly to include video streaming services under this tax category. Revenues from Meals Tax increased, but at 1.9% instead of the adopted 2.0%. And Lodging Tax revenues were up by $124,000 over FY 2016, ending the FY 2017 year at a 5.9% growth rate. Staff will present a full report on FY 2017 revenues at City Council's retreat on November 7, 2017.*

12. Roll Call

There were no items for roll call. Donna Witt reported the City closed on the bond refunding.

Meeting adjourned at 12:28 p.m.

AGENDA ITEM #: 2

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, November 28, 2017

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES
Committee Members: *Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Mayor Joan Foster, Ex-Officio.*
Others: *Bonnie Svrcek, City Manager; Charles Hartgrove, Deputy City Manager; Donna Witt, Director of Financial Services; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst*

1. Approval of the Draft Finance Committee Meeting Notes from September 26, 2017.

   The approval of the Draft notes from the September 26, 2017 Finance Committee meeting was deferred to allow review and comments by Council Member Dolan.

2. Report on the General Fund Reserve for Contingencies.

   Donna Witt reported there were no new items; there is a current balance of $1,150,000 in the FY 2018 General Fund Reserve for Contingencies.

3. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $36,182.98 with resources of $18,091.49 from the Bulletproof Vest Partnership 2017 Grant Program and $18,091.49 transferred from the FY 2018 General Fund Police Department ($13,703.99) and Sheriff's Office ($4,387.50) budgets to purchase 43 replacement bulletproof vests for law enforcement officers.

   The Committee unanimously approved this item. The item will be considered by City Council at tonight's meeting, November 28, 2017.

4. Adopt a resolution to amend the FY 2018 Stormwater Capital Fund budget and appropriate $70,494 with resources from a Stormwater Local Assistance Fund (SLAF) Grant to reimburse costs associated with a stormwater quality improvement project needed to meet Phase II Municipal Separate Storm Sewer System (MS4) permit compliance.

   The Committee unanimously approved this item. The item will be considered by City Council at tonight's meeting, November 28, 2017.

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 September 30, 2017.

   GLTC: Brian Booth reported revenues were meeting budget for the first quarter, but with inconsistent sources including a decrease in passenger revenue due to a decline in ridership, offset by an increase in advertising revenue. Total expenses are down 8% due to staff vacancy and furloughs during the summer offset by increases in cost of tire replacement for an aging fleet and vehicle insurance. GLTC is currently engaging in a strategic plan *update which will provide data to assess ridership trends that may assist with increasing passenger revenue.*

Airport: Mark Courtney reported the Airport Fund is tracking consistent with budget in both revenues and expenses. The number of passengers for first quarter was up by 8.2% and October set an all-time record of a 90%+ load factor. The goal is to continue offering competitive fares, keep upgrading equipment (all jet service is anticipated by summer) and gain more seats.

Lynchburg Regional Juvenile Detention Center: Tamara Rosser introduced Paul Reaves, Superintendent of the Lynchburg Regional Juvenile Detention Center. She reported first quarter revenues are up from budget, but less than last year due to State Juvenile Justice Block Grant received earlier in the year prior. Revenues are increased due to upward trend in the juvenile population as a result of the Community Placement Program. Overall expenses are within budget.

Children's Services Act (CSA): Tamara Rosser reported first quarter revenues and expenses are within budget, with both slightly higher than last year due to the fluctuations in the number in foster care. The CSA services provided to the school population continues to grow.

Water: Tim Mitchell reported revenues were at budget, with an anticipated decline in water consumption from Bedford County. Overall expenses are slightly more than budget, attributing to an increase in debt service related to the 2017 bond refunding. The fund balance ratio is 27% above the Council's financial policy target range, while the debt coverage ratio is under the target. Financial policy allows for a correction over a three year period.

Sewer: Tim Mitchell reported revenues overall were up by $220,000 primarily due to treating leachate. Overall expenses are also exceeding budget due to Capital Outlay expenditures and timing of receipt of equipment purchases. The two important financial ratios, debt coverage and fund balance, continue to be within or exceed the target range for this fund.

Stormwater: Tim Mitchell reported overall revenues are in line with budget and overall expenses show a minor variance of about $1,000 under budget. The fund balance ratio is 26% compared to the target balance of 15% - 20% and currently there is no debt service in the Stormwater Fund.

General Fund: Donna Witt noted the General Fund report for the first quarter was highlighted during the Council Retreat held on November 7, 2017. She advised the initial revenue trends for early FY 2018 remain concerning with revenues from Local Sales and Use Tax, Meals Tax, and Lodging Tax all lagging behind anticipated collections. Staff is working closely with the Commissioner of Revenue to analyze assessment and collection of taxes and better understand the new trends.

6. Receive a report on the FY 2017 Write-Off of Uncollectible Accounts Receivable.

   Donna Witt reported write-offs were on par with prior years. Delinquent Ambulance charges account for $410,714 of the total write-offs of $642,091 and continue to be challenging to collect due to accounts of those deceased, indigent, and private pay (i.e. no insurance. With

City Council considering a request for a rate increase at the meeting later this evening, the Finance Committee asked for how other localities compare in their collections. The Director of Financial Services provided additional information to the full Council prior to their meeting.

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

   Donna Witt reported the September Sales and Use Tax revenue is flat to the adopted budget and overall collections are less than those from FY 2017. Consumer Utility Tax revenue was less than budgeted with the mild weather and Communication Sales and Use Tax revenue continues to trend within budget. Revenues from Meals Tax are flat with budgeted for FY 2018 and Lodging Tax revenue is seeing the result of the 1% rate increase but still waiting for new hotels to open as anticipated for FY 2018 to meet the adopted budget.

8. Roll Call

   There were no items for roll call.

Meeting adjourned at 12:18 p.m.

AGENDA ITEM #: 3

FY 2018 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2017	$1,150,000	$50,000
Carryforward to FY 2018 Reserve for Contingencies - FY 2018 Adopted Budget	0	
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
City Manager's Discretionary Fund - City-wide Compensation and Implementation Study		(50,000)
TOTAL APPROPRIATIONS	**$0**	**($50,000)**
REMAINING BALANCE	**$1,150,000**	**$0**
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$1,150,000**	**$0**
PENDING ITEMS		
~~2017 (FY 2018) Byrne/Justice Assistance Smart Policing Program Development Grant ($12,500)~~ - Not Approved	$0	
TOTAL PENDING ITEMS	**$0**	**$0**
PROJECTED BALANCE, JUNE 30, 2018	**$1,150,000**	**$0**

February 2018

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **4**

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

ITEM TITLE: VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES – RESCUE SQUAD ASSISTANCE FUND GRANT TO PURCHASE ONE CHEST COMPRESSION DEVICE, ONE STRETCHER, AND ONE CARDIAC MONITOR/DEFIBRILLATOR.

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X__Safe Community _X_Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $62,817 with resources of $32,826 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) grant and $29,991 from the FY 2018 General Fund Fire Department budget to purchase one (1) chest compression device, one (1) Power Pro stretcher, and one (1) cardiac monitor/defibrillator.

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 submitted a request through the RSAF grant to purchase specialized EMS equipment and was awarded funding. The chest compression device, stretcher, and cardiac monitor/defibrillator will replace current in-service equipment, all of which have exceeded the manufacturer's recommended useful life. Regularly scheduled preventative maintenance provided by the manufacturers through service agreements have allowed the equipment to remain in service past the recommended useful life. However, parts are no longer being made for some of the older devices.

The grant requires a local match. The Department requested funding under a hardship justification, which would require a 20 percent local match. However, the funding was awarded with a 50 percent local match. The itemized cost: chest compression device--$14,736; stretcher--$18,045; and cardiac monitor/defibrillator--$30,036. With a total cost of $62,817, the local match is $29,991.

PRIOR ACTION(S): Finance Committee, September 26, 2017
Finance Committee, February 27, 2018

FISCAL IMPACT: $29,991 in matching funds will be provided from the FY 2018 General Fund Fire Department budget. Future funds will be needed for regularly scheduled preventative maintenance of the equipment.

CONTACT(S): Fire Chief Greg Wormser, 455-6340
Acting Deputy Chief Heather Childress, 455-6360
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION: #R-

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $62,817 is appropriated with resources of $32,826 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $29,991 transferred from the FY 2018 General Fund Fire Department budget to purchase one chest compression device, one Power Pro stretcher, and one cardiac monitor / defibrillator for the Fire Department.
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Introduced: February 27, 2018 Adopted:

Certified: ______________________________
Clerk of Council

Marissa J. Levine, MD MPH, FAAFP
State Health Commissioner

Gary R. Brown
Director

P. Scott Winston
Assistant Director

COMMONWEALTH of VIRGINIA
Department of Health

Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059-4500

1-800-523-6019 (VA only)
804-888-9100 (Main Office)
804-888-9120 (Training Office)
FAX: 804-371-3108

January 01, 2018

Heather Childress
Lynchburg Fire Department
800 Madison Street
Lynchburg, VA 24504

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents can be completed and submitted via E-Gift:

Memorandum of Agreement: Must be submitted by February 28, 2018.
Instructions for Grant Reimbursement: All items must be submitted in order to process your reimbursement.
Equipment Status/Final Report Form: This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. Items awarded may be available by state contract, www.eva.virginia.gov, OEMS recommends your agency purchase under state contract if applicable.

Any funding your agency receives through Return to Localities funding cannot be used as the matching share of Rescue Squad Assistance Fund grants or any grants offered using **Four-For-Life** funds. "Any funds received from Section 16.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-691 by that same non-state agency".

All items awarded funding must be ordered from the vendor by **February 28, 2018** invoices for all items awarded funding must be submitted to OEMS by **July 31, 2018.** You must contact OEMS prior to the February 28, 2018 deadline if your agency has encountered difficulties in meeting these deadlines.

If you have any questions, please contact Amanda Davis, OEMS Grant Program Manager at (804) 888-9106, Amanda.Davis@vdh.virginia.gov or Linwood P. Pulling, Grant Specialist at (804) 888-9105, Linwood.Pulling@vdh.virginia.gov or 1-800-523-6019 for additional grant information.

Congratulations,

Gary R. Brown

Gary R. Brown, Director

Office of Emergency Medical Services
Consolidated Grant Program
AWARD PAGE

January 1, 2018 - December 31, 2018 Grant Period

Agency Name: Lynchburg Fire Department
Grant Number: BR-C06/12-17

Item Type (Item)	Status	Quantity Funded	Funding % Level	Amount Funded
Lucas 3	FUNDED	1	50 / 50	$7,224.00
Conditions: 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health." 36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs. 37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.				
LifePak 15 Monitor	FUNDED	1	50 / 50	$16,921.50
Conditions: 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health." 36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs. 37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.				
Stryker Stretcher	FUNDED	1	50 / 50	$8,681.00
Conditions: 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health." 36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs. 37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.				
			Total:	**$32,826.50**

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **5**

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

ITEM TITLE: Department of Homeland Security Federal Emergency Management Agency's National Preparedness Directorate's Assistance to Firefighters grant application for firefighter self-rescue devices otherwise known as Bailout Devices.

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X__Safe Community __Vibrant Community

RECOMMENDATION: Approve the submittal of a grant application to the Department of Homeland Security Federal Emergency Management Agency's (DHS/FEMA) National Preparedness Directorate's FY 2018 Assistance to Firefighters Grant (AFG) in the Operations and Safety category for $257,595 to purchase firefighter self-rescue devices more commonly referred to as Bail-out devices.

SUMMARY: This is a 90/10 matching grant with the grant providing 90% of the approved funding with the department responsible for $23,417 (10%) of the $257,595 grant. This grant and subsequent equipment is vital to firefighter safety during an incident where self-rescue might be necessary to prevent injury or death. The devices are a harness/rope system that will be issued to each employee and affixed to their turnout gear. The devices will be installed in accordance with manufacturer's recommendations into our already established protective equipment. This equipment will allow firefighters the ability to exit a compromised structure in a safe and effective manner above ground level when normal means of egress are not available. The entirety of the grant includes training for all firefighters.

We have 179 uniformed staff that will receive the device. The cost per unit ($1,439.08) includes the device, installation costs, and training. The total cost for training the department is $24,000.

PRIOR ACTION(S): None

FISCAL IMPACT: $23,417 in matching funds will be provided from the appropriate fiscal year budget based on approval timeline set from FEMA/DHS.

CONTACT(S):
Fire Chief Greg Wormser, 455-6345
Acting Deputy Chief Heather Childress, 455-6360
Master Firefighter Patrick Madigan, 847-1680

ATTACHMENT(S): None

REVIEWED BY:

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **6**

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

ITEM TITLE: Department of Homeland Security Federal Emergency Management Agency's National Preparedness Directorate's Assistance to Firefighters Grant application for LED Electronic Signage

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X__Safe Community __Vibrant Community

RECOMMENDATION: Approve the submittal of a grant application to the Department of Homeland Security Federal Emergency Management Agency's (DHS/FEMA) National Preparedness Directorate's FY 2018 Assistance to Firefighters Grant (AFG) in the Public Education category for $115,000 to purchase LED electronic signage to be installed at four (4) fire stations to provide the community with information regarding events, education and safety messages, along with community related impacts.

SUMMARY: This is a 90/10 matching grant with the grant providing 90% of the approved funding with the department responsible for $12,000 (10%) of the $120,000 grant. This grant will provide four (4) fire stations with Community Development approved LED electronic signage that will allow our department and the city to communicate important information to the commuting public. The fire stations that have been selected to receive these signs are those that are considered to be the most visible based on traffic patterns. They are Station 3 on Fort Avenue, Station 5 on Boonsboro Road, Station 7 on Lakeside Drive, and Station 8 on Graves Mill Road. The price includes installation at each station and a programming module for each station that allows the information disseminated to be tailored based on specific needs.

PRIOR ACTION(S): None

FISCAL IMPACT: $12,000 in matching funds will be provided from the appropriate fiscal year budget based on approval timeline set from FEMA/DHS.

CONTACT(S):
Fire Chief Greg Wormser, 455-6345
Captain David Jackson 847-7678

ATTACHMENT(S): None

REVIEWED BY:

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **7**

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 SIMULATION MANNEQUIN, ONE STRETCHER, ONE CARDIAC MONITOR/DEFIBRILLATOR, AND ONE SET OF CPR MANNEQUINS.

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X__Safe Community __Vibrant Community

RECOMMENDATION: Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services Rescue Squad Assistance Fund Grant to purchase $119,000 worth of Emergency Medical Services (EMS) response and training equipment. This equipment includes; one (1) Simulation Mannequin, one (1) Stretcher, one (1) Cardiac Monitor/Defibrillator, and one (1) set of CPR Mannequins.

SUMMARY: This is a 50/50 matching grant with the grant providing 50% of the approved funding with the department responsible for $59,500 (50%) of the $119,000 grant. This grant will replace the following items: a no longer serviceable simulation mannequin at a cost of $60,000. The mannequin is designed to interact with providers during training and allow for real life skills to be practiced in a controlled setting that provides instant and ongoing feedback on performance. An aged stretcher at a replacement cost of $18,000, an aged cardiac monitor/defibrillator at a cost of $36,000, and a set of pediatric and adult CPR simulation mannequins that will be used to teach the public about CPR in conjunction with our PulsePoint App. The grant requires a local match of up to 50% though the actual match is determined at the time of award based on various factors.

PRIOR ACTION(S): None

FISCAL IMPACT: Up to $59,500 in matching funds will be provided using Four-4-Life money and General Fund Money as needed.

CONTACT(S):
Fire Chief Greg Wormser, 455-6345
Acting Deputy Chief Heather Childress, 455-6360

ATTACHMENT(S): None

REVIEWED BY:

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **8**

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

ITEM TITLE: 2018 VA-DCJS Byrne/Justice Assistance Grant

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community ___Vibrant Community

RECOMMENDATION: Approve the submittal of a grant application for the 2018 VA Department of Criminal Justice Services Byrne/Justice Assistance Grant in the amount of $20,066 with resources from a Byrne/Justice Assistance grant to purchase law enforcement equipment for the Lynchburg Police Department.

SUMMARY: The City of Lynchburg is eligible to receive $20,066 in VA Department of Criminal Justice Services Byrne/Justice Assistance Grant funding. The funding will be utilized by the Lynchburg Police Department to purchase 40 each of riot control suits, riot control gloves, and riot shields so that we can equip officers with proper riot gear. The items purchased through this grant would allow officers to maintain peace and order during civil disturbances, unruly protests, and riots. During such disturbances when police are deployed to control on-going violence, the riot gear could provide the officers with protection and help guard them from physical harm.

PRIOR ACTION(S): No prior action

FISCAL IMPACT: None, no local match

CONTACT(S):
Major Ryan Zuidema 434-455-6067
Amy Lowe 434-455-6128

ATTACHMENT(S): None

REVIEWED BY:

GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

February 9, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: December 31st, 2017 (2nd Quarter – FY 2018) Financial Report – Greater Lynchburg Transit Company

The attached Greater Lynchburg Transit Company Quarterly Income Statement summarizes the financial activities for the second quarter of FY18 and YTD data for the fiscal year.

REVENUE

Revenues for the 2nd Quarter for GLTC dropped slightly underbudget by about 2 % which is attributed mainly to Passenger Revenue being down about 11 % and Federal Operating Assistance down approximately 7 %. This decrease in Passenger Revenue is attributed to lower ridership which follows a consistent trend experienced statewide. The decrease in Federal Operating Assistance is due to a 5 % withholding by the Federal Transit Administration (FTA) that all transit agencies in Virginia are subject to. This withholding is due to Virginia not having a certified Safety Oversight Program for rail; which the state is diligently working to develop and obtain. This withholding will not result in a loss of revenue as once a certified oversight program is in place, FTA will release the hold on the 5 % of funds. The Department of Rail and Public Transportation (DRPT) has committed to assisting any transit agencies that may experience a funding shortfall due to this withholding until the funds are released.

Other Contract and Non-Operating revenue are below projections which is primarily due to how this budget was written differently than previous years. Advertising Revenue is over budget 160% with County Operating Assistance being over approximately 2%. We are working to clear up inconsistencies in the Other Revenue and Non-Operating Revenue line items in the FY 2019 budget and are currently updating our Transit Development Plan which will provide data to improve services which may assist with increasing ridership and passenger revenue.

EXPENDITURES

On the expense side, total expenses are down about 3% for the second quarter. Our Fixed Route expenses are overbudget about 1 % due to overtime being up from staff vacancy and extended medical leave. Demand Response expenses are under about 14 % mainly attributed to savings in personnel expenses. Maintenance expenses are underbudget about 10 % with saving in wages, tires and fuels. Repairs are overbudget about 12 % due to increased repairs from an aging fleet.

Administration expenses are overbudget approximately 2 % due to Salaries/Benefits, Utilities, and Casualty/Liability expenses being over budget; approximately 20 % each. Salaries/Benefits are over budget due to administrative staff working more hours than budgeted to assist with coverage from vacancies and extended medical leave. Utilities are overbudget due to higher than anticipated utilities expenses for the new operations and maintenance facility and having to maintain utilities at the old 1301 Kemper St. location. Liability expenses are over budget due to an increase in vehicle insurance rolling over from the previous year.

419 Bradley Drive • Lynchburg, VA 24501 | PO Box 11286 • Lynchburg, VA 24506
434.455.5080 Office • **434.528.4582** Fax • www.GLTConline.com

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

QUARTERLY INCOME STATEMENT
AS OF DECEMBER 31, 2017

	QTR TO DATE FY2018 QTD ACTUAL	FY2018 QTD BUDGET	% VAR	FY2018 YTD ACTUAL	FY2018 YTD BUDGET	% of Budget
REVENUE						
FRT Passenger Revenue	$ 151,863	$ 170,000	-11%	$ 296,526	$ 340,000	87%
DRT Passenger Revenue	17,494	20,250	-14%	35,905	40,500	89%
Contracts (LU Access)	18,018	18,018	0%	30,030	30,030	100%
Contracts (LC Access)	6,135	6,135	0%	12,270	12,269	100%
Contracts (CVCC Access)	13,526	13,527	0%	27,053	27,053	100%
Liberty University Revenue	499,163	499,163	0%	831,938	831,938	100%
Other Contract Revenue	986	5,362	-82%	5,420	10,723	51%
Non-Operating Revenue	2,434	4,465	-45%	4,595	8,929	51%
Advertising Revenue	42,200	16,251	160%	62,566	32,502	192%
City Operating Assistance	443,951	443,951	0%	887,903	887,903	100%
County Operating Assistance	18,328	17,969	2%	36,656	35,938	102%
State Operating Assistance	422,261	420,527	0%	846,831	841,053	101%
Federal Operating Assistance	511,652	549,275	-7%	1,080,153	1,098,550	98%
TOTAL REVENUE	**$ 2,148,011**	**$ 2,184,890**	**-2%**	**$ 4,157,846**	**$ 4,197,386**	**99%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 450,944	$ 490,943	-8%	$ 835,846	$ 981,886	85%
Operator-Overtime	93,466	43,338	116%	148,067	86,675	171%
Other Salaries & Wages	76,112	82,273	-7%	148,216	164,545	90%
Supervisors-Overtime	3,904	2,942	33%	9,962	5,884	169%
Fringe Benefits	297,253	295,215	1%	535,469	590,430	91%
TOTAL FIXED ROUTE	**$ 921,680**	**$ 914,709**	**1%**	**$ 1,677,560**	**$ 1,829,419**	**92%**
DEMAND RESPONSE						
Operator Labor	$ 78,020	$ 86,366	-10%	$ 149,923	$ 172,732	87%
Operator-Overtime-PTS	1,530	5,157	-70%	3,852	10,315	37%
Other Salaries & Wages	13,206	15,786	-16%	25,561	31,572	81%
Fringe Benefits	44,239	51,927	-15%	84,082	103,853	81%
TOTAL DEMAND RESPONSE	**$ 136,995**	**$ 159,236**	**-14%**	**$ 263,418**	**$ 318,472**	**83%**
MAINTENANCE						
Other Salaries & Wages	$ 151,734	$ 189,167	-20%	$ 319,137	$ 378,333	84%
Inspection&Maint,Srvc-Overtim	9,653	8,124	19%	18,007	16,247	111%
Fringe Benefits	77,191	95,468	-19%	158,070	190,935	83%
Fuel & Lubricants	140,261	155,841	-10%	271,221	311,681	87%
Tires & Tubes	17,481	22,651	-23%	56,258	45,302	124%
Other Materials & Supplies	129,587	115,463	12%	302,550	230,925	131%
TOTAL MAINTENANCE	**$ 525,908**	**$ 586,712**	**-10%**	**$ 1,125,243**	**$ 1,173,423**	**96%**
ADMINISTRATION						
Other Salaries & Wages	$ 107,521	$ 90,330	19%	$ 211,140	$ 180,659	117%
Fringe Benefits	51,310	43,710	17%	98,993	87,420	113%
Services	102,093	114,432	-11%	209,264	228,864	91%
Utilities	47,794	39,826	20%	87,667	79,653	110%
Casualty & Liability Expenses	82,199	68,945	19%	164,398	137,890	119%
Information Technology	33,874	43,076	-21%	77,790	86,152	90%
Other Materials & Supplies	1,142	7,925	-86%	10,346	15,850	65%
Miscellaneous	19,339	29,793	-35%	31,613	59,586	53%
TOTAL ADMINISTRATION	**$ 445,272**	**$ 438,037**	**2%**	**$ 891,210**	**$ 876,073**	**102%**
TOTAL EXPENSES	**$ 2,029,854**	**$ 2,098,693**	**-3%**	**$ 3,957,431**	**$ 4,197,386**	**94%**
NET INCOME/(LOSS)	**$ 118,157**	**$ 86,197**		**$ 200,415**	**$ -**	

Lynchburg Regional Airport

A City of Lynchburg Enterprise Fund

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Lynchburg, Virginia 24502
P 434-455-6090 • F 434-239-9027
www.lynchburgva.gov/airport

February 12, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2017 – Quarterly Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity through the FY 2018 second quarter ending December 31, 2017. I am pleased to report that second quarter operating revenue and expense projections are largely in line with budget estimates. The Airport is expecting an approximately $150,000 surplus this fiscal year and is projecting to remain self-sufficient for the foreseeable future.

REVENUE HIGHLIGHTS

- Terminal Revenue: Revenue is projected to be $27,556 more than budget due to increases in expected parking lot and rental car concession revenue.
- General Aviation: Revenue is projected to be $17,050 more than budget mostly due to projecting more than previous estimates for aircraft parking fees.
- State Airport Aid: Revenue is projected to be $125,000 more than budget due to projecting more 80% state funded small capital and equipment projects.
- Federal Security Aid: Revenue is projected to be $10,000 less than budget due to a decrease in the allowed daily hours eligible for federal reimbursement.
- Interest & Other: Revenue is projected to be $47,500 more than budget due to receiving unexpected revenue from sale of an easement/ROW to American Electric Power and increased interest earnings on investments.

EXPENSE HIGHLIGHTS

- Snow Removal: Expenses are projected to exceed their budget by $12,500 for a planned bulk purchase of snow melting chemicals to replenish inventory used.
- Small Projects and Equipment: Expenses are projected to exceed their budget by $150,000 (but are mostly 80% reimbursed by state aviation entitlements funds).

SUMMARY

Non-recurring Small Projects and Equipment expenses and Snow Removal expenses are expected to exceed their budgets but will be addressed in the third-quarter budget review. Based on improving air service levels, competitive airfares, and anticipated passenger demand, the airport is expecting a surplus this fiscal year and is projecting to remain self-sufficient for the foreseeable future.

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
Marcelo Lima, Deputy Airport Director
Wesley Campbell, Airport Finance Manager

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
December 31, 2017

	FY 2017 Amended Budget	FY 2017 Actual (thru 12/31/16)	FY 2017 % of Budget	*	FY 2018 Amended Budget	FY 2018 Actual (thru 12/31/17)	FY 2018 % of Budget	*	FY 2018 Amended Budget	FY 2018 Projected (as of 12/31/17)	FY 2018 $ Variance Actual vs. Amended Budget
				*				*			
BEGINNING NET ASSETS	$ 250,000	$ 33,651,691		*	$ 250,000	$ 36,977,478 **(1)**		*	$ 250,000	$ 36,977,478 **(1)**	
Less: Invested in Capital Assets, net of related debt		(33,640,389)		*		(36,717,501)		*		(36,717,501)	
Less: GASB68 Prior Period Adjustment-Pension Accrual											
BEGINNING UNRESTRICTED NET ASSETS	$ 250,000	$ 11,302		*	$ 250,000	$ 259,977		*	$ 250,000	$ 259,977	$ -
				*				*			
USE OF ENCUMBRANCES CARRIEDFORWARD	$ 160,369				$ 21,155				$ 21,155		
BOND REFUNDING PROCEEDS				*				*	$ -		
USE OF RESERVES - DEBT SERVICE	$ 39,876			*	$ 32,597			*	$ 32,597		
				*				*			
REVENUES				*				*			
Airfield	96,000	52,862	55%	*	98,000	41,677	43%	*	98,000	98,000	0
Terminal	1,450,827	699,115	48%	*	1,475,827	791,163	54%	*	1,475,827	1,503,383	27,556
General Aviation	514,557	279,099	54%	*	518,557	283,242	55%	*	518,557	535,607	17,050
Other Leased Property	260,400	164,380	63%	*	261,900	143,350	55%	*	261,900	260,200	(1,700)
State Airport Aid	288,750	0	0%	*	120,000	0	0%	*	120,000	245,000	125,000
Federal Security Aid	107,500	35,768	33%	*	95,000	21,990	23%	*	95,000	85,000	(10,000)
General Fund Subsidy	0	0	0%	*	0	0	0%	*	0	0	0
Interest & Other	72,000	68,131	95%	*	28,250	51,179	181%	*	28,250	75,750	47,500
	$ 2,790,034	$ 1,299,355		*	$ 2,597,534	$ 1,332,602		*	$ 2,597,534	$ 2,802,940	$ 205,406
				*				*			
EXPENSES				*				*			
Airfield Operations	304,098	150,166	49%	*	306,181	137,871	45%	*	306,181	306,181	0
Terminal Operations	544,277	251,686	46%	*	546,407	257,305	47%	*	546,407	546,407	0
General Aviation	126,409	54,091	43%	*	141,454	64,025	45%	*	141,454	141,454	0
Administration	683,976	319,998	47%	*	723,431	334,692	46%	*	723,431	723,431	0
Safety (ARFF & LEO)	418,543	191,700	46%	*	423,125	189,849	45%	*	423,125	423,125	0
Snow Removal	21,930	1,854	8%	*	22,430	4,596	20%	*	22,430	34,930	(12,500)
Debt Service	126,139	9,086	7%	*	117,244	8,230	7%	*	117,244	117,244	0
Small Projects & Equipment (State-Supported)	491,819	274,370	56%	*	154,528	57,336	37%	*	154,528	304,528	(150,000)
Transfers to Other Airport Funds	10,000	0	0%	*	5,000	0	0%	*	5,000	5,000	0
Other Airport Expenses	62,732	19,032	30%	*	60,422	19,774	33%	*	60,422	60,422	0
	$ 2,789,923	$ 1,271,983		*	$ 2,500,222	$ 1,073,679		*	$ 2,500,222	$ 2,662,722	$ (162,500)
ENDING UNRESTRICTED NET ASSETS	$ 450,356	$ 38,673		*	$ 401,064	$ 518,900		*	$ 401,064	$ 400,195 **(2)**	

FOOTNOTES:

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

Total Net Assets per CAFR 6/30/17	$ 38,765,606
Less: Net Assets in Capital & PFC Funds	$ (1,788,128)
Total Beginning Net Assets	$ 36,977,478

2) FY 2018 Ending Unrestricted Net Assets is comprised of the following:

Des. for Debt Service (Rental Car Facility)	$ -	($30,935.52 -$30,935.52 reserve use in FY18 = $0)
Des. for Maintenance (Rental Car Facility)	$ 124,223	($124,222.54 + or - year-end change)
Reserve for Encumbrances		($????? encumbrances carried forward to FY19)
GASB68 Pension-related Accrual	$ (1,147,614)	(net liability as of the end of FY17)
Undesignated Retained Earnings	$ 1,423,587	
	$ 400,195	

February 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: December 31, 2017 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, 2017 for FY 2018. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2017.

REVENUES

Charges for Services

Revenue in this category for the second quarter of FY 2018 is $513,451 or 55.8% 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 2018 are $511,198.

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 2018 are $362,815 or 55.2% of the budget.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2018 are $21,531 or 47.8% of the budget.

EXPENDITURES

Overall expenditures for the second quarter of FY 2018 were $1,376,414 and are within budget. The allocated cost for the Community Placement Program and the contracting localities through the second quarter of FY 2018 is approximately 62%; Lynchburg's allocated share is approximately 38%.

Juvenile Population

The average number of juveniles being served per day through the second quarter of FY 2018 is 25.54 as compared to 16.58 in FY 2017. The percentage of Lynchburg City's juveniles through the second quarter is 27% of the total juvenile population.

SUMMARY

The second quarter report reflects a continuing upward trend in the juvenile population at the Lynchburg Regional Detention Center because of the addition 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, 2017

	FY 2017 Amended Budget	FY 2017 Actual 2 QTR YTD	FY 2017 % of Budget	FY 2018 Amended Budget	FY 2018 Actual 2 QTR YTD	FY 2018 % of Budget	FY 2018 Amended Budget	FY 2018 Revised Estimates	FY 2018 Actual to Amended
Beginning Funds at July 1									
Revenues:									
Charges for Services	889,012	455,260	51.2%	919,704	513,451	55.8%	919,704		-
Intergovernmental- Department of Juvenile Justice Block Grant	1,063,886	511,012	48.0%	1,063,886	511,198	48.1%	1,063,886		-
Intergovernmental- USDA	45,000	16,031	35.6%	45,000	21,531	47.8%	45,000		-
Community Placement Program (CPP)	657,000	441,247	67.2%	657,000	362,815	55.2%	657,000		-
Department of Criminal Justice Services (DCJS)	0	8,712	0.0%	0	0	0.0%	0		-
Miscellaneous and State Ward Per Diem	0	916	0.0%	1,650	94	5.7%	1,650		-
Budget Designations/Purchase Orders	102,390	0	0.0%	105,251	0	0.0%	105,251		-
Total Revenues	2,757,288	1,433,178	52.0%	2,792,491	1,409,089	50.5%	2,792,491		
Expenditures:									
Salaries	1,353,844	635,460	46.9%	1,357,686	684,376	50.4%	1,357,686		-
Employee Benefits	565,186	239,261	42.3%	579,444	270,290	46.6%	579,444		-
Contractual Services	41,672	22,352	53.6%	43,551	33,714	77.4%	43,551		-
Internal Services	14,704	7,454	50.7%	14,014	7,161	51.1%	14,014		-
Supplies and Materials	130,170	68,358	52.5%	131,670	84,944	64.5%	131,670		-
Utilities	85,800	28,517	33.2%	80,750	31,911	39.5%	80,750		-
Training and Conferences	3,050	4,398	144.2%	4,550	3,462	76.1%	4,550		-
Telecommunications	4,500	1,525	33.9%	4,200	944	22.5%	4,200		-
Postage and Mailing	850	113	13.3%	850	109	12.8%	850		-
Indirect Costs	218,938	109,469	50.0%	259,063	194,297	75.0%	259,063		-
Self Insurance	18,752	9,376	50.0%	16,937	12,703	75.0%	16,937		-
Dues and Memberships	500	370	74.0%	500	176	35.2%	500		-
Rentals and Leases	1,855	1,109	59.8%	2,964	924	31.2%	2,964		-
Health and Dental Benefits for Retirees	51,388	23,415	45.6%	53,704	23,424	43.6%	53,704		-
Professional Services	4,172	3,844	92.1%	9,649	4,121	42.7%	9,649		-
SpecialUseEquipment	2,000	0	0.0%	2,000	0	0.0%	2,000		-
Computer Equipment	0	0	0.0%	0	0	0.0%	0		-
Serial Bond Interest	6,442	3,221	50.0%	4,654	2,327	50.0%	4,654		-
Debt Service	108,465	0	0.0%	81,305	0	0.0%	81,305		-
USDA Grant	45,000	16,031	35.6%	45,000	21,531	47.8%	45,000		-
Capital Outlay	0	0	0.0%	0	0	0.0%	0		-
Budget Designations	100,000	0	0.0%	100,000	0	0.0%	100,000		-
Contingency	0	0	0.0%	0	0	0.0%	0		-
Total Expenditures	2,757,288	1,174,273	42.6%	2,792,491	1,376,414	49.3%	2,792,491		
TOTAL FUND BALANCE/Purchase Orders carried forward	0	258,905		0	32,675		0	0	
TOTAL ASSIGNED FUND BALANCE Maint./Equipment	100,000	100,011		100,000	100,012		100,000		

February 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children’s Services Act (CSA) Fund Financial Report for the period ending December 31, 2017.

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

<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 2018 are provided by the State. Reimbursements for expenditures incurred through the second quarter of 2018 are $1,404,806.

- 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 2018, local matching funds for programs in the amount of $990,232 for the General Fund and $98,271 for the Schools have been received.

- Miscellaneous Revenue

  Miscellaneous revenues in the amount of $22,309 were collected through the second quarter of FY 2018. 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.

EXPENSES

- Administrative expenses

  CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2018 are $65,475. Actual YTD administrative expenditures through the second quarter of FY 2018 are $26,580 or 40.6% 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 2018 totaled $1,112,356 or 37.1% 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 2018 total $764,793 or 35.7% of the budget. Expenditures for this budget line will rise due to 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 through the second quarter of FY 2018 are $114,604 or 32.1% of the budget. Non-mandated services are provided almost exclusively to youth involved in the court system. It's anticipated that this budget line will be fully expended.

- 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 2018 are $145,269 or 33.3% 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, 2017

	FY 2017 Amended Budget	FY 2017 Actual 2 QTR YTD	FY 2017 % of Budget	FY 2018 Amended Budget	FY 2018 Actual 2 QTR YTD		FY 2018 % of Budget
Beginning Fund Balance	0	0		0	0		
Revenues:							
Public Assistance - Welfare and Administration	4,295,165	771,037	18.0%	3,774,017	1,404,806	*	37.2%
Transfer from Lynchburg City Schools	196,541	98,271	50.0%	196,541	98,271		50.0%
Transfer from General Fund	1,766,816	808,408	45.8%	1,980,464	990,232		50.0%
Miscellaneous	55,500	13,241	23.9%	48,000	22,309		46.5%
Total Revenues	6,314,022	1,690,956	26.8%	5,999,022	2,515,618		41.9%
Expenses:							
Administrative Expenses	64,816	24,430	37.7%	65,475	26,580		40.6%
Mandated - Foster Care	3,215,150	1,030,918	32.1%	2,996,823	1,112,356		37.1%
Mandated - Special Education	2,229,973	856,699	38.4%	2,143,500	764,793		35.7%
Non-Mandated Services	375,836	126,602	33.7%	356,636	114,604		32.1%
Community Based	428,247	137,660	32.1%	436,588	145,269		33.3%
Total Expenditures	6,314,022	2,176,309	34.5%	5,999,022	2,163,602		36.1%
ENDING FUND BALANCE	0	(485,352)		0	352,016		

* Reimbursement submitted but not received for 12/31/17: $355,016

February 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2017 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2017. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2018 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, overall revenues for FY 2018 are projected to exceed budget by $226,000 (1.5%). Explanations follow:

- **Charges for Services:**

  Revenue in this category is expected to be $69,100 (.5%) over budget due to higher than anticipated water sales from one industrial customer.

- **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 $98,200 (5.2%) higher than budget largely due to WestRock's increased water consumption. County revenues are expected to be slightly under budget resulting from year end water settlements for FY 2017.

- **Interest and Other:**

  Interest and Other is projected to be $58,700 (21.1%) more than budget mostly due to higher than anticipated interest earnings.

EXPENSES

Overall expenses for FY 2018 are projected to be $54,200 (0.3%) 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 $134,400 (1.4%) less than the FY 2018 budget (Water Treatment - $72,700 savings, Meter Operations - $45,150 savings, Water Line Maintenance - $1,850 savings, Administration - $14,700 savings). This variance is broken down as follows:

➢ Personal Services and Benefits	$53,750
➢ Chemicals	28,000
➢ Utilities	22,000
➢ Contractual Services	35,000
➢ All Other	(4,350)
Total	**$134,400**

  The most significant variance is savings in Personal Services and Benefits related to unfilled positions at end of the quarter. Savings in Chemicals is due to decreased federal dosage requirements for fluoride. Additional savings for Contractual Services is mostly associated with grounds maintenance services and financial services.

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

  Non-Departmental operation and maintenance expenses are anticipated to be within budget.

- **Capital Outlay:**

  Capital Outlay purchases are expected to be within budget.

- **Transfers to Other Funds:**

  Transfers to Other Funds at expected to be at budget.

- **Debt Service:**

  Expenditures in debt service are expected to be $80,200 (1.9%) over budget due to a September 26, 2017 bond refunding. Charges for fiscal services associated with the bond refunding were approximately $92,000 offset by the FY 2018 projected interest savings of $11,800. Additional interest savings in future years will occur during the new bond issuance term ending in FY 2046.

SUMMARY

The second quarter report reflects a stable FY 2018 financial position for this fund. Under the Council financial policies, two important financial ratios, debt coverage and fund balance are above policy targets. The projected debt coverage ratio for end of the fiscal year is 1.20 which is at Council's financial policy minimum target of 1.20. The fund balance ratio projected for the end of the fiscal year is 63% compared to 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, 2017

	FY 2017 Adopted Budget	FY 2017 Actual Q2 YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q2 YTD	FY 2018 % of Budget	FY 2018 Adopted Budget	FY 2018 Revised Estimate	FY 2018 $ Variance Adopted Budget vs. Actual
BEGINNING NET ASSETS	$29,609,547	$29,609,547		$28,183,364	$28,183,364		$28,183,364	$28,183,364	
Less: Invested in Capital Assets, net of related debt	(26,205,779)	(26,205,779)		(24,648,961)	(24,648,961)		(24,648,961)	(24,648,961)	
BEGINNING UNRESTRICTED NET ASSETS	**3,403,768**	**$3,403,768**		**$3,534,403**	**$3,534,403**		**$3,534,403**	**$3,534,403**	
REVENUES:									
Charges for Services	$12,260,891	$5,919,895	48%	$12,728,131	$6,142,263	48%	$12,728,131	$12,797,231	$69,100
Water Contracts	2,213,440	1,225,561	55%	1,892,470	1,014,816	54%	1,892,470	1,990,670	98,200
Interest and Other	261,119	157,882	60%	278,737	213,342	77%	278,737	337,437	58,700
	$14,735,450	**$7,303,338**		**$14,899,338**	**7,370,420**		**$14,899,338**	**$15,125,338**	**$226,000**
EXPENSES									
Departmental O&M	$9,490,614	$4,034,837	43%	$9,799,941	$4,210,564	43%	$9,799,941	$9,665,541	$134,400
Non-Departmental O&M	263,925	73,697	28%	325,585	76,949	24%	325,585	325,585	0
Capital Outlay/Purchases	131,000	43,668	33%	66,500	22,765	34%	66,500	66,500	0
Transfers to Capital	1,750,000	875,000	50%	1,500,000	750,000	50%	1,500,000	1,500,000	0
Debt Service	4,382,244	2,176,180	50%	4,157,150	2,351,544	57%	4,157,150	4,237,350	(80,200)
	$16,017,783	**$7,203,382**		**$15,849,176**	**$7,411,822**		**$15,849,176**	**$15,794,976**	**$54,200**
Adjustment for Expenses from Capital Projects		**$0**			**$0**			**($115,000)**	
ENDING NET ASSETS	**$2,121,435**	**$3,503,724**		**$2,584,565**	**$3,493,001**		**$2,584,565**	**$2,749,765**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	63%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.20 (a)

Note (a) Calculation of debt coverage includes $70,500 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2017 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2017. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2018 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, overall revenues for FY 2018 are projected to exceed budget by $166,800 (.8%). Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category is expected to be $181,800 (1%) over budget mostly attributable to higher than anticipated Septic Hauler Charges of $190,000 and Availability Fees of $60,000. This additional revenue is offset by less than expected Industrial Surcharges of $77,750 primarily due one industrial customer decreased loadings.

- **Sewer Contracts:**

  Revenue in this category reflects billing activity in counties of Amherst, Bedford, and Campbell and industries of WestRock and Frito-Lay. Revenue from this source is projected to be $90,800 (2.4%) less than budget. This is primarily due to FY 2017 Wastewater Treatment Plant settlement credits for each of the three counties.

- **Interest and Other:**

  Revenue is projected to be $75,800 (92.9%) over budget mostly due to higher than anticipated interest earnings.

EXPENSES

Overall expenses for FY 2018 are projected to be $172,500 (.8%) 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 $28,500 (.3%) over budget (Wastewater Treatment Plant - $7,000 and Sewer Line Maintenance - $21,500). This variance is broken down as follows:

➢ Personnel and Benefits	$8,000
➢ Supplies and Materials	(10,000)
➢ All Other	(26,500)
Total	**($28,500)**

  The savings in Personnel Services and Benefits is related to unfilled positions during the first two quarters. The All Other category includes Internal Service Charges and Rentals. Much higher than expected repairs are being experienced from both combination sewer cleaning trucks in this fund. Due to the extensive down time on these trucks, rented combination sewer cleaning trucks are needed to provide necessary and uninterrupted cleaning of City's sewer system. These rentals are resulting in a much higher than anticipated rental costs.

- **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 $181,500 (29.6%) over budget. Planned equipment purchases that were budgeted in FY 2017 that were not delivered will be delivered in FY 2018. These equipment items include a closed circuit television (CCTV) off road sewer line inspection vehicle and CCTV system retro fit of an off road inspection vehicle in our current equipment inventory.
  .

- **Transfers to Other Funds**

  Transfers to Other Funds are expected to be at budget.
  .

- **Debt Service**

  Expenditures in debt service are expected to be $37,500 (.4%) under budget. Savings of $52,500 are primarily a result of not using planned credit line for capital project financing. This savings is offset by $18,400 of charges for fiscal services associated with the bond refunding due to a September 26, 2017 bond refunding. Additional interest savings in future years will occur during the new bond issuance term ending in FY 2046.

SUMMARY

This second quarter report reflects a stable FY 2018 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 or within policy targets. The debt coverage ratio projected for the end of the fiscal year is 1.21 compared to a target minimum of 1.20. The fund balance ratio projected for the end of the fiscal year is 38% 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, 2017

	FY 2017 Adopted Budget	FY 2017 Actual Q2 YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q2 YTD	FY 2018 % of Budget	FY 2018 Adopted Budget	FY 2018 Revised Estimate	FY 2018 $ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS (1)	$145,484,847	$145,484,847		$144,586,798	$144,586,798		$144,586,798	$144,586,798	
Less: Invested in Capital Assets, net of related debt	(141,495,886)	(141,495,886)		(138,722,083)	(138,722,083)		(138,722,083)	(138,722,083)	
BEGINNING UNRESTRICTED NET ASSETS	**$3,988,961**	**$3,988,961**		**$5,864,715**	**$5,864,715**		**$5,864,715**	**$5,864,715**	
REVENUES:									
Charges for Services	$18,446,728	$8,692,377	47%	$18,494,475	$8,633,842	47%	$18,494,475	$18,676,275	$181,800
Sewer Contracts	3,687,687	1,495,219	41%	3,791,116	$1,419,751	37%	3,791,116	3,700,316	(90,800)
Interest and Other	66,599	73,044	110%	81,599	$143,255	176%	81,599	157,399	75,800
	$22,201,014	**$10,260,640**		**$22,367,190**	**$10,196,848**		**$22,367,190**	**$22,533,990**	**$166,800**
EXPENSES:									
Departmental O&M	$10,669,574	$4,841,245	45%	$11,100,918	$4,973,054	45%	$11,100,918	$11,129,418	($28,500)
Non-Departmental O&M	305,750	78,141	26%	353,874	79,347	22%	353,874	353,874	0
Capital Outlay/Purchases	647,000	49,601	8%	612,500	330,082	54%	612,500	794,000	(181,500)
Transfers - Capital	1,300,000	650,000	50%	1,100,000	550,000	50%	1,100,000	1,100,000	0
Debt service	9,432,752	4,873,382	52%	9,301,933	4,930,884	53%	9,301,933	9,264,433	37,500
	$22,355,076	**$10,492,369**		**$22,469,225**	**10,863,367**		**$22,469,225**	**$22,641,725**	**($172,500)**
Adjustment for Expenses from Capital Projects		**$0**			**-**			**$0**	
ENDING NET ASSETS	**$3,834,899**	**$3,757,232**		**$5,762,680**	**5,198,196**		**$5,762,680**	**$5,756,980**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	38%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.21 (a)

Note (a) Calculation of debt coverage includes $169,000 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2017 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2017. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2018 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, the overall revenues for FY 2018 are projected to be $12,000 (.35%) more than the FY 2018 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 $2,000 (.1%) primarily due to billing associated with new impervious areas.

- **Transfers , Interest and Other:**

  The transfer from the General Fund is expected to be at budget. Interest and Other is expected to be at $10,000 more than budget mostly due to interest earnings are higher than anticipated.

EXPENSES

Overall expenses for FY 2018 are expected to be $7,015 (.2%) over budget. A breakdown and explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance are expected to exceed budget by $2,800 (0.1%). Explanations of this variance follow:

➢ Gasoline/Fuel	$5,100
➢ Internal Services Charges	(16,000)
➢ Contractual Services	13,000
➢ All Other	(4,900)
Total	**($2,800)**

  The most significant variance in savings is Contractual Services. This is related to deferring several City detention pond evaluations for operations and maintenance due to current workload. Internal Service Charges are higher than expected due to higher costs of repairs to the combination sewer cleaning truck.

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

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

- **Capital Outlay**

  Purchases in Capital Outlay are expected to be at budget.

- **Transfers to Capital**

  Transfers to Other Funds are expected to be at budget.

- **Transfers to City/Fed/State Aid Fund**

  Transfers to City/Fed/State Aid Fund are expected to be $4,215 higher than budget due unanticipated Hazardous Materials Emergency Planning (HMEP) Grant award. The HMEP Grant funded analysis of hazardous materials that are transported through the city. A 20% local match was transferred from Stormwater Fund to City/Federal/State Aid Fund to pay for its share of costs charged to City.

<u>SUMMARY</u>

This first quarter report reflects a stable FY 2018 financial position for the fund at this time. The fund balance ratio projected for the end of the fiscal year is 26% compared to the target balance of 15% - 20%. Currently, there is no debt service in the Stormwater Fund.

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, 2017

	FY 2017 Adopted Budget	FY 2017 Actual Q2YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q2YTD	FY 2018 % of Budget	FY 2018 Adopted Budget	FY 2018 Revised Estimate	FY 2018 $ Variance Adopted Budget vs. Actual
BEGINNING NET ASSETS	$1,518,205	$1,518,205		$1,548,772	$1,548,772		$1,548,772	$1,548,772	
Less: Invested in Capital Assets, net of related debt	(803,265)	(803,265)		(702,091)	(702,091)		(702,091)	(702,091)	
BEGINNING UNRESTRICTED NET ASSETS	**$714,940**	**$714,940**		**$846,681**	**$846,681**		**$846,681**	**$846,681**	
REVENUES:									
Charges for Services	$3,187,400	1,387,853	44%	$3,199,120	1,392,519	44%	$3,199,120	$3,201,120	$2,000
Interest and Other	4,500	3,948	88%	2,000	12,589	629%	2,000	12,000	10,000
Transfers from Other Funds	275,000	137,500	50%	275,000	137,500	50%	275,000	275,000	0
	$3,466,900	**$1,529,301**		**$3,476,120**	**1,542,608**		**$3,476,120**	**$3,488,120**	**$12,000**
EXPENSES:									
Departmental O&M	$2,346,698	$1,041,490	44%	$2,769,413	1,351,520	49%	$2,769,413	$2,772,213	($2,800)
Non-Departmental O&M	42,150	6,405	15%	51,168	10,990	21%	51,168	51,168	0
Capital Outlay/Purchases	32,000	45,414	142%	0	4,514		0	0	0
Transfers to Capital	1,175,000	587,500	50%	850,000	425,000	50%	850,000	850,000	0
Transfers to City/Fed/State Aid Fund	0	0		0	4,215		0	4,215	(4,215)
	$3,595,848	**$1,681,310**		**$3,670,581**	**1,796,239**		**$3,670,581**	**$3,677,596**	**($7,015)**
Adjustment for Expenses from Capital Projects		**$0**			**$0**			**$0**	
ENDING NET ASSETS	**$585,992**	**$562,931**		**$652,220**	**$593,050**		**$652,220**	**$657,205**	

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	26%

February 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2017 Quarterly Report - General Fund

Please find attached the Financial Summary for the City's General Fund (Fund) for the period ending December 31, 2017.

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 2018 has been billed and revenue (less tax relief) of $24,367,742 has been collected. The amount collected includes payments made for the entire year.

- Personal Property Taxes:

  Personal Property tax revenue for FY 2018 is $209,464 more than the amount collected through the second quarter of FY 2017, and remains on track with $9,152,289, or 52.1% 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 2018. This action eliminates the 70% reimbursement. Lynchburg's share is $5,543,584. During the second quarter of FY 2018, the State reimbursed the City $4,157,688 (75%), as scheduled. Future payments are scheduled for receipt in February 2018 (15%), and May 2018 (5%).

- Consumer Utility Tax - Electric:

  The second quarter FY 2018 revenue is slightly behind budget projections by $50,444, based on collections for 5 months. Staff is monitoring this revenue, which is on pace with FY 2017 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 2018 budget projection based on collections for 4 months.

- Local Sales Tax:

  Sales tax revenue is slightly behind the FY 2018 budget projection by $102,691, or 2.1% based on collections for 4 months.

- Business License

  Business License revenue collected through the second quarter of FY 2018 is $190,652. 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 slightly ahead of FY 2018 budget projections by $59,678 with $5,966,117 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 slightly behind FY 2018 budget projections by $11,645 with $1,147,940 collected, 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 2018 budget projection by 4.6% or $21,518 due primarily to Inspection Permits, and Building Plan Review fees.

- Fines and Forfeitures:

  Fines and Forfeitures revenue is behind the budget projection for FY 2018 by 55.4%, or $157,331 due to both Court Fines and Forfeitures as well as 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 2018 by $141,779, or 44.7%, primarily due to conservative budgeting.

- Charges for Services

  Charges for Services revenue is 2.9%, or $158,358 behind the budget projection for FY 2018, primarily due to ambulance service fees, Police DARE program, and Commonwealth Attorney collection fees.

DEDICATED REVENUES

Intergovernmental Revenues consisting of Constitutional Officers, Health and Human Services, and State subsidies total $17,669,353 and are 3.1%, or $559,811 less than the FY 2018 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 2018, 50.7%, is on target with budget projections.

- Debt Service

  Debt Service expenditures are on pace with FY 2018 budget projections with 59.4% 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,

D. S. Witt

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 2018
Fiscal Quarter of Year	(Multiple Items)
Fiscal Month of Year	(Multiple Items)
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/17	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/16
100 Taxes							
02110.0100 - Current Real Property Tax	57,013,183	-	57,013,183	25,704,055	31,309,128	45.1%	24,344,063
02110.0105 - Tax Relief For Elderly	(700,000)	-	(700,000)	(633,248)	(66,752)	90.5%	(682,323)
02110.0110 - Tax Relief-Rehab.RealProp	(675,000)	-	(675,000)	(703,064)	28,064	104.2%	(664,367)
02110.0200 - Delinquent Real Prop Tax	1,575,000	-	1,575,000	525,060	1,049,940	33.3%	771,004
02120.0100 - Current PSC Taxes	2,425,000	-	2,425,000	2,512,779	(87,779)	103.6%	2,411,962
02130.0101 - Curr Pers Property Tx PCI	17,557,000	-	17,557,000	9,152,289	8,404,711	52.1%	8,942,825
02130.0201 - Delinquent PP Tax PCI	1,075,000	-	1,075,000	176,098	898,902	16.4%	152,214
02130.0205 - Recovery-C/O Pers Prop Tx	-	-	-	72,932	(72,932)	0.0%	8,589
02170.0100 - Penalty on PSC Taxes	-	-	-	10,466	(10,466)	0.0%	(4,306)
02170.0105 - Penalty-Delinquent Taxes	640,000	-	640,000	272,649	367,351	42.6%	311,189
02170.0200 - Interest on PSC Taxes	-	-	-	927	(927)	0.0%	1,187
02170.0205 - Interest-Delinquent Taxes	395,000	-	395,000	184,648	210,352	46.7%	278,645
02510.0000 - Local Sales And Use Taxes	15,465,700	-	15,465,700	4,883,105	10,582,595	31.6%	4,948,990
02515.0100 - Consumer Util Tx-Electric	3,790,000	-	3,790,000	1,559,395	2,230,605	41.1%	1,603,744
02515.0105 - Consumer Utility Tax-Gas	600,000	-	600,000	145,793	454,207	24.3%	137,753
02515.0120 - Right of Way Fees	250,000	-	250,000	86,810	163,190	34.7%	59,456
02517.0000 - Communication Sale&Use Tx	3,123,400	-	3,123,400	1,050,534	2,072,866	33.6%	1,075,700
02520.0000 - Business License Taxes	8,283,649	-	8,283,649	190,652	8,092,997	2.3%	353,775
02520.0010 - Consumption Tax Electric	315,000	-	315,000	126,674	188,326	40.2%	130,797
02520.0015 - Consumption Tax Gas	30,000	-	30,000	6,090	23,910	20.3%	5,534
02520.0030 - Pen&Int-Business License	90,000	-	90,000	37,416	52,584	41.6%	23,575
02530.0001 - Motor Vehicle LicensesPCI	1,559,440	-	1,559,440	190,941	1,368,499	12.2%	194,671
02530.0201 - Delinquent MtrVeh LicFee	180,090	-	180,090	22,173	157,917	12.3%	18,385
02535.0000 - Bank Stock Taxes	775,000	-	775,000	-	775,000	0.0%	-
02540.0100 - Recordation Taxes-City	475,000	-	475,000	142,784	332,216	30.1%	230,092
02540.0200 - Probate Taxes	15,000	-	15,000	10,868	4,132	72.5%	9,073
02545.0000 - Tobacco Taxes	850,000	-	850,000	452,025	397,975	53.2%	442,770
02550.0000 - Amusement Tax	700,000	-	700,000	301,441	398,559	43.1%	272,580
02550.0005 - Penalty/Int-Amusement Tx	-	-	-	1,423	(1,423)	0.0%	558
02555.0000 - Lodging Tax	2,783,000	-	2,783,000	1,147,940	1,635,060	41.2%	1,028,240
02555.0005 - Penalty/Interest-Lodging	-	-	-	3,031	(3,031)	0.0%	606
02560.0000 - Meals Tax	14,400,000	-	14,400,000	5,966,117	8,433,883	41.4%	5,809,620
02560.0005 - Penalty/Interest-Meals Tx	75,000	-	75,000	24,517	50,483	32.7%	33,532
100 Taxes Total	**133,065,462**	**-**	**133,065,462**	**53,625,320**	**79,440,142**	**40.3%**	**52,250,131**
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	10,000	-	10,000	2,031	7,969	20.3%	2,875
03010.0200 - Permit Parking Fees	190,000	-	190,000	95,780	94,220	50.4%	106,273
03010.0300 - Land Use Application Fees	-	-	-	-	-	0.0%	-
03010.0400 - Land Disturbing Fees	20,000	-	20,000	8,034	11,966	40.2%	7,281
03010.0600 - Transfer Fees	1,600	-	1,600	906	694	56.6%	1,195
03010.0700 - Zoning Appeal Fees-Inspc	800	-	800	450	350	56.3%	(840)
03010.0705 - Legal Notice Advertising	16,000	-	16,000	7,034	8,966	44.0%	8,269
03010.0710 - Site Plan Reviews	19,500	-	19,500	6,769	12,731	34.7%	7,008
03010.0715 - Conditional Use Permits	2,000	-	2,000	1,846	154	92.3%	800
03010.0720 - Re-zoning Fees	10,000	-	10,000	2,546	7,454	25.5%	6,546
03010.0800 - Subdivision Plat Review	12,000	-	12,000	2,085	9,915	17.4%	5,607
03010.0900 - Building Insp Permit Fee	438,000	-	438,000	267,135	170,865	61.0%	311,677
03010.0901 - Elevator Inspec Admin Fee	20,000	-	20,000	9,461	10,539	47.3%	10,179
03010.0902 - Elev Admin Fee Pen & Int	-	-	-	122	(122)	0.0%	217
03010.0920 - Sign Insp Permit Fee	5,400	-	5,400	2,975	2,425	55.1%	2,925
03010.0925 - Demolition Fees	5,500	-	5,500	5,300	200	96.4%	4,400
03010.0927 - Building Plan Review	40,000	-	40,000	24,216	15,784	60.5%	28,950
03010.0928 - Vacant Building Registration Fee	-	-	-	7,298	(7,298)	0.0%	-
03010.0929 - Penalty and Interest-Vacant Building Reg	-	-	-	431	(431)	0.0%	-
03010.1000 - False Alarm Serv Assessmt	100,000	-	100,000	22,877	77,123	22.9%	16,822
03010.1100 - Concealed Weapons Permit	25,000	-	25,000	10,773	14,227	43.1%	18,554
03010.2005 - Taxicab Application Fees	5,100	-	5,100	2,075	3,025	40.7%	2,125
03010.2010 - Precious Metal Premits	1,600	-	1,600	600	1,000	37.5%	1,200
03010.2011 - Rental Reinspect/FollowUp	-	-	-	1,000	(1,000)	0.0%	700
03010.2012 - Rental Intial Inspection	-	-	-	1,050	(1,050)	0.0%	1,350
03010.2013 - Annual/Periodic Insp Fee	12,500	-	12,500	2,100	10,400	16.8%	2,800
03010.2014 - Rental Intial Ins/NoShow	-	-	-	950	(950)	0.0%	50
03010.2015 - Rental Inspec- Pre Court	-	-	-	600	(600)	0.0%	150
03010.2016 - Rental Insp-Annual No/Shw	-	-	-	550	(550)	0.0%	150
03010.2020 - Mobile Vendor License Fee	-	-	-	400	(400)	0.0%	-
03010.2050 - Misc Permit Fee & License	2,000	-	2,000	2,624	(624)	131.2%	940
110 Permits, Fees, & Licenses Total	**937,000**	**-**	**937,000**	**490,018**	**446,982**	**52.3%**	**548,202**
120 Fines & Forfeitures							
03510.0100 - Court Fines And Forfeit.	440,000	-	440,000	85,840	354,160	19.5%	182,137
03510.0105 - Criminal Court Fees	2,500	-	2,500	884	1,616	35.3%	1,260
03510.0200 - Parking Fines	125,000	-	125,000	39,696	85,304	31.8%	41,001
120 Fines & Forfeitures Total	**567,500**	**-**	**567,500**	**126,419**	**441,081**	**22.3%**	**224,398**
130 Use of Money & Property							
04010.0100 - Interest on Investment	100,000	-	100,000	74,448	25,552	74.4%	21,907
04010.0101 - Interest-City Capital	50,000	-	50,000	64,993	(14,993)	130.0%	9,717
04010.0102 - Interest-School Capital	-	-	-	-	-	0.0%	-
04010.0123 - Interest-Health Ins Resrv	15,000	-	15,000	(5,774)	20,774	-38.5%	8,749
04010.0124 - Interest-OPEB	4,000	-	4,000	13,225	(9,225)	330.6%	5,522
04010.0156 - Interst-MktValueGain/Loss	-	-	-	35,554	(35,554)	0.0%	3,616
04010.0157 - Interest-SNAP Income	30,000	-	30,000	94,436	(64,436)	314.8%	53,127

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/17	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/16
04020.0105 - Gen Govt Property Rental	85,000	-	85,000	43,552	41,448	51.2%	40,032
04020.0115 - Public Safety Prop Rent	36,250	-	36,250	-	36,250	0.0%	36,250
04020.0120 - Public Works Prop Rental	-	-	-	-	-	0.0%	-
04020.0125 - Human Services Prop Rent	100,000	-	100,000	50,000	50,000	50.0%	50,000
04020.0135 - Dwntwn Parking Deck Lease	90,000	-	90,000	34,518	55,483	38.4%	44,586
04020.0200 - Culture & Rec. Prop Rent	15,070	-	15,070	7,535	7,535	50.0%	11,303
04020.0201 - Prop Rental-Stadium	3,200	-	3,200	1,100	2,100	34.4%	2,070
04020.0202 - Prop Rental-Market/Park.	105,000	-	105,000	44,998	60,002	42.9%	51,456
04020.0205 - Market Rent- Pen & Int	560	-	560	234	326	41.9%	130
04020.0206 - Rental Miller Center	-	-	-	-	-	0.0%	51,774
130 Use of Money & Property Total	**634,080**	**-**	**634,080**	**458,819**	**175,261**	**72.4%**	**390,238**
140 Charges for Services							
04510.0900 - Collection & Tax Lien Fees	25,000	-	25,000	10,996	14,004	44.0%	10,874
04510.0901 - DMV Admin Fee	240,100	-	240,100	121,187	118,913	50.5%	122,327
04510.0902 - DMV Select Agency	25,000	-	25,000	18,398	6,602	73.6%	16,573
04510.0911 - Sale of GIS Maps & Data	300	-	300	52	248	17.3%	55
04510.0915 - Processng Fee - Payroll deduction	6,500	-	6,500	2,765	3,735	42.5%	2,995
04510.0916 - Indirect Cost&Svc DetHome	259,063	-	259,063	194,297	64,766	75.0%	109,469
04510.0918 - Indirect Cost&Srvc Water	1,045,633	-	1,045,633	522,817	522,816	50.0%	390,612
04510.0919 - Indirect Cost&Srvc Sewer	247,246	-	247,246	123,622	123,624	50.0%	113,024
04510.0920 - Indirect Cost&Srvc WWTP	608,114	-	608,114	304,058	304,056	50.0%	267,956
04510.0921 - Indirect Cost&Srvc Airprt	155,501	-	155,501	77,750	77,751	50.0%	57,054
04510.0922 - Indirect Cost&Svc Strmwtr	235,717	-	235,717	117,859	117,858	50.0%	(37,602)
04510.0924 - Indirect Cost & Svc- Community Correcti	-	-	-	4,968	(4,968)	0.0%	-
04515.0101 - Document Reprod Costs	8,000	-	8,000	3,166	4,834	39.6%	4,410
04515.0200 - Court Rm Sheriff Fee $5	80,000	-	80,000	31,443	48,557	39.3%	35,472
04515.0300 - Fees For Court Officers	7,244	-	7,244	7,244	(0)	100.0%	7,244
04515.0301 - Legal Service Charges	40,000	-	40,000	-	40,000	0.0%	-
04515.0302 - Non Consecutive Jail Fee	-	-	-	63	(63)	0.0%	-
04515.0303 - Probation Supervisor Fee	13,789	-	13,789	4,776	9,013	34.6%	4,354
04515.0400 - Commonwealth Atty.Fees	7,000	-	7,000	2,937	4,063	42.0%	5,362
04515.0401 - CA Coll Fees- Gen Dist Ct	65,000	-	65,000	(20,288)	85,288	-31.2%	(21,459)
04515.0402 - CA Coll Fees- J&D Court	10,050	-	10,050	4,507	5,543	44.8%	2,419
04515.0403 - CA Coll Fees- Circuit Crt	62,600	-	62,600	32,921	29,679	52.6%	28,904
04520.0300 - Fire Prevention Fees	3,500	-	3,500	1,500	2,000	42.9%	1,710
04520.0301 - Ambulance Service Fees	2,750,000	-	2,750,000	987,647	1,762,353	35.9%	1,042,192
04520.0304 - Delinq Ambulance>120 Days	115,000	-	115,000	54,353	60,647	47.3%	57,048
04520.0901 - PIER Contract Payments	32,500	-	32,500	32,500	-	100.0%	32,500
04520.0902 - Criminal Records Check	3,000	-	3,000	-	3,000	0.0%	1,560
04520.0903 - Police-Schools DARE Prog	98,300	-	98,300	12,837	85,463	13.1%	12,297
04520.0904 - Lcl Reimb-COL Confd Space	50,000	-	50,000	25,000	25,000	50.0%	25,000
04520.0905 - Police Report Sales	13,500	-	13,500	7,110	6,390	52.7%	7,643
04520.0906 - Range Use Fee	16,000	-	16,000	15,200	800	95.0%	14,300
04520.0908 - $250 DUI Fees	-	-	-	4,625	(4,625)	0.0%	4,927
04520.0909 - PD Off Duty	1,200,000	-	1,200,000	523,293	676,707	43.6%	520,477
04525.0101 - Engineering Serv.Charges	-	-	-	-	-	0.0%	0
04525.0106 - Downtown Parking Fees	30,000	-	30,000	14,279	15,721	47.6%	14,374
04525.0107 - PW Admin Stormwater Chrgs	127,703	-	127,703	88,747	38,956	69.5%	91,357
04525.0108 - PW Eng Stormwater Chrgs	18,211	-	18,211	5,452	12,759	29.9%	5,828
04525.0109 - PW Streets StormwaterChrg	144,044	-	144,044	113,823	30,221	79.0%	118,625
04525.0206 - Resid.Disposal-Decals	790,000	-	790,000	799,054	(9,054)	101.1%	776,024
04525.0218 - Trash Bag Srvc-Waste Zero	170,000	-	170,000	69,840	100,161	41.1%	75,660
04525.0300 - Bldg Maint Charge-Other	20,461	-	20,461	5,071	15,390	24.8%	7,607
04530.0401 - CSA Service Providers	77,980	-	77,980	-	77,980	0.0%	-
04530.0403 - Local Reimb-Opportunity	381,359	-	381,359	-	381,359	0.0%	(149)
04530.0404 - Local Reimb-Sparc House	420,137	-	420,137	-	420,137	0.0%	-
04530.0409 - Soc Svcs Court Order Fees	-	-	-	1,616	(1,616)	0.0%	100
04530.0410 - Lynchburg Youth Group Home Charges	-	-	-	329,276	(329,276)	0.0%	300,699
04535.0100 - Swimming Pool Fees	24,000	-	24,000	21,118	2,882	88.0%	13,572
04535.0150 - Recreation Program Fees	461,500	-	461,500	198,339	263,161	43.0%	234,439
04535.0200 - Point of Honor Adm Fees	11,000	-	11,000	7,648	3,352	69.5%	7,366
04535.0300 - Library Fines And Fees	60,000	-	60,000	25,877	34,123	43.1%	25,364
04535.0301 - Law Library Fees	30,000	-	30,000	16,020	13,980	53.4%	16,452
04535.0303 - Lost/Damaged Library Prop	5,000	-	5,000	2,989	2,011	59.8%	2,674
04535.0304 - Delinq Library Fines&Fees	4,000	-	4,000	635	3,365	15.9%	864
04535.0305 - Delinq Library Lost/Dmg	5,000	-	5,000	963	4,037	19.3%	853
04535.0306 - Delinq Library Pen & Int	2,000	-	2,000	181	1,819	9.1%	202
04540.0103 - Charges For Demolition	-	-	-	5,449	(5,449)	0.0%	-
04540.0105 - Com Devl Stormwater Chrgs	495,590	-	495,590	247,796	247,794	50.0%	196,430
04599.0002 - Secure Vacant Stru Reimb	-	-	-	991	(991)	0.0%	1,089
04599.0004 - Weed Ordinance Program	24,000	-	24,000	19,694	4,306	82.1%	14,045
140 Charges for Services Total	**10,725,642**	**-**	**10,725,642**	**5,204,463**	**5,521,179**	**48.5%**	**4,743,173**
150 Miscellaneous Revenue							
05030.0105 - Suspense Revenue/Exp Ref	-	-	-	-	-	0.0%	0
05050.0105 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	-	52,900	0.0%	-
05050.0110 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	-	25,000	0.0%	-
05050.0230 - Friends of Lynchburg Library	7,250	-	7,250	3,625	3,625	50.0%	3,625
05050.0232 - Digg's Trust Rec-Pt Honor	36,900	-	36,900	10,200	26,700	27.6%	10,200
05050.0290 - Gifts And Misc.	2,000	-	2,000	2,263	(263)	113.1%	2,183
05050.0400 - Sale-Salvage/Surplus Prop	-	-	-	895	(895)	0.0%	8,035
05050.0415 - Proceeds frm PropRoom.com	-	-	-	605	(605)	0.0%	24
05050.2001 - Cash Overage And Shortage	-	-	-	(178)	178	0.0%	151
05050.2011 - Reimb.POH Carriage House	26,300	-	26,300	6,938	19,363	26.4%	6,938
05050.2013 - Photo Reprod And Royalty	400	-	400	108	292	27.0%	110
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	(4,819)	4,819	0.0%	-
05050.2022 - Trash Cart Sales	2,500	-	2,500	2,545	(45)	101.8%	2,362
05050.2025 - Credit Card Rebate	100,000	-	100,000	-	100,000	0.0%	-
05050.2028 - WardsCrossingWestSvcFee	135,923	-	135,923	135,923	-	100.0%	-

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/17	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/16
05050.2033 - PointOfHonr-GiftShopSales	1,000	-	1,000	-	1,000	0.0%	2,000
05050.2034 - P&R Spec Evnt Sponsership	-	-	-	4,612	(4,612)	0.0%	600
05050.2037 - RSA Profit Sharing	400,000	-	400,000	(42)	400,042	0.0%	-
05050.2046 - Visitor Ctr Merchandise	23,700	-	23,700	7,408	16,292	31.3%	11,016
05050.2047 - VisitorCtr CoffeeDonation	-	-	-	-	-	0.0%	31
05050.2049 - Trash Bag&Decal Violation	5,000	-	5,000	1,800	3,200	36.0%	2,380
05050.2052 - Parking Lease Agreement	100,000	-	100,000	53,137	46,863	53.1%	48,801
05050.2053 - Tourism Misc Revenue	-	-	-	-	-	0.0%	481
05050.2054 - Community Handbook Ad Sales	-	-	-	-	-	0.0%	-
05050.2056 - Commission on City Vending Machine Sa	-	-	-	2,025	(2,025)	0.0%	-
05050.2090 - Miscellaneous Revenue	57,000	100	57,100	19,502	37,598	34.2%	41,741
150 Miscellaneous Revenue Total	**975,873**	**100**	**975,973**	**246,546**	**729,427**	**25.3%**	**140,677**
300 State Non-Categorical Aid							
06100.0300 - Rolling Stock Taxes	93,000	-	93,000	90,544	2,456	97.4%	90,849
06100.0400 - Mobile Home Titling Taxes	1,000	-	1,000	2,879	(1,879)	287.9%	840
06100.0600 - Deeds Of Conveyance	125,000	-	125,000	30,473	94,527	24.4%	70,383
06100.0800 - Recordation Taxes-State	150,000	-	150,000	46,259	103,741	30.8%	40,384
06100.0900 - Auto Rental Tax-DMV	280,000	-	280,000	167,544	112,456	59.8%	173,810
06100.1108 - Personal Prop Tax Relief	5,543,584	-	5,543,584	4,434,867	1,108,717	80.0%	4,434,867
300 State Non-Categorical Aid Total	**6,192,584**	**-**	**6,192,584**	**4,772,565**	**1,420,019**	**77.1%**	**4,811,133**
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	178,118	-	178,118	72,676	105,442	40.8%	63,752
06510.0300 - Treasurer	100,232	-	100,232	41,653	58,579	41.6%	40,947
06510.1000 - Registrar/Electoral Board	53,455	-	53,455	-	53,455	0.0%	-
06515.0100 - Clerk of Cir Crt-Fringes	540,917	-	540,917	235,564	305,353	43.5%	229,981
06515.0200 - Sheriff	1,137,474	-	1,137,474	424,722	712,752	37.3%	493,716
06515.0400 - Commonwealth Attorney	1,012,685	-	1,012,685	413,646	599,039	40.8%	413,016
310 State Shared Exp (Cat.) Total	**3,022,881**	**-**	**3,022,881**	**1,188,261**	**1,834,620**	**39.3%**	**1,241,412**
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	123,858	123,858	50.0%	123,858
06820.0201 - Wireless E911	258,254	-	258,254	123,447	134,807	47.8%	118,424
06820.0203 - HB 599 Law Enforc.Asst	2,930,790	-	2,930,790	1,512,576	1,418,214	51.6%	1,512,576
06825.0100 - Street And Highway Maint.	8,026,949	42,606	8,069,555	4,034,778	4,034,777	50.0%	4,086,743
06830.0412 - Health Department	125,000	-	125,000	53,378	71,622	42.7%	71,662
06830.0413 - SS State Adm Sub 0901	2,116,743	-	2,116,743	777,493	1,339,250	36.7%	697,611
06830.0414 - SS State Prog Sub 0902	5,685,016	-	5,685,016	1,576,585	4,108,431	27.7%	2,125,859
06830.0428 - Finance-Social Srvc-State	103,769	-	103,769	-	103,769	0.0%	42,921
06835.0102 - SNAP Program Reimb	15,000	-	15,000	11,577	3,423	77.2%	4,330
06835.0103 - SNAP Prog-Double Dollar	2,000	-	2,000	475	1,525	23.8%	2,600
06835.0104 - VDH- We Got the Beet Campaign	-	18,915	18,915	18,915	-	100.0%	-
06835.0300 - Finan Asst-Public Library	156,415	-	156,415	77,844	78,572	49.8%	78,208
320 State Categorical Aid Total	**19,667,652**	**61,521**	**19,729,173**	**8,310,926**	**11,418,247**	**42.1%**	**8,864,792**
330 State Aid in Suspense							
05030.0100 - 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							
07540.1001 - IRS Int Subsidy 8/09 BABs	60,000	19,890	79,890	40,533	39,357	50.7%	30,621
07540.1002 - IRS Int Subs 8/09 BABsSCH	211,000	(19,890)	191,110	96,175	94,935	50.3%	106,233
510 Federal Direct Cat. Aid Total	**271,000**	**-**	**271,000**	**136,708**	**134,292**	**50.4%**	**136,855**
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	48,000	-	48,000	19,085	28,915	39.8%	20,305
07830.0420 - Fed Pass Thru:Cost AIIDMG	400,000	-	400,000	-	400,000	0.0%	-
07830.0421 - SS Fed Adm Sub 0901	3,477,081	-	3,477,081	1,952,757	1,524,324	56.2%	1,852,249
07830.0422 - SS Fed Prog Sub 0902	3,024,138	-	3,024,138	1,236,509	1,787,629	40.9%	1,548,144
07830.0428 - Finance-Social Srvc-Fed	163,685	-	163,685	-	163,685	0.0%	62,200
07875.0003 - Human Service Lease	129,786	-	129,786	54,077	75,709	41.7%	54,077
07875.0021 - FINI Double-Dollars	-	-	-	(1,536)	1,536	0.0%	-
520 Fed Cat Aid- Pass Thru Total	**7,242,690**	**-**	**7,242,690**	**3,260,893**	**3,981,797**	**45.0%**	**3,536,975**
700 Proceed From Indebtedness							
08510.0005 - Refunding Bond Proceeds	-	5,095,489	5,095,489	5,095,489	0	100.0%	-
08510.0006 - Refunding Bond Proc Prem	-	561,020	561,020	561,020	0	100.0%	-
08510.0007 - Refundng Bnd Proceeds Sch	-	10,126,067	10,126,067	10,126,066	1	100.0%	-
08510.0008 - Refndng Bds Proc Prem Sch	-	1,139,743	1,139,743	1,139,743	0	100.0%	-
700 Proceed From Indebtedness Total	**-**	**16,922,319**	**16,922,319**	**16,922,317**	**2**	**100.0%**	**-**
710 Operating Transfers In							
09201.0037 - TrfFrmCFSA-Operating Trfr	-	2,397	2,397	2,397	-	100.0%	-
710 Operating Transfers In Total	**-**	**2,397**	**2,397**	**2,397**	**-**	**100.0%**	**-**
Grand Total	**183,302,364**	**16,986,337**	**200,288,701**	**94,745,651**	**105,543,050**	**47.3%**	**76,887,986**

Fiscal Year	Fiscal Calendar 2018
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 12/31/17	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/16
2022 Communications/Marketing							
0021 Public Information	509,261	58,791	568,052	298,285	269,767	52.5%	214,046
0022 Customer Service Center	128,776	-	128,776	57,053	71,723	44.3%	57,638
0029 Local Government Channel	176,553	-	176,553	69,413	107,140	39.3%	75,684
2022 Communications/Marketing Total	**814,590**	**58,791**	**873,381**	**424,751**	**448,631**	**48.6%**	**347,368**
2023 Council / Manager							
0028 Council / Manager	1,080,910	35,345	1,116,255	516,532	584,434	47.6%	474,428
0033 Parking Division	502,460	20,531	522,991	225,519	297,472	43.1%	210,722
2023 Council / Manager Total	**1,583,370**	**55,876**	**1,639,246**	**742,050**	**881,906**	**46.2%**	**685,150**
2027 Tourism							
0044 Tourism	1,086,927	7,174	1,094,101	424,228	610,723	44.2%	427,812
0045 Visitors Center	152,718	-	152,718	48,658	103,218	32.4%	66,934
2027 Tourism Total	**1,239,645**	**7,174**	**1,246,819**	**472,885**	**713,940**	**42.7%**	**494,746**
2030 City Attorney							
0050 City Attorney	761,443	-	761,443	326,113	435,330	42.8%	324,587
0051 Risk Management	601,049	-	601,049	250,437	350,612	41.7%	301,802
2030 City Attorney Total	**1,362,492**	**-**	**1,362,492**	**576,550**	**785,942**	**42.3%**	**626,389**
2035 State Treasurer							
0060 State Treasurer	172,048	-	172,048	75,891	96,157	44.1%	69,358
2035 State Treasurer Total	**172,048**	**-**	**172,048**	**75,891**	**96,157**	**44.1%**	**69,358**
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	781,878	294	782,172	300,967	480,054	38.6%	283,972
2040 Commissioner Of Revenue Total	**781,878**	**294**	**782,172**	**300,967**	**480,054**	**38.6%**	**283,972**
2045 City Assessor							
0080 City Assessor	730,041	35,891	765,932	334,319	423,415	44.7%	276,095
2045 City Assessor Total	**730,041**	**35,891**	**765,932**	**334,319**	**423,415**	**44.7%**	**276,095**
2050 Finance							
0090 Director Of Finance	684,171	6,110	690,281	296,056	379,631	45.0%	357,079
0093 Billings And Collections	1,300,055	31,183	1,331,238	549,550	562,773	57.7%	571,035
0094 Procurement	310,299	763	311,062	141,442	166,187	46.6%	144,390
0095 Accounting	969,678	55,380	1,025,058	464,505	474,069	53.8%	451,358
0096 Budget	-	-	-	-	-	0.0%	-
0097 Human Services-Finance	-	-	-	0	(0)	0.0%	127,000
2050 Finance Total	**3,264,203**	**93,436**	**3,357,639**	**1,451,552**	**1,582,660**	**52.9%**	**1,650,861**
2055 Human Resources							
0110 Human Resources	821,442	112,900	934,342	391,066	441,179	52.8%	387,118
0111 Occupational Health Svs	123,160	14,995	138,155	52,400	79,255	42.6%	61,272
2055 Human Resources Total	**944,602**	**127,895**	**1,072,497**	**443,466**	**520,435**	**51.5%**	**448,391**
2057 Information Technology							
0115 Application Services	1,328,078	-	1,328,078	565,560	762,518	42.6%	700,268
0116 Network Services	1,692,870	-	1,692,870	761,043	931,827	45.0%	758,433
0117 I T Administration	358,318	7,807	366,125	158,753	198,134	45.9%	157,152
0125 GIS	300,229	-	300,229	153,842	146,387	51.2%	152,286
2057 Information Technology Total	**3,679,495**	**7,807**	**3,687,302**	**1,639,198**	**2,038,866**	**44.7%**	**1,768,138**
2065 Registrar							
0150 Registrar	191,093	2,209	193,302	83,175	108,916	43.7%	89,986
0151 Electoral Board	105,124	-	105,124	46,561	58,563	44.3%	59,622
2065 Registrar Total	**296,217**	**2,209**	**298,426**	**129,736**	**167,478**	**43.9%**	**149,608**
2090 Education							
0200 Lcl Sch Oper Contribution	42,028,498	-	42,028,498	18,400,000	23,628,498	43.8%	16,575,000
2090 Education Total	**42,028,498**	**-**	**42,028,498**	**18,400,000**	**23,628,498**	**43.8%**	**16,575,000**
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	164,042	-	164,042	62,544	99,106	39.6%	62,875
2105 Circuit Court-Judge Total	**164,042**	**-**	**164,042**	**62,544**	**99,106**	**39.6%**	**62,875**
2110 General District Court							
0310 General District Court	68,323	1,175	69,498	12,541	53,539	23.0%	12,050
2110 General District Court Total	**68,323**	**1,175**	**69,498**	**12,541**	**53,539**	**23.0%**	**12,050**
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	15,024	8	15,032	4,250	7,937	47.2%	5,740
2115 Juvenile & Dr Dist Court Total	**15,024**	**8**	**15,032**	**4,250**	**7,937**	**47.2%**	**5,740**
2120 24th Court Service Unit							

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/17	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/16
0330 24th Court Service Unit	1,550	-	1,550	0	1,550	0.0%	99
2120 24th Court Service Unit Total	**1,550**	**-**	**1,550**	**0**	**1,550**	**0.0%**	**99**
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,630,711	-	1,630,711	747,645	881,587	45.9%	766,872
0343 Com Aty Fines & Fees Coll	62,075	-	62,075	26,517	34,647	44.2%	27,178
2125 Commonwealth's Attorney Total	**1,692,786**	**-**	**1,692,786**	**774,162**	**916,234**	**45.9%**	**794,051**
2130 Magistrate's Office							
0350 Magistrate's Office	3,977	560	4,537	1,325	2,368	47.8%	1,963
2130 Magistrate's Office Total	**3,977**	**560**	**4,537**	**1,325**	**2,368**	**47.8%**	**1,963**
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	878,241	-	878,241	383,419	494,822	43.7%	357,256
2135 Circuit Court-Clerk Total	**878,241**	**-**	**878,241**	**383,419**	**494,822**	**43.7%**	**357,256**
2200 City Sheriff							
0400 City Sheriff And Jail	2,066,184	(4,388)	2,061,796	946,501	1,115,295	45.9%	976,316
2200 City Sheriff Total	**2,066,184**	**(4,388)**	**2,061,796**	**946,501**	**1,115,295**	**45.9%**	**976,316**
2240 Police							
0420 Police Operations	16,313,258	210,001	16,523,259	7,824,822	8,613,015	47.9%	7,478,120
0421 Animal Warden	335,003	-	335,003	130,223	204,780	38.9%	133,575
0429 Range Operations	15,000	3,274	18,274	13,889	3,661	80.0%	6,643
0430 Police Off Duty Employmnt	1,174,269	-	1,174,269	524,957	649,312	44.7%	430,997
2240 Police Total	**17,837,530**	**213,275**	**18,050,805**	**8,493,891**	**9,470,768**	**47.5%**	**8,049,335**
2245 Emergency Services							
0422 Emergency Communications	2,692,950	17,915	2,710,865	1,229,412	1,468,355	45.8%	1,295,637
2245 Emergency Services Total	**2,692,950**	**17,915**	**2,710,865**	**1,229,412**	**1,468,355**	**45.8%**	**1,295,637**
2270 Fire							
0444 Fire Operations And Ems	15,811,012	206,387	16,017,399	7,318,881	8,651,244	46.0%	7,335,758
0446 TRT- PIER Program	82,500	-	82,500	60,212	22,288	73.0%	62,212
2270 Fire Total	**15,893,512**	**206,387**	**16,099,899**	**7,379,093**	**8,673,532**	**46.1%**	**7,397,970**
2400 Public Works							
0600 Public Works Administrat.	900,299	1,154	901,453	424,441	434,682	51.8%	407,041
0605 Engineering	3,740,448	144,736	3,885,184	1,660,769	2,064,590	46.9%	1,515,095
0632 Street Maintenance,Ii	3,258,743	440,120	3,698,863	1,133,506	1,793,690	51.5%	1,416,750
0635 Snow Removal	276,437	83,591	360,028	156,474	203,554	43.5%	240,968
0640 Refuse Collection	3,025,556	19,768	3,045,324	1,277,774	969,148	68.2%	1,208,263
0645 Parks/Grounds Maintenance	2,817,224	131,744	2,948,968	1,403,489	1,440,287	51.2%	1,386,611
0649 Baseball Stadium Maint	112,023	-	112,023	41,585	70,438	37.1%	48,779
0650 Building Maintenance	3,800,184	124,009	3,924,193	1,825,704	1,984,444	49.4%	1,736,309
0660 Human Services Maint.	239,510	19,353	258,863	120,044	128,262	50.5%	98,125
2400 Public Works Total	**18,170,424**	**964,475**	**19,134,899**	**8,043,786**	**9,089,095**	**52.5%**	**8,057,942**
2555 Health							
0800 Health Operations	830,977	-	830,977	415,489	-	100.0%	387,344
2555 Health Total	**830,977**	**-**	**830,977**	**415,489**	**-**	**100.0%**	**387,344**
2561 Juvenile Services							
0904 Juvenile Service Admin.	309,521	-	309,521	89,635	219,886	29.0%	107,862
0905 Juvenile Detention Home	400,000	-	400,000	207,988	192,012	52.0%	253,077
0906 Lynchburg Youth Group Home	1,189,208	3,799	1,193,007	526,294	655,929	45.0%	506,869
0908 Sparc House	-	-	-	-	-	0.0%	(0)
0915 Csa Service Providers	2,093,506	-	2,093,506	1,034,551	1,058,955	49.4%	535,422
0929 Lynchburg Outreach Prog	189,712	209	189,921	84,563	105,358	44.5%	84,876
2561 Juvenile Services Total	**4,181,947**	**4,008**	**4,185,955**	**1,943,032**	**2,232,139**	**46.7%**	**1,488,107**
2562 Social Services							
0901 Social Services Admin.	7,946,271	20,707	7,966,978	3,564,296	4,377,450	45.1%	3,388,794
0902 Public Assistance	8,875,981	44,550	8,920,531	3,710,194	5,186,037	41.9%	4,029,514
2562 Social Services Total	**16,822,252**	**65,257**	**16,887,509**	**7,274,490**	**9,563,487**	**43.4%**	**7,418,308**
2563 Recreation Services							
0116 Network Services	84,443	2,206	86,649	12,634	74,015	14.6%	40,624
1002 Parks/Rec/Market	397,927	31,392	429,319	206,897	218,371	49.1%	178,584
1010 Recreation, General Admin	533,097	10,937	544,034	266,527	272,940	49.8%	314,188
1011 Recreation Services	137,553	-	137,553	44,663	92,890	32.5%	490
1013 Recreation, Athletic	145,111	-	145,111	61,495	83,616	42.4%	64,442
1015 Recreation, Park Services	665,394	4,811	670,205	307,322	360,393	46.2%	363,252
1022 Recreation, Aquatics	99,898	-	99,898	43,543	56,355	43.6%	43,732
1023 Recreation, Naturalist	178,760	-	178,760	73,390	105,370	41.1%	70,432
1024 Special Events-Cty Sponsr	77,476	-	77,476	-	77,476	0.0%	49,301
1027 Recreation Programs	520,469	-	520,469	263,220	257,249	50.6%	240,940
1028 City-wide Centers	276,307	-	276,307	120,530	155,777	43.6%	124,091
1029 Neighborhood Centers	620,324	-	620,324	274,869	345,455	44.3%	262,508

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/17	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/16
2563 Recreation Services Total	**3,736,759**	**49,346**	**3,786,105**	**1,675,091**	**2,099,906**	**44.5%**	**1,752,584**
2610 Libraries And Museums							
1100 Public Library	1,463,525	2,500	1,466,025	659,948	776,442	47.0%	708,259
1120 Law Library	12,000	-	12,000	3,704	8,296	30.9%	3,581
2610 Libraries And Museums Total	**1,475,525**	**2,500**	**1,478,025**	**663,653**	**784,738**	**46.9%**	**711,840**
2611 Museum System							
1150 Museum	472,971	-	472,971	198,459	272,906	42.3%	199,234
2611 Museum System Total	**472,971**	**-**	**472,971**	**198,459**	**272,906**	**42.3%**	**199,234**
2715 Community Development							
1200 Director-Comm Plan/Dev	312,567	-	312,567	136,197	173,315	44.6%	135,222
1201 Planning	335,376	-	335,376	152,035	183,341	45.3%	151,427
1202 Inspections	903,969	475	904,444	364,322	539,647	40.3%	383,384
1205 Zoning	249,139	-	249,139	111,329	137,810	44.7%	95,647
2715 Community Development Total	**1,801,051**	**475**	**1,801,526**	**763,882**	**1,034,114**	**42.6%**	**765,680**
2720 Office Of Economic Devel							
1300 Economic Development	444,629	-	444,629	264,445	180,184	59.5%	253,484
2720 Office Of Economic Devel Total	**444,629**	**-**	**444,629**	**264,445**	**180,184**	**59.5%**	**253,484**
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	2,956,736	10,001	2,966,737	1,684,782	1,272,494	57.1%	2,093,372
5000 Nondept Employee Benefits Total	**2,956,736**	**10,001**	**2,966,737**	**1,684,782**	**1,272,494**	**57.1%**	**2,093,372**
5050 Non-Departmental							
1506 Water Oper Fund Payments	871,831	-	871,831	435,913	435,918	50.0%	422,593
1508 Stormwater Fee-City Bldgs	87,250	-	87,250	43,466	43,784	49.8%	43,687
1509 Stormwater Fee-School Bld	70,000	-	70,000	34,848	35,152	49.8%	34,898
1566 Managed Vacancy Program	(69,914)	-	(69,914)	-	(69,914)	0.0%	-
1567 Employee Choice Awards	20,700	-	20,700	5,970	14,730	28.8%	6,911
1568 Retirement Recognition	3,000	4,613	7,613	-	7,613	0.0%	-
1569 Take Your Kids to Work Dy	600	-	600	-	600	0.0%	331
1570 Emp Appreciation Luncheon	8,000	3,050	11,050	671	10,379	6.1%	484
1573 Payment-Fleet Capital Chg	2,445,528	-	2,445,528	1,083,320	1,362,208	44.3%	1,063,502
1574 Health Management Program	177,000	-	177,000	136,593	40,407	77.2%	202,491
1575 Employee Committee Funds	3,000	474	3,474	713	2,761	20.5%	681
1576 Line of Duty Act	140,000	-	140,000	99,368	40,632	71.0%	-
1578 Poverty Intiative	50,000	48,671	98,671	1,133	97,538	1.1%	-
1579 Recruitment	15,000	-	15,000	100	14,900	0.7%	891
1580 International Festival	-	-	-	(6)	6	0.0%	50
1637 City Cemetery Master Plan	132,438	-	132,438	87,642	-	100.0%	87,642
5050 Non-Departmental Total	**3,954,433**	**56,808**	**4,011,241**	**1,929,730**	**2,036,715**	**49.2%**	**1,864,161**
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	38,397	-	38,397	10,699	-	100.0%	10,072
1705 Lynchburg Humane Society	351,697	-	351,697	351,697	-	100.0%	351,697
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	1,922	-	1,922	1,922	-	100.0%	1,906
1710 R.E.Lee Soil Conserv Dist	-	-	-	-	-	0.0%	10,000
1711 Cent Va Planning Dist Com	45,238	-	45,238	45,238	(0)	100.0%	44,778
1715 Greater Lynch. Transit Co	1,775,805	-	1,775,805	1,775,805	-	100.0%	1,675,805
1721 Blue Ridge Regional Jail	5,859,510	-	5,859,510	3,006,349	(76,594)	101.3%	4,243,537
1724 Legal Aid Society	11,699	-	11,699	11,699	-	100.0%	11,249
1739 Contrib- Amazement Square	5,604	-	5,604	-	5,604	0.0%	-
1743 Central Va Reg Radio Brd	720,393	-	720,393	432,728	287,665	60.1%	436,630
1747 The Virginian	84,125	-	84,125	-	84,125	0.0%	-
5060 Support Local/State Organ Total	**9,366,713**	**-**	**9,366,713**	**5,879,798**	**529,462**	**94.3%**	**7,029,334**
7450 Debt Service							
5985 Refunded Debt Payments	-	2,160,352	2,160,352	2,160,352	(0)	100.0%	-
5990 Principal Bonds/BANS/LOC	10,418,849	-	10,418,849	5,972,434	4,446,415	57.3%	5,980,352
5994 Interest Bonds/BANS/LOC	7,228,313	177,316	7,405,629	3,664,778	3,740,851	49.5%	3,544,913
5996 Debt Issuance Costs	-	290,884	290,884	242,652	48,232	83.4%	-
5997 Debt - Misc. Charges	3,000	-	3,000	1,128	1,872	37.6%	1,128
7450 Debt Service Total	**17,650,162**	**2,628,552**	**20,278,714**	**12,041,344**	**8,237,370**	**59.4%**	**9,526,393**
7570 Other Financing Uses							
9710 Operating Transfers Out	4,338,452	1,085,400	5,423,852	3,143,394	2,280,458	58.0%	2,790,905
7570 Other Financing Uses Total	**4,338,452**	**1,085,400**	**5,423,852**	**3,143,394**	**2,280,458**	**58.0%**	**2,790,905**
Grand Total	**184,414,229**	**5,691,126**	**190,105,355**	**90,199,879**	**93,684,556**	**50.7%**	**86,667,057**

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **February 27, 2018**			AGENDA ITEM NO.: **10**
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 2017 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 2017 – FY 2018

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2017 - FY 2018

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
SALES & USE TAX								
ADOPTED FY 2018 BUDGET - $15,465,700								
JULY	$1,075,816	$1,131,485	$1,207,589	$1,152,527	$1,161,098	$1,134,520	($26,578)	($18,007)
AUGUST [1]	1,098,342	1,299,763	1,198,772	1,267,330	1,276,755	1,248,275	(28,480)	($19,055)
SEPTEMBER	1,083,199	1,204,336	1,269,930	1,275,989	1,285,479	1,289,489	4,010	$13,500
OCTOBER	1,161,965	1,185,608	1,231,666	1,253,143	1,262,463	1,210,820	(51,643)	($42,323)
NOVEMBER	1,155,729	1,241,898	1,227,636	1,254,548	1,263,878	1,348,270	84,392	$93,722
DECEMBER	1,316,419	1,669,810	1,600,507	1,695,286	1,707,894	1,601,584	(106,310)	($93,702)
TOTAL	**$6,891,470**	**$7,732,900**	**$7,736,100**	**$7,898,823**	**$7,957,567**	**$7,832,958**	**($124,609)**	**($65,865)**
CONSUMER UTILITY TAX - ELECTRIC								
ADOPTED FY 2018 BUDGET - $3,790,000								
JULY	$325,815	$321,596	$332,876	$328,501	$329,749	$335,326	$5,577	$6,825
AUGUST	318,738	305,012	333,953	355,434	356,785	327,959	($28,826)	($27,475)
SEPTEMBER	317,324	317,947	328,411	351,627	352,963	314,864	($38,099)	($36,763)
OCTOBER	273,646	273,264	281,514	294,038	295,155	297,177	$2,022	$3,139
NOVEMBER	280,945	273,353	270,434	274,145	275,187	284,069	$8,882	$9,924
DECEMBER	348,750	346,565	321,380	337,930	339,214	348,578	$9,364	$10,648
TOTAL	**$1,865,218**	**$1,837,737**	**$1,868,568**	**$1,941,675**	**$1,949,053**	**$1,907,973**	**($41,080)**	**($33,702)**
COMMUNICATIONS SALES & USE TAX								
ADOPTED FY 2018 BUDGET - $3,123,400								
JULY	$286,999	$283,594	$276,750	$265,192	$260,283	$255,279	(5,004)	($9,913)
AUGUST	284,691	281,957	270,038	269,212	260,283	263,011	2,728	($6,201)
SEPTEMBER	284,249	283,441	273,974	266,593	260,283	258,291	(1,992)	($8,302)
OCTOBER	288,830	287,702	277,686	274,702	260,283	273,952	13,669	($750)
NOVEMBER	284,176	279,441	271,470	270,909	260,283	259,546	(737)	($11,363)
DECEMBER	289,726	282,491	276,524	268,968	260,283	258,380	(1,903)	($10,588)
TOTAL	**$1,718,671**	**$1,698,626**	**$1,646,442**	**$1,615,576**	**$1,561,698**	**$1,568,459**	**$6,761**	**($47,117)**

Comparison of Collections
Budget to Actual FY 2017 - FY 2018

	Actual Collected FY 2015 [3]	Actual Collected FY 2016 [3]	Actual Collected FY 2017 [3]	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 [3]	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
MEALS TAX									
ADOPTED FY 2018 BUDGET - $14,400,0									
JULY [2]	$970,597	$1,046,770	$1,088,474	$1,122,617	$1,132,444	$9,827	$1,109,545	($13,072)	($22,899)
AUGUST	1,119,585	1,213,559	1,098,748	1,207,908	1,230,475	22,567	1,140,836	(67,072)	(89,639)
SEPTEMBER	1,159,391	1,167,356	1,243,540	1,222,863	1,252,868	30,005	1,295,882	73,019	43,014
OCTOBER	1,119,430	1,152,017	996,549	1,216,067	1,246,579	30,512	1,249,486	33,419	2,907
NOVEMBER	1,099,028	1,156,651	1,382,308	1,136,983	1,172,731	35,748	1,170,367	33,384	(2,364)
DECEMBER	1,117,510	1,224,108	1,238,056	1,261,720	1,275,027	13,307	1,261,816	96	(13,211)
TOTAL	**$6,585,541**	**$6,960,461**	**$7,047,675**	**$7,168,158**	**$7,310,124**	**$141,966**	**$7,227,932**	**$59,774**	**($82,192)**
LODGING TAX									
ADOPTED FY 2018 BUDGET - $2,783,000									
JULY [2]	$180,395	$180,808	$207,361	$231,917	$249,245	$17,328	$248,422	$16,505	($823)
AUGUST	185,402	202,217	167,929	$231,917	223,881	(8,036)	224,761	(7,156)	880
SEPTEMBER	173,875	206,009	215,545	$231,917	222,136	(9,781)	222,577	(9,340)	441
OCTOBER	209,788	160,131	214,418	$231,917	245,586	13,669	245,408	13,491	(178)
NOVEMBER	144,988	177,048	222,988	$231,917	207,729	(24,188)	206,772	(25,145)	(957)
DECEMBER	119,891	130,150	150,743	$231,917	144,933	(86,984)	144,969	(86,948)	36
TOTAL	**$1,014,339**	**$1,056,363**	**$1,178,984**	**$1,391,502**	**$1,293,510**	**($97,992)**	**$1,292,909**	**($98,593)**	**($601)**

[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

COUNCIL MEMBER NELSON WILL GIVE THE INVOCATION

A G E N D A
City Council Meeting of February 27, 2018

4:00 P. M.
Work Session Agenda Items

4:00 – 1. Lynchburg Business Development Centre Strategic Plan

2. Roll Call

3. Consideration of a closed meeting to consider appointment to Council appointed Board and Commission, i.e., Economic Development Authority, pursuant to Section 2.2-3711(A.) (1) of the Code of Virginia, 1950, as amended.

7:30 P.M.
City Council Agenda Items

Visit our Internet Web Site @ http://www.lynchburgva.gov

GENERAL POLICY REGARDING PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS
Each speaker shall clearly state his or her name and locality of residence.
The City Council agenda is divided into three sections.
CONSENT AGENDA: This section includes routine items. All items may be approved by one vote.
PUBLIC HEARINGS: This section includes all public hearings as required by law or as Council may direct.
Procedure:

- Staff will make a presentation.
- For Zoning petitions, the applicant or his or her representative shall have ten (10) minutes to make a presentation.
- Comments will then be solicited from those in favor.
- Comments will then be solicited from those in opposition.

During the public hearing there shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify that group at the beginning of his or her remarks. A group may have only one spokesperson. After public comments have been received, for zoning petitions the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal. Upon the conclusion of public comments or the applicant's rebuttal the public hearing will be closed and the matter referred to Council for deliberation.
PUBLIC PRESENTATIONS: Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council. Individuals may speak up to 3 minutes; or group spokesperson up to 5 minutes. Once Council has heard a presentation from a citizen or organization on a particular subject, the citizen or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of Council present and voting.
GENERAL BUSINESS: This section includes items of a general nature to be considered by Council.
City Council may make exceptions to these rules at its discretion. Prior to a meeting, any questions which citizens may have regarding any item on the agenda may be addressed to City Council or the City Administration. The following numbers are provided for the convenience of the citizens:
CITY COUNCIL 455-3995 MAYOR 455-3995 CITY MANAGER 455-3990
A reasonable charge may be made for copying and other activities related to responding to long and involved inquiries.
CITIZENS OFTEN EXPRESS CONFLICTING AND DIVERSE POSITIONS REGARDING SPECIFIC ISSUES UNDER CONSIDERATION. TO ENCOURAGE CITIZEN PARTICIPATION AND TO AVOID INTIMIDATION TO PERSONS WHO MAY EXPRESS SOMETIMES UNPOPULAR OPINIONS, APPLAUSE, CHEERS, OR JEERS FROM THE AUDIENCE ARE NOT PERMITTED. WHEN APPEARING BEFORE CITY COUNCIL CITIZENS MAY NOT ENGAGE IN BEHAVIOR THAT INTIMIDATES OR INSULTS OTHERS, ENGAGE IN DISRUPTIVE BEHAVIOR, USE PROFANITY OR VULGAR LANGUAGE, PROMOTE PRIVATE BUSINESS VENTURES OR CAMPAIGN FOR PUBLIC OFFICE.

C0NSENT AGENDA

#4. Consideration of approving the minutes of the February 1, 2018 meeting.

*#5. Consideration of adopting Resolution #R-18-008 to amend the FY 2018General Fund budget and appropriate $426,317 with resources from unexpended FY 2017 Schools Operating Fund appropriation to increase the Schools Health Insurance Reserve.

PUBLIC HEARING

#6. Public hearing regarding the proposed amendments to the zoning and building fee schedule.
(File: Community Development) #R-18-__________

PUBLIC COMMENT

#7. Hear from a citizen (Tommy Meadows) regarding a concern.
(File: City Council)

GENERAL BUSINESS

#8. Consideration of introducing a Resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $62,817 with resources of $32,826 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund and $29,991 transferred from the FY 2018 General Fund Fire Department budget to purchase one chest compression device, one Power Pro stretcher and one cardiac monitor/defibrillator for the Fire Department.
(Fire Department) #R-18-_____

#9. Consideration of adopting an Ordinance regarding the City Code for the proposed revision to Sections 25-212, 25-271, 35-12, 35-19, 35-55 for Use of and Excavation in the Public-Right-of-Way
(File: Public Works) #O-18-_____

#10. Consideration of adopting a Resolution to request the Virginia Department of Transportation to increase City Street lane mileage for reimbursement of highway maintenance funds.
(File: Public Works) #R-18-_____

#11. Consideration of adopting a Resolution for the Designate Strategic Economic Development Areas for consideration as Virginia Opportunity Zones.
(Economic Development) #R-18-_____

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **1**

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

ITEM TITLE: Lynchburg Business Development Centre Strategic Plan

KEY ELEMENTS:
X Economic Development __Excellent Government __Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Hear a presentation to update City Council about the recently completed Strategic Plan for the Lynchburg Business Development Centre. No action is requested at this time.

SUMMARY: The Board of Directors and staff of the Lynchburg Business Development Center engaged in a strategic planning process with a consultant, Cities Reimagined. The Board of Directors approved the Strategic Plan in 2017. The goals of the strategic planning process were to: 1) address the immediate concerns of Lynchburg City Council discussed at the June 2016 work session; 2) review best practices for business incubators and engage with the local entrepreneurial community to better understand their needs; 3) collaborate with the City of Lynchburg; and 4) set performance goals and report outcome data to key stakeholders.

PRIOR ACTION: February 23, 2016 City Council Requested Information

June 28, 2016 Staff Presentation

FISCAL IMPACT: N/A

CONTACT(S): John Stone, Chairman of the Board of Directors– 582-6100
Byron Steward, Executive Director/Loan Fund Manager– 582-6100
Charles Hartgrove, Deputy City Manager– 455-3990

ATTACHMENTS: Business Development Center 2018 Strategic Plan Presentation
Business Development Center 2016 Report

REVIEWED BY: bms

024K

LYNCHBURG BUSINESS DEVELOPMENT CENTRE

STRATEGIC PLAN

SECTION 01

HISTORY

OF THE LYNCHBURG BUSINESS DEVELOPMENT CENTRE

1989 - 2018

A Brief History

- Lynchburg's Business Development Centre, Inc. (BDC) opened as a small business incubator in 1989 with 20,000 square feet of office and manufacturing space. An additional 22,000 square feet was added in 1993.

- The total project cost was approximately $1.6 million. The construction of the building was funded by the Economic Development Administration (75%) and the City of Lynchburg (25%).

- Initial operating funds for the facility were provided by the Virginia's Center for Innovative Technology ($60,000), the Piedmont Private Industry Council ($23,000) and the City of Lynchburg ($30,000).

- The Centre has been self-supporting since its initial funding and operates today on an annual budget of approximately $250,000.

SECTION 02

PROGRAMS & SERVICES

OF THE LYNCHBURG BUSINESS DEVELOPMENT CENTRE

On Site Programs & Services

Business Incubation

44,000 square feet of incubator space, including manufacturing bays and office space.

Mentoring / Classes

SCORE (Service Corps of Retired Executives) provides on-site business mentoring to Business Development Centre tenants.

Smart Start Business Seminar, Basics of Business Training.

Financing

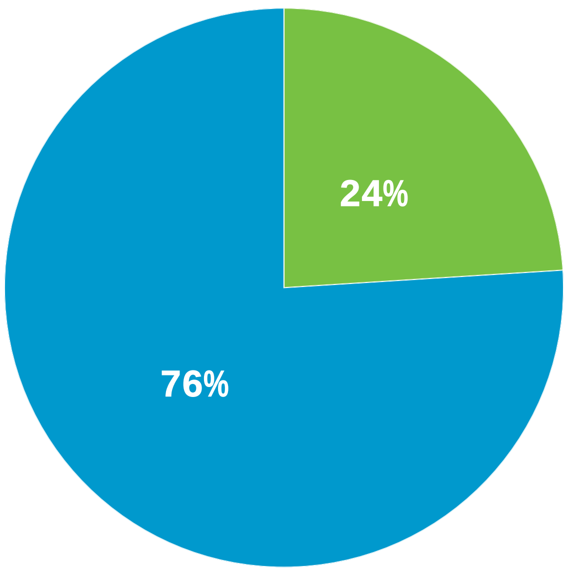
$2M pool of low interest loans available to entrepreneurs in the Lynchburg region.

SECTION 03

FINANCES

OF THE LYNCHBURG BUSINESS DEVELOPMENT CENTRE

Program Revenue



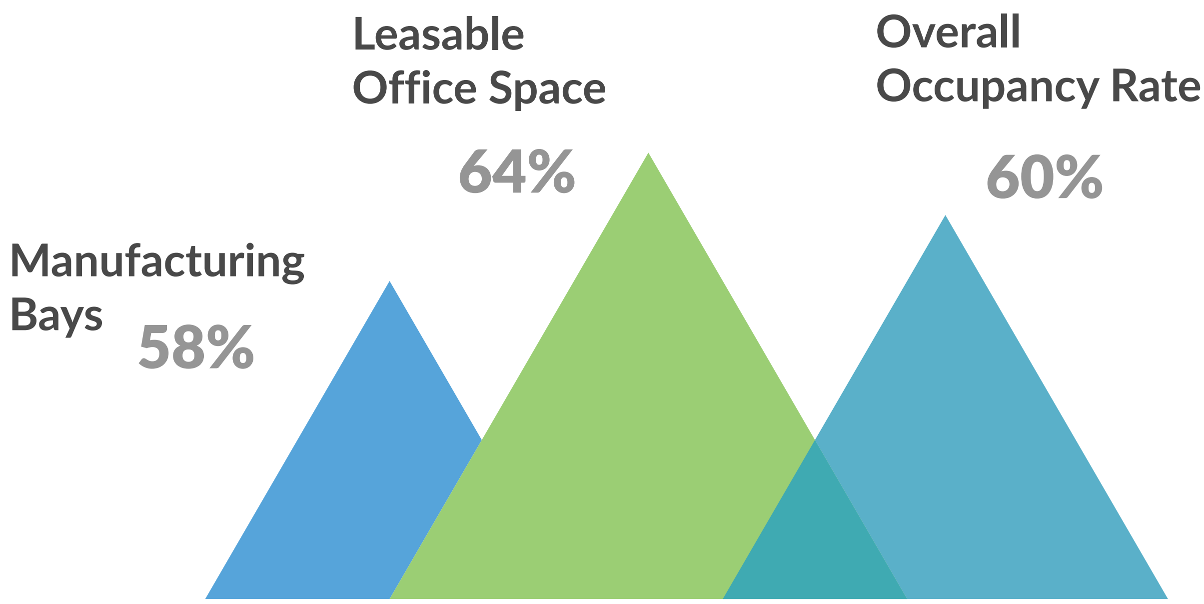
Budgeted Annual Rental Income:

$190,000

Budgeted Annual Loan Fund Income:

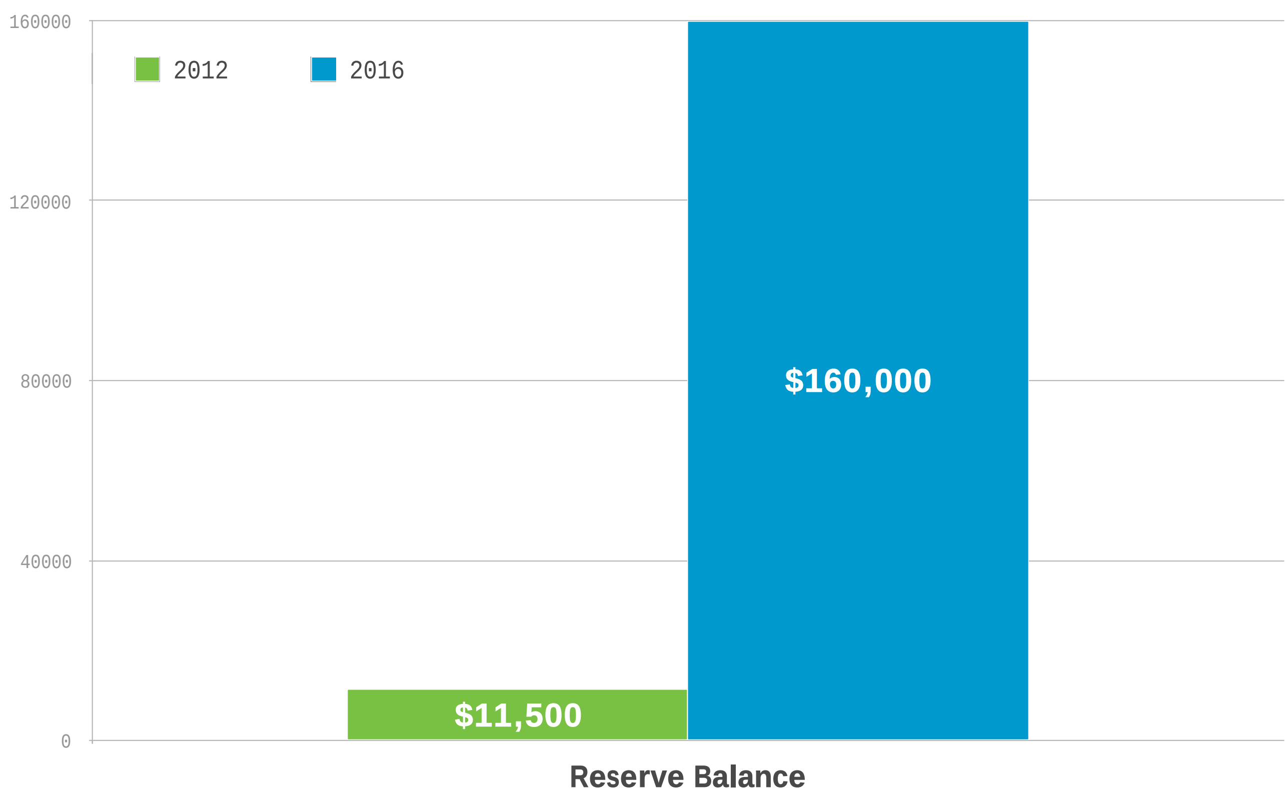
$60,000

Occupancy Rates



Cash Reserves

Since 2012, the Business Development Centre has built its cash reserves from $11,500 to $160,000.



City of Lynchburg Contributions

YEAR	LINE ITEM	AMOUNT
2011	AC Unit Replacement	$9,010
2012	AC Unit Replacement	$13,900
2013	AC Unit Replacement and Repairs	$13,335
2014	AC Unit Replacement	$19,200
2016	Handrail Replacement	$7,740
2016	Roof Leak Repair	$640
Total		**$63,825**

SECTION 04

SUCCESS STORIES

OF THE LYNCHBURG BUSINESS DEVELOPMENT CENTRE

Endurance Auto Repair + Tire

The BDC has been a solid sounding board and financial resource for our growing business. Byron not only brought a great deal of personal connections to the needs of our business he also gave invaluable insight to some of the obstacles we were facing.

The BDC brings a wealth of references, referrals and a network of local connections to better broaden ones opportunity.

- Stephen and Sarah Konyndyk

Runk & Pratt

In the mid 90's, staff at the BDC helped me to create spreadsheets that I used for a competitive loan program with the Virginia Housing Development Authority. Staff helped me walk the lender through development and construction budgets for our very first property in 1996.

I have also used their loan funds on two occasions for "gap" funding for purchasing equipment that was outside of the projected budget for the start up equipment budget projections.

- Brian Runk

SECTION 05

STRATEGIC PLANNING

OF THE LYNCHBURG BUSINESS DEVELOPMENT CENTRE

Need for Strategic Planning

- The Lynchburg Office of Economic Development developed a white paper on best practice in business incubation and a comprehensive report on the BDC. These two documents were synthesized and presented to Council in June of 2016.

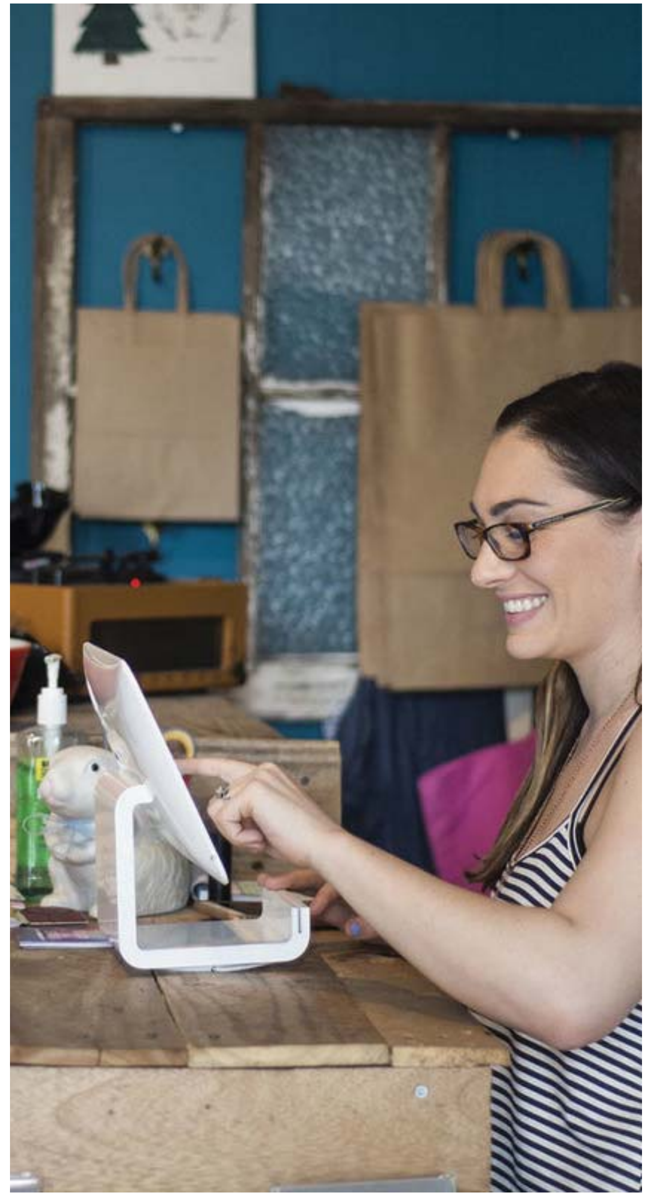
- Since its inception in the late 1980's, the BDC had not revisited its core slate of service offerings or conducted a comprehensive evaluation of the effectiveness of its facility.

- The best practice for business incubation, financing and maintaining a physical space have changed dramatically from 1989 to present, 2017.

Strategic Planning: Goals

The Business Development Centre engaged in a strategic planning process with Cities Reimagined to:

1. **Address the immediate concerns of Lynchburg City Council discussed at the June 2016 work session**
    A. Rental rates adjusted to market rates
    B. Term limits on occupancy
    C. Graduation / Exit practices from incubator
2. **Hear from local entrepreneurs on what services they find valuable**
3. **Follow business incubation best practice to enhance service delivery.**
4. **Identify areas of needed support from the City of Lynchburg**
5. **Set performance goals and report outcome data to stakeholders**



Strategic Planning: Vision

The vision of the Business Development Centre is to:

- Provide new and existing small business with management assistance, cost effective space and a synergistic environment to encourage the development of local, home grown business. We believe this can:
    - Contribute to the economic health of Region 2000
    - Provide new and increased job opportunities
    - Add to the variety of products and services available to area business and industry

Strategic Plan S.W.O.T. Analysis

Strengths

- Loan programs
- Manufacturing bays
- Non-Profit status

Weakness

- Current classes
- Outdated physical space
- Isolated / hidden location
- Marketing

Opportunities

- Regional hub for manufacturing
- Wider range of loan programs
- Resource center for region

Threats

- Age and condition of building
- Private sector coworking
- Work from home culture
- Former CAER facility

Strategic Planning: Implementation

July 2017
- Establish Graduation Policy
- Increase Rental Rates

Sept 2017
- Establish a Marketing Committee

Jan 2018
- Implement a Marketing Plan

March 2018
- Determine Demand & Feasibility for a Commercial Kitchen

July 2019
- Launch New Commercial Kitchen Program in Renovated Space

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **June 28, 2016** AGENDA ITEM NO.: 2

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

ACTION: INFORMATION: **X**

ITEM TITLE: **Lynchburg Business Development Centre Report**

RECOMMENDATON: No action required.

SUMMARY: City Council requested a report on the Lynchburg Business Development Centre at the February 23rd meeting following the Office of Economic Development's presentation on TechHire and its new CO.STARTERS program. The Office of Economic Development researched and prepared a report on the Business Development Centre including its history, sources of revenue, and tenants. Previously, the Office of Economic Development prepared a white paper on best practices for business incubation and presented it to the executive director and executive committee of the Business Development Centre board of directors in March of 2015. This white paper is included with the Business Development Centre report.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Marjette Upshur, 434-455-4490

ATTACHMENT(S): Business Development Centre Report, Business Incubation Best Practice Playbook

REVIEWED BY: lkp

093K

LYNCHBURG BUSINESS DEVELOPMENT CENTRE

2016 REPORT

BUSINESS DEVELOPMENT CENTRE HISTORY

Lynchburg's Business Development Centre, Inc (BDC) opened as a small business incubator in 1989 with 20,000 square feet of office and manufacturing space. An additional 22,000 square feet was added in 1993. The total project cost is approximately $1.6 million. With the construction of the building funded by the Economic Development Administration of the U.S. Department of Commerce (75%) and the City of Lynchburg (25%), initial operating funds for the facility were provided by the Virginia's Center for Innovative Technology ($60,000), the Piedmont Private Industry Council ($23,000) and the City of Lynchburg ($30,000). However, the Centre has been self-supporting since its initial funding and operates today on an annual budget of approximately $250,000.

The initial idea for developing the incubator came as a result of conversations with the U.S. Economic Development Administration following large layoffs in our area; thereby making the City eligible for application under the EDA's Title XI program for sudden and severe economic distress. After an outside consulting firm conducted a feasibility study, it was determined that there was a base of entrepreneurs in the community to support the incubator concept. The feasibility study focused on available commercial real estate and the entrepreneurial base. Today, the facility is owned by the City of Lynchburg and operated by the Business Development Centre, Inc., a non-profit corporation under section 501c3 of the IRS code.

ENTREPRENEURIAL CAPITAL

Several financing programs are available for entrepreneurs through the Lynchburg Business Development Centre.

LYNCHBURG AREA DEVELOPMENT CORPORATION LOAN FUND

Loan Range = $25,000.00 - $150,000.00

- Originally capitalized by LADC at $115,500
- Independently Owned
- 500 or fewer employees
- Eligible projects include building acquisition or construction, purchase equipment or inventory, or working capital
- Businesses located in Region 2000
- Nonrefundable application fee of $150.00
- Interest rate =Wall Street Journal Prime Rate plus one percent with a floor rate of 5.00%
- Requires a minimum of 10% owner investment capital

LYNCHBURG ECONOMIC DEVELOPMENT AUTHORITY (LEDA) LOAN FUND

Loan Range = $50,000.00 -250,000.00

- Originally capitalized by LEDA at $1,000,000
- Independently owed
- 500 or fewer employees
- Eligible projects include building acquisition or construction, purchase equipment or inventory, or working capital
- Businesses located in the City of Lynchburg
- Nonrefundable application fee of $250.00
- Interest rate =Wall Street Journal Prime Rate plus one percent with a floor rate of 5.00%
- Requires a minimum of 10% owner investment capital.

BUSINESS DEVELOPMENT CENTRE LOAN FUND

Loan Range = $1,000.00 - $35,000.00

- Originally capitalized at $40,000 by the BDC
- Independently owed
- 50 or fewer employees
- Eligible projects include building acquisition or construction, purchase equipment or inventory, or working capital
- Businesses located in Region 2000
- Nonrefundable application fee of $100.00
- Interest rate =Wall Street Journal Prime Rate plus three percent with a floor rate of 8.00%
- Must complete Basics of Business Training Class

- Requires a minimum of 10% owner investment capital.

REVOLVING LOAN FUND (RLV)

Loan Range = $5,000.00 - $125,000.00

- Originally capitalized by the Economic Development Administration and the City of Lynchburg at $620,000
- Independently owned
- 500 or fewer employees
- Eligible projects include building acquisition or construction, purchase equipment or inventory, or working capital
- Businesses located in the City of Lynchburg
- Nonrefundable application fee of $250.00
- Interest rate =Wall Street Journal Prime Rate minus one percent with a floor rate of 5.00%
- Requires primary lender investment of 50% of total project cost.
- Requires a minimum of 10% owner investment capital.

VENTURE FOR ENTERPRISING WOMEN (VEW) LOAN PROGRAM

Loan Range = $1,000.00 - $35,000.00

- Independently women owed business with 51% majority ownership
- 50 or fewer employees
- Eligible projects include building acquisition or construction, purchase equipment or inventory, or working capital
- Businesses located in Region 2000
- Nonrefundable application fee of $100.00
- Interest rate =Wall Street Journal Prime Rate plus three percent with a floor rate of 8.00%
- Must complete Basics of Business Training Class
- Requires a minimum of 10% owner investment capital.

Fund	Total Pool Avail.	Outstanding Loans	Available Funds	% Outstanding	Loan Goal (90%)
BDC	$175,543.27	$82,405.61	$93,137.66	46.9%	$157,988.94
LADC	$250,000.00	$59,094.82	$190,905.18	23.6%	$225,000.00
LEDA	$1,000,000.00	$727,303.99	$272,696.01	72.7%	$900,000.00
RLF	$660,000.00	$576,813.58	$83,186.42	87.4%	$594,000.00
VEW	$39,749.47	-	$39,749.47	0%	$35,774.52
VEI	$9,231.10	$5,256.65	$3,974.45	56.9%	$8,307.99
Total	$2,134,523.84	$1,450,874.65	$683,649.19	68%	$1,921,071.45

PHYSICAL BUILDING

The BDC was constructed in 1989 and was expanded in 1993 for a total of 44,000 square feet of incubator space.

Federal EDA contribution: $1.2 Million
City of Lynchburg contribution: $400,000

Current Assessed Value: $2,552,300 Million

MAINTENANCE: 1993 - PRESENT

The City of Lynchburg maintains the BDC building. The following work has been done by Building and Grounds:

2011	AC Unit Replacement	$9,010
2012	AC Unit Replacement	$13,900
2013	AC Unit Replacement & Repairs	$13,335
2014	AC Unit Replacement	$19,200
2016	Handrail Replacement	$7,740
2016	Roof Leak Repair	$640
	Total	$63,825

RENT

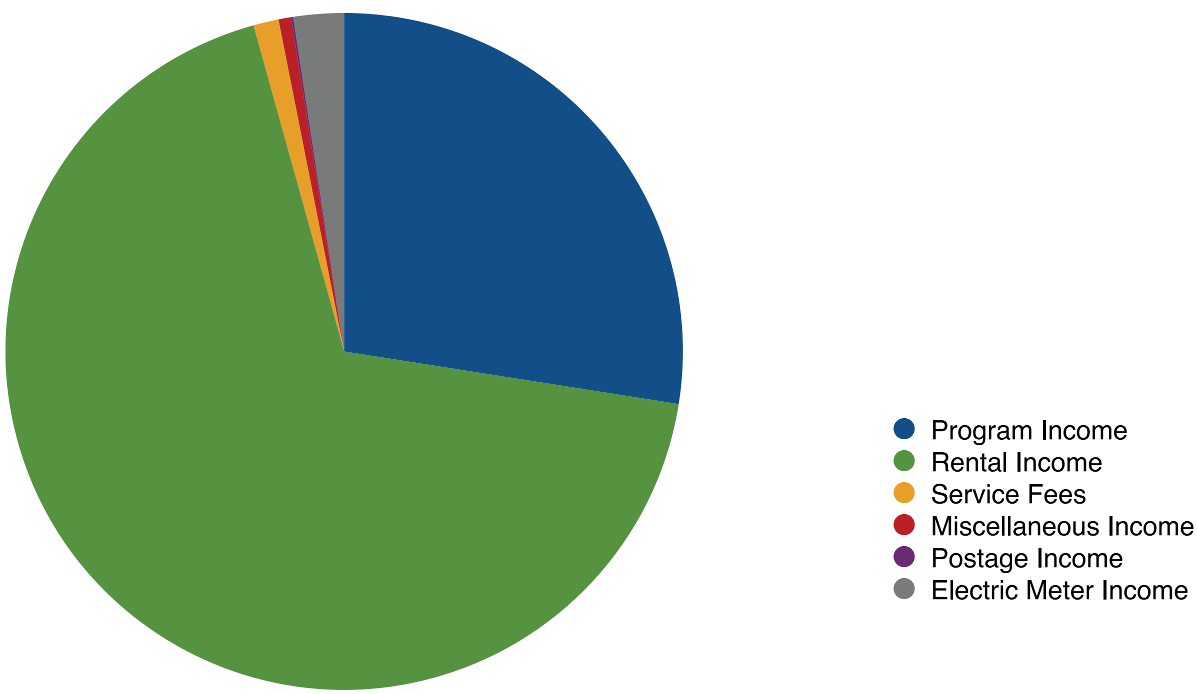
History: In an agreement made April 1, 1993 between the City of Lynchburg and the Lynchburg Regional Small Business Partnership, Inc., (LRSBP) the LRSBP agreed to pay the City of Lynchburg $1 per year on an automatic renewal one year lease. The agreement states that the LRSBP shall be responsible for all day-to-day maintenance and upkeep of the building and grounds, and major repairs up $1,500. For repairs in excess of $1,500, the City of Lynchburg is responsible. The City of Lynchburg was also responsible to pay electric usage for the building.

Current: The original rent agreement is no longer in force.The electricity expense is now in the BDC annual operating budget ($45,000 and $4,500 for water / sewer budgeted in FY2016).

REVENUE

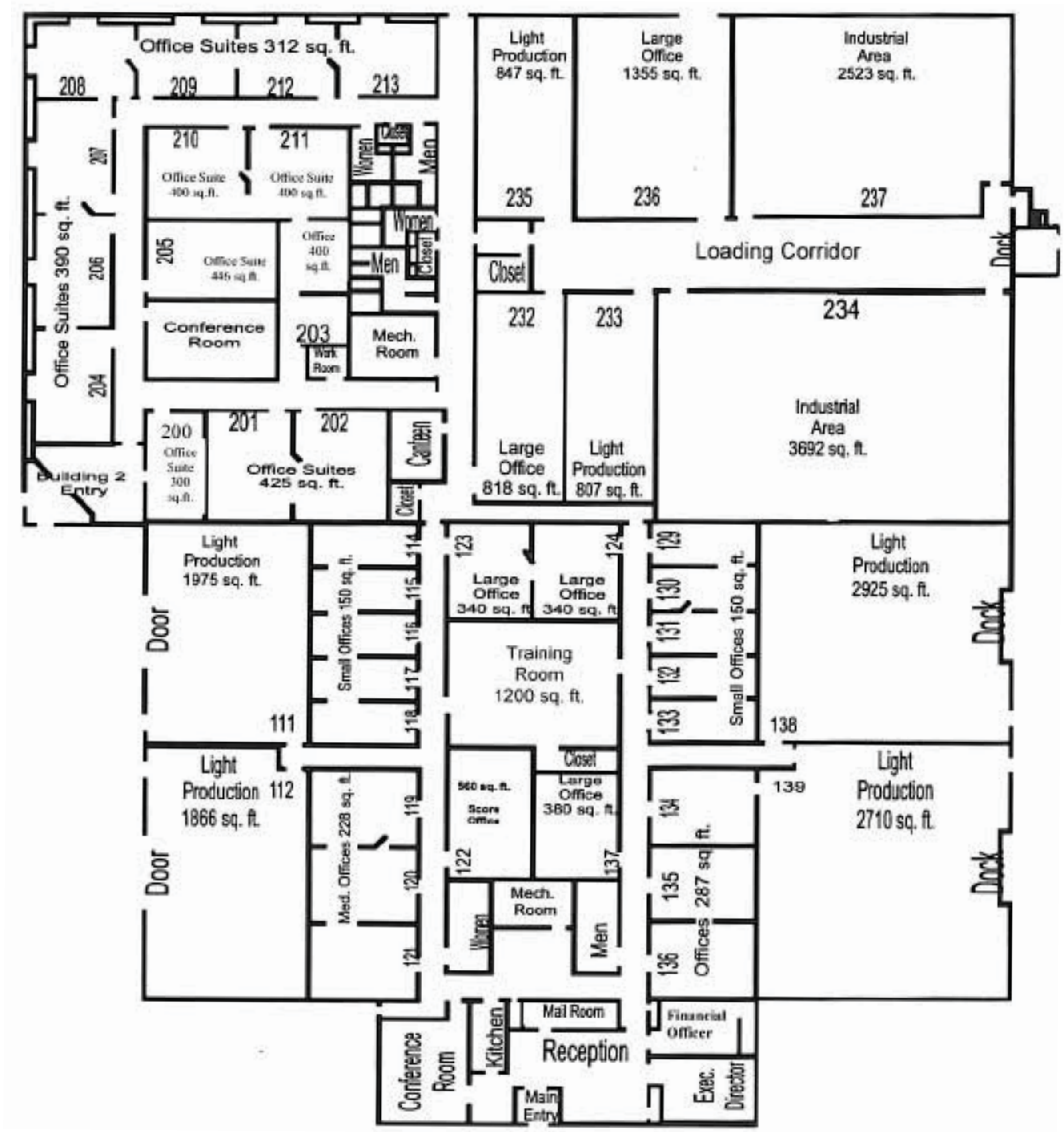
Business Development Centre Sources of Income (FY 2016 Budget)

Program Income	$68,473	27%
Rental Income	$169,920	68%
Service Fees	$3,000	1%
Miscellaneous Income	$1,500	1%
Postage Income	$250	0%
Electric Meter Income	$6,000	2%
	$249,143	**100%**



FLOOR PLAN

147 Mill Ridge Road Lynchburg, VA 24502



TENANTS

Service / Product	Time in Incubator	Sq. Feet	Monthly Rent	Rent / Sq. Foot
Manufacturing	5 years	5922	$2970.00	$0.50
Electronic Services	1 month	800	$730.00	$0.91
Services for At-Risk Youth	3 years	400	$365.00	$0.91
Services for mentally challenged	9 years	4825	$3092.00	$0.64
Trash Disposal	1 year	150	$185.00	$1.23
Freight Transport	3 years	0	$50.00	N/A
Wireless Comms	8 years	312	$365.00	$1.17
Mail Order Retail	12 years	425	$370.00	$0.87
Gourmet Popcorn	2 years	818	$416.00	$0.51
Certified Mediator	6 years	340	$315.00	$0.93
Lawn Care	3 years	0	$50.00	N/A
Medication Aide Training	3 years	1526	$1395.00	$0.91
Warehouse	14 years	1654	$640.00	$0.39
Playground Equipment	3 months	150	$185.00	$1.23
Gymnastic Training Facility	2 years	6215	$3162.00	$0.51
Engineering / Manufacturing	5 years	1355	$690.00	$0.51
Real Estate Sales	2 months	312	$365.00	$1.17
Online Beauty Supply Sales	1 year	380	$330.00	$0.87
Warehouse Wedding Dresses		150	$185.00	$1.23
Business Consultations	2 years	560	$0.00	$0.00
		26294	**$15,860.00**	**$0.60**

Building Ownership & Maintenance

The Business Development Centre physical building was constructed in 1989 by a grant from the Federal Economic Development Agency. The building is currently owned and maintained by the City of Lynchburg.

As stipulated by the Federal EDA mortgage agreement with the City of Lynchburg, the building is not to be used for any purpose other than the purpose of the grant during the Expected Useful Life.

> *"The term 'sell' and its derivatives shall include any conveyance or transfer of any interest in the property, including but not limited to the long term lease with the option to purchase to any party other than the Grantee. Any document which conveys or transfers an interest in, or a right to the use or possession of the property during its Expected Useful Life must contain a covenant which prohibits the use of the said property for any purpose other than the purpose of the Grant, except as otherwise approved by the Assistant Secretary."*

The Expected Useful Life of this project is 25 years, beginning March 23, 1993. At present, the Expected Useful Life of this project has expired.

The initial capital investment in the Business Development Centre building by the City of Lynchburg was $400,000. The current assessed value of the building is $2,552,300, yielding a return on investment of $2,152,300, or 538%.

This report was finalized in June 2016.

BUSINESS INCUBATION

LYNCHBURG, VA PLAYBOOK

Opportunity Lynchburg

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PLAYBOOK BRIEF

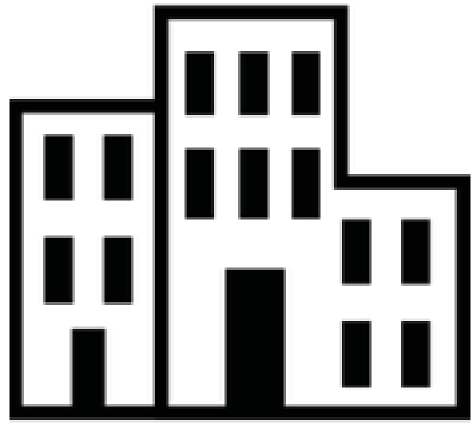
The objective of this playbook is to provide the City of Lynchburg with the tools to create and maintain a high quality business incubator, based on national best practices, existing models, Lynchburg demographics, and existing community assets and resources.

Business incubation in small cities is critical for building a self-sustaining entrepreneurial community. When incubators operate according to best practice, they can foster job creation and community wealth. The most successful business incubators provide the following services: (1) linkages to educational resources; (2) networking opportunities for clients; (3) general legal services; (4) marketing assistance; and (5) assistance identifying a management team. The three activities by business incubators most related to client success are the delivery of client services, developing networks (internal and external) to clients, and fundraising. The two greatest contributors to the failure of a business incubator are both management practices: clients overstaying their time and the absence of formal exit policies. These deficiencies in management practice can be overcome by implementing the following policies: (1) having exit criteria that require clients to graduate within an agreed-upon time; (2) reviewing incubation program budgets monthly; and (3) evaluating service providers regularly.

Incubators are effective at increasing new business success. The current rate of survival for graduates of incubators ranges from 86% to 90% within different sectors. Incubator and accelerator programs have the ability to obtain a much higher level of success for new businesses through their support and assistance.Incubator graduates tend to stay local. Data has shown that 84% of technology incubator participants stay in their community.

FACILITIES

Incubator developers and managers should take the following facility related best practices into consideration:



1. **Real estate should not drive the project**. In some cases, buildings offered at low cost or free may not suit your prospective clients; don't have enough leasable square footage to provide adequate revenues; have hazardous waste or HVAC problems; are in poor locations; or have insufficient parking, loading and freight elevators.
2. **The building should be configured to meet the needs of prospective clients.** Depending on the focus of the incubator, space may need to be dedicated to manufacturing areas, office space, conference rooms, laboratories, etc.
3. **The building layout should promote networking.** Are there so many entrances and exits that clients don't ever pass through the reception area? Is attractive space for lunches and meetings provided? Do offices and meeting rooms have windows, and are there hallway areas where entrepreneurs can stop to have impromptu meetings?
4. **80% - 90% of the building space should be leasable.** Large hallways and reception areas that can't be rented but still need to be supported will reduce the bottom line rental income for the incubator. A building space should be flexible to maximize the space that is leasable.
5. **Among incubator consultants, 30,000 square feet is commonly consider to be an optimal size for cost efficiencies.** Business incubator sizes ranged from 1,600 square feet to 215,000 square feet. The vast majority of incubators – 61 percent – were less than 40,000 square feet. The best size will depend on the financing, size of community, terms of acquisition, and costs of renovating or constructing a new building.

LOCATION

NEIGHBORHOOD REVITALIZATION + BUSINESS INCUBATION

Neighborhood based business incubators create dynamic places for businesses to grow and develop, while creating vibrant active places that contribute to the economic development and revitalization of urban neighborhoods.

The physical condition and appearance of landmark buildings can have a profound impact on the business climate of an urban commercial corridor. Working with community-based partners, business incubators can locate in targeted real estate development projects to restore blighted buildings and create highly visible commercial properties that inspire economic confidence in the surrounding community.

See: Case Study 1: William Factory, Tacoma, WA

The impact of business incubators is not limited to its clients. Model business incubators across the country have played a vital role in community redevelopment by locating in neighborhoods in need of revitalization.

BOARD OF DIRECTORS

Incubation advisory boards should include diverse expertise. These boards can help develop quality business assistance services for the incubation program, embed the program in the broader community, market the incubator, and provide effective program oversight. Advisory boards should have between 8 and 20 individuals and include the following types of professionals:

Incubator advisory board composition matters. Having an incubator graduate firm and a technology transfer specialist (brings technology to market) on an incubator's advisory board correlates with many measures of success. Additionally, accounting, intellectual property (patent assistance), and general legal expertise on the incubator board often result in better-performing programs.

MANAGEMENT

Top-performing incubation programs often share common management practices.

Practices most represented among high-achieving programs are having a written mission statement, selecting clients based on cultural fit, selecting clients based on potential for success, reviewing client needs at entry, showcasing clients to the community and potential funders, and having a robust payment plan for rents and service fees. All of these practices are highly correlated with client success. Conversely, incubation programs with lax or no exit policies typically have less-than-optimal performance.

Having a skilled staff with sufficient resources – including time – to effectively deliver key services is paramount. Staff should implement the following management practices:

- ***Collecting outcome data***
- ***Providing pre- and post- incubation services***
- ***Conducting periodic reviews of the budget, service providers, and other program activities***
- ***Showcasing clients and marketing the program***
- ***Developing effective entry and exit criteria for the incubator***

Resident client-to-staff ratio is strongly correlated to the success of client firms. The activities that the manager focuses also matter; the three activities most correlated to measures of client success are: **the delivery of client services, developing networks internal and external to the incubator, and fundraising.**

PROGRAMS AND SERVICES

Incubator management and stakeholders should review the current array of services provided through the incubation program and assess the effectiveness of those services periodically. Services that are statistically significantly related to client firm performance include:

ENTREPRENEURIAL TRAINING

ACCESS TO INVESTMENT CAPITAL

GATEWAY TO RELATIONSHIPS WITH HIGHER ED

PRODUCTION ASSISTANCE (R&D AND PROTOTYPING)

MENTOR PROGRAMS

** See case study:* ***Tech Columbus***

FINANCING YOUR INCUBATOR

Business incubators should have multiple funding sources to support the operating budget. NBIA's 2002 State of the Business Incubation Industry report found that more than 70 percent of respondents' business incubation programs were receiving some form of subsidy. However, only 23 percent of respondents believed they would have to close their doors if their subsidy ceased, which indicates that the majority of business incubation programs feel confident about their revenue streams.

> *"Incubators should strive to find multiple funding sources," says Carol Kraus Lauffer, a principal in consulting firm Business Cluster Development in Menlo Park, California. "It's like a portfolio theory in finance – you wouldn't put all of your investments into a single stock." Jim Robbins, also a principal at BCD and an incubator manager, suggests an incubator should have six to ten revenue streams, which might include rents and service fees, income from contracts, cash operating subsidies or sponsorships, and investment income. The bottom line is: Best practice incubators operate like businesses as much as possible, and the less long-term dependence on financial subsidy, the better."*

RENT:

Most incubation programs rely on rental fees as a primary source of revenue, so making educated assumptions about rental income (based on a feasibility study and market research) is vital to programs' financial health. This means determining demand for space, how much space to rent to each client, and what rates to charge. When establishing rental rates, it's important to remember that **below-market rates might help attract clients in the short term but can backfire in the long run.** For example, if a key sponsor or subsidy falls through, the incubator might be forced to raise rates and thereby risk losing clients. With this in mind, an incubation program should position itself as a supportive environment in which to grow a successful business rather than a space offering cheap rent.

Some programs are moving away from a rent model by establishing prices based on the value of the services offered. In some cases, client rates are broken down into rent and services; in others, the program charges a flat service fee that encompasses both space and services. Such an approach establishes the incubator as a program designed to build and grow businesses—not a real estate operation with benefits.

GRADUATING CLIENTS

A business incubation program should establish graduation policies that include specific criteria relative to its mission and its ability to provide continued value to the client. These policies should be included in all leases (or service agreements) and materials supplied to serious applicants, and management must ensure applicants understand and accept them. Further, these policies should be reiterated as frequently as necessary—at quarterly or biannual reviews, for example—to ensure clients don't forget them.

Many incubation programs set time limits on client services. According to NBIA's 2006 State of the Business Incubation Industry report, clients spent an average of thirty-three months in incubation programs. The range, however, was one to seventy-two months, reflecting the variation in time required for different types of businesses to achieve viability. In general, life science and other firms with long research and development cycles will remain in an incubation program much longer than a light manufacturing company that can bring a product to market quickly.

While it's good to move clients out in a timely manner, time limits alone are generally not good graduation criteria. Time limits should be combined with other criteria that better reflect the company's achievement of benchmarks that will contribute to its success and long-term sustainability.

Examples of graduation criteria include:

Outgrowing incubator facilities or need for stand-alone location

Hiring a certain number of employees

Achieving a positive cash flow

Merging with another company

Obtain short and long term funding

Establishing an independent board of directors

At the very least, a company should be required to graduate when it has progressed beyond the incubator's capacity to provide sufficient value or the client ceases to utilize the services provided by the incubator.

RECOMMENDATIONS FOR POLICY MAKERS

ADAPTED FROM THE U.S. DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ASSOCIATION

- **Incubation programs that receive public funding should be required to implement industry best practices.** Additionally, stakeholders should ensure that the incubators have the money they need to provide the entrepreneurial support services demonstrated to catalyze client success. To keep costs down, incubation programs can leverage existing institutional resources, such as Small Business Development Centers or higher education institutions, for the delivery of critical services. For example, an incubator could partner with a business school in the region to bring in graduate students to help with market research for clients or require that firms attend specific training sessions offered by the local SBDC.

- **Funding agencies should require publicly funded incubation programs to collect outcome data to monitor the impact of public investments.** Some recommended measures include jobs created by incubator clients and graduates, client and graduate revenues, annual number of graduates, survival rate of graduate firms, and retention of graduates in the incubator's host region. Tracking these figures over time can ensure that the incubator is accomplishing its goals of helping to build successful firms that create jobs, spark economic growth, etc.

- **External, independent evaluators should conduct periodic assessments of business incubation programs receiving public support.** Outcome evaluations need to control for the age of the program and the client base that is served.

- **Programs receiving public support should be required to submit annual reports to their public funding source,** so funders can monitor progress toward funding goals. These reports should include periodic independent audits of program budgets. By reviewing this data annually, public agencies could continually evaluate public investments in business incubators, ensure that funded programs are implementing best practices known to contribute to program and client success, and identify new industry trends that could affect program performance.

- **Once incubation programs that receive public support are collecting adequate data and implementing industry best practices, other complementary policies should be considered.** Such complementary policies may include providing seed funding for clients, creating appropriate graduate space, offering tax credits for client firms, conducting competitions for top incubation programs and incubator clients (by type), supporting the development of a business service provider network, and encouraging higher education institutions to support business incubation programs.

- **Most high-achieving incubators are not-for-profit models**. Incubation programs focused on earning profits are not strongly correlated to client success. Instead, the most important goals of top- performing incubation programs are creating jobs and fostering the entrepreneurial climate in the community, followed by diversifying the local economy, building or accelerating new industries and businesses, and attracting or retaining businesses to the host region.
- **Public sector support contributes to program success.** On average, nearly 60% of an incubator's budget is accounted for by client rent and service fees. Thus, this research suggests that some level of public sector investment contributes to greater incubator outcomes in terms of job creation, graduation rates, etc.
- **Incubation programs with larger budgets (both revenues and expenditures) typically outperform incubators with budget constraints**. Programs with more financial resources have more capacity to deliver critical client services and are more stable. However, the sources of incubation program revenues and the ways the incubator uses these resources also are important. On the expenditure side, the more programs invest in staffing and program delivery – relative to building maintenance or debt servicing – the higher the probability of improved client outcomes.
- **Collectively, measures of a region's capacity to support entrepreneurship have limited effect on incubation program outcomes.** Compared with incubator quality variables, regional capacity variables have less predictive power. Among the regional capacity measures studied, only the proxies for urbanization, work force skills, availability of locally controlled capital, and higher educational attainment have moderate influence on incubator client outcomes.

CASE STUDIES

WILLIAM FACTORY: TACOMA, WA

The William Factory program in Tacoma, Washington plays a vital role in the community's redevelopment, serving as the headquarters for a neighborhood revitalization effort that is bringing development back to Tacoma's east side. In 2000, the incubator organized the Portland Avenue Business District Association to coordinate community activities and to facilitate neighborhood business development.

The incubator also has helped counteract years of plant closures and urban blight by bringing private commercial development back into the neighborhood. Even before the incubator began its own construction project, the staff directly assisted eight commercial development projects valued at $8 million.

"From 1997 to 2000, the incubator sought private investors to purchase and improve commercial properties along the Lower Portland Avenue corridor, which is both a nexus for the business district and a passageway to the Port of Tacoma," Strege says. During that time, the incubator facilitated several new construction projects, including a $2 million credit union building and a $3 million telecommunications center, by helping developers with land-use regulations, rezoning, utility connections and advocacy efforts – all in an attempt to spark neighborhood redevelopment.

Incubator staff is committed to developing a program to help local entrepreneurs. Even its entrepreneurial development efforts have a community-outreach component. As part of their leases, all clients sign first-source hiring agreements in which they agree to consider unemployed neighborhood residents for available job openings.

These agreements, Barta says, create beneficial relationships between the businesses' growth and the residents' well-being. "The employment clause helps the incubator companies feel ownership in the east side because their businesses and their employees are here," she says. "They want to increase the quality of life in the neighborhood, even after they graduate." Several incubator graduates continue to operate their businesses in East Tacoma.

The first-source hiring agreements benefit both incubator clients, who receive human resources assistance from local public agencies who administer the program, and neighborhood residents, who might otherwise have few job options – or at least not such attractive employment opportunities. The incubator's clients, which include many specialty trades contractors such as painters, roofers, landscapers, electricians and welders, pay their employees prevailing wages (averaging over $20 per hour).

TECH-COLUMBUS: ***Columbus, Ohio***

Tech Columbus is a business incubator and an early stage investor. Tech Columbus helps start-ups make connections and drive value at the early stage of their process so their portfolio of companies can grow.

- Tech Columbus works with and invest in emerging high-growth startups in the 15-county Central Ohio region. These businesses reflect the region's strengths—advanced materials, energy, life sciences, software/IT, and related technologies.

- Tech Columbus provides comprehensive Acceleration Services based on industry best practices. Their proven methodology reduces risk by matching achievement milestones to capital to speed up startups' growth.

- TechColumbus attracts and is a catalyst for public and private pre-seed to growth stage capital. TechColumbus connects entrepreneurs to the resources they need, including seasoned business mentors, expert service providers, business partners, and potential customers from Ohio and beyond.

- Since inception, TechColumbus has served more than 500 entrepreneurs and companies. TechColumbus has invested $12.3M in 140 firms which, in turn, has attracted more than $540M in co-investment. More than 20 percent of TechColumbus companies have achieved commercial success or profitable exits, returning a value of $2 million to TechColumbus.

- TechColumbus invests these dollars in the next generation of startups, perpetuating the innovation economy. The average salary of these businesses is $64,000.

TechColumbus provides the following programs:

- **Concept Academy:** At the front end of TechColumbus' intake process, Concept Academy is designed to help entrepreneurs validate their concepts and focus on features that are of greatest interest to end users, before spending time and money building products they later discover customers don't want. The three-day program over a two-week period consists of several working sessions held at TechColumbus. In addition, some homework is involved outside the classroom. Concept Academy is focused on helping entrepreneurs determine:
  - A direction for their business
  - Initial market segments to pursue
  - Product features that are the most likely to satisfy customer needs in those markets
  - A process for collecting direct customer feedback and modifying the company direction and features accordingly
- **Access to Capital:** TechColumbus connects the most promising technology startups engaged with the Venture Acceleration team with the right sources of capital required to meet critical milestones at each stage of growth. This continuum of capital includes concept and seed stage funds, Ohio TechAngel Fund, X Squared Angels, and "side car" investing through a network of angels and other investors.
- **The SpringBox Labs** accelerator, with 62,000 square feet of flexible and innovative office, lab, and manufacturing space, is home to up to 40 technology startups.

THE COMPANY LAB: Chattanooga, TN

The Company Lab exists to support the startup community in Chattanooga and the surrounding region through programs, events and services. Operating under the belief that entrepreneurial thinking is the foundation of Chattanooga's future, CO.LAB has devised a system to foster the startup spirit, which can be used as a model for entrepreneurial communities across the nation.

Programs of the Company Lab:

CO.STARTERS: To date, over 700 individuals have graduated from this program (formerly known as SpringBoard). The program lasts nine weeks, convening one evening a week for three hours. Facilitators are experienced entrepreneurs who are well connected in the business community. Guest speakers share the challenges they faced while starting and growing their businesses, and business professionals from leading accounting and law firms offer their support to program participants.

Throughout this business model discovery process, participants identify and test business assumptions through customer interactions, develop a functioning business model, learn valuable management and marketing skills, and receive constructive feedback from advisor, peers, and former grads. At the end, participants have the tools, framework, and momentum needed to make their vision a reality.

CO.LAB ACCELERATOR: The CO.LAB Accelerator is a mentor-driven program for high-growth potential startups. The CO.LAB Accelerator prepares startups for the next steps: attracting capital and/or customers to get the startup off the ground.

High growth potential startups are typically not well-suited for traditional capital from banks and other lending institutions. The CO.LAB Accelerator helps entrepreneurs overcome barriers in the transition from an initial concept to a compelling model fundable by other forms of Angel or Venture Capital.

- 100 day program
- Participants receive free housing through University of Tennessee at Chattanooga
- Entrepreneurs must be fully focused on scaling their startup
- For high-growth potential startups
- Determine next steps and prepare to seek funding

APPENDIX 1: EXISTING ENTREPRENEURIAL RESOURCES

Lynchburg Business Development Centre

Lynchburg's Business Development Centre is a 501(c)3 organization, governed by a 16 member board of directors.

The Business Development Centre offers three primary services:

1. The business incubator, a 42,000 square foot facility, houses start-up and emerging businesses, giving them the opportunity to reach a maturity level. The incubator offers a full-range of services and a variety of different types and sizes of space.
2. The Business Development Centre, Inc. provides business owners throughout the Region 2000 area with in-depth counseling, business-related seminars, and a six-week training program, which provides the trainee with information regarding all aspects of small business ownership and business plan development.
3. The Centre provides direct financing to small business owners with a variety of loan programs such as the Lynchburg Economic Development Authority Loan Fund.

Small Business Development Center (SBDC)

The SBDC provides customized counseling and education for small businesses in the region. SBDC users have the opportunity to meet in private with a certified business analyst to discuss specific issues. Users may also attend small-group trainings for in-depth presentations on critical management topics. The Region 2000 Small Business Development Centre serves the City of Lynchburg, and Amherst, Appomattox, Bedford, and Campbell Counties in Virginia. The SBDC is located on the campus of Central Virginia Community College.

The following classes are currently offered by the SBDC:

Business Basics - $20

Business Basics is an introduction to owning a business. Topics include deciding on a legal entity, basic accounting and tax issues, permitting and licensing, writing a business plan, basics of marketing and market research. The class is 2.5 hours long, so topics are briefly covered. Upon completing the class, students have the opportunity to schedule a one-on-one appointment with one of the professional business counselors in the SBDC office.

Social Media Basics - $20

Social Media Marketing Basics teaches the theory of social media marketing and lays out the steps required to: Easily create a basic business website, set up and maintain a Google

Places for Business page, establish a business on the review sites Yelp! and TripAdvisor. Upon completing the class, students will have the necessary information to be able to create and manage a basic social media presence.

Social Media Marketing 2.0 - $20
Social Media Marketing 2.0 prepares businesses to establish a Facebook page, Twitter account, YouTube site, and Pinterest account. This course also introduces businesses to other social media sites and helps business owners make the decision about which formats are best for their individual needs. Professional business counselors walk students through the Do’s and Don’ts of Facebook and how to use Twitter to reach the masses.

GREATER LYNCHBURG SCORE
SCORE is a resource partner with the U.S. Small Business Administration. Local chapters provide free mentoring and low-cost workshops in their communities. Both working and retired executives and business owners donate their time and expertise as business counselors. The Greater Lynchburg SCORE is currently co-located with the Business Development Centre.

APPENDIX 2: THE NAVIGRID

The NaviGrid was designed to provide entrepreneurs with a fast and easy tool to navigate Lynchburg's many tools and resources. This tool is available online at www.opportunitylynchburg.com and paper copies are available in the Office of Economic Development, at the Small Business Development Center and the Lynchburg Regional Business Alliance offices.

So, you own a business in Lynchburg.
Here are some great local resources to help your business grow!

Organization	Contact	Legal Assistance	Business Plan Development	Sales & Marketing	Grants for Renovation	Financing	Networking	Link to State & Fed.Resources	Legislative Advocacy	Real Estate Assistance	Workforce Development	Financial Counseling	Production Space	Office Space	Small Business Loans
Lynch's Landing	www.downtownlynchburg.com 434.485.7250			●				●	●						
Lynchburg Business Development Center	www.lbdc.com 434.582.6100		●	●		●		●		●		●	●	●	●
Lynchburg Economic Development Authority	www.opportunitylynchburg.com 434.455.4490					●									
Lynchburg Office of Economic Development	www.opportunitylynchburg.com 434.455.4490				●	●		●		●	●				
Lynchburg Regional Business Alliance	www.lynchburgregion.org 434.845.5966			●			●	●	●	●	●	●			
CO.STARTERS	www.opportunitylynchburg.com 434.455.4490		●				●								
Retail Merchants Association	www.lynchburgrma.com 434.528.1732			●			●		●						
SCORE - The Greater Lynchburg Chapter	www.lynchburgscore.org 434.582.4560		●	●		●	●					●			
Small Business Development Center	www.region2000sbdc.com 434.832.7824	●	●	●			●	●			●	●			

LYNCHBURG BUSINESS DEVELOPMENT CENTRE

2016 REPORT

BDC HISTORY

- Lynchburg's Business Development Centre, Inc (BDC) opened as a small business incubator in 1989 with 20,000 square feet of office and manufacturing space.
- An additional 22,000 square feet was added in 1993. The total project cost is approximately $1.6 million.
- With the construction of the building funded by the Economic Development Administration of the U.S. Department of Commerce (75%) and the City of Lynchburg (25%), initial operating funds for the facility were provided by the Virginia's Center for Innovative Technology ($60,000), the Piedmont Private Industry Council ($23,000) and the City of Lynchburg ($30,000).
- The Centre has been self-supporting since its initial funding and operates today on an annual budget of approximately $250,000.
- The initial idea for developing the incubator came as a result of conversations with the U.S. Economic Development Administration following large layoffs in our area; thereby making the City eligible for application under the EDA's Title XI program for sudden and severe economic distress.
- Today, the facility is owned by the City of Lynchburg and operated by the Business Development Centre, Inc., a non-profit corporation under section 501c3 of the IRS code.

BDC LOAN PROGRAMS

Fund	Total Pool Available	Outstanding Loans	Available Funds	% Outstanding	Loan Goal (90%)
BDC Loan Fund	$175,543.27	$82,405.61	$93,137.66	46.9%	$157,988.94
Lynchburg Area Development Corporation	$250,000.00	$59,094.82	$190,905.18	23.6%	$225,000.00
Lynchburg Economic Development Authority	$1,000,000.00	$727,303.99	$272,696.01	72.7%	$900,000.00
Revolving Loan Fund	$660,000.00	$576,813.58	$83,186.42	87.4%	$594,000.00
Venture for Enterprising Women	$39,749.47	-	$39,749.47	0%	$35,774.52
Virginia Enterprise Initiative	$9,231.10	$5,256.65	$3,974.45	56.9%	$8,307.99
Total	$2,134,523.84	$1,450,874.65	$683,649.19	68%	$1,921,071.45

PHYSICAL BUILDING

The BDC was constructed in 1989 and was expanded in 1993 for a total of 44,000 square feet of incubator space.

- ➢ Federal EDA contribution: $1.2 Million
- ➢ City of Lynchburg contribution: $400,000
- ➢ Current Assessed Value: $2.5 Million

The City of Lynchburg maintains the BDC building. The following work has been completed by Building and Grounds:

2011	AC Unit Replacement	$9,010
2012	AC Unit Replacement	$13,900
2013	AC Unit Replacement & Repairs	$13,335
2014	AC Unit Replacement	$19,200
2016	Handrail Replacement	$7,740
2016	Roof Leak Repair	$640
	Total	$63,825

RENT

In an agreement made April 1, 1993 between the City of Lynchburg and the Lynchburg Regional Small Business Partnership, Inc., (LRSBP) the LRSBP agreed to pay the City of Lynchburg $1 per year on an automatic renewal one year lease.

- ➢ The agreement states that the LRSBP shall be responsible for all day-to-day maintenance and upkeep of the building and grounds, and major repairs up $1,500. For repairs in excess of $1,500, the City of Lynchburg is responsible.
- ➢ The City of Lynchburg was also responsible to pay electric usage for the building.

Current: The original rent agreement is no longer in force. The electricity expense is now in the BDC annual operating budget ($45,000 and $4,500 for water / sewer budgeted in FY2016).

REVENUE

Business Development Centre Sources of Income (FY 2016 Budget)

Program Income	$68,473	27%
Rental Income	$169,920	68%
Service Fees	$3,000	1%
Miscellaneous Income	$1,500	1%
Postage Income	$250	0%
Electric Meter Income	$6,000	2%
	$249,143	100%

BDC TENANTS

Service / Product	Time in Incubator	Sq. Feet	Monthly Rent	Rent / Sq. Foot
Manufacturing	5 years	5922	$2970.00	$0.50
Electronic Services	1 month	800	$730.00	$0.91
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Certified Mediator	6 years	340	$315.00	$0.93
Lawn Care	3 years	0	$50.00	N/A
Medication Aide Training	3 years	1526	$1395.00	$0.91
Warehouse	14 years	1654	$640.00	$0.39
Playground Equipment	3 months	150	$185.00	$1.23
Gymnastic Training Facility	2 years	6215	$3162.00	$0.51
Engineering / Manufacturing	5 years	1355	$690.00	$0.51
Real Estate Sales	2 months	312	$365.00	$1.17
Online Beauty Supply Sales	1 year	380	$330.00	$0.87
Warehouse Wedding Dresses		150	$185.00	$1.23
Business Consultations	2 years	560	$0.00	$0.00
TOTAL		26294	$15,860.00	$0.60

BUILDING OWNERSHIP & MAINTENANCE

- As stipulated by the Federal EDA mortgage agreement with the City of Lynchburg, the building is not to be used for any purpose other than the purpose of the grant during the Expected Useful Life.
- The Expected Useful Life of this project is 25 years, beginning March 23, 1993.
- The initial capital investment in the Business Development Centre building by the City of Lynchburg was $400,000. The current assessed value of the building is $2,552,300, yielding a return on investment of $2,152,300, or 538%.

NATIONAL BEST PRACTICES

BUSINESS INCUBATION

No one incubator practice, policy or service is guaranteed to produce incubation program success.

Top-performing incubation programs often share common management practices. High performing incubators typically:

- Have a written mission statement
- Select clients based on cultural fit
- Select clients based on potential for success
- Review client needs at entry
- Showcase clients to the community and potential funders
- Have a robust payment plan for rents and service fees

FACILITIES

1. Real estate should not drive the project.

2. The building should be configured to meet the needs of prospective clients. Depending on the focus of the incubator, space may need to be dedicated to manufacturing areas, office space, conference rooms, laboratories, etc.

3. The building layout should promote networking.

4. 80% - 90% of the building space should be leasable.

5. Among incubator consultants, 30,000 square feet is commonly consider to be an optimal size for cost efficiencies. The majority of incubators – 61 percent – were less than 40,000 square feet.

BOARD OF DIRECTORS

Advisory boards should have between 8 and 20 individuals and include the following types of professionals:

Graduate Firm

Experienced Entrepreneur

Local Economic Developer

Corporate Executive

Finance Professional

Business Lawyer

University Official

Chamber of Commerce

Marketing Professional

Product Engineer

Local Elected Official

Real Estate Developer

MANAGEMENT

Having a staff with sufficient resources – including time – to effectively deliver key services is critical to the success of an incubator. Staff should implement the following management practices:

- ➢ Collecting outcome data
- ➢ Providing pre- and post- incubation services
- ➢ Conducting periodic reviews of the budget, service providers, and other program activities
- ➢ Showcasing clients and marketing the program
- ➢ Developing effective entry and exit criteria for the incubator

PROGRAMS & SERVICES

Services that are statistically significantly related to client firm performance include:

Entrepreneurial Training

access to investment capital

gateway to relationships with higher ed

production assistance (R&D and prototyping)

mentor programs

GRADUATING CLIENTS

A business incubation program should establish graduation policies that include specific criteria relative to its mission and its ability to provide continued value to the client.

- Outgrowing incubator facilities or need for stand-alone location
- Hiring a certain number of employees
- Achieving a positive cash flow
- Merging with another company
- Obtain short and long term funding
- Establishing an independent board of directors

BEST PRACTICE

- Incubation programs that receive public funding should be required to implement industry best practices.
- Funding agencies should require publicly funded incubation programs to collect outcome data to monitor the impact of public investments.
- External, independent evaluators should conduct periodic assessments of business incubation programs receiving public support.
- Programs receiving public support should be required to submit annual reports to their public funding source.
- Once incubation programs that receive public support are collecting adequate data and implementing industry best practices, other complementary policies should be considered.
- Most high-achieving incubators are not-for-profit models.
- Public sector support contributes to program success.
- Collectively, measures of a region’s capacity to support entrepreneurship have limited effect on incubation program outcomes.

// A special meeting of the Council of the City of Lynchburg was held on the 1st day of February, 2018, at 9:00 A.M. in the 2nd Floor Training Room, City Hall, Joan Foster, President, presiding. The purpose of the meeting was to conduct City Council's Annual Budget Retreat. The following Members were present:

Present: Mary Jane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow, Treney Tweedy, Sterling A. Wilder, Joan F. Foster 7

Absent: 0

// Mayor Foster welcomed everyone and gave an overview of the Budget Retreat.

// City Manager Bonnie Svrcek provided a brief overview of the highlights of Major Departmental Accomplishments and Challenges for Calendar Year 2017. Ms. Svrcek provided to Council a compilation of responses of accomplishments and challenges from Department Directors regarding their major accomplishments for Calendar Year 2017 and challenges and concerns moving forward.

// Chief Financial Officer Donna Witt provided an overview of FY 2019 General Fund Projected Revenues and Submitted Expenditures.

<u>FY 2019 Revenue Highlights</u> – With the changing environment, Revenue sources are projected with a very cautious and conservative approach

- Decreased Growth in Sales Tax
- Nominal Growth in Meals Tax
- Flat Real Estate Assessments
- Liberty University Capped Residential Program
- Increase Popularity of Air BnBs
- Increased on-line Shopping

<u>Major Revenues</u>

- Net Current Real Property
- Personal Property – Local Portion
- Local Sales and Use Tax
- Motor Vehicle Licenses
- Business License Tax

- Lodging Tax
- Meals Tax
- Amusement Tax

FY 2019 Revenue Highlights

- Non-Dedicated Revenues are projected to increase $140,000 over FY 2018 Adopted and $158,000 less than FY 2017 Actual Non-Dedicated Revenue
- Dedicated Revenues are projected to increase $740,000 over FY 2018 Adopted and $916,000 less than FY 2017 Actual Dedicated Revenue
- Total Projected Increase over FY 2018 Adopted Budget $880,000 or 0.5%

// City Council took a break at 10:38 A.M. and reconvened at 11:04 A.M.

FY 2019 Submitted Expenditures (General Fund)

- Overview of major SUBMITTED expenditures to comply with budget instructions to reduce department budgets to achieve an overall 2% reduction (reductions requested based on the size of the department budget).
- All Departments cut expenditures requests as directed to meet the reduction target.
- Highlights not intended to be inclusive

FY 2019 Submitted Expenditure Highlights

Council/Managers Offices

- Eliminate Federal Relations Liaison services

City Attorney

- Eliminate New Assistant City Attorney Position created in FY 2018 for succession planning and assist with Social Services case load

Commissioner of Revenue

- Eliminate new Financial Professional III position created in FY 2018 to assist with Revenue Assessments

Financial Services

- Eliminate Financial Tech III position that is assistant to the Chief Financial Officer and assists with Budget development

Human Resources

- Reduce the City-wide training and development budget which impacts EDGE and other City staff training opportunities

Information Technology

- Eliminate a Network Analyst position which will create longer support response time
- Reduce training budget which impacts the ability to support application software upgrades

Judicial Administration

- Sheriff's Office – reduce temporary budget which impacts deputy support in court facilities

Public Safety

- Eliminate Community Action Team (CAT) Unit (7 officers and 2 civilian positions)
- Eliminate Crisis Intervention Team (CIT) Coordinator (.7 FTE)
- Eliminate the majority of the Animal Control Unit (3.73 FTE)

Fire

- Eliminate 8 firefighters which puts an engine or ladder truck out of service every day

Emergency Services

- Eliminate Emergency Medical Dispatch Program including one communications specialist position, training and dues

Public Works

- Building Maintenance – Eliminate one Building Services Coordinator which impacts support for City Hall
- Refuse – Eliminate All Recycling Drop-Off Sites (7)

Health and Welfare

- Juvenile Services – Eliminate Youth Planner position in Juvenile Services which impacts future prevention programs and services

Parks and Recreation

- Eliminate all City-Sponsored Special Events Funding including support for City services such as street closures, venue set-up and public safety
- Eliminate Internet Service for 3 Community Centers which impacts students on-line homework needs and ability to offer computer classes and public use
- Reduce funding for staff costs at Miller Park Pool which may result in shortened pool operating hours

Community Development

- Community Development Director - Reduce salary support for the Downtown Lynchburg Association (DLA) Executive Director resulting in reduction of communication efforts to Downtown businesses and possible elimination of the Get Downtown and other events.

Economic Development, Tourism and Museums

- Realize efficiencies from the merger of Economic Development and Tourism
- Eliminate 3 Temporary positions that are no longer needed

Communications and Marketing

- Eliminate Lynchburg is Listening software which diminishes department's ability to communicate with citizens
- Reduce marketing funding which impacts the City's ability to promote it's services and programs, being proactive in addressing issues and providing support to departments that do not have marketing resources

Other Major Highlights consist of the following:

- Placeholder for Schools $42,028,498 (Same as FY 2018)
- School Buses additional $713,000
- Blue Ridge Regional Jail decrease $604,196 from FY 2018 Adopted Budget
- Line of Duty increase $110,000 over FY 2018 Adopted Budget
- Reserve for Contingency $1.2 million

// After Council discussed some highlights of the suggested 2 percent reduction, Ms. Witt presented several possible scenarios for how the budget could be balanced with the conservatively projected revenue of $184,182,327 for fiscal year 2019. The three scenarios were calculated without the inclusion of cuts from the school system since that has not been determined. Ms. Witt further stated if a budget is created with all of the proposed cuts, the City still would be faced with a $564,133 gap between revenues and expenses. In the second scenario, with all the public safety spending restored in the budget, there still would be a gap of $1,919,906 between revenues and expenses. The third scenario showed what would happen if Council did not cut spending, still a budget gap of $2,722,705.

<u>Scenario #1</u>

- Total Projected Revenues $184,182,327
- Total Submitted Expenses $184,746,640
- GAP ($564,133)

<u>Scenario #2</u>

- Total Projected Revenues $184,182,327
- Total Submitted Expenses $184,746,460
- Total Submitted Expenses $186,102,233 (with Public Safety restored)
- GAP ($1,919,906)

<u>Scenario #3</u>

- Total Projected Revenues $184,182,327
- Total Submitted Expenses $186,905,032 (with all department reductions restored)
- GAP ($2,722,705)

Council Member Nelson mentioned that the real estate revenue has tremendous properties that do include discounts to non-profits and colleges. Would like to see a breakdown of what percentage of revenue comes from residential, commercial, industrial and others? There is growth in the City why do we continue to be flat. Council Member Perrow added, would like to see what the rate change or growth has been over the past ten years in residential, commercial and industrial. Council Member Helgeson responded with concern at the drastic cuts to services put forth by the departments and asked for a more moderate proposal. He went on to say in order to reduce the budget in a way that preserves public safety spending he would support more cuts to the public schools as a possible solution. Mayor Foster commented on Council Member Helgeson's concern saying cutting money to the schools could cost the City in the long run with increased crime and fewer young people prepared for the workforce. Council Member Perrow added to the discussion to make sure the City Manager and staff decides what cuts to put in the budget based on data provided by the departments, which is a depth of knowledge City Council does not have.

Additional funding items placed in Parking Lot

- Federal Funding
- State Funding
- Compensation
- Impact of Results of Salary Study
- Health Care Costs
- Social Media Coordinator
- Cybersecurity

// City Manager Bonnie Svrcek provided the Proposed FY 2019 Budget Development Guiding Principles for discussion and direction:

Proposed FY 2019 Budget Development Guiding Principles

1. Balance with no new revenue requirement
2. Preserve funding for public safety
3. Use Council Focus Areas (Poverty, Infrastructure, Workforce, Economic Development) as cornerstones for budget proposal
4. Tie funding decisions to 2017 National Citizen Survey results if possible
5. Preserve quality of life programs
6. Comply with our Financial Policies
7. Identify – Technology
8. Identify steps of outcome of non-tax property
9. Protect the Revenues - Tax Base

// Chief Financial Officer Donna Witt provided the overview of FY 2019 – FY 2023 Capital Improvement Program Submissions and Funding Availability.

Capital Improvement Projects Submitted FY 2019 – FY 2023

- Building Projects
    - Major Building Repairs and Improvements
    - Parking Deck Repairs and Maintenance

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  - Roof Replacement
- Building Projects
  - Public Safety Complex
  - New Downtown Parking Deck Facility
- Reserves
  - City Baseball Stadium Capital Maintenance Reserve
  - Snow, Street, and Bridge Reserve

Capital Improvement Projects Requested FY 2019 – FY 2023

- Transportation Projects
- Transportation Projects Total by Funding Sources
- Economic Development Projects
- Miscellaneous (Radio Replacement)
- Parks and Recreation Projects
- Schools – Renovation/Replacement Projects

The sources of project funding for FY 2019 – FY 2023 are: Local Funding = 10%; State Funding = 10%; Federal Funding = 80% and Other Funding = 0%. The State Funding may be impacted beginning in FY 2019 due to an anticipated shortfall in funding if additional revenue sources are not identified. Depending upon the capital item, State Funding may be reduced or eliminated due to the shortfall.

FY 2019 Proposed General Fund Pay-As-You-Go Capital Projects

• Pay-As-You-Go Available	$4,000,000
o Buildings	3,623,380
o Transportation	1,325,000
o Economic Development	1,000,000
o Parks and Recreation	938,000
o Miscellaneous	211,208
o Reserves	350,000
o Schools	570,000
Total General Fund Pay-As-You-Go	$8,017,588

Preliminary Initial GAP based on
Submissions with no deferrals ($4,017,588)

Pay-As-You-Go History

Fiscal Year	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
FY 2018	1,655,377
Projected FY 2019	4,000,000

After the presentation on the FY 2019 Submitted Budget, Council raised the questions listed below, which require staff follow-up:

1. Provide the breakdown of Real Estate Assessments by category and provide the percent (%) of the total.
2. Define Use Tax
3. For Sales and Use Tax, what is the percent (%) of big box stores to other retail stores?
4. For Sales and Use Tax, what is the percent (%) of Sales vs. Use?
5. What is the total collected for the $1 per room per night for 10 fiscal years?
6. What is the Occupancy Rate?
7. What is the history of Hillcats Admission Tax payments?
8. For Amusement Tax, what is the percent (%) of movies to other events?

// The Budget calendar was reviewed with one change, the FY 2019 Budget Public Hearing scheduled for April 3, 2018 has been changed to April 9, 2018 at 7:00 P.M.

// Some of the Council remarks regarding the Budget Retreat included that it was a very good retreat, thanked the City Manager, Deputy City Manager and others for a good conversation and discussion, great exchange and appreciate the interaction and all the hard work that had been put into the preparation for the Budget Retreat.

// The meeting was adjourned at 1:50 P.M.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **6**

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

ITEM TITLE: Building and Zoning Fees

KEY ELEMENTS:
__Economic Development X_Excellent Government _X_Natural and Built Environment _X_Safe Community ___Vibrant Community

RECOMMENDATION: After holding a public hearing, adopt the proposed amendments to the zoning and building fee schedule.

SUMMARY: The Department of Community Development has identified five (5) fees charged by a number of other Virginia localities to offset staff costs for development review services. These "user fees" are specific to services that are typically not part of the normal review process or are used as deterrents for not meeting the permitting requirements. Of the sixteen (16) surveyed jurisdictions, at least half of them charge the proposed fees. Lynchburg last adopted changes to the building and zoning sections of the development fee schedule in 2003.

Although a legal notice and public hearing are only required for changes to zoning fees, all of the fees were advertised to help notify the public and solicit feedback. The proposed fees are as follows: (i) zoning certification letters - $100 (ii) working without a building permit - $100 (iii) increase building re-inspection fees from $25 to $50 (iv) temporary certificate of occupancy - $150 for 30 days (v) issuance of a certificate of occupancy for an existing structure - $75.

If adopted, the program will be communicated through various outlets to notify residents and industry professionals prior to and after the recommended May 1st effective date.

PRIOR ACTION: N/A

FISCAL IMPACT: If all fees are adopted, the additional annual revenue is estimated at $20,000.

CONTACT(S): Kent White, Director of Community Development – 455-3900
Doug Saunders, Building Official – 455-3910
Kevin Henry, Zoning Administrator – 455-3900

ATTACHMENTS:
Resolution
Presentation Slides

REVIEWED BY: bms

RESOLUTION:

WHEREAS, SECTION 15.2-2286.6 of the Code of Virginia authorizes localities to collect fees to cover the costs incident to the administration of the zoning ordinance.

WHEREAS, Section 36-105 of the Code of Virginia authorizes localities to levy fees to defray the cost of administering and enforcing the Uniform Statewide Building Code.

NOW, THEREFORE, BE IT RESOLVED that in order to defray the cost of administering and enforcing the Zoning Ordinance and Uniform Statewide Building Code the Lynchburg City Council hereby establishes the following revised fees to be effective May 1, 2018.

COMMUNITY DEVELOPMENT DEPARTMENT
FEE SCHEDULE

BUILDING INSPECTIONS

Application Type	Total Valuation	Fee
Building (new), Repair, Electrical, Mech., Gas, Plumbing	$1- 1,000	$40
	$1,001- 50,000	$40 for 1st $1000 + $5 for each additional $1000
	$50,000- 100,000	$285 for 1st $50,000 + $4 for each additional $1000
	$100,0001-500,000	$460 for 1st $100,000 + $3 for each additional $1000
	$500,001 and up	$1,660 for 1st $500,000 + $2 for each additional $1000
Plan Checking Fee (when construction exceeds $1000)	10% of permit fee (in addition to permit fee)	
Permit cancellation Fee		$50
Manufactured Housing	$75 (single wide) $100 (double wide)	
Elevators		$42
Tent & Membrane Structures over 900 sq.ft.		$50
Demolition (Residential)		$250
Demolition (Commercial)		$400
Moving Fee		$100
Asbestos Removal		$30
Building Code Appeals		$200
Re-inspection (New Construction Permits)		~~$25~~ **$50**
Certificate of Occupancy for Existing Building		**$75**
Temporary Certificate of Occupancy		**$150 per 30 days**
Working Without a Building Permit		**$100**

CODE COMPLIANCE

Application Type	Fee
Rental Inspection	$50
1st Rental Follow-up inspection	Free
2nd, 3rd, 4th, etc. Rental Follow-up inspections	$50 each

PLANNING

Application Type	Fee
Rezoning	$400 + $75 per acre (max. $7,900) + legal notices
Conditional Use Permit (CUP)	$400 + legal notices
Minor Subdivision (boundary line adjustment)	$75
Major Subdivision	$150 + $30 per lot
*Minor Site Plan (Commercial/Multi-Family)	$150
Major Site Plan (Commercial/Multi-Family)	$300 + $50 for every developed acre
*Minor Site Plan (Industrial)	$100
Major Site Plan (Industrial)	$200 + $35 for every developed acre
Certificate of Appropriateness (COA)	Free
Street/Right of Way Vacation	$75 + legal notices

*Consult with Planning Division in order to determine if the project qualifies as a minor site plan

ZONING & NATURAL RESOURCES

Application Type	Fee
Variance (Residential)	$200
Variance (Commercial)	$400
Zoning Certification Letter	~~Free~~ $100
Zoning Determination Letter	Free
Zoning Approval Form	Free
Appeal	$75
Sign Permit (greater than 50 sq.ft.)	$100
Sign Permit (less than 50 sq.ft.)	$50
Land Disturbance Permit	$50

STORMWATER PERMITTING

Common Plan of Devlpmt. / Land Disturbance	Issuance	Modification	Maintenance
Common Plan of Development < 1 acre	$290	$20	$50
Common Plan of Development 1 – 5 acres	$2,700	$200	$400
Common Plan of Development 5 – 10 acres	$3,400	$250	$500
Common Plan of Development 10 – 50 acres	$4,500	$300	$650
Common Plan of Development 50 – 100 acres	$6,100	$450	$900
Common Plan of Development > 100 acres	$9,600	$700	$1,400

Adopted:

Certified: ______________________________

Clerk of Council

021K

Building and Zoning Fees

Department of Community
Development

February 27, 2018

Fee Comparison

- Council requested staff monitor development fees.
- Based on a comparison list of 16 localities, including 10 Virginia First Cities, four surrounding counties, and two additional localities in the Piedmont and Southwest areas of the Commonwealth.
- Staff identified 5 City services that at least half of the jurisdictions charge fees to offset staff costs.
- These "user fees" are focused on specific requests or used as deterrents for not meeting the City's permitting requirements.

Zoning Certification Letters

- Letters are often requested by private firms, in order to guarantee that the properties are in compliance with local zoning codes for refinancing, loans and property transfers.
- Over the past year these requests have become more frequent and require more staff time.
- **Implemented by 10 of 16 localities; Average Fee - $128**
- Average Frequency: 50 times per year
- The **proposed $100 fee** would help the City recover the expense of staff research for the final letter and supporting documentation.

Working Without a Building Permit

- Building codes are minimum requirements to protect the safety of occupants and neighbors.
- Work without a permit currently results in a stop work order and direction to obtain a permit.
- Failure to have work inspected can result in issues with the structure and danger to residents.
- **Implemented by 8 of 16 localities; Average Fee - $120**
- Average Frequency: 15 violations reported per year
- The **proposed $100 fee** would help offset additional staff time to address the issues and serve as a deterrent to working without a permit.

Building Permit Re-inspection Fee

- A Notice of Violation is issued for each violation of the Building Code.
- A re-inspection fee of $25 is charged for the third inspection of the same Building Code violation.
- **Implemented by 15 of 16 localities; Average Fee - $50**
- Average Frequency: 30 times per year
- The **proposed increase to $50** would be applied to cover additional staff time to re-inspect the same code violation a third time.

Temporary Certificate of Occupancy

- Temporary Certificates of Occupancy allow a building to be occupied prior to final completion of the building.
- These are special requests to assist with owner financing or to allow partial use of the building.
- Often requires a lot of staff time/coordination.
- **Implemented by 10 of 16 localities; Average Fee - $155**
- Average Frequency: 25 times per year
- The **proposed $150 fee** would help offset staff time associated with research, monitoring, processing bonds, etc. for this service.

Certificate of Occupancy for Existing Buildings

- Certificates of Occupancy are required for structures to certify they meet Building Code.
- For instances where a building permit is not required, staff may help determine occupancy load, use, and similar requirements.
- **Implemented by 13 of 16 localities; Average Fee - $75**
- Average Frequency: 120 times per year
- The **proposed $75 fee** would help offset staff costs for this service.

Staff Recommendation

Continue to provide these flexible development options at a cost per service to help offset staff time:

- zoning certification/determination letters - $100
- working without a building permit - $100/violation
- increase building re-inspection fees - $25 to $50
- temporary certificate of occupancy - $150/30 days
- certificate of occupancy for existing structure - $75

The proposed fees would be effective May 1st.

Outreach

- Notifications at the Customer Service Center
- Community Development website
- “**Good to Know**” Social Media Campaign
- Topic at upcoming “Code Update” session(s)

Questions?

AGENDA ITEM # 7

From: Tommy Meadows [mailto:meadowstl@lcsedu.net]
Sent: Wednesday, February 21, 2018 8:10 AM
To: Chambers, Valeria
Subject: Feb. 27 City Council Meeting

I am sending a request to speak at the Feb. 27th city council meeting. I will be speaking for a group (Teachers United With A Voice). The topic that I will be speaking on is the city budget as it pertains to the Lynchburg City Schools.

There is an attachment to this email that I would like distributed to each council member as I will reference it during my speech.

Thanks for you help.

Tommy Meadows

Salary Scale 2008-09 / 2017-18

025K

Salary Scale Comparison	08/09 to 17/18				Chart #3	
Step	**2008-09**	**2017-2018**	**Gain or loss**	**% Gain or loss**		
0	$33,969.00	$39,535.20	$5,566.20	**16.39%**	**Step 0 has seen a 16% increase**	
1	$34,552.00	$39,535.20	$4,983.20	**14.42%**		
2	$35,156.00	$39,535.20	$4,379.20	**12.46%**	Steps 1-11 have seen an average of	
3	$35,771.00	$39,535.20	$3,764.20	**10.52%**	7% increase	
4	$36,397.00	$39,743.28	$3,346.28	**9.19%**		
5	$37,034.00	$39,743.28	$2,709.28	**7.32%**		
6	$37,683.00	$39,743.28	$2,060.28	**5.47%**		
7	$38,342.00	$39,743.28	$1,401.28	**3.65%**		
8	$39,013.00	$41,565.00	$2,552.00	**6.54%**		
9	$39,696.00	$41,565.00	$1,869.00	**4.71%**		
10	$40,390.00	$41,565.00	$1,175.00	**2.91%**		
11	$41,097.00	$41,565.00	$468.00	**1.14%**		
12	$41,816.00	$41,565.00	-$251.00	**-0.60%**	**Steps 12-22 have seen a loss**	
13	$42,548.00	$42,071.08	-$476.92	**-1.12%**	**of about 1%**	
14	$43,293.00	$42,807.39	-$485.61	**-1.12%**		
15	$44,050.00	$43,557.56	-$492.44	**-1.12%**		
16	$44,821.00	$44,319.31	-$501.69	**-1.12%**		
17	$45,606.00	$45,094.91	-$511.09	**-1.12%**		
18	$46,404.00	$45,884.38	-$519.62	**-1.12%**		
19	$47,216.00	$46,686.57	-$529.43	**-1.12%**		
20	$48,042.00	$47,503.79	-$538.21	**-1.12%**		
21	$48,883.00	$48,334.87	-$548.13	**-1.12%**		
22	$49,738.00	$49,180.99	-$557.01	**-1.12%**		
23	$55,609.00	$50,042.14	-$5,566.86	**-10.01%**	**Steps 23-30 have seen a**	
24	$56,582.00	$50,917.16	-$5,664.84	**-10.01%**	**decrease of over 10%**	
25	$57,572.00	$51,808.34	-$5,763.66	**-10.01%**		
26	$58,683.00	$52,715.71	-$5,967.29	**-10.17%**		
27	$59,710.00	$53,638.13	-$6,071.87	**-10.17%**		
28	$60,755.00	$54,576.71	-$6,178.29	**-10.17%**		
29	$61,818.00	$55,531.47	-$6,286.53	**-10.17%**		
30		$56,503.57	-$5,314.43	**-8.60%**		
31		$57,491.88	-$4,326.12	**-7.00%**	**Step 31 has seen a 7% decrease**	
32		$64,278.13	$2,460.13	**3.98%**		
33		$65,278.13	$3,460.13	**5.60%**		
34		$65,402.81	$3,584.81	**5.80%**	Steps 32-37 have seen an average of	
35		$66,547.15	$4,729.15	**7.65%**	8% increase	
36		$69,018.45	$7,200.45	**11.65%**		
37		$70,226.36	$8,408.36	**13.60%**		
38		$71,455.08	$9,637.08	**15.59%**	**Step 38 has seen @ 16% increase**	

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **8**

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

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase one chest compression device, one stretcher, AND one cardiac monitor/defibrillator.

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X__Safe Community _X_Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $62,817 with resources of $32,826 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) grant and $29,991 from the FY 2018 General Fund Fire Department budget to purchase one (1) chest compression device, one (1) Power Pro stretcher, and one (1) cardiac monitor/defibrillator.

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 submitted a request through the RSAF grant to purchase specialized EMS equipment and was awarded funding. The chest compression device, stretcher, and cardiac monitor/defibrillator will replace current in-service equipment, all of which have exceeded the manufacturer's recommended useful life. Regularly scheduled preventative maintenance provided by the manufacturers through service agreements have allowed the equipment to remain in service past the recommended useful life. However, parts are no longer being made for some of the older devices.

The grant requires a local match. The Department requested funding under a hardship justification, which would require a 20 percent local match. However, the funding was awarded with a 50 percent local match. The itemized cost: chest compression device--$14,736; stretcher--$18,045; and cardiac monitor/defibrillator--$30,036. With a total cost of $62,817, the local match is $29,991.

PRIOR ACTION(S): Finance Committee, September 26, 2017
Finance Committee, February 27, 2018

FISCAL IMPACT: $29,991 in matching funds will be provided from the FY 2018 General Fund Fire Department budget. Future funds will be needed for regularly scheduled preventative maintenance of the equipment.

CONTACT(S): Fire Chief Greg Wormser, 455-6340
Acting Deputy Chief Heather Childress, 455-6360
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $62,817 is appropriated with resources of $32,826 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $29,991 transferred from the FY 2018 General Fund Fire Department budget to purchase one chest compression device, one Power Pro stretcher, and one cardiac monitor / defibrillator for the Fire Department.

Introduced: February 27, 2018 Adopted:

Certified: ______________________________

Clerk of Council

023K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **9**

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

ITEM TITLE: City Code Revisions for Use of and Excavation in the Public Right of Way

KEY ELEMENTS:
___Economic Development ___Excellent Government _**X**_Natural and Built Environment _**X**_ Safe Community ___Vibrant Community

RECOMMENDATION: Adoption of the following City Code updates and revisions listed below.

SUMMARY: The Lynchburg Police Department requested clarification of the penalty for enforcement of City Code Sections 25-212 and 35-12 as they relate to unauthorized persons blocking the roadway. The Engineering Division revisited these sections of Code, and after consulting with the City Attorney, staff recommends the attached updates to the City Code to match current state statutes. This action will also codify the right-of-way permit process, which is a current City practice, and add the specific penalty reflected in the state statute (class 4 misdemeanor).

The updates mentioned above also involved Code Sections 25-271, 35-19, and 35-55. These sections of Code have also been revised to reflect current practice and match state statutes. This language was also reviewed and approved by the City Attorney.

Engineering staff has conducted preliminary meetings with the waste management businesses currently operating in the City to review proposed changes. The initial reaction has been positive.

PRIOR ACTION(S): Reviewed by the Physical Development Committee on 2/13/18
Code sections 25-212 and 35-12 were last updated in 1981
Code sections 35-19 and 35-55 were last updated 10/23/2006
Code section 25-271 was last updated 1/4/2010

FISCAL IMPACT: The recommended action will provide a revenue stream from permit fees to partially offset staff time utilized to issue and inspect permits under these code sections.

CONTACT(S): Don DeBerry, City Transportation Engineer – 455-3935
Lee Newland, City Engineer – 455-3947
Gaynelle Hart, Director Public Works – 455-4406

ATTACHMENT(S):
Proposed Code revisions to sections 25-212, 25-271, 35-12, 35-19, 35-55

REVIEWED BY: bms

ORDINANCE:

Sec. 25-212. - Others than official signs prohibited.

No unauthorized person shall erect or maintain upon any highway any warning or direction sign, marker, signal or light in imitation of any official sign, marker, signal or light erected under the provisions of this chapter, and no person shall erect or maintain upon any highway any traffic or highway sign or signal bearing thereon any commercial advertising. Nothing in this section shall be construed to prohibit the erection or maintenance of signs, markers or signals bearing thereon the name of an organization which has been authorized to erect the same by the ~~state highway commission or by the~~ city manager as provided by law; nor shall this section be construed to prohibit the erection by contractors or public utility companies of temporary signs approved by the ~~state highway department~~ city, as provided by Section 35-12 of the city code, warning motorists that work is in progress ~~upon the highway~~ on or adjacent ~~thereto~~ to the highway.

Any violation of this section shall constitute a class 4 misdemeanor.

Sec. 35-12. - Protective devices.

When any work is being done on any street, alley, sidewalk or other public way or on structures abutting thereon, which may endanger persons passing thereon or thereby, barriers or other protective devices approved by the ~~director of community services~~ transportation engineer or the transportation engineer's designee, by application for and issuance of a right of way permit shall be erected and maintained to protect the public against any danger which may be presented to the public by reason of such work. Such barriers and devices shall be so constructed as to provide a light or other illumination during hours of darkness. Fees for right of way permits shall be set by the city manager. These fees are subject to annual review and revision by the city manager

Traffic signs and traffic signals and markings placed or erected pursuant to this title shall conform in size, design, and color to those erected for the same purpose by the Department of Transportation.

The city transportation engineer may classify, designate, and mark highways and provide a uniform system of traffic control devices for such highways under the jurisdiction of the city. Such system of traffic control devices shall correlate with and, so far as possible, conform to the system adopted in other states.

All drivers of vehicles shall obey lawfully erected traffic control devices.

No provision of this section relating to the prohibition of disobeying traffic control devices or violating local traffic control devices shall be enforced against an alleged violator if, at the time and place of the alleged violation, any such traffic control device is not in proper position and sufficiently legible to be seen by an ordinarily observant person.

Any violation of this section shall constitute a class 4 misdemeanor.

Sec. 35-19.1. Sale and Display of Merchandise or Placement of Items within Public Right-Of-Way in the Downtown Business District. Sec. 35-19.1.

Sale and display of merchandise or placement of items within public right-of-way in the downtown business district.

(a) In order to help encourage the growth and development of businesses in the downtown business district, a business may apply for an annual permit allowing the business to display goods, wares or merchandise, or to place showcases, menu easels, benches or tables and chairs for customers, signs and similar items within the public right of-way adjacent to the business.

(b) Any business in the downtown business district that desires to place items in the public right-of-way shall make written application to the department of public works.

The application shall contain the following information:

(1) The name, address, and telephone number of the business,

(2) A description of and the proposed location of the items,

(3) The name, address and telephone number of the person that will be responsible for overseeing the placement and removal of the items in and from the public right-of-way, and

(4) Any other information the department of public works decides is necessary to determine if the items can be safely placed in the public right-of-way.

(c) If, in the opinion of the department of public works, the proposed items can be located in the public right-of-way without endangering the public safety an annual permit shall be issued allowing the placement of the items in that portion of the public right-of-way that is adjacent to the business submitting the application. Such items shall be located so as not to cause any inconvenience or danger to persons using the public right-of-way or create unsightly conditions.

All items placed on a public sidewalk shall be located in such a manner as to leave at least four (4) feet of clearance between the item and edge of the curb. Items shall not be placed within three (3) feet of any public area that is improved with flowers, shrubs, trees or other landscaping. A permit shall state whether or not the items can remain in the public right-of-way for a twenty-four (24) hour period or must be removed at the end of the business day. A business that receives a permit to place items in the public right-of-way shall keep the permit on the premises and shall allow city representatives to inspect the permit during regular business hours.

(d) No item placed in the public right-of-way shall be used for the advertisement, display or sale of alcohol or tobacco products or for the consumption of any alcoholic beverage.

(e) A permit shall be revoked upon a finding by the department of public works that the items located in the public right-of-way cause any inconvenience or danger to persons using the public right-of-way or create an unsightly condition. A permit may also be revoked if any of the information supplied on the application is discovered to be false or misleading or if the applicant fails to maintain the insurance required in paragraph "f" of this section. Upon notification that its permit has been revoked the business, at its sole expense, shall immediately remove all items from the public right-of-way and restore the right-of-way to its former condition. If a business fails to remove items that were placed in the public right-of-way after having been notified to do so the city may remove such items at the expense of the business.

(f) Before placing any items in the public right-of-way the business must execute an agreement holding the city harmless against all claims for personal injury or property damage resulting from the use of the public right-of-way and must furnish the city with a certificate of insurance with general liability and property damage coverage in such amount and form as shall be approved by the city's risk management coordinator. The certificate of insurance shall include the City of Lynchburg, its officers and employees as additional insureds.

(g) This section shall not apply to newspaper vending machines ~~and public telephone facilities~~; however, such items must be located in such a manner so as not to cause any inconvenience or danger to persons using the public right-of way.

(h) A violation of this section shall constitute a class ~~3~~ 4 misdemeanor, each day such violation is committed or permitted to continue shall constitute a separate offense.

Sec. 35-55. - Inspection fee; deposit.

Before any permit shall be issued under the provisions of this article, the applicant therefor shall deposit with the city an inspection fee in accordance with the current fee schedule maintained in the city engineering department~~. the amount of twenty-five dollars ($25.00) for each permit applicable to an area not exceeding ten (10) square feet plus fifty cents ($0.50) for each square foot in excess thereof.~~ These fees are subject to annual review and revision by the city manager ~~city council~~. If in the opinion of the city engineer a permit requires more than the usual routine administrative and inspection time, the utility shall be billed for all costs associated with this permit at a cost plus an overhead rate.

To ensure the restoration of the excavated area (for a minimum of one (1) year), the applicant shall also submit a bond, certified check, or other method of surety as approved by the city attorney. The amount of said bond, certified check, or surety shall be determined by the city engineer or such other person or persons as the city may from time to time designate. (Code 1959, § 30-3; Ord. of 8-8-78; Ord. No. O-84-141, § 1, 6-12-84; eff. 7-1-84; Ord. No. O-88-062, § 1, 3-22-88, eff. 7-1-88; Ord. No. O-92-144, 5-12-92)

~~Last updated date: 10/23/2006 4:15:21 PM~~

Sec. 25-271. Construction dumpster permits.

Dumpster permits are required in order to place dumpsters in on-street parking spaces or on the city's right-of-way. Permits are issued by the ~~inspections division of the community development department.~~ (Ord. No. O-09-123, 10-13-09, eff. 1-1-10) engineering department under authority of Code Section 35-12.

~~Last updated date: 1/4/2010 7:54:18 AM~~

Adopted:

Certified: ______________________________
Clerk of Council

022K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **10**

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

ITEM TITLE: Additional City Street Mileage for Virginia Department of Transportation (VDOT) Highway Maintenance Payments

KEY ELEMENTS:
___Economic Development _X_ Excellent Government _X_ Natural and Built Environment __Safe Community ___Vibrant Community

RECOMMENDATION: Approve the attached resolution requesting the Virginia Department of Transportation (VDOT) to increase the official City Street lane mileage for reimbursement of highway maintenance funds for FY 2019.

SUMMARY: When necessary, the City submits a list of new or improved streets to VDOT for acceptance into the street maintenance system for payments. For FY 2019, staff determined 3.43 miles of street centerline segments that needed to be added into the street maintenance system. This action is to add these segments for additions of 7.00 lane miles.

PRIOR ACTION(S): None

FISCAL IMPACT: 7.00 additional lane miles of local streets for an increase in highway maintenance funds in the amount of $92,971 annually.

CONTACT(S): Lee Newland, City Engineer – 455-3947
Gaynelle Hart, Director Public Works – 455-4406

ATTACHMENT(S): Resolution
Form U-1
Maps

REVIEWED BY: bms

RESOLUTION:

WHEREAS, the Virginia Department of Transportation (VDOT) requires action to increase the lane mileage for street maintenance entitlement funds from the Commonwealth; and,

WHEREAS, 7.00 lane miles of local and arterial streets have been identified to be added to the system; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The Lynchburg City Council requests the Commonwealth Transportation Board to approve the addition of lane mileage as enumerated on Form U-1.

Adopted:

Certified: ______________________________
Clerk of Council

026K

Appendix B

Form U-1 (Rev. 10-1-2014)

LOCAL ASSISTANCE DIVISION
VDOT
REQUEST FOR STREET ADDITIONS AND DELETIONS
FOR STREET PAYMENTS
SECTION 33.2-319
CODE OF VIRGINIA

MUNICIPALITY: City of Lynchburg

STREET NAME ROUTE NUMBER *	TERMINI FROM	TO	R/W WIDTH (FEET)	PAVEMENT WIDTH (FEET)	CENTER-LANE MILES	NUMBER OF LANES	LANE MILES	FUNC. CLASS. (T&MPD USE ONLY)
Aaron Pl.	0.07 W Wards Ferry Rd.	0.14 W Wards Ferry Rd.	50’	24’	0.07	2	0.14	
Abattoir St.	Campbell Ave.	End	Varies	35’	0.08	2	0.16	
Amaya Dr.	Bon Ton Rd.	End	50’	25’	0.14	2	0.28	
Clemmons Lake Pl.	Jefferson Ridge Parkway	End	50’	20’	0.26	2	0.52	
Craftsman Way	Boonsboro Rd.	End	60’	25’	0.15	2	0.30	
Creekview Ct.	Emeline Dr.	End - West	50’	25’	0.18	2	0.36	
Gardens Way	Beverly Hills Cir	Candlewood Ct	50’	30’	0.06	2	0.12	
Greenview Dr. Additional Lanes	Hermitage Rd.	0.04E Leesville Rd.	108’	36’	0.37	2	0.74	
John Capron Dr.	0.1 E of Cohen Pl	0.15 E of Cohen Pl	70’	30’	0.05	2	0.10	
Liberty Mountain Dr.	Candlers Mtn Rd.	0.47 E CMR	67’	35’	0.47	2	0.94	
Liberty Mountain Dr.	0.47 E Candlers Mtn Rd.	0.93 E CMR	67’	35’	0.46	2	0.92	
Logans Ln.	Timberlake Dr.	End	85’	20’	0.21	2	0.42	
Lucado Pl.	Court St.	End	32’	22’	0.03	2	0.06	

STREET NAME ROUTE NUMBER *	TERMINI FROM	TERMINI TO	R/W WIDTH (FEET)	PAVEMENT WIDTH (FEET)	CENTER-LANE MILES	NUMBER OF LANES	LANE MILES	FUNC. CLASS. (T&MPD USE ONLY)
Meriwether Rd.	Scenic Dr.	End	Varies	16’	0.38	2	0.76	
Overstreet Lane	0.29 S Boonsboro Rd.	0.60 S Boonsboro Rd.	Varies	16’	0.31	2	0.62	
Preserve Dr.	0.27 East of Link	End	50’	30’	0.12	2	0.24	
Seventeenth St.	Taylor St.	Floyd St.	30’	16’	0.12	2	0.24	
Seventeenth St.	Buchannon St.	End	30’	20’	0.05	2	0.10	
Simons Run E	Wards Ferry Rd.	0.04 W Wards Ferry Rd.	65’	56’	0.04	4	0.16	
Simons Run W	Leesville Rd.	0.03 E Leesville Rd.	70’	48’	0.03	4	0.12	
Simons Run	Leesville Rd.	Wards Ferry Rd.	72’	60’	-0.04	2	-0.08	
Mill Ridge Rd.	0.51 E Old Graves Mill Rd.	End	60’	30’	-0.11	2	-0.22	

*Council Resolution and Map Attached

SIGNED ____________________
AUTHORIZED VDOT OFFICIAL DATE

SIGNED____________________
MUNICIPAL OFFICIAL DATE

CLASSIFIED BY____________________
T&MPD ENGINEER DATE

Submit to: District Point of Contact in triplicate

Aaron Place

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

0 50 100 ft
1 inch = 50 feet 1:600

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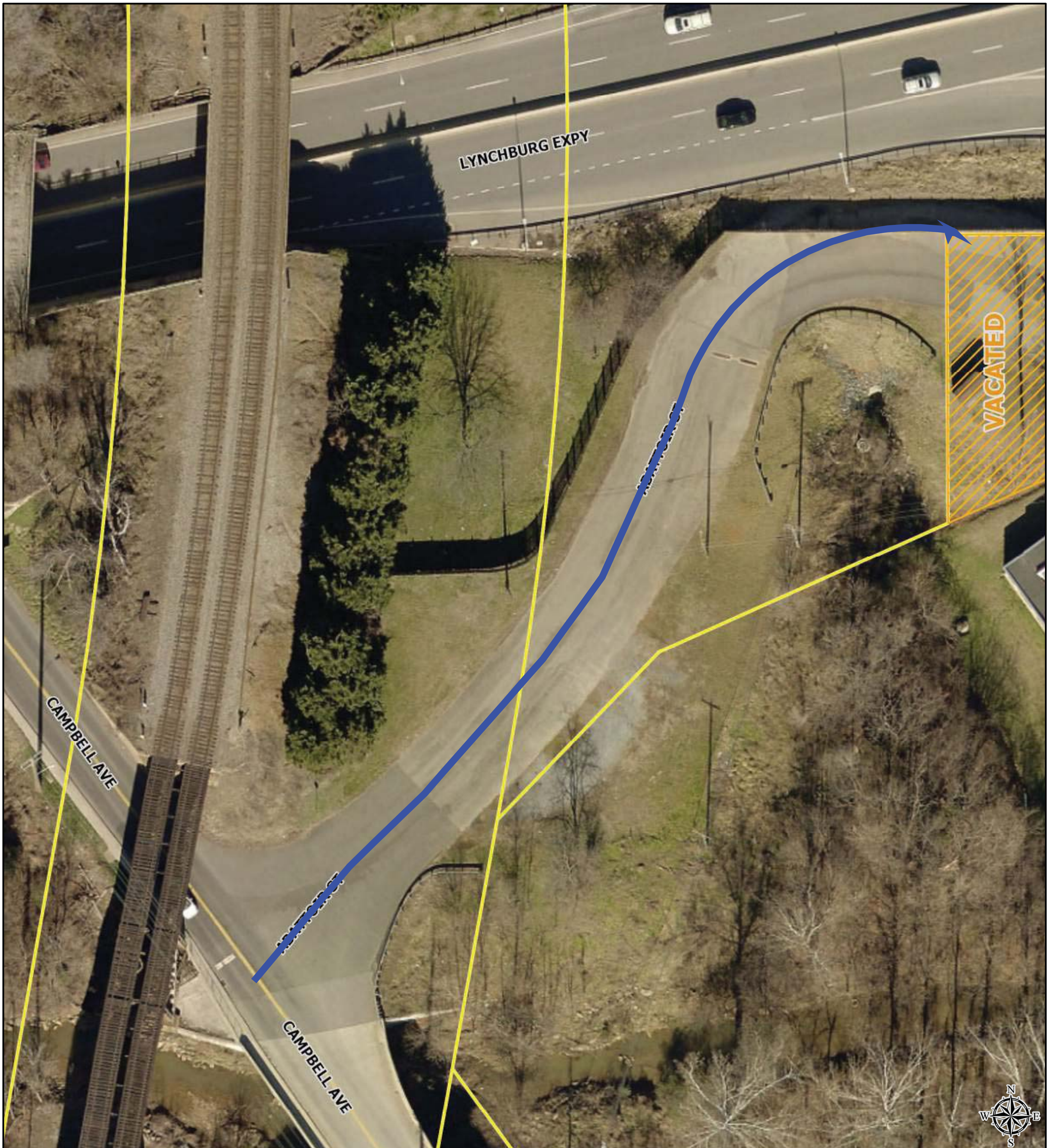
February 8, 2018



Abattoir Street

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

0 50 100 ft

1 inch = 50 feet 1:600

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Amaya Drive

Streets

Addresses

Legal Lot Lines

Vacated Right of Way

Parcels

Owner Unknown

Survey Gap

Assessed By County

0 100 200 ft

1 inch = 100 feet 1:1,200

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February 8, 2018

Clemmons Lake Place

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

0 200 400 ft
1 inch = 200 feet 1:2,400

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Streets
Addresses
Legal Lot Lines
Vacated Right of Way
Parcels
Owner Unknown
Survey Gap
Assessed By County

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0 100 200 ft

1 inch = 100 feet 1:1,200

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Creekview Court

	Streets		Parcels
	Addresses		Owner Unknown
	Legal Lot Lines		Survey Gap
	Vacated Right of Way		Assessed By County

0 100 200 ft

1 inch = 100 feet 1:1,200

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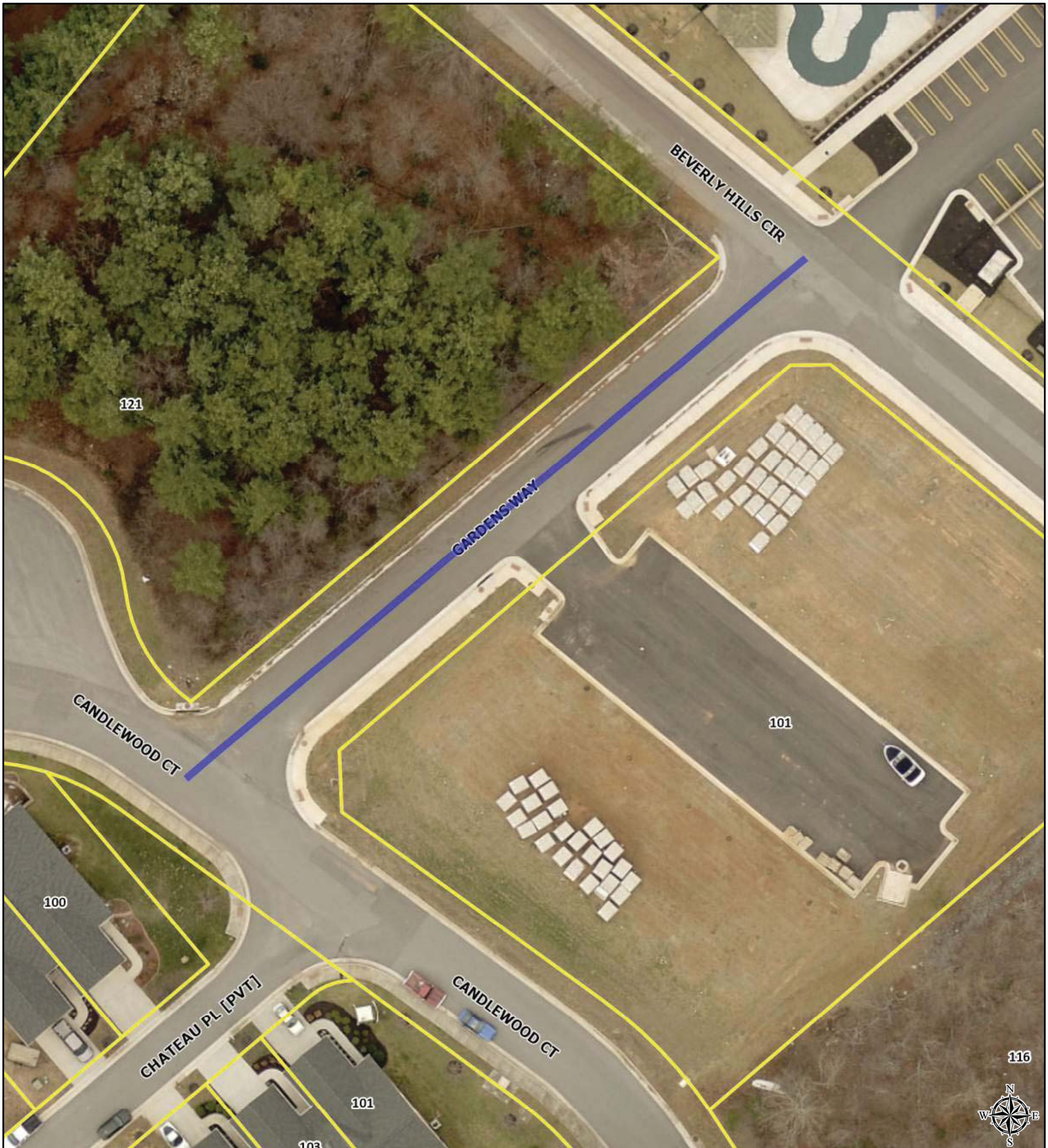
February 8, 2018



Gardens Way

	Streets		Parcels
	Addresses		Owner Unknown
	Legal Lot Lines		Survey Gap
	Vacated Right of Way		Assessed By County

0 50 100 ft
1 inch = 50 feet 1:600

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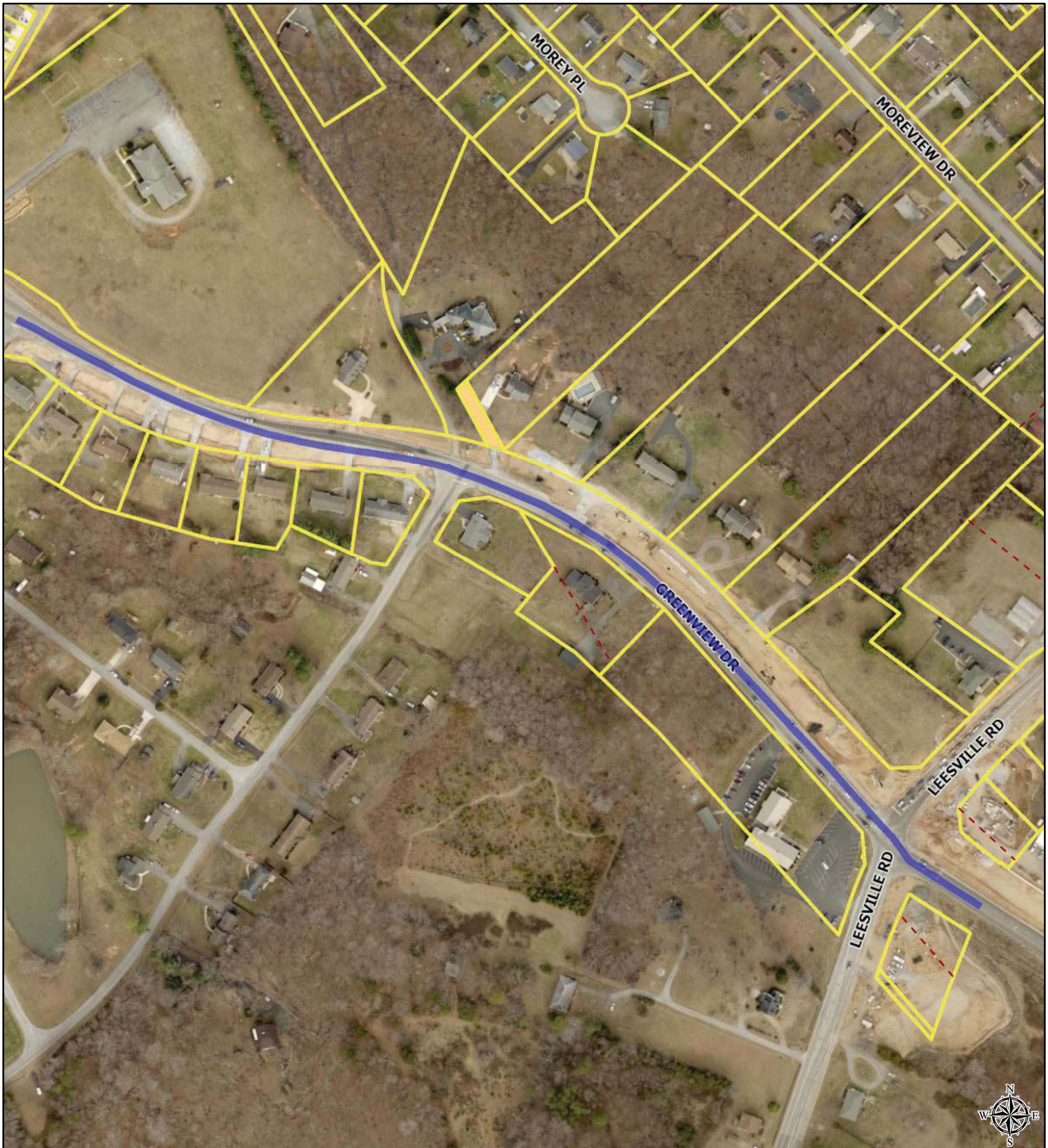
February 8, 2018



Greenview Drive Additional Lanes

Streets

Legal Lot Lines

Vacated Right of Way

Parcels

Owner Unknown

Survey Gap

Assessed By County

0 250 500 ft

1 inch = 250 feet 1:3,000

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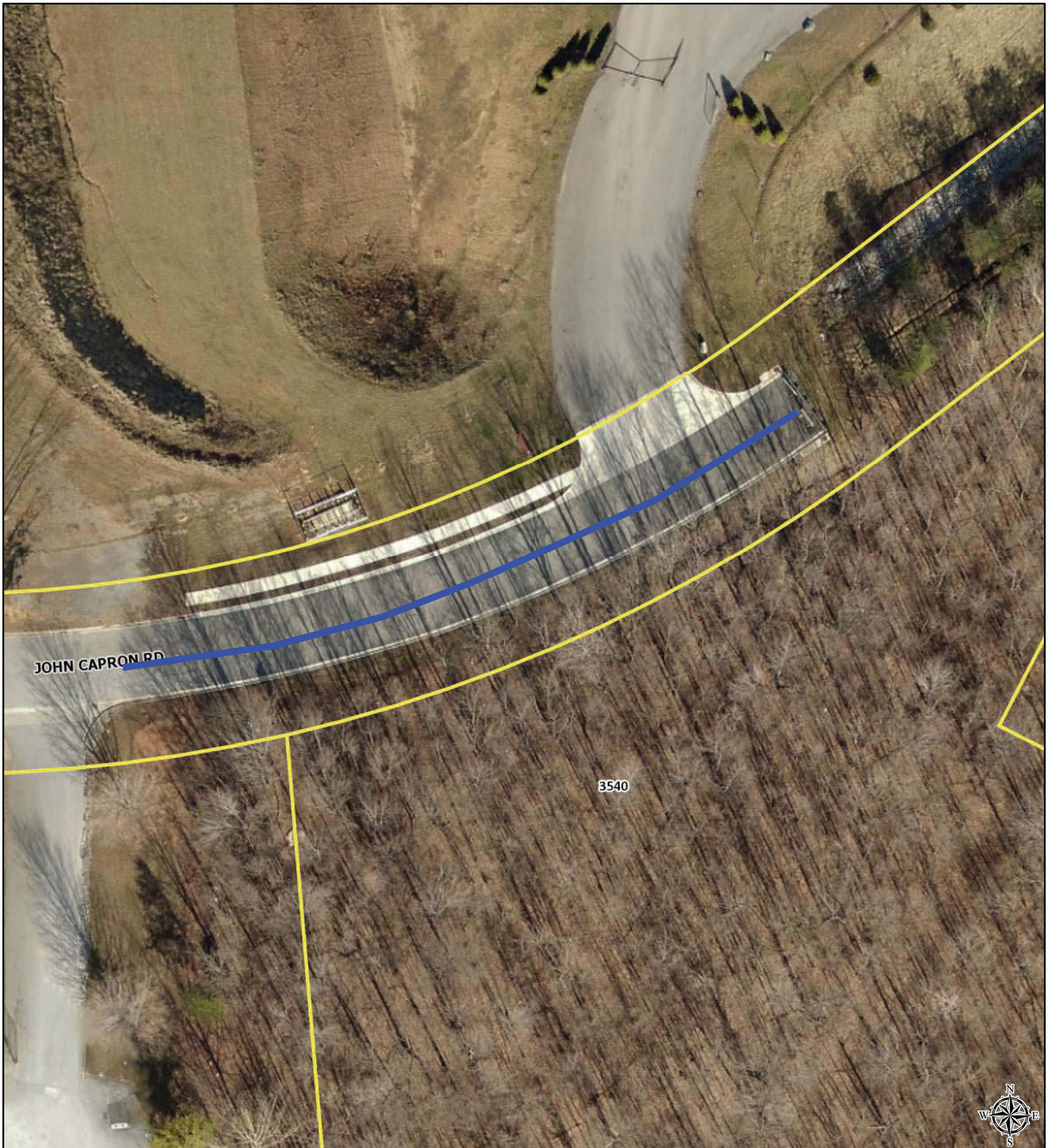
February 8, 2018



John Capron Drive

	Streets		Parcels
	Addresses		Owner Unknown
	Legal Lot Lines		Survey Gap
	Vacated Right of Way		Assessed By County

0 50 100 ft
1 inch = 50 feet 1:600

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Liberty Mountain Drive 1

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

0 200 400 ft

1 inch = 200 feet 1:2,400

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Liberty Mountain Drive 2

Streets	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County
Parcels	

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0 250 500 ft
1 inch = 250 feet 1:3,000

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Logans Lane

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

0 100 200 ft

1 inch = 100 feet 1:1,200

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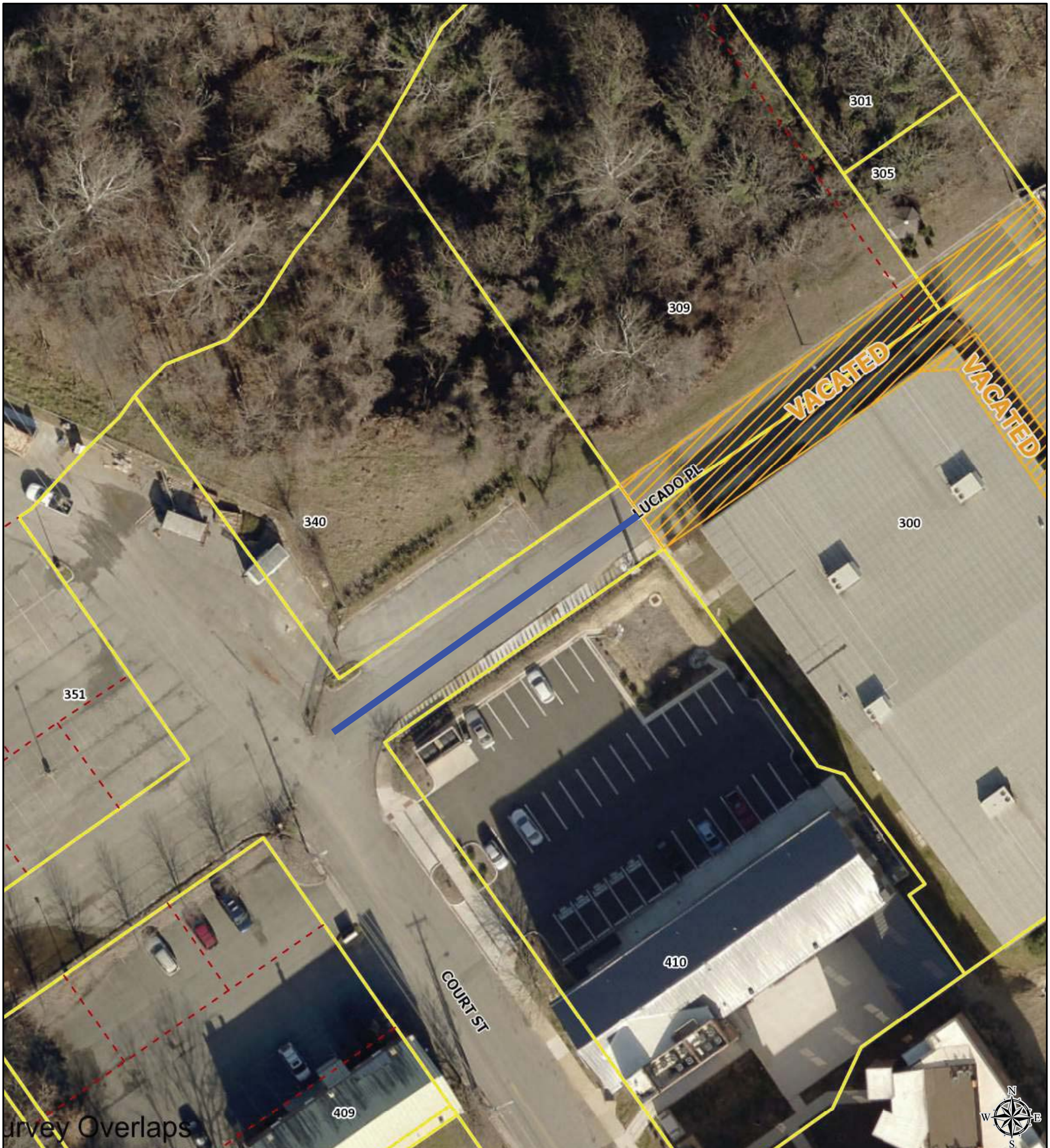

Lucado Place

Streets

Addresses

Legal Lot Lines

Vacated Right of Way

Parcels

Owner Unknown

Survey Gap

Assessed By County

0 50 100 ft

1 inch = 50 feet 1:600

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Meriwether Road

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

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1 inch = 200 feet 1:2,400

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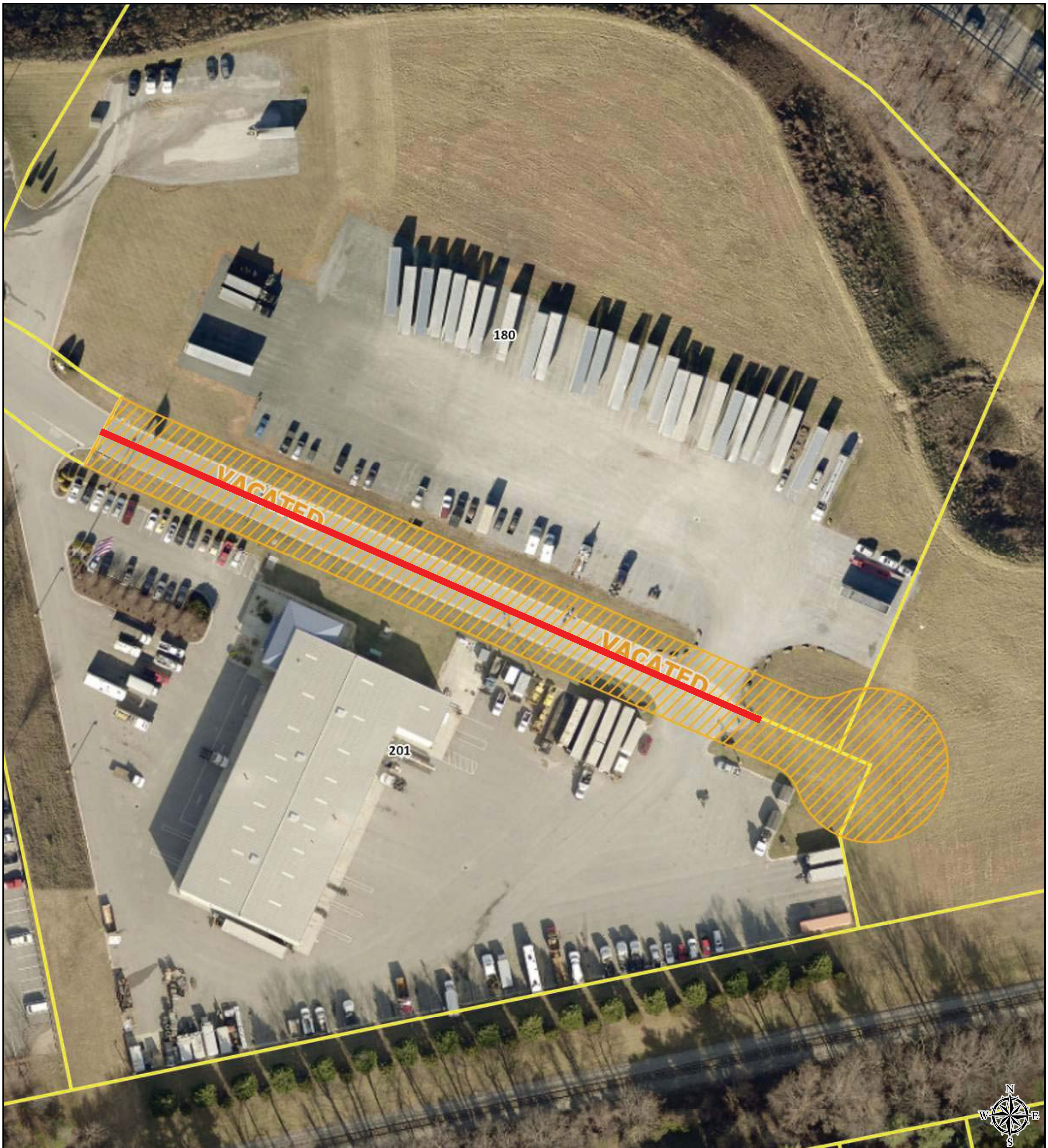

Mill Ridge Road (Remove)

Streets
Addresses
Legal Lot Lines
Vacated Right of Way
Parcels
Owner Unknown
Survey Gap
Assessed By County

0 100 200 ft
1 inch = 100 feet 1:1,200

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Overstreet Lane

	Streets		Parcels
	Addresses		Owner Unknown
	Legal Lot Lines		Survey Gap
	Vacated Right of Way		Assessed By County

0 200 400 ft
1 inch = 200 feet 1:2,400

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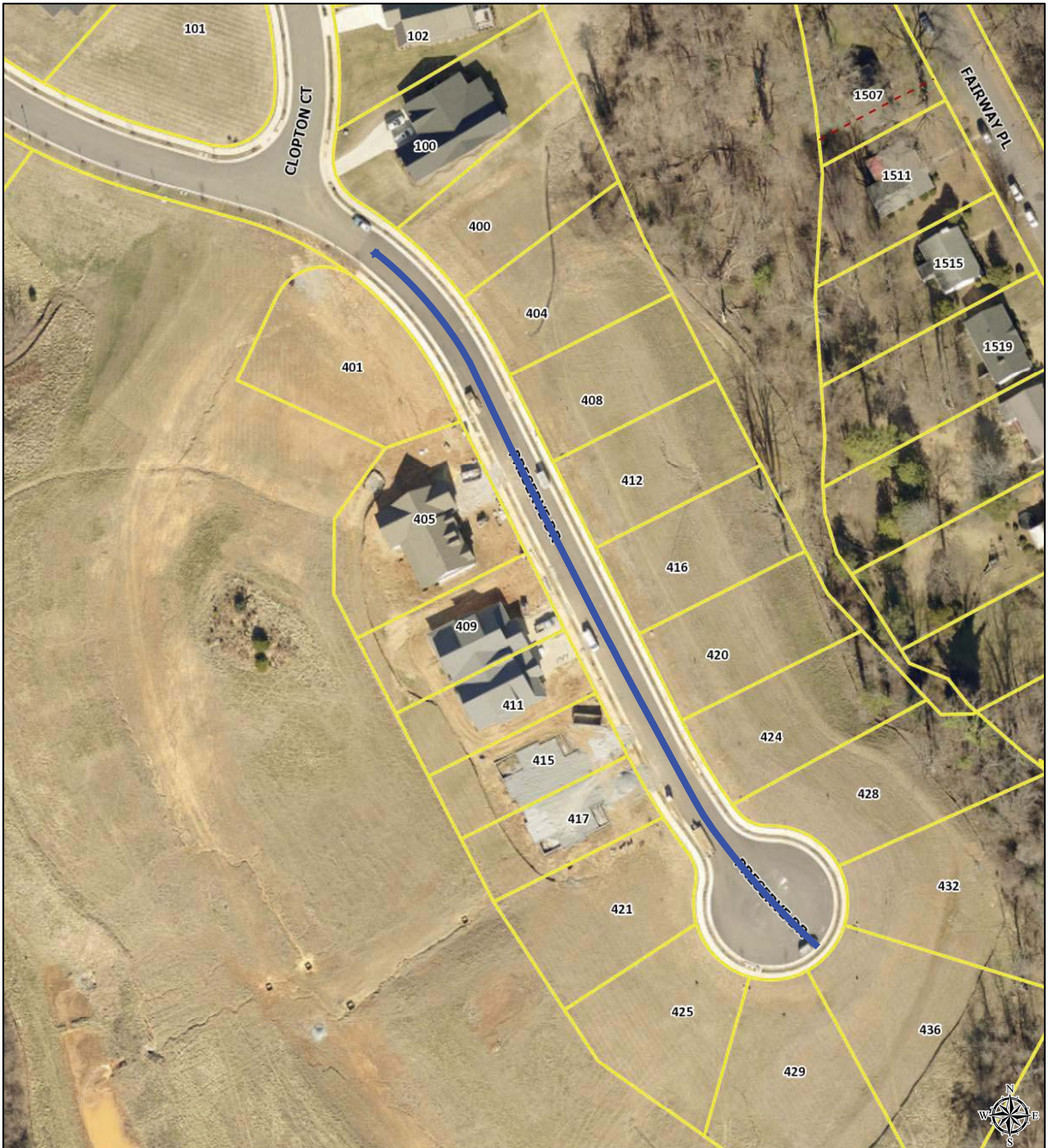

Preserve Drive

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

0 100 200 ft

1 inch = 100 feet 1:1,200

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Seventeenth Street 1

Streets

Addresses

Legal Lot Lines

Vacated Right of Way

Parcels

Owner Unknown

Survey Gap

Assessed By County

0 100 200 ft

1 inch = 100 feet 1:1,200

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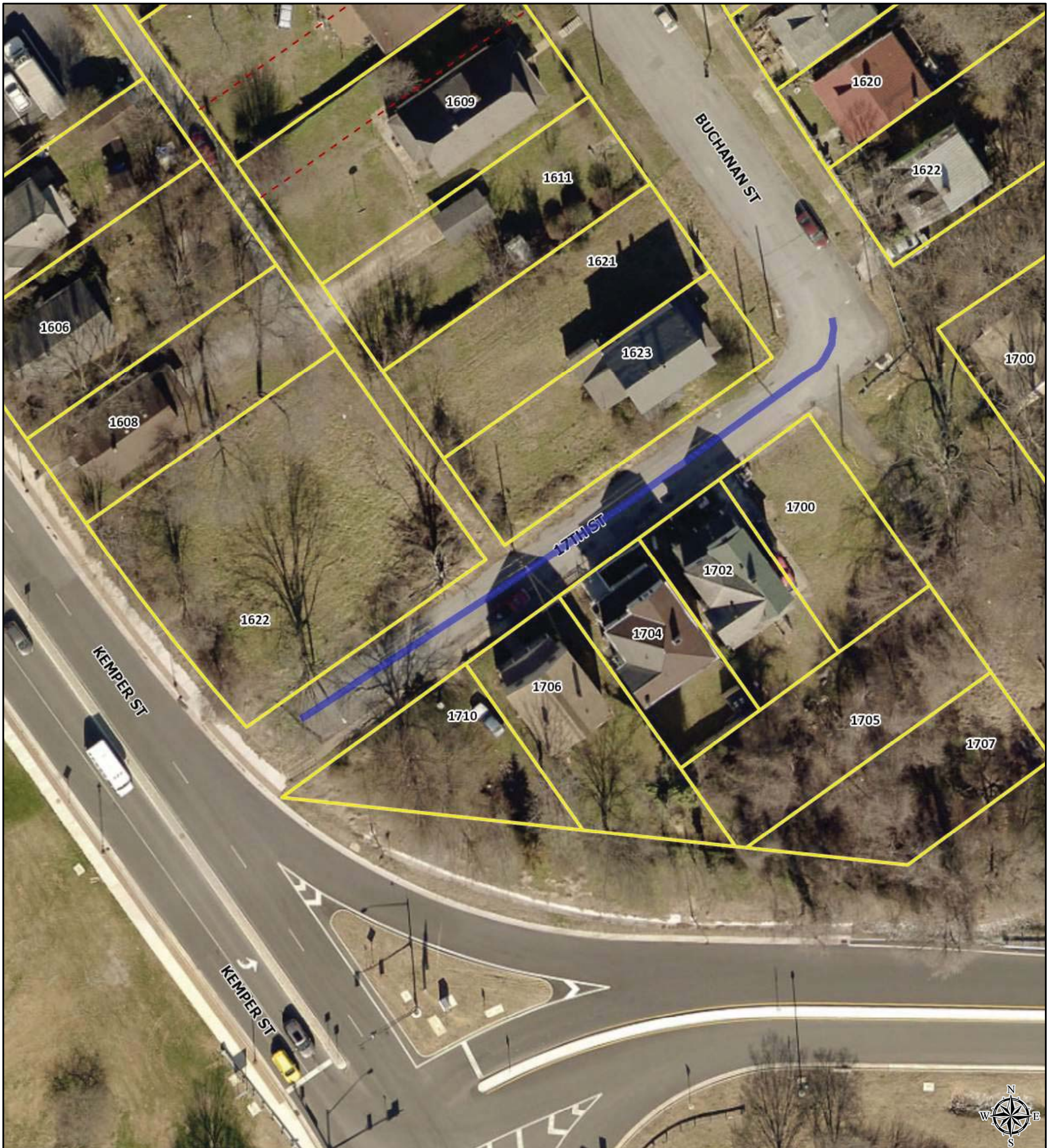

Seventeenth Street 2

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

0 50 100 ft
1 inch = 50 feet 1:600

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February 8, 2018

Simons Run E

Streets
Addresses
Legal Lot Lines
Vacated Right of Way
Parcels
Owner Unknown
Survey Gap
Assessed By County

0 50 100 ft
1 inch = 50 feet 1:600

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February 8, 2018

Simons Run W (Remove)

Streets	Parcels
Addresses	Owner Unknown
Legal Lot Lines	Survey Gap
Vacated Right of Way	Assessed By County

0 50 100 ft
1 inch = 50 feet 1:600

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February 8, 2018

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **February 27, 2018** AGENDA ITEM #: **11**

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

ITEM TITLE: Strategic Economic Development Areas

KEY ELEMENTS:
X Economic Development __Excellent Government **X** Natural and Built Environment __Safe Community **X** Vibrant Community

RECOMMENDATION: Designate Strategic Economic Development Areas for consideration as Virginia Opportunity Zones.

SUMMARY: The Federal Tax Cuts and Jobs Act of 2017 included provisions for a new revitalization tool, the Opportunity Zone and Opportunity Fund. The goal of the program is to allow investors to receive tax benefits on currently unrealized capital gains by investing those gains in qualified census tracts known as Opportunity Zones. While the federal government is responsible for defining the investment process, the Governor of each state has until March 22, 2018 to nominate 25 percent of qualified census tracts as "Opportunity Zones."

In order to facilitate the selection process, the Governor is seeking input regarding economic conditions and economic development goals and opportunities in various communities. Special consideration will be given to localities and tracts in the Commonwealth that reinforce state or local economic development initiatives. The deadline to submit the application is Friday, March 2, 2018.

One of the criteria is that the census tracts be identified by the locality as strategic economic development areas. The proposed census tracts include the areas designated for revitalization, redevelopment/development and employment by *Lynchburg's Comprehensive Plan 2013-2030* and the Real Estate Rehabilitation and Renovation Program's Revitalization Zone.

PRIOR ACTION: Not applicable

FISCAL IMPACT: Opportunity Zone designation would provide an additional tool to incentivize investment in low income census tracts.

CONTACT(S): Charles Hartgrove, Deputy City Manager – 455-3990; Marjette Upshur, Director of Economic Development and Tourism – 455-4490; Anna Bentson, Assistant Director of Economic Development and Tourism – 455-4490; Kent White, Director of Community Development – 455-3900; Tamara Rosser, Director of Human Services – 455-5850; Shaun Conway, Senior GIS Program/Analyst – 455-3961

ATTACHMENTS:
Resolution
Map of Eligible Census Tracts
Opportunity Zone Nomination Criteria

REVIEWED BY: bms

RESOLUTION:

WHEREAS, to provide for the common welfare of the community and to provide for economic growth in underdeveloped areas or areas designated for redevelopment by the *Lynchburg Comprehensive Plan 2013-2030*.

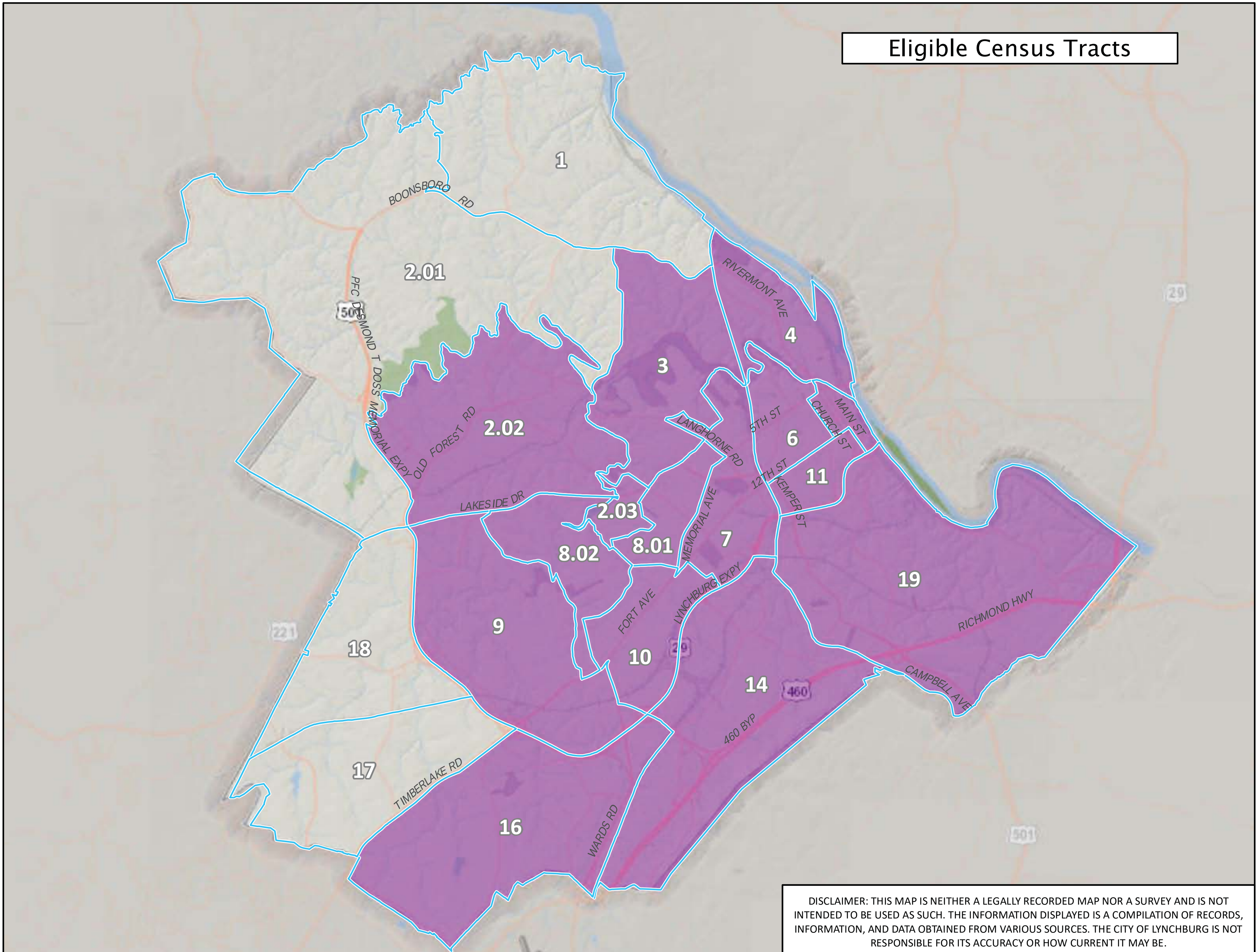
NOW, THEREFORE, BE IT RESOLVED that the following census tracts within the City of Lynchburg are hereby designated as Strategic Economic Development Areas for consideration as Virginia Opportunity Zones:

- That area of the City designated as census tract #2.02 by the 2010 Census Data.
- That area of the City designated as census tract #2.03 by the 2010 Census Data.
- That area of the City designated as census tract #3 by the 2010 Census Data.
- That area of the City designated as census tract #4 by the 2010 Census Data.
- That area of the City designated as census tract #5 by the 2010 Census Data.
- That area of the City designated as census tract #6 by the 2010 Census Data.
- That area of the City designated as census tract #7 by the 2010 Census Data.
- That area of the City designated as census tract #8.01 by the 2010 Census Data.
- That area of the City designated as census tract #8.02 by the 2010 Census Data.
- That area of the City designated as census tract #9 by the 2010 Census Data.
- That area of the City designated as census tract #10 by the 2010 Census Data.
- That area of the City designated as census tract #11 by the 2010 Census Data.
- That area of the City designated as census tract #14 by the 2010 Census Data.
- That area of the City designated as census tract #16 by the 2010 Census Data.
- That area of the City designated as census tract #19 by the 2010 Census Data.

Adopted:

Certified: ______________________________
Clerk of Council

027K



DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

OPPORTUNITY ZONES

The Federal Tax Cuts and Jobs Act of 2017 included provisions for a new revitalization tool, the Opportunity Zone and Opportunity Fund. Broadly speaking, the Zones and Funds will allow investors to receive tax benefits on currently unrealized capital gains by investing those gains in qualified census tracts (Opportunity Zones). While the federal government is responsible for defining the investment process, the Governor of each state has until March 22, 2018 to nominate 25 percent of qualified census tracts as "Opportunity Zones." In order to facilitate the selection process, the Governor is seeking input regarding economic conditions and economic development goals and opportunities in your community.

According to criteria used in the tax code, the CDFI fund has produced information regarding eligible tracts for the Commonwealth of Virginia. There are currently 840 eligible census tracts in Virginia. 210 of those census tracts can be nominated by the Governor to be Opportunity Zones.

Please use this **map** using information provided by the CDFI Fund to determine eligible tracts in your locality. Please use your cursor or use the arrows in the upper left hand corner of the map to zoom in on your locality. You may also search for census tracks within a specific locality by entering in the name of the locality and clicking the magnifying glass button in the search field on the top left of the map.

Congress issued non-binding guidance on criteria for consideration of Opportunity Zones. Guidance suggests that consideration should be given to census tracts that mutually reinforce state, local, or private economic development initiatives to attract investment and foster startup activity, have demonstrated success in geographically targeted development programs in the past (example: Enterprise Zones) and have recently experienced significant layoffs due to business closures or relocations.

Special consideration will be given to localities and tracts in the Commonwealth that reinforce state or local economic development initiatives. Following guidance from the US Department of Treasury, Virginia Department of Housing and Community Development (DHCD) and Virginia Economic Development Partnership (VEDP) have identified several criteria to assist the Governor in guiding the Opportunity Zone nominations. DHCD is soliciting input from localities and other interested parties.

The identified selection criteria are:

A. Tract is a qualified Opportunity Zone tract.
B. Tract has identifiable state and/or local incentive programs, such as [Enterprise Zones].
C. Tract is in a locality with above average or high [Fiscal Stress Index ranking].
D. Tract contains or is near an economic investment driver such as a research facility, port, university, hospital, and/or a facility designated by VEDP or other state agency as a strategic site.
E. Tract has access to a major roadway.
F. Tract was identified by the locality as a strategic economic development area. The information furnished by local governments and interested stakeholders will strongly influence the final nominations, but it will likely not be possible to accommodate the priorities identified by every locality.
G. Proportionality:
1. Our process will consider proportionality at the regional, sub-regional, and local levels. However, due to the small number of eligible tracts in many localities, it is not possible to be strictly proportional at the locality level.
2. For initial mapping purposes, localities should expect no more than ~25% of their eligible census tracts placed in Opportunity Zones.
3. Our goal is to have each GO Virginia region have 25% of their eligible tracts placed in Opportunity Zones and we will strive for proportional balance within sub-regions, using regional EDO boundaries and other proxies for sub-regional shared economic interests.

LOCAL INPUT & PRIORITIES

The Chief Administrative Officers of each locality (Counties, Cities, and Towns) that has an eligible census tract based on CDFI fund information have been notified directly of this nomination process and have received a survey form for making their priorities known.

For a hard copy of the survey questions sent to localities, please click here.

The Department of Housing and Community Development & Virginia Economic Development Partnership encourage additional interested stakeholders to submit their input through the form here: click here.

Additionally. DHCD and VEDP would like to hear from investors who may be interested in targeting their investment in lower income tracts and receiving the potential tax deferral benefits of investing in an Opportunity Zone. Please use the following letter templates and submit your letters via email to OZ@dhcd.virginia.gov.

- VA Opportunity Zone General Partner Letter
- VA Opportunity Zone Investor Letter

Please be aware that final selection of Opportunity Zones is subject to approval by the Governor, and final rules developed by the U.S. Treasury. The information furnished by local governments and interested stakeholders will strongly influence the final nominations, but it will likely not be possible to accommodate the priorities identified by every locality.

We expect a high volume of inquiries and therefore ask that you submit all input through the appropriate forms above. If you have further questions, you may contact Jeff Sadler at OZ@dhcd.virginia.gov.

ADDITIONAL RESOURCES:

- https://www.cdfifund.gov/pages/opportunity-zones.aspx
- http://eig.org/opportunityzones

TIMELINE

- **February 16–March 2**

A. Locality Input Survey – Survey to chief appointed officials (County Administrators, City Managers and Town Managers) requesting priority ranking of their eligible zones based on existing or planned local tools and efforts at encouraging start up activities and revitalization in specific eligible census tracts. Localities will be asked to identify their eligible tracts that are a priority for designation and any special consideration that should be given to 1 or 2 contiguous tracts. **(March 2, 2018 Deadline for input).**
B. General Input and Investor Input **(March 2, 2018 Deadline for input).**
C. DHCD and VEDP coordinate recommended map and criteria through input from state agencies.
D. DHCD and VEDP hold information sessions with General Assembly members.

- **February 23-March 9 –** DHCD and VEDP compile state and local input and compare it to identified criteria. Final mapping exercises.

- **March 9 –** FINAL DHCD/VEDP nomination recommendations complete.

- **March 20 –** Nominations Submitted