FY 2014 Preliminary Revenue Highlights

City Council Retreat
January 29,2013

	Actual FY 2012	Adopted FY 2013	Projected FY 2014
Current Real Property Tax	$50,268,152	$54,298,348	$53,255,532

The FY 2013 Current Real Property Tax revenue reflects the tax rate increase from $1.05 to $1.11/$100 of assessed value.

The FY 2014 tax revenue is projected with a 2% decrease based on reassessment.

	Actual FY 2012	Adopted FY 2013	Projected FY 2014
Personal Property Tax - Local Portion	$15,256,027	$15,251,500	$15,251,500

The FY 2013 Personal Property Tax – Local Portion Tax revenue is expected to be flat with FY 2012.

The FY 2014 tax revenue is projected to remain flat; however, current analysis shows used cars are holding their value and the new car market is improving.

	Actual	Adopted	Projected
	FY 2012	FY 2013	FY 2014
Public Service Corporation (PSC) Tax	$2,189,198	$2,145,000	$2,145,000

For FY 2013 and FY 2014 Public Service Corporation Tax revenues are projected to be flat with FY 2012.

	Actual	Adopted	Projected
	FY 2012	FY 2013	FY 2014
Business License Tax	$7,197,936	$7,000,000	$7,100,000

The FY 2013 Business License Tax revenue was adopted flat with FY 2012 Adopted.

The FY 2014 tax revenue is projected to be closer to FY 2012 Actual. However, staff continues to monitor the General Assembly for new bills to eliminate the Business License Tax.

	Actual FY 2012	Adopted FY 2013	YTD 11/30/12	Projected FY 2014
Meals Tax	$11,585,083	$10,830,000	$4,955,118	$11,480,000

The FY 2013 Meals Tax revenue was conservatively estimated based on the volatility of the economy. Collections through November 2012 show continuing growth over FY 2012.

Staff is cautiously optimistic that FY 2014 Meals Tax revenue will be revised upward based on year-to-date experience.

	Actual FY 2012	Adopted FY 2013	YTD 11/30/12	Projected FY 2014
Local Sales Tax	$13,440,973	$13,284,506	$5,480,314	$13,250,000

The FY 2013 Local Sales Tax revenue was conservatively estimated as well. Collections through November 2012 show slight growth over FY 2012.

Staff is cautiously optimistic that FY 2014 Local Sales Tax revenue will be revised upward based on year-to-date experience.

	Actual	Adopted	YTD	Projected
	FY 2012	FY 2013	11/30/12	FY 2014
Lodging Tax	$1,787,719	$1,700,000	$952,049	$1,700,000

The FY 2013 Lodging Tax revenue was adopted flat with the FY 2012 Adopted figure. Actual Lodging Tax revenue in FY 2012 exceeded the projections.

For FY 2014, Lodging Tax revenue is projected to be flat with Adopted FY 2013 based on year-to-date experience.

	Actual	Adopted	YTD	Projected
	FY 2012	FY 2013	11/30/12	FY 2014
Ambulance Service Fees	$2,486,568	$2,500,000	$1,015,915	$2,500,000

The FY 2013 Ambulance Service Fees revenue was projected to be slightly higher than the FY 2012 Actual revenue based on the increase in EMS runs.

For FY 2014, Ambulance Service Fees revenue is projected to be flat with Adopted FY 2013 based on year-to-date experience.

	Actual FY 2012	Adopted FY 2013	YTD 11/30/12	Projected FY 2014
Communications Sales & Use Tax	$3,462,621	$3,530,000	$1,467,889	$3,462,621

The FY 2013 Communications Sales & Use Tax revenue was adopted based on the original estimate for FY 2012; however, FY 2012 Actual revenue did not reach projections.

The FY 2014 tax revenue is projected to be flat with Actual FY 2012 based on year-to-date experience.

	Actual FY 2012	Adopted FY 2013	YTD 11/30/12	Projected FY 2014
Consumer Utility Tax – Electric	$3,706,119	$3,757,100	$1,548,399	$3,757,100

The FY 2013 Consumer Utility Tax – Electric Tax revenue continues to lag slightly behind projections based on mild weather.

The FY 2014 tax revenue is projected to be flat with FY 2013 Adopted based on year-to-date experience.

FY 2014

GENERAL FUND DEPARTMENT

BUDGET SUBMISSIONS

City Council Budget Retreat

January 29, 2013

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Greg Daniels, CAE, City Assessor

Date: December 19, 2012

In order to accomplish the requested budget decrease, I have to eliminate one full-time Appraiser I position and need to create a part-time Appraiser III position. If approved, this will allow us to save benefits by utilizing a part-time position and recruit an Appraiser III with succession planning in mind.

$2,340 was eliminated in FY13 inadvertently during the processing of the 5% increases to salaries by the Budget Office. While the total cut to the FY14 request reflected 5%, in order to correct the error in FY14, the overall percent cut was reduced to 4.7%. This correction was recommended by Cindy Speck.

Budget Description:

The Department Requested FY 2014 City Assessor budget of $705,823 represents a 4.7% decrease of $34,642 compared to the Adopted FY 2013 budget of $740,465.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $23,562 decrease in Salaries and Benefits reflecting the elimination of an Appraiser I vacant position and increasing the hours/rate in Part-Time Classified to that equivalent to an Appraiser III.
- $800 decrease in Contractual Services due to no longer paying for escrow to software vendor, and a $200 increase in Advertising for publishing notice of Board of Equalization convening for appeal hearings.
- $2,604 increase in Internal Service Charges reflecting overall increase in Fleet Services.
- $338 decrease in Subscriptions; $496 decrease due to elimination of one air card used by Appraiser III for field work; $13,000 decrease in postage due to a reduction in value change notices mailed during a non-reassessment year; and $750 increase for convening the Board of Equalization for appeals in July 2013. The net effect represents a decrease of $13,084.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

CITY ASSESSOR

Adopted FY 2013 Budget	$742,805
5% Reduction	($37,140)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$705,665

Funded Department Priorities

1	SALARIES	$470,547
2	EMPLOYEE BENEFITS	$179,845
3	CONTRACTUAL SERVICES	$25,500
4	INTERNAL SERVICE CHARGES	$8,483
5	OTHER CHARGES	$19,648
6	RENTALS & LEASES	$1,800
7		
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9		
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	Total Funded Department Priorities	$705,823

Unfunded Department Priorities ("Below the Line")

1	SALARIES: NET EFFECT OF ELIM OF VACANT APPRAISER I (FTC) AND INC IN PTC POSITION: -$26,964 FTC +$16,567 PTC	$10,397
2	BENEFITS: NET EFFECT OF ELIM OF VACANT APPRAISER I (FTC) AND INC IN PTC POSITION	$13,165
3	CONTACTUAL SERVICES (SOFTWARE MAINTENANCE REDUCTION)	$800
4		
5		

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Walter Erwin, City Attorney

Date: December 20, 2012

The Department Requested FY 2014 City Attorney budget of $596,326 represents a 5% decrease of $31,386 compared to the Adopted FY 2013 budget of $627,712. Since 93% of the City Attorney budget is personnel services, the only way to achieve a 5% reduction is to eliminate a current position, specifically the Administrative Services Associate I position. A reduction in staff will impact the level of services provided and response times will be delayed. Additionally, a reduction in staff will result in a decrease in the number of child abuse and neglect cases handled for the Department of Social Services and will also require some legal services to be outsourced to private firms, at an increased cost to City departments and City Schools.

Budget Description:

The Department Requested FY 2014 City Attorney budget of $596,326 represents a 5% decrease of $31,386 compared to the Adopted FY 2013 budget of $627,712.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $32,646 decrease in Salaries and Employee Benefits reflecting the elimination of the Administrative Services Associate I position.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

City Attorney

Adopted FY 2013 Budget	$627,712
5% Reduction	($31,386)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$596,326

Funded Department Priorities

1. To provide the wide range of legal services needed by City Council, City departments, staff, boards and commissions, and the City Schools.
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10.

Total Funded Department Priorities $596,326

Unfunded Department Priorities ("Below the Line")

1. Admistrative Services Associate I postion: $36,975.00
2.
3.
4.
5.

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Blake Isley

Date: December 12, 2012

We were able to reduce the annual Risk Management budget by 5.0% as requested. This reduction is based upon the premise that the City will continue to experience favorable claims activity, as we have done during the past several years, and that the excess commercial insurance markets do not suffer any further catastrophic losses between now and our FY 2014 insurance renewal period driving up our premiums. City premium renewal expense has been projected to best of our ability using the current trends and market knowledge as it exists at this point in time. The total impact upon the insurance industry from Hurricane Sandy is still unknown and the cost to the industry is continuing to climb higher into the billions of dollars. We have reduced the contribution from the General Fund into the Self-Insurance Fund without increasing the contributions from the other City Funds, due to current fiscal conditions. There would be a $50,000 negative impact upon the SI Fund balance in the event we experience a poor claims year and the budgeted amount of $118,233 is met or exceeded and insurance premiums exceed budgeted amounts.

Budget Description:

The Department Requested FY 2014 City Attorney/Risk Management budget of $954,172 represents a 5.0% decrease of $50,220 compared to the Adopted FY 2013 budget of $1,004,392.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $31,767 decrease in the previously budgeted amount for claims payments reflecting the downward trend we have experienced during the past three years. The budgeted claims amount was reduced from $150,000 to $118,233.

- $17,166 decrease in the funds budgeted for the City's insurance portfolio and associated expenses. We have been able to reduce our overall insurance expenses through policy consolidations and efforts expended by our Risk Management broker during the past three annual renewal periods.

- $1,287 decrease in Fleet Services amount budgeted for the Risk Management Office vehicle expense.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Risk Management Office

Adopted FY 2013 Budget	$1,004,392
5% Reduction	($50,220)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$954,172

Funded Department Priorities

1	Funds budgeted for DMV driver training, Insurance portfolio management, office operations, employee safety/OSHA training, property inspections, claims investigations & management, insurance certificate tracking	$214,267
2	Funds budgeted for Risk management training, publications, telecomm, dues & memberships, office supplies, safety supplies, postage and cell services	$13,593
3	Funds budgeted for estimated claim payments	$118,233
4	Funds budgeted for estimated Insurance Portfolio Renewals	$600,601
5	Funds budgeted for Fleet Services expenses	$7,478
9		
10		
	Total Funded Department Priorities	$954,172

Unfunded Department Priorities ("Below the Line")

1	Reduction in estimated claims expense	$31,767
2	Reduction in estimated insurance premiums/expenses	$17,113
3	Reduction in Fleet Services expense	$1,287
4	Reduction in equipment rental/lease	$53
5		

Cover Memorandum

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Eugene C. Wingfield, Lynchburg Circuit Court Clerk

Date: December 12, 2012

I am submitting a proposed budget of $783,479 reflecting a 5% decrease from 2013. It is very important that the impact of this 5% reduction to my budget is further explained. My 5% reduction is based on the city's portion of my budget which was in 2013, $249,164. Of this amount, $218,357 is directed toward employee benefits as a result of the staffing levels assigned to this office by the Compensation Board. The remaining portion of this budget, $30,807, is distributed through Contractual Services and Other Services supplied by the City of Lynchburg. Since this office cannot deduct any portion from the Employee Benefits, my budget reflects a $12,499 reduction from the $30,807. This amount equates too a decrease of 42% of my actual operating budget for this office.

A 2014 Contractual Services and Other Services budget of $18,308 will have a serious impact on this office. This amount will not allow me to meet the mandates of this office by the Code of Virginia or the policy of the Virginia Supreme Court. As listed below, this would have an immediate impact on this offices ability to meet postage costs, mandates regarding microfilming of recorded documents, auditing services, court case files, etc. I do not feel that this proposed budget reflects the requirements of VA State Code 15.2-1656 as it relates to the needs of this office or several other code sections that require microfilming of land records and storage of same. I very much agree that this office should submit a budget that reflects the 5% reduction, as all departments are being required to do. However, I feel that the budget of this office should reflect a 5% reduction on Contractual and Other Services if the City of Lynchburg is unable to zero out budgets from 2013 to 2014.

Many of the budgeted items in this office are reflected in our budget toward the end of the budget cycle as a result of the billing cycles of the vendors we use such as Supreme Court of Virginia, usually in the spring of the year. Many of our court files, preservation vendors will bill this office in the spring of each year. My attempt each year since taking office has been to utilize the funds I have to the best of my ability to preserve the documents in this office that belong to the citizens of Lynchburg.

Budget Description:

The Department Requested FY 2014 Circuit Court Clerk budget of $783,479 represents a 1.6% decrease of $12,499 compared to the Adopted FY 2013 budget of $795,978.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $2,246 increase in Full-Time Classified reflecting the .6% VRS off set.
- $5,700 decrease in U.S. Postage that will greatly impact mandates that I have for court mailings and jury questionnaires and related information as required by the Supreme Court of Virginia. It will be impossible for me to meet these mandates with a decrease in this budget item of any amount.
- $1,000 decrease in Shredding. This budget line item was added in 2013 as a result of policy changing requiring either the burning or shredding of sensitive documents. Burying of documents as in the past is no longer allowed. This office has begun the shredding requirement in the 2013 budget. Since this is a new requirement and budget item, it will not be known as to the impact until spring of 2013.

- $850 decrease in Computer/Office M&R Parts may have an impact as a result of this budget item being used to replace/repair city owned public view stations in this office used by the public and city employees for land records.

This fund is now being used by this office to update technology in this office that is not supported by the Supreme Court of Virginia. This decrease will have an impact as I move this office forward in updating technology.

- $1,000 decrease in Auditing Services. This budget item covers the required State Audit that this office has conducted in the spring of each year as required by code. The audit fee varies from year to year as to the depth of the audit conducted. It has ranged from $3,300 to as low as $2,200 in the past three years. This decrease will have an impact on my ability to cover this required cost.

- $3,000 decrease in Forms & Stationary. This decrease will have an immediate impact on this offices ability to keep adequately supplied with court case folders in criminal and civil cases. Also included in this budget item is envelopes and mailing products for the documents that must be sent out of this office.

- $2,500 decrease in Microfilms. This will have an immediate impact since this is a required function by code for this office. This function cannot be preformed with any amount of reduction since reductions have been made in the past, which also had an impact. Records in the office must be backed up and stored in this format.

- $700 decrease in Cellular Service. The clerk of this office has to be able to be reached in cases of emergency or needs of the office. Notifications on the alarm system, by employees when I am out of the office, contacts by the Judges, weather closings, or e-mail notifications by the State or locality. Will have an immediate impact on this office as well as by any entity that will need to contact the clerk.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Circuit Court Clerk's Office

Adopted FY 2013 Budget TOTAL CITY COST	$249,164
5% Reduction	($12,458)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%) TOTAL CITY COST	$236,706

Funded Department Priorities

1	Salaries - Portion of one employees salary funded by the City	$2,012
2	Salaries/VRS Set off	$2,246
3	Benefits for 13 State Employees	$218,357
4	Postage	$3,000
5	Microfilms	$1,000
6	Forms and Stationery	$1,000
7	Books and Publications	$700
8	Shredding	$1,000
9	Computer/Office parts	$1,000
10	Office Supplies	$4,500
11	Training and Conferences	$750
12	Telephone Services	$200
13	Dues and Membership	$500
14	Advertising	$400
	Total Funded Department Priorities	$236,665

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Circuit Court Clerk's Office

Adopted FY 2013 Budget TOTAL CITY COST	$249,164
5% Reduction	($12,458)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%) TOTAL CITY COST	$236,706

Unfunded Department Priorities ("Below the Line")

1	US Postage - It will affect the daily mailings, jury mailings, land record mailings, appeal cases, etc.	$5,700
2	Forms and Stationary - crucial to the recording of criminal, civil, fiduciary and other court related forms	$3,000
3	Microfilms - will not be able to meet VA State Code requirements in the line item	$2,500
4	Computer/Office Parts - repair/replace city computers and support equip.	$850
5	Shredding - VA Code requires either burning or shredding of documents. This is a new field from 2013	$1,000
6	Auditing Services - will not be able to pay costs of State auditing services as required by code	$1,000
7	Cellular Phone Services - clerk's phone for alarm's, Judge's contact, weather closing, emergencies	$700

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Vicki Hunt, Judicial Assistant to Circuit Court Judges

Date: December 19, 2012

Budget Description:

The Department Requested FY 2014 Circuit Court Judges budget of $153,496 represents a 5% decrease of $8,079.00 as compared to the Adopted FY 2013 budget of $161,575.00 in accordance with your instructions.

Significant changes introduced in the Department Requested FY 2014 budget include:

$1,794 increase for office supplies, books and publications, and subscription fees.

Increase or decrease in costs for legal services and jury fees are controlled by the volume of cases filed and the volume of cases for which a jury is convened. The amount allotted to these categories is an estimate only.

BUDGET PRIORITIES WORKSHEET

Department and/or Division: Circuit Court Judges

Adopted FY 2013 Budget	$161,575
5% Reduction	($8,079)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$153,496

Funded Department Priorities

1	Salaries and Benefits for Judicial Assistants	$119,855
2	Books/Publications and Subscriptions	$8,696
3	Office Supplies/Copy Machine Rental	$4,735
4	Dues and Memberships	$1,000
5	Legal Conferences	$2,000
6	Upgrades for office furniture and equipment	$2,000
7	Jury fees and Legal Services	$14,610
8	Telephone services	$100
9	Temporary personnel services	$500
	Total Funded Department Priorities	$153,496

Unfunded Department Priorities ("Below the Line")

1	Courtroom Technology	including but not limited to upgrade of outdated audio and visual equipment
2	Courtroom Funiture	
3	Courtroom Painting	
4	Jury Room Painting	
5	Juryroom Bathroom Painting	
6	Jury room Fixture updates	
7	Hallway walls & lighting refurbishing	
8	Witness room repainting	

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: JoAnn Martin, Communications and Marketing

Date: January 2, 2013

Attached is the FY 2014 budget submission for the Department of Communications and Marketing. This year's submission reflects a decrease of 5% as per instructions. Included in the overall decrease of $33,844 is $11, 475 in Public Relations. This decrease will negatively impact the department's ability to deliver quality public relations services to citizens and to other internal departments. The funds in this category are used to finance all citizen engagement activities including rental fees, advertising, printing, and other miscellaneous expenses for citizen engagement activities. Public Relations funds are also used to assist internal departments in promoting their events, activities, and programs as well as provide sponsorships for events like Get!Downtown. Lastly, the decrease in Public Relations funds will result in the elimination of the only city-wide appreciation event for hundreds of volunteers. Other significant decreases in the Communications and Marketing's budget includes the transfer of all City Hall pool car expenses ($6643) to Fleet Services and the elimination of one part-time position in Citizens First. Citizens First currently has two vacant part time positions. I am proposing to fill one vacancy at the minimum salary and eliminating the other vacant position. This will result in a savings of $13,378. It is expected that this action will not have a negative impact on customer service.

The department has a growing concern regarding its inability to replace the aging, outdated equipment in the City Council Chamber. One camera is no longer working, another is over 25 years old and the third camera is approximately 12 years old. The quality of the video produced with these cameras has degraded over the years and will continue to do so. Initial cost estimates to either replace the existing cameras or to install robotic cameras is $40,000 to $50,000. Some thought must also be given to a regular replacement schedule for this equipment. The department budgets $5,000 a year to cover the cost of contract camera operators. Some cost savings could be realized should robotic cameras be installed in the Council Chamber. The amount to replace the cameras is not reflected in this budget submission.

Budget Description:

The Department Requested FY 2014 Communications and Marketing's budget of $643,042 represents a 5% decrease of $33,844 compared to the Adopted FY 2013 budget of $676,886.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $11,475 decrease in Public Relations resulting in the elimination of the Volunteer Night at the Ball Park event and the reduction or elimination of other public relations activities.
- $2,000 decrease in training for staff.
- $6,643 decrease in Internal Services resulting in the transfer of all expenses related to the pool cars for City Hall to Fleet Services.
- $13,378 decrease in Personnel Services resulting in the elimination of a part time position in Citizens First.

BUDGET PRIORITIES WORKSHEET

Department and/or Division: Communications and Marketing/Citizens First/LTV

Adopted FY 2013 Budget	$676,886
5% Reduction	($33,844)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$643,042

Funded Department Priorities

1	Public Information	$372,663
2	Citizens First	$115,815
3	LTV	$154,564
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	Total Funded Department Priorities	$643,042

Unfunded Department Priorities ("Below the Line")

1	Public Relations (includes Volunteer Night at the Ballpark - $4,515)	$11,475
2	Training	$2,000
3	Internal Service Charges (Fleet Services - City Hall Pool Cars)	$6,643
4	Citizens First Customer Service Representative	$13,378

Cover Memorandum

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Kent White, Director of Community Development

Date: January 2, 2013

The Department of Community Development's FY2014 Budget Proposal ($1,533,113) reflects a 5.0% overall reduction ($81,339) from the FY2013 Adopted Budget ($1,614,452). These reductions are due to the elimination of a Property Maintenance Inspector position and Demolition Services funding. This would result in the Department of Community Development discontinuing our proactive Code Compliance initiatives (including the Rental Inspection, Exterior Compliance, and Vacant Property programs) as well as our Demolition Services. Although this reduction would not eliminate the City's response to code compliance issues, the inability to address a large number of condemned and dangerous properties, as well as proactively address property maintenance concerns will result in (i) an increase in the number of condemned structures, including structures that reach such a state of decay as to pose an imminent threat to health and safety; (ii) an increase in the number of code compliance cases – resulting from those not addressed proactively through the rental inspection program – and decreased response time from staff due to this workload; (iii) a loss of approximately $12,000 in revenue from the rental inspection program; (iv) an increase in calls for service by the Lynchburg Police Department to address trespassing and/or evict homeless; and (v) impacts to neighborhood quality of life, reduction of property values for neighborhood residents adjacent to condemned/declining properties and public health and safety concerns from the deterioration of the structures themselves.

Code Compliance cases are some of the more frequent calls received by the City. Our department is proud to have implemented a variety of methods to address condemned properties and help contribute to the stability of our neighborhoods. At any given time there are 1,700 code compliance cases open in varying stages of compliance throughout the City. Of the 260 condemned structures that comprise this total, staff insures these buildings are secure by working with the owner and/or the court system to maintain the exterior until the building can be restored. These measures not only protect the structural integrity but prevent lead paint from flaking/peeling around the house and inhibit individuals, as well as vermin, from entering or living in the building. Even in cases where property owners are difficult to find or located out of state (which eliminates the option of pursuing the case through the court system), the structures are inspected quarterly to confirm that they are have not been broken into and staff monitors property records to locate owners and/or work with new owners to abate the issues in cases where the property transfers. With the proposed staffing reduction, our department will be unable to proactively monitor vacant structures and pursue action against a number of landowners. Instead, staff will placard the structure as condemned, initially secure the building (as workload permits) and work with local owners to improve what structures we can through the court system. If the building cannot be addressed through the conventional process the structure will remain condemned and left to deteriorate until the owner voluntarily addresses the matter on his/her own.

Further complicating the issue is the loss of Demolition Services funds, which is used to address structures that reach such a state of decay as to pose an imminent threat to health and safety. The department's budget currently provides some $30,000 to address buildings that are "past the point of no return". Community Development also receives a $12,000 supplement for demolition funds through Community Development Block Grants; however, these can only be used in certain eligible neighborhoods and require significant administration to comply with federal grant standards – thus making them unsuitable to address immediate threats. Our department has an excellent history of first working with the owner and area housing partners to try to preserve the structure; demolition funds are only used as a last resort. However, without this funding the department will have no means to abate severely deteriorated structures or those in danger of collapse such as the building that failed on Twelfth Street just last year. In this case the owner is to be commended for demolishing the structure. Unfortunately many owners are difficult to contact or are unable/unwilling to address the issues in a timely manner. Even though in many instances we are able to recover these costs, the Demolition Services funds allow us to address urgent safety issues while we pursue reimbursement. Without this funding, the department will have no other means to address dangerous structures other than requesting "Reserve for Contingency" which, since it requires Finance Committee and City Council approval, is not well suited for immediate threats.

The proposed budget reduction would also result in the elimination of the City's rental inspection program which provides a proactive means to address property maintenance by adding rental properties in specified Census Tracts to a regular inspection cycle. Compliant properties are granted a four-year waiver; those properties that are non-compliant or have significant violations proceed through the courts and are re-inspected annually until such time they are compliant. Staff has recently updated the program, improving its application for property owners, tenants and staff alike through the use of technology and an education component similar to the Community Code Compliance Team model. The program has resulted in a slight reduction in the average number of complaint-based housing cases since FY 2006 while providing modest revenue (approximately $12,000 annually) to help offset some of the program costs. Unfortunately the proposed reduction would result in insufficient staff resources to continue to implement the program, forcing staff to revert to reactionary code enforcement methods.

During the last four fiscal years, our department has absorbed a 26% reduction in staff and a 20% budget reduction with limited impacts to external service delivery through reorganization, partnerships with other departments and service providers and implementation of technology. Although Community Development staff continues to pursue ways to improve delivery of these services with less resources, the proposed reduction would decrease the number of Code Compliance staff at a time when the inspection numbers are increasing and these same staff members are being asked to assist with other mandated development services (new construction inspection, erosion and sediment control, etc.) to compensate for staffing reductions implemented during prior budget years. This will surpass the efficiencies we have gained through cross-trained staff and technology implementation – forcing us to eliminate these services and ultimately impact the health, safety, quality of life of our City's neighborhoods.

A brief description of each service is shown along with associated increases and decreases.

Budget Description:

The Department Requested FY 2014 Community Development/Director's budget of $347,905 represents a 2.3% increase of $7,810 compared to the Adopted FY 2013 budget of $340,095. Significant changes introduced in the Department Requested FY 2014 budget include:

- $6,805 increase in Salary and Benefits for transition adjustments as part of the Department's Professional Development Plan based on personnel savings in the Inspections and Planning Division budgets.

The Department Requested FY 2014 Community Development/Inspections Division budget of $725,178 represents a 10.0 % decrease of $80,944 compared to the Adopted FY 2013 budget of $806,121. Significant changes introduced in the Department Requested FY 2014 budget include:

- $49,497 decrease in Salary and Benefits reflecting the elimination the Property Maintenance Inspector position. The elimination of this position will discontinue the department's Rental Property Inspection Program, Vacant Property and Exterior Compliance programs.
- $31,842 decrease in Demolition reflecting the elimination of this service. $4,808 of Demolition Service funds would be reprogrammed to Equipment/Non-Real Property Rent for Neighborhood Services equipment purchases and technology upgrades associated with the transition to eTrakIt.
- $ 2,887 decrease in Salary and Benefits reflecting a savings in the Property Maintenance Inspector position for transition adjustments as part of the Department's Professional Development Plan.

The Department Requested FY 2014 Community Development/Planning Division budget of $305,378 represents a 2.6% decrease of $8,148 compared to the Adopted FY 2013 budget of $313,526. Significant changes introduced in the Department Requested FY 2014 budget include:

- $8,148 decrease in Salary and Benefits reflecting the reduction in Salary and Benefits in the vacant Senior Planner position.

The Department Requested FY 2014 Community Development/Zoning Division budget of $154,652 represents a 0.00% decrease of $58.00 compared to the Adopted FY 2013 budget of $154,710. No Significant changes have been introduced in the Department Requested FY 2014 budget.

BUDGET PRIORITIES WORKSHEET

Department and/or Division — Community Dev.

Adopted FY 2013 Budget	$1,614,452
5% Reduction	($80,723)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$1,533,729

Funded Department Priorities

1	**Development Services:** Review/Inspection/Permitting; Ordinance; Comprehensive Plan; Board/Commissions; Operational Support	$1,015,418
2	**Community Growth & Revitalization:** Main Street Program; CDBG/HOME; Project Management; Operational Support	$125,055
3	**Code Compliance:** Property Maintenance/Neighborhood Services; CCCT; ROW/Parking/Traffic [shared - PW]; Operational Support	$392,640
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	Total Funded Department Priorities	$1,533,113

Unfunded Department Priorities ("Below the Line")

1	Rental Inspection; Vacant Property; Exterior Compliance	$49,497
2	Demolition	$31,842
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Cover Memorandum

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Mitchell W Nuckles

Date: December 31, 2012

Unfortunately, I will have to eliminate a position in my office to meet the 5% reduction in my budget request. The loss of this position will require that I eliminate the DMV Select function in my office. I believe the DMV Select service is very valuable to our citizens and the City of Lynchburg. My office in partnership with the Billings and Collections Division, assist approximately 800 residents a month with the DMV Select service. The citizens of Lynchburg desire the service and the City of Lynchburg receives approximately $21,000 a year in compensation for providing the service. Providing this service allows our citizens to avoid long wait times at the Lynchburg DMV. Many of our citizens are struggling financially and they are being forced to make choices on which bills to pay. In many instances our citizens are choosing not to pay their personal property tax. If a citizen owes more than $50 in personal property tax the City of Lynchburg is allowed to stop an individual from renewing their registration. Providing this service allows citizens to pay delinquent debts and renew their vehicle registration in one stop at City Hall. If this service is no longer provided a citizen with delinquent debts will attempt to renew their registration at DMV and they will be denied. The citizen will be directed to the City of Lynchburg Billings and Collection Division to pay their debt before they are allowed to renew their registration. After satisfying the debt the Billings and Collection Division will remove the stop and the citizen will be directed back to DMV to renew their registration. Providing the DMV Select service allows us to renew the registration for our citizen thus avoiding the additional trip back to DMV. If the DMV Select service is eliminated there may not be an opportunity to reestablish the service at a future date due to DMV suspending the expansion of the program because of its overwhelming success.

Eliminating this position will further deteriorate the level of efficiency at which my office operates. I will continue to meet all of the statutory requirements of my office. However, I will not be able to provide customer service at the level which I think is satisfactory. I believe customer service is best provided by a smiling face or a human voice and eliminating this position combined with the elimination of four positions in previous years decimates my ability to provide satisfactory customer service. My staff and I are very proud of the compliance programs we have developed and it hurts not to have the ability to ensure compliance with the laws of the City and the Commonwealth. I would also like to point out that my budget has been trimmed from $841,000 in FY 2009 to $703,000 in FY 2013 - a 16.4% decrease in funding. The additional decrease for FY 2014 will result in a 21.9% reduction in funding since FY 2009. My full-time classified staff has also been trimmed from 14 in FY 2009 to 10 in FY 2013 - a 28.5% reduction in staff. The additional decrease for FY 2014 will result in a 35.7% reduction in staff since FY 2009. Additionally, the City of Lynchburg is reimbursed $164,518 from the Commonwealth of Virginia for expenses associated with my office. Therefore, the true cost of my FY 2014 City budget is 492,219 and the $46,501 decrease represents a 8.6% reduction in my City budget from FY 2013 to FY 2014.

Budget Description:

The Department Requested FY 2014 Commissioner of the Revenue budget of $656,737 represents a 6.6% decrease of $46,501 compared to the Adopted FY 2013 budget of $703,238.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $35,368 decrease in Salaries reflecting the elimination of one full-time classified position.
- $16,228 decrease in Employee Benefits reflecting the elimination of benefits for one full-time classified position.
- $2,444 decrease in Forms and Stationary reflecting lower cost.
- $2,100 decrease in Training and Conferences reflecting fewer employees to train.
- $8,902 increase in Wage reflecting the need for additional assistance due to loss of full-time classified position.
- $681 increase in Employee Benefits reflecting additional Social Security and Medicare for Wage position.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

COMMISSIONER OF THE REVENUE

Adopted FY 2013 Budget	$538,720
5% Reduction	($26,936)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$511,784

Funded Department Priorities

1	Personal Property Tax Assessment	$246,110
2	Meals Lodging & Amusement Tax Assessment	$49,222
3	Business Licence Tax Assessment	$98,444
4	Real Estate Tax Relief Administration	$24,610
5	State Income Tax (preparation & processing)	$73,833
6		
	Total Funded Department Priorities	$492,219

Unfunded Department Priorities ("Below the Line")

1	DMV Select	$46,501

Cover Memorandum

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Michael R. Doucette, Commonwealth's Attorney

Date: January 2, 2013

As directed by the City of Lynchburg as part of the FY2014 Department Requested Budget, the Office of the Commonwealth's Attorney is submitting a five percent decreased General Fund budget (approximately $73,000.00) as compared to the FY2013 General Fund Adopted Budget. The mandated reduction will result in the elimination of a state-funded prosecutorial position and the elimination of two newly created collection programs, the Fines and Fees Program and the Restitution Collection Program, respectively.

The community service impact of said reduction will result in the omission of the prosecuting misdemeanors including but not limited to: D.U.I.'s, violations of protective orders, sexual battery, assault and battery, larceny, traffic offenses, juvenile offenses and stalking. Furthermore, the locality will experience a significant loss of fines and fees revenue, as the Office of the Commonwealth's will no longer collect fines and fees in-house (the FY14 Fines and Fees projected revenue roughly equals $115,000.) In addition, the restitution program will be eliminated, by which the collection and dispersal of restitution to the citizens of Lynchburg and those who have been victims of crimes in Lynchburg will no longer be supported.

Budget Description:

The Department Requested FY 2014 Office of the Commonwealth's Attorneys budget of $1,387,013 represents a 5% decrease of $73,001 compared to the Adopted FY 2013 budget of $1,460,014.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $47,321 decrease in Salaries reflecting elimination of one state-funded prosecutor and additional adjustments necessitated by FY13 VRS adjustments, as directed by locality
- $9,886 decrease in VRS costs reflecting position changes elimination of one state-funded prosecutor and additional adjustments necessitated by FY13 VRS adjustments.
- $3,229 decrease in Social Security costs reflecting position changes elimination of one state-funded prosecutor and additional adjustments necessitated by FY13 VRS adjustments.
- $5,422 decrease in Health Benefit costs reflecting position changes elimination of one state-funded prosecutor and additional adjustments necessitated by FY13 VRS adjustments.
- $2,278 decrease in Other Charges specific to projected training costs

BUDGET PRIORITIES WORKSHEET

Department and/or Division: Office of the Commonwealth's Attorney

Adopted FY 2013 Budget	$1,460,014
5% Reduction	($73,001)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$1,387,013

Funded Department Priorities

1	Prosecuting felonies	$1,308,404
2	Prosecuting misdemeanors appealed to or indicted in Circuit Court	$69,978
3	Render Conflict of Interest opinions & enforce Conflict of Opinion Act	$4,315
4	Any other duties required by Virginia Law, as there are other legal	$4,315
5	duties required by law that seldom ever arise.	
6		
7	Note: We will continue to prosecute DV assault cases, as those	
8	prosecutorial actvites are supported through other funds.	
9		
	Total Funded Department Priorities	$1,387,013

Unfunded Department Priorities ("Below the Line")

1	Eliminate prosecuting misdemeanors, including but not limited to: DUI's,	$57,796
2	violation of protective orders, sexual battery, assault & battery, larceny,	
3	traffic, and juvenile offenses and stalking.	
4	Stop collecting restitution and fines and fees	$15,205
	Total	$73,001

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Cheryl Hudnall, ASAIII

Date: December 4, 2012

Please find attached the Department Requested FY 2014 Budget of the Council/Manager Offices (City Council, Clerk of Council, and City Manager).

Budget Description:

The Department Requested FY 2014 Council/Manager Offices budget of $796,660 represents a 5% decrease of $41,929 compared to the Adopted FY 2013 budget of $838,589.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $2,793 decrease in Salaries and Employee Benefits reflecting changes in the City Manager's car allowance and benefit rates.

- $39,136 decrease in Other Charges reflecting changes in office supplies, apparel, audiovisual, training and conferences, telephone services, cellular phone services, and dues and memberships.

BUDGET PRIORITIES WORKSHEET

Department and/or Division Council/Manager Offices

Adopted FY 2013 Budget	$838,589
5% Reduction	($41,929)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$796,660

Funded Department Priorities

1	City Council	$62,437
2	Clerk of Council/Deputy Clerk of Council	$148,914
3	City Manager/Deputy City Manager	$402,920
4	Support Services	$117,423
5	Operating Expenses: professional/legal services, printing services, advertising, software purchases, office supplies, food/dietary supplies, minor equipment/tool/furniture, mileage reimbursement, meals/lodging-non-training, training & conferences, telephone services, cellular phone service, postage, dues & memberships, and courtesies to guests	$64,966
	Total Funded Department Priorities	$796,660

Unfunded Department Priorities ("Below the Line")

1	City Manager's Car Allowance	$6,000
	Training & Conferences:	
2	Municipal Clerk's Academy	$600
3	IIMC Regional Meeting	$200

Unfunded Department Priorities ("Below the Line")

4	IIMC Annual Conference	$200

BUDGET PRIORITIES WORKSHEET

Department and/or Division Council/Manager Offices

Adopted FY 2013 Budget	$838,589
5% Reduction	($41,929)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$796,660

6	VLGMA Summer Conference	$800
7	ICMA Conference	$1,000
8	Leadership Development	$1,565
	Dues & Memberships:	
9	Virginia First Cities	$19,975
10	National League of Cities	$5,617
11	Alliance for Innovation	$5,000
12	Institute of Government	$2,500

BUDGET PRIORITIES WORKSHEET

Department and/or Division 24th Court Service Unit

Adopted FY 2013 Budget	$1,632
5% Reduction	($82)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$1,550

Funded Department Priorities

1	55500.0026 Law Enforcement Supplies	$800
2	55500.0080 Minor Equip/Tool/Furniture	$350
3	55850.0001 Telephone Services	$400
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	Total Funded Department Priorities	$1,550

Unfunded Department Priorities ("Below the Line")

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COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Marjette Upshur, Director, Economic Development

Date: January 2, 2013

Good Afternoon Kim,

Budget Description:

The Department Requested FY 2014 Economic Development budget of $299,522 represents a 5% decrease of $15,764 compared to the Adopted FY 2013 budget of $315,286.

I have documented our priorities on the worksheet provided. Our services and initiatives focus on preserving and growing our tax base through business retention and expansion, business attraction, infrastructure support, site development and redevelopment. We further support the efforts listed above through research, analysis and information management. We have seen the request for these services increase steadily over the last five years while our departmental resources to address these needs decreased. We have and will continue to use leverage resources, implement technology and build partnerships to address these needs during what continues to be a challenging fiscal environment.

The 5% decrease impacts our service delivery and program development across the board. I will highlight the areas of focus I listed on the budget worksheet, The decrease will impact our ability to market, communicate, and develop business retention and attraction initiatives. We will scale back or eliminate memberships to professional organizations (VEDA, Virginia Downtown Development Assoc, ICSC) and look for partners within the City to share costs on our Chamber membership. We will reduce our funding in Entrepreneurial services and programs. We are currently working with UVA to bring their Entrepreneurial Certificate Program to Lynchburg. We feel strongly that the City's assets must continue to be developed and "mapped" or communicated to a "global" and even more importantly, to our internal audience (existing businesses) to remain competitive. However, the 5% cut will impact these efforts as well.

Our services are based on best practices and requests from our business customers. These cuts will be felt in some measure throughout all of our services and programs.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $30,000 was placed in our Adopted Operating budget for the FY 2013 budget 30900.0002. Our Office applied for and received a $5,000 grant from the Virginia Commission for the Arts in FY 13. Finance informed us that due to this grant, we needed to move these funds to Fund 2001- City/Fed/State Aid. The money has been moved and we submitted a separate Cover Memo and FY 2014 Budget Request. In accordance with budget submission instructions, we submitted this budget with a 5% decrease as well; although, this decrease is out of compliance with the ordinance. The Arts & Cultural District Project is funded by ordinance (Section 13.1 of the City Code) with the Amusement Tax collected in the designated Arts & Cultural District and allows these funds to be used for grants to benefit the designated District.

  The District Ordinance was adopted by City Council in April 2010 and the funds appropriated September 2011. The amount requested is an estimate based on the prior year.

- $85,569 was placed in 55990.2999 to cover Local Enterprise and Technology Zone Incentives, Sec. 36-126.19. of the City Code. The ordinance allows the reimbursement of Business Property or License and/or Machinery & Tools Tax to qualified businesses.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Economic Development

Adopted FY 2013 Budget	$315,286
5% Reduction	($15,764)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$299,522

Funded Department Priorities

1	Business Retention and Expansion Initiatives	$179,713
2	New Business Attraction & Development	$59,904
3	Research, Tracking, Analysis & Information Management	$29,952
4	Infrastructure Support & Site Development	$29,953
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	Total Funded Department Priorities	$299,522

Unfunded Department Priorities ("Below the Line")

1	Revenue Generation & Tax Base Expansion Investments	$8,000
2	Entreprenuership & Job Creation Initiatives	$4,000
3	Asset Mapping Initiatives	$2,000
4	Local Asset Development & Support	$1,764
5		

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: William A. Aldrich, Director, Emergency Services

Date: December 26, 2012

The Department of Emergency Services (DES) is responsible for overseeing the Public Safety Answering Point (PSAP), emergency and non-emergency public safety dispatch services, and the emergency management functions for the City of Lynchburg. The preparation instructions for the FY2014 budget required that each department prepare a budget that was no greater than the specified baseline amount. Specific to DES, $309,638 for the Central Virginia Radio Communications Board (CVRCB) had to be added to the adopted budget for FY2013, resulting in an amended baseline for the FY2014 budget of $2,862,466.

The budget formulation process began by determining the funds necessary to continue the current level of services provided by the department. This budget showed a necessary increase of $8,592, but that amount was offset by a projected revenue increase of $10,000 in the False Alarm Service Assessments. In short, the budget for this department that would continue the services currently being provided is not projected to require additional money from the general fund.

As the vast majority of the DES budget is personnel services related, three (3) dispatch positions were eliminated to achieve the required baseline. In addition, it was necessary to remove the costs associated with the Emergency Medical Dispatch (EMD) program. It should be noted that no names were associated with the eliminated positions as a process detailing long term productivity and viability for promotion will need to be formulated to identify the specific employees to be included in the workforce reduction effort.

Capacity of the 911 Center was then equitably reduced by eliminating two (2) 911 wire lines and two (2) 911 wireless lines, eliminating all EMD services, no longer monitoring the PD2 talk group, and no longer monitoring the fire ground talk group during hazardous entry situations. These actions will result in more frequent busy signals for persons calling 911, no pre-arrival medical assistance provided to callers, less accurate emergency medical service (EMS) dispatch protocols, police officers dealing with more congestion on the main dispatch talk group (an officer safety issue from their perspective) and firefighters facing more dangerous conditions when entering hazardous structures.

Budget Description:

The Department Requested FY 2014 Department of Emergency Services budget of $2,861,484 represents a 6.5% increase of $174,297 compared to the Adopted FY 2013 budget of $2,687,187.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $90,680 decrease in Salaries reflecting primarily the elimination of three (3) Communications Specialist positions and the addition of a temporary position.
- $24,422 decrease in Employee Benefits reflecting the elimination of three (3) Communications Specialist positions.
- $304,838 increase in Contractual Services reflecting primarily the addition of the CVRCB bond payment into the DES budget, the removal of costs associated with EMD services, and minor increases in other hardware and software maintenance costs.
- $15,100 decrease in Other Charges reflecting primarily the elimination of costs associated with two (2) 911 wire lines, the elimination of costs associated with EMD services, and an increase in costs associated with Central Virginia Criminal Training Academy.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Emergency Services

Adopted FY 2013 Budget	$2,687,187
5% Reduction	($134,359)
Total FY 2014 MODIFIED Baseline (Adopted FY 2013 Budget less 5%):	$2,862,466

Funded Department Priorities

1	Basic PSAP/Public Safety Dispatch Services	$2,856,484
2	False Alarm Reduction Program	$5,000
3	Emergency Management Functions	$0
4		
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6		
	Total Funded Department Priorities	$2,861,484

Unfunded Department Priorities ("Below the Line")

1	Extended Public Safety Dispatch Services	$148,914
2	Emergency Medical Dispatch (EMD) Services	$19,300
3		
4		

Cover Memorandum

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Donna Witt, Director of Financial Services

Date: January 4, 2013

The Financial Services Department has submitted its budget with a 5% reduction. With the diligent work of Finance Staff, I believe we can sustain this reduction. However, I intend to close the DMV Select office or have the Commissioner of Revenue provide the full service. This will allow 2 full-time staff additional time for collection efforts over and above what we are doing now and more than replace the $20,000 in revenues we receive from the State. This is a direct negative service impact to the citizens as they will no longer be able to pay their delinquent property taxes to have DMV Stops removed and conduct their DMV business in the same place.

I will be glad to answer any questions you have.

Changes to each sub-department are listed below:

Finance Director
The significant change in this budget is the removal of funding for outsourcing internal audits ($10,000). Should the need for a large internal audit arise, the reserve for contingency will need to be the funding source. Another significant change is the contract with Davenport for financial advisory services has been broken and any assistance outside a bond issue will need to be paid based on an hourly rate instead of a retainer. I budgeted $5,000 for minor assistance. In FY 2014 an actuarial report is required by GASB for OPEB calculations so funding is included to cover this cost.

Accounting
Significant changes to this budget include the reduction in banking services fees and fiscal services. City staff continues to work with Wells Fargo to reduce fees with the use of compensating balances. In this low interest rate environment, it makes more sense to save on fees rather than keeping the funds available for other investments. Also, Davenport staff has agreed to use conference calls for investment discussions instead of face to face meetings. This saves the City $5,000 in fees. There is a minor reduction in Auditing Services of $1,100 due to City Finance staff now preparing the statement of cash flows instead of having the external auditors prepare it.

Billings and Collections
This budget is submitted with a very slight net increase of 0.2% due to a 1 cent postage increase proposed by Postal Services and the inclusion of a position in Utility Billing that was direct funded by Water Resources in the last couple of years. This position cost is offset with an increase in Indirect Cost from Water Resources. The increase in postage is offset with a decrease in daily mail and the elimination of water bill inserts. The information usually put on inserts will be directly printed on the water bills. The other decrease in this budget is the elimination of one vacant full-time teller position.

Budget
Minor reductions to printing, office supplies and training are included in this submission which results in a $1,625 reduction. Staff is providing fewer printed copies of the budget.

Procurement
This budget shows a significant increase due to funding a full-time buyer position that used to be directly funded by Water Resources. This position cost is offset by an increase in the indirect cost plan by Water Resources.

Human Services Finance
This budget shows a significant reduction with the elimination of one full-time position and one 32 hour part-time position. These positions are vacant.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Financial Services

Adopted FY 2013 Budget	$3,441,942
5% Reduction	($172,097)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$3,269,845

Funded Department Priorities

1	5 Full-Time employees with Benefits (Director, Asst Dir, City Acct, HS Finance Mgr and 1 Admin Staff)	$493,820
2	10 Full-Time employees with Benefits (Accountants, A/P and P/R staff)	$648,241
3	2 Full-Time employees with Benefits (Budget)	$155,795
4	4 Full-Time employees with Benefits (Procurement)	$243,835
5	20 Full-Time employees with Benefits (Billings and Collections)	$1,027,148
6	6 Full-Time employees with Benefits (Human Services Finance)	$325,881
7	Mailing Services for Taxes, Utility Billing and all other A/R	$239,586
8	Cigarette tax stamps, dog tags, envelopes, door hangers, etc	$18,000
9	Perforated paper for bills and other billing supplies	$13,500
10	Paper Stock for all City Departments	$12,000
11	Training and Dues for 47 Full-Time Employees	$32,795
12	Auditing Services	$67,400
13	Investment Services	$25,000
14	Banking Services	$20,000
15	State Street (mandated custodial bank)	$25,000
16	OPEB Actuarial Study (Not Fully Funded - Hope CF from FY 13)	$8,500
17	Financial Advisory Fees (Not Fully Funded - Broke Contract)	$5,000

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Financial Services

Adopted FY 2013 Budget	$3,441,942
5% Reduction	($172,097)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$3,269,845

18	Postage for A/P checks	$4,800
19	City Hall Copier Lease	$6,000
20	Maintenance, supplies, mileage, phone service, publications	$36,170
21	Increase Indirect Cost for 2 positions from Water Resources	($100,451)
22	Reduce 1 full-time position to part-time (not included in submission)	($38,175)
	Total Funded Department Priorities	$3,269,845

Unfunded Department Priorities ("Below the Line")

1	Reduce 1 full-time position to part-time (not included in submission)	$38,175
2	OPEB Actuarial Study (To Fully Fund)	$5,000
3	Financial Advisory Fees (To Fully Fund and not break Contract)	$35,000
4	Training	$3,970
5	Close the DMV Select- no staff savings for Billings and Collections but 2 full-time collectors service the DMV Select window. These 2 staff would be available to do further collection efforts to increase delinquent revenues collected.	

Cover Memorandum

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Steven B. Ferguson, Fire Chief

Date: 21 December 2012

Attached please find the Budget submission from the Fire Department for the FY 2014 fiscal year. Per your instructions, this budget reflects a five percent (5%) reduction from the FY13 budget. The significant additions, reductions and changes are detailed below.

Please do not hesitate to contact Ellen Davidson-Martin or myself if you have questions or need additional information.

Budget Description:

The Department Requested FY 2014 Fire Department budget of $14,488,872 represents a 5% decrease of $762,572 compared to the Adopted FY 2013 budget of $15,251,444.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $756,663 decrease in Salaries and Benefits reflecting the following:
    - Elimination of one (1) emergency response company, Engine or Ladder Company to be determined, which results in the elimination of seven (7) positions (three (3) Captains, two (2) Master Firefighters, and two (2) Firefighter positions). Note: an additional Master Firefighter position was eliminated from the FY 2013 budget. Please see attached sheet for the impact and details of said elimination.
    - Reinstatement of two (2) Battalion Chiefs positions that were eliminated from the FY 2013 budget.
    - Re-classification of six (6) vacant (due to retirements) Captains positions to Firefighter positions (accomplished by re-structuring the immediate supervisor positions in the department's dual company stations).
    - Increase in holiday pay resulting from the 5.6% City-wide pay adjustment and the Public Safety pay adjustment in the FY 2013 budget.
    - Increase of 0.50 Temporary employee reflecting an increase of $20,799.
- $2,500 decrease in Contractual Services reflecting the addition of Professional Medical/Dental Services for the payment for the department's new Operational Medical Director ($10,000) and a decrease in Ambulance Billing Services reflecting the rate reduction from 6.25% to 5.75% of funds collected for the fee paid to the City's third party ambulance billing company ($12,500).
- $19,610 decrease in Internal Services Charges reflecting a decrease in Fleet Services Administration ($3,617), a decrease in Fleet Services M&R Parts ($500), a decrease in Fleet Services M&R Labor ($16), and a decrease in Gas/Diesel Fleet Service ($15,477).
- $16,201 increase in Other Charges reflecting a decrease in Apparel/Protective Wear ($5,227), an increase in Grounds Maintenance Supplies ($4,684), and an increase in Gas/Diesel Private Company ($16,744).

In CY2011, the fire department responded to a total of 16,970 calls for service. For CY2012, the fire department has responded to a total 18,873 calls for service (through 12/19/2012) and will respond to an estimated 19,515 calls for service by the year's end. This is an increase of 14.9% in the total call volume.

The elimination of one emergency response company will result in the reduction of eight positions, including three Captains, three Master Firefighters, and two Firefighters. As a result, the citizens living or working in the response zones of the affected company should expect an increase in response time for emergency requests for service. This extended response time will cause more destruction of property from spreading fire and the deterioration of a patient's medical condition.

The fire department prides itself on being able to meet the established Standard of Response Cover (SORC), which was approved by City Council in 2005, of placing an engine company on the scene of a fire in six minutes total reflex time (elapsed time from the receipt of the 9-1-1 call until the unit arrives on the scene) for 90% of all responses. The same is true for EMS calls for service. In terms of real time, a citizen should expect the total reflex time to increase from 4 - 6 minutes to 6 - 12 minutes if an emergency response unit is placed out of service. The SORC meets the industry standard of NFPA 1710 and OSHA regulations regarding staffing for interior fire attack ensuring firefighter safety.

With the continuously increasing call volume for fire and EMS responses and the current staffing levels for field operations, the fire department is having to regularly (daily) place engines out of service to handle emergency medical calls in order to appropriately respond to requests for services. This practice is already increasing the total reflex time when all units are in service. This problem will be exacerbated with the reduction of an emergency response company.

The fire department is collaborating closely with our medical director and the specialty care units and physicians at Centra (cardiovascular, neurological, and trauma) to provide the most advanced level of EMS in the Commonwealth and, in some cases, the nation. For example, the reduction of the time needed by Centra to perform cardiac catheterizations can be directly attributed to advanced interventions performed by Fire Department personnel. With a reduction in staffing levels, we will not be able to continue to provide these services or forge ahead further.

BUDGET PRIORITIES WORKSHEET

Department and/or Division: Fire

Adopted FY 2013 Budget	15,251,444
5% Reduction	($762,572)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$14,488,872

Funded Department Priorities

1	salaries (including holiday pay), benefits, OT, certification pay for 170 sworn, 8 civilian, & 1.45 temporary FTE positions	$13,344,035
2	contractual svcs, internal svcs, other charges, rentals & leases	$1,119,837
3	specific use equipment (RSAF grant match)	$25,000
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	Total Funded Department Priorities	$14,488,872

Unfunded Department Priorities ("Below the Line")

1	two filled Captain positions	position control # 5535-29 & 5535-34	$177,596
2	one vacant Captain position	position control # 5535-4	$80,779
3	two vacant Master FF positions	position control # 5510-71 & 5510-77	$132,672
4	one Master FF position removed in FY13	position control # 5510-74	$66,336
5	two vacant Firefighter positions	position control # 5510-8 & 5510-10	$105,566

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Steven B. Ferguson, Fire Chief

Date: December 21, 2012

Attached, please find the Budget submission for the Fire Department – Technical Rescue Team / PIER (Partners in Emergency Response) Program for the FY 2014 fiscal year. This budget request represents a 0% increase / decrease from the current adopted FY 2013 budget. This 0% increase / decrease represents the utilization of the total annual PIER fees for the equipping and maintenance of the Technical Rescue Team. The Technical Rescue Team provides "permit required" confined space services to City Departments and some local industries.

Budget Description:

The Department Requested FY 2014 Fire Department – Technical Rescue Team / PIER program budget of $82,500 represents a 0% increase / decrease as compared to the Adopted FY 2013 budget of $82,500.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $8,074 increase in Salaries & Employee Benefits reflecting an increase in Technical Rescue Team (TRT) pay due to an increased number of TRT members.
- $6,926 increase in Other Charges reflecting increases in Minor Equipment/Tools/Furniture ($4,000) and Training and Conferences ($2,926).
- $15,000 decrease in Capital Outlay reflecting a decrease in Vehicles (funds were appropriated in FY 2013 to help pay for a replacement Technical Rescue Team trailer partially funded by a State Homeland Security Program grant).

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Janet Stinnett

Date: January 2, 2013

The FY 2014 Lynchburg General District Court Budget has been reduced by 5 percent per request; however, our FY 2012 actual expenditures were over by 114.5%. We reduced the Legal Services, but there is a possibility we will go over the budgeted request. These fees are paid by the locality to court appointed attorneys.

Budget Description:

The Department Requested FY 2014 Lynchburg General District Court budget of $59,423 represents 5.0% decrease of $3,127 compared to the Adopted FY 2013 budget of $62,550.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $3,127 decrease in Court Appointed attorney fees/local charges.

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Margaret M. Schmitt, Human Resources

Date: January 3, 2013

The Human Resources, including Occupational Health requested FY 2014 budget is attached. Due to current and upcoming vacancies, the required budget reduction has primarily been achieved through downgrading positions and reducing salary and benefit resources for new hires.

Budget Description:

The Department Requested FY 2014 Human Resources/Occupational Health budget of $810,148 represents a 5.3% decrease of $45,127 compared to the Adopted FY 2013 budget of $855,275.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $50,127 net decrease in salaries and benefits reflecting downgrades in positions and filling vacancies at lower salaries.
- $5,000 additional resources to maintain the Certification Tracking module of the Cornerstone LMS purchased in FY2013.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Adopted FY 2013 Budget	$855,275
5% Reduction	($42,764)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$812,511

Funded Department Priorities

1	Staff to provide enterprise-wide technical support	$101,270
2	Staff to provide recruitment/consulting services, advice and guidance to management, supervisors and employees	$521,524
3	Occupational Health staff to deliver medical services for work related injuries, illnesses and assessments	$77,589
4	Technological support for recruitment and workforce development	$32,200
5	Medical supplies and contracted services to support occupational health	$43,585
6	Workforce training and development	$17,000
7	Administrative supplies, materials and support for departmental and staff operations	$16,980
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	Total Funded Department Priorities	$810,148

Unfunded Department Priorities ("Below the Line")

1	Entry level Occupational Health Nurse: steeper learning curve and concern over being able to hire with available resources	$6,366
2	Entry level Benefits Manager: reduced strategic planning capability. Potential challenge in maintaining efficiency in medical costs. Possible	$7,300
3	ASA III/IV to ASA II: much steeper learning curve and decreased capacity for technical and administrative support	$6,100
4		
5		

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Bonnie Svrcek, Deputy City Manager

Financial Services Department, Budget Division

From: Mike Goetz, Director – Information Technology

Date: January 2, 2013

The enclosed requested budget for the Information Technology (IT) department encompasses both the General Fund and the Technology Fund for FY 2014. As required, the General Fund portion reflects expense reductions to result in a total request that is 5% lower than the adopted FY 2013 amount. Sufficient cuts and cost shifting to the Technology Fund are included to cover the 5% reduction and other embedded year-over-year cost increases in the Personnel, Software Maintenance, and Telephone Services expense categories.

Budget Description:

The General Fund Department Requested FY 2014 Information Technology budget of $3,114,176 represents a 5% decrease of $163,934 compared to the Adopted FY 2013 budget of $3,278,110. Significant changes introduced in the Department Requested FY 2014 budget include:

- A net $90,496 decrease in the Salaries and Employee Benefits categories in the Application Services sub-department (0115) reflecting a proposal that the Water Resources department directly fund one position which supports the Utility Billing system. (See Unfunded Priority #1 in the Budget Priorities Worksheet for an expanded description.) The cost to the Water Resources department to fund this position would be $92,753.

- $2,608 decrease in Software Maintenance in the Application Services sub-department (0115). This reflects several actions and changes, including:
    - Increased expense for the Fire Department's new Image Trends system.
    - Increased expense to the General Fund for the new NWS .Net system. (The appropriate enterprise funds will also be charged their share of the system's maintenance expense.)
    - Elimination of software maintenance on Parks & Recreation's Safari system. The vendor is dropping support of this system in 2Q FY14. Parks & Recreation is searching for a replacement system, and it is expected that they will budget for the required software maintenance of their new system as part of the system acquisition cost.

- A net $81,207 decrease in the Salaries and Employee Benefits categories in the Network Services sub-department (0116) reflecting a proposal that the Department of Social Services declare itself a "Full Support" agency with the State, changing its current status as a "Shared Support" agency. (See Unfunded Priority #2 in the Budget Priorities Worksheet for an expanded description.) One IT desktop support position would be eliminated if this action is taken, presumably through a Reduction in Force. The expense related to the elimination of the IT support position is estimated to be $85,276.

- $2000 increase in Telephone Services in the Network Services sub-department (0116) reflecting growth in Telephone Services expense, including Internet service to all City departments.

- Training budgets have been rebalanced across all four divisions, resulting in an overall decrease of $2,955 for the department in total.

- $6,000 increase in the IT Consulting category in the IT Administration sub-department (0116) to support the implementation of the Service Management (ITIL) system being procured in FY 2013.

The Technology Fund Requested FY 2014 budget of $795,930 represents a 50% decrease of $794,188 compared to the Adopted FY 2013 budget of $1,590,118. This amount includes both recurring operational expense and one-time expense associated with technology upgrade projects. The amount of recurring expense is estimated to be approximately $384,000. The major expense categories in this recurring expense include Software Maintenance, Hardware Maintenance, Minor Equipment, and Computer Equipment across all sub-departments in the Fund.

The major upgrades and projects include:

- $125,000 in Minor Equipment in the Network Equipment (0120) sub-department to replace a significant portion of the "edge" switches deployed across the City.

- $117,000 in Software Purchases in the Server (0121) sub-department for data center software upgrades required to keep current with software releases.

- $183,300 in various expense categories in the IT Projects (0124) sub-department. The major projects include: electrical modifications to the IT Center to improve environmentals and to provide emergency power shut-off to the data center; contract programming to provide support for unplanned, City-department requested software modifications; upgrading the wireless access points (WiFi 802.11N) across the City.

Revenues to the Technology Fund in FY 2014 are estimated to be $640,705. The remaining amount of $155,225 required to fund the FY 2014 budget request is requested to be taken from the fund balance, resulting in an estimated end-of-year fund balance for FY 2014 of approximately $1,187,000.

It is my hope that the action to declare the Department of Social Services as a "Full Support" agency of the State will not have to be taken. The impact to their operation would probably be severe. However, in this time of hard choices, I feel compelled to first request the resources required to support City responsibilities before requesting resources to make up for shortfalls by the State in their obligations.

As always, I truly appreciate the support IT receives from you and City Council. We are committed to providing the very best information technology support possible to the City.

BUDGET PRIORITIES WORKSHEET

Department and/or Division Information Technology

Adopted FY 2013 Budget	$3,278,110
5% Reduction	($163,906)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$3,114,204
Additional cuts required to balance*	($15,884)

Funded Department Priorities

1	Application programming and operational support for application software; database administration	$1,140,227
2	Network engineering; server and data center operations; Tier II desktop support; telephone support	$1,250,985
3	Help Desk operations; technology procurement; ITC facility management; departmental administrative support	$455,949
4	Application programming, operational support, and data maintenance for GIS	$267,015
	Total Funded Department Priorities	$3,114,176

Unfunded Department Priorities ("Below the Line")

1	Application programming and operational support for Utility Billing (the action would be to directly charge Water Resources enterprise funds for this direct support)**	$92,753
2	Desktop Support for Dept. of Social Services (the action would be to covert the DSS department from a State "Shared Support" status to a State "Full Support" status)**	$85,276
	Total Unfunded Department Priorities	$178,029

*Budget reductions in addition to the 5% cut are driven by: shortfalls in FY13 budgeted amounts in personnel expense categories; absorbing additional software maintenance expense due to implementation of new systems (Fire Dept and New World Systems); anticipated growth in telephone and Internet service expense.

** See Addendum for additional information regarding these actions and the impacts.

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Heather Cooper, Clerk JDR Court

Date: January 3, 2013

Budget Description:

The Department Requested FY 2014 Lynchburg JDR Court budget of $14,646 represents a 5% decrease of $763 compared to the Adopted FY 2013 budget of $15,409.

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Lynn L. Dodge, Director of Libraries & Museums

Date: January 2, 2013

The Regional Library Study and the retirements of three long term professional staff were major factors in developing the Public Library's FY 2014 Budget. The library's management structure is being revised to enhance coordination of public services functions, and provide staff time to participate in the regional discussions and manage the resulting extra work assignments, while maintaining service to 1,000 daily users, 6 days/ 52 hours a week in 2 buildings. The savings from the retirements provided approximately 2/3 of the funds necessary to meet the reduction goal. The proposed budget preserves the Branch Library at its current 5 day/40 hours a week service level.

Budget Description:

Public Library

The Department Requested FY 2014 Public Library budget of $1,464,212 represents a 5% decrease of $77,064 compared to the Adopted FY 2013 budget of $1,541,276.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $49,000 in Salary and Benefits savings, the creation of an "Interim Library Operations Manager" position from an existing position, and the elimination of a vacant part time Library Shelver position.
  IMPACT: None on the public.
- $ 20,000 reduction in books and other materials purchases (DVD, magazines, CDs, etc.)
  IMPACT: This directly affects users - approximately 800 new books, DVDs, and magazines will not be purchased. These would account for about 10,000 circulations.
- $ 6,500 reduction in processing supplies due to fewer items being purchased.
  IMPACT: None on the public.
- $1,564 reduction in travel, training, dues, etc.
  IMPACT: Opportunities continuing education will be cut; attendance at conferences will be eliminated.

Law Library

$5,000 is charged to the Law Library's "Assigned Fund Balance" to provide additional PT hours at the Branch Library. This extra help will enable the Branch Librarian to have the time and flexibility to serve as a key participant in the regional work. Currently, $26,150 is charged to the Law Library in support of Branch staff; this amount has not been increased since 1987. The "Assigned Fund Balance" is about $80,000 and can easily absorb the additional $5,000 charge.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Public Library

Adopted FY 2013 Budget	$1,541,276
5% Reduction	($77,064)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$1,464,212

Funded Department Priorities

1	Library Administration - basic service required by State Aid regulations	$320,427
2	Technical Services - basic service required by State Aid regulations	$137,286
3	Circulation Services - basic service required by State Aid regulations	$260,738
4	Adult Services - basic service required by State Aid regulations	$272,873
5	Youth Services - basic service required by State Aid regulations	$341,288
6	Volunteer/Outreach Services - $14,500 reimbursed by Friends of the Library	$17,277
7	Branch Library-not required-$31,150 reimbursed by Law Library	$114,323
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9		
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	Total Funded Department Priorities	$1,464,212

Unfunded Department Priorities ("Below the Line")

1	reduce book purchases	$20,000
2	reduce book processing supplies	$6,500
3	miscellaneous: trainings, mileage, dues, etc.	$1,564
4	savings after retirements and other personnel adjustments	$49,000
5		

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Heather A. Page, Chief Magistrate

Date: 1/2/2013

Enclosed please find the Budget Priority Worksheet and FY 2014 Budget Request. Should you have any questions or require additional information, please do not hesitate to contact me directly.

Budget Description:

The Department Requested FY 2014 Magistrate budget of $3,888 represents a 5% decrease of $205 compared to the Adopted FY 2013 budget of $4,093.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $305 decrease in phone expenditures which will be incurred by chief magistrate personally.
- $100 increase in published educational references.

BUDGET PRIORITIES WORKSHEET

Department and/or Division: Lynchburg Magistrate Office

Adopted FY 2013 Budget	$4,093
5% Reduction	($205)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$3,888

Funded Department Priorities

1	Office Supplies	$1,500
2	Books and Publications	$200
3	Equipment/Furniture	$752
4	Equipment/Non-Real Property Rental (Copier)	$1,193
5	Telephone Services	$243
6		
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	Total Funded Department Priorities	$3,888

Unfunded Department Priorities ("Below the Line")

1	Telephone Services (Chief Magistrate's after hours phone)	$305
2		
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COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Douglas K. Harvey, Museum Director

Date: 12/20/2012

The FY 2013 operating budget for the Museum System is $438,441. The Museum System operates the Lynchburg Museum at the Old Court House, manages Point of Honor as an historic house museum through a contract with Wells Fargo Bank, and maintains an off-site artifact storage facility. The Museum System receives funding from several sources: the City, admissions, Wells Fargo Trust, gift shop, miscellaneous donations, and revenue such as photo reproduction sales.

The proposed budget with the 5% reduction will impact special events such as Day at the Point and advertising which may negatively affect visitation in FY 2014. If the savings projected through personnel changes had not been attainable, the 5% reduction would have necessitated cutting public operating days/hours.

Budget Description:

The Department Requested FY 2014 Lynchburg Museum System budget of $416,519 represents a 5% decrease of $21,922 compared to the Adopted FY 2013 budget of $438,441.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $13,603 reduction in salaries and benefits, $4,500 reduction in special events and programs (Recreation & Activity Supplies and Misc. Contractual Services) , $2,000 reduction in advertising, and other reductions reflecting a 5% overall decrease.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Museums

Adopted FY 2013 Budget	$438,441
5% Reduction	($21,922)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$416,519

Funded Department Priorities

1	Preserve and protect the historic and modern resources of the Museum System including buildings, grounds, and mechanical systems.	
2	Preserve, interpret, and share with the public the 20,000 artifacts and related historical materials. Maintain public access via websites for the 9,000 images online in the photographic database.	
3	Maintain 7 day per week schedule of public access at Lynchburg Museum and Point of Honor as part of City image and tourism attractions base.	
4	Act as a resource to the community at large for historical information, historic preservation technology , documents, maps, and source materials.	
5	Provide educational experiences on site or via outreach programs for visitors including school groups, Homeschoolers, Senior Centers, and others.	
6	Generate earned revenue for the General Fund to help underwrite the costs of Museum System operations.	
7	Facilitate the functions of the Advisory Board and Museum Foundation, coordinate the membership program, annual fund, and other activities	
8	Partner with other groups on educational, Downtown revitalization, tourism, historic preservation, and related projects that benefit the City.	
9	Continue to research and compile the history of the Lynchburg area for future generations and continue to acquire objects for the collection that are the tangible manifestations of our heritage.	
10		
	Total Funded Department Priorities	$416,519

Unfunded Department Priorities ("Below the Line")

1	Adequate funding to continue to hold all scheduled special events at a high level of quality.	$3,500

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Museums

2	Adequate funding to fully market and promote visitation to the Museum and Point of Honor and attendance at special events and educational programs.	$3,000
3	Adequate funding/fully trained staff to create high quality exhibits at the Museum or Point of Honor.	$7,663
4	Adequate funds to cover unforeseen small equipment failure, building repairs that Wells Fargo or the City may not cover, or to take advantage of special opportunities that may arise that require investment.	$1,355
5		

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Norman Hale, Parking Manager

Date: January 2, 2013

Please find attached the Department Requested FY 2014 Budget of the Parking Management Department.

Budget Description:

The Department Requested FY 2014 Parking Management budget of $354,575 represents a 6.9% increase of $22,836 compared to the Adopted FY 2013 budget of $331,739. Parking Management plans to pay the requested 5% budget reduction and budget increase towards the general fund from parking revenues. The increase in budget is necessary to manage new projects that will provide additional revenue to the City of Lynchburg.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $24,578 increase in Employee Salaries and Benefits reflecting the addition of a full time Parking Technician position that will cross train in enforcement and parking facility maintenance. Parking Management proposes to eliminate the half-time full time Maintenance Position shared with the Public Works Department and eliminate the part time Parking Patrol Specialist position that was temporarily filled within Parking Management during FY 2013.
- $440 increase in Contractual Services reflecting the continuation of the service and maintenance agreements for handheld citation devices and parking management system, and for the reprinting of the parking brochures.
- $2,918 decrease in Internal Service Charges for fleet services.
- $1,992 increase in Other Charges reflecting the uniforms and equipment for the new Parking Technician and manager training and certifications.
- $1,256 decrease in Rentals and Leases reflects a $4,260 reduction in rentals and leases due to the creation of the liability account to pay the parking management agreements with Krise Building Associates and Central Virginia Criminal Justice Training Academy; and it includes a 5% rate increase for the Holy Cross Parking contract.

These changes will have the following impact on service delivery:

If the recommended steps are taken, the City's General Fund Expenditures will not be needed to support the Parking Program. Development of a Parking Enterprise Fund will provide a higher level of customer service.

According to FY 2013 Budget, the Parking Program was self-supporting.

The Parking Management Department expects a $63,000 increase in Parking Revenues in FY 2014 reflecting the increased use of the parking meters, increased demand for parking permits, the conversion of Lot M into a paid parking facility, and the new management of the SunTrust and Allied Art Parking Decks. Projected start date for the management of Lot M, SunTrust Parking Deck, and Allied Parking Deck is March 1, 2013.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

PARKING MANAGEMENT

Adopted FY 2013 Budget	$331,739
5% Reduction	($16,587)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$315,152

Funded Department Priorities

1	PARKING MANAGEMENT & ADMINISTRATION	$148,740
2	PARKING ENFORCEMENT	$87,069
3	PARKING TECHNICIAN & MAINTENANCE	$41,366
4	GENERAL OPERATING EXPENSES	$14,900
5	RENTALS & LEASES	$1,500
6	PARKING HOLY CROSS CHURCH	$61,000
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	Total Funded Department Priorities	$354,575

Unfunded Department Priorities ("Below the Line")

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Cover Memorandum

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Kay Frazier, Director, Parks and Recreation

Date: January 3, 2012

As in past years preparing the budget request presents many challenges, leading, this year, to numerous service reductions. The factors influencing the budget request and elimination of some services are as follows:

- The required 5% budget reduction for FY 2014;
- Insufficient revenues to support programs partially funded in the Recreation Program budget (fee-based budget);
- A one-time savings in FY 2013, through unfunded positions, is not sustainable for all of FY 2014;
- The impact from the rollout of the Affordable Care Act on part-time position hours and costs.

5 % Budget Reduction

The total required budget reduction for Parks and Recreation is $130,995. These reductions, resulting in service cuts, are as follows:

All support for City Services for City Sponsored events is eliminated ($61,600). The majority of this funding was in overtime to cover the expenses of public safety and public works staffs supporting the events. The cost to buy back this service is $66,000. The additional cost is due to an increase in charges for public safety employees, with the hourly rate going from $30.00 per hour to $35.00 per hour.

The budget to operate College Hill Neighborhood Center is eliminated (61,332). This reduces the work force by one (1) fulltime Senior Recreation Specialist and one (1) part-time Recreation Specialist. Specific center-based programs that are eliminated are the After-School programs, Summer Camp, adult daytime programs, center rentals, community use of the center, and P&R support of neighborhood initiatives. Attendance at College Hill programs is the lowest of all the centers. The cost to buy back this service is $61,332.

Over the past several years, as a measure to contain the Parks and Recreation budget, the costs for several programs and services have been moved entirely or partially to the Recreation Program (fee-based) budget. Some programs have been successful as fee-based programs but two have not generated enough revenue to cover the fee-based expenses. Both the Adult Open Gym program and the Senior Transportation program costs are partially funded through fees and both program have failed to bring in sufficient revenues to support those costs. This budget request eliminates both programs which results in reductions to the Parks and Recreation operating budget and Recreation Program (fees budget).

The Adult Open Gym program is held September -March, four days a week. Since this program began charging a fee, attendance has been sparse. The charge for the program is $20.00 for a 10 entry pass or $10.00 for a 5 entry pass. Initially P&R received complaints about the lack of availability of the pass. Passes are now sold at all center locations and at the first of the month at the gym door. Staff will continue to make changes to the program for the remainder of FY 2013, but if attendance does not increase the program is slated for elimination. The savings in the Parks and Recreation budget is $4,962. The total cost to buy back the Adult Open Gym is $6,577, which includes $4,962 in the Parks and Recreation budget and $1,615 of expenses that would need to be transferred from the Recreation Program budget (fee-based budget) to the Parks and Recreation budget.

The Senior Transportation program provides transportation to center based programs three days of the week and a shopping trip on a fourth day. The fee for transportation, imposed in FY 2013, is $4.00 round trip to the center and $6.00 per shopping trip. Prior to FY 2013 the program accepted donations. In the FY 2013 budget $12,229 in expenses were transferred to the Recreation Program (fee-based) budget to cover the expense of the bus driver. The fleet service expenses remained in the Parks and Recreation budget. The program has not generated enough ridership to support the fee-based costs. The program serves only eighteen (18) individuals, with an average daily ridership of six (6). Eliminating this service saves the Parks and Recreation budget $7,100, reflecting a downsizing of the departmental fleet. The total cost to buy back the Senior Transportation program is $19,329, which includes $7,100 in the Parks and Recreation budget and $12,299 of expenses that would need to be transferred from the Recreation Program budget (fee-based budget) to the Parks and Recreation budget to cover the cost of the driver.

FY 2013 Budget Reduction Impact

In FY 2013 the Parks and Recreation budget was reduced by approximately $100,000. A substantial part of that reduction was achieved by leaving unfunded a fulltime Senior Recreation Specialist and a part-time Recreation Specialist position in the neighborhood center program. This reduction in FY 2013 was possible because of the anticipated temporary closure of the Miller Center, which is scheduled for renovation, allowing the department to temporarily reassign the Miller Center program staff to other centers. It is anticipated that this staff will need to return to the Miller Center by May 2014, which impacts the FY14 budget and will leave the department without enough funded positions to keep all of its centers open. The budget proposal closes the Daniels Hill Neighborhood Center in May 2014 and eliminates the current unfunded positions. To keep Daniels Hill open would require appropriating funding for these two positions, which would cost $10,425 for FY 2014 and $61,332 for FY 2015.

Patient Protection and Affordable Care Act (PPACA)

The rollout of the PPACA has a significant impact on Parks and Recreation operations. For many years the department has relied on part-time staff as a mechanism to control costs and to staff services seven days a week. Currently the department has thirty four (34) part-time positions and is dependent on these employees to provide a full array of services. The PPACA impacts service delivery in the following ways:

In order to comply with the PPACA and maintain current service levels, part-time staff will only be allowed to work 29 hours or less a week. This practice results in reduced hours for several part-time employees and adds additional part-time positions to compensate for the reduced hours. There is no budget impact, but reducing hours and adding additional part-time positions gives concern. Full-time supervisors already struggle to schedule, supervise and train the many part-time positions. Part-time employees tend to be the least motivated and least effective in providing services. The department has reached the point were more fulltime staff is needed to effectively supervise and to fully utilize the part-time positions. An additional concern is that a reduction in hours of part-time staff will lead to a higher turnover rate. Qualified part-time staff are difficult to recruit and retain.

The services most impacted are those provided by the part-time staff budgeted in the Armory/Community Market budget. The two part-time Parks and Rec Service Workers hours will be cut from 35 hours a week to 29 hours a week. An additional part-time position (.31FTE) will be added to compensate for the lost hours. These budgeted hours support the normal, day to day operations of the Armory and Community Market. As a practice the part-time employees assigned to the Armory/Market have also worked over their 35 hours to support Armory rentals, special events held in the downtown area and snow removal. The cost of the extra hours has been paid for through fees collected for these services. This practice will be stopped and staff will no longer be allowed to work the hours needed to support these services. The department does not have the capacity to continue to provide the additional services, resulting in curtailing or eliminating Armory rentals, support of special events and providing support for snow removal.

The recommended alternative to curtailing or eliminating the services is to convert the two part-time positions into fulltime positions. The cost of this action is $26,090. A large portion of this cost can be offset with fees collected for rentals and services for events.

Summary

In summary, if the FY 2014 Parks and Recreation budget request is accepted as the Manager Proposed Budget the service impacts are as follows:

- Eliminate all City funding to cover the costs of City services for Sponsored Events, including Friday Cheers, Get Downtown, Day in the Park, the Ten Miler, the Firecracker Swim Meet, and the Christmas Parade.
- College Hill Neighborhood Center will close, effective July 1, 2013.
- Daniels Hill Neighborhood Center will close, effective April 30, 2014.

- The Adult open gym program will be eliminated.
- The Senior Transportation program will be eliminated.
- Armory rentals will be curtailed.
- Special events held at the Community Market, Armory and Riverfront Park will be curtailed.
- Snow removal operations performed by Armory/Market staff will be curtailed.

Budget Description:

The Department Requested FY 2014 Parks and Recreation budget of $2,174,971 represents a 5.8% decrease of $134,512 compared to the Adopted FY 2013 budget of $2,309,483.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $127,398 decrease in Salaries and Employee Benefits reflecting the elimination of one fulltime position, one part-time position, reduction in hours for other part-time positions and elimination of overtime to support City Sponsored Events.
- $10,000 increase in Software Purchases reflecting the Safari parks and recreation management software replacement.
- $2,400 decrease in Misc.Contractual Services reflecting reductions in repairs and maintenance of parks and trails.
- $9,940 decrease in Internal Service Charges reflecting a reduction in the number of vehicles in the department fleet.
- $5,115 decrease in Other Charges reflecting a reduction in Custodial Supplies, Recreation Activity Supplies and Chemicals/Gases and RecFund Overhead.

Budget Description:

The Department Requested FY 2014 Parks and Recreation – Recreation Budget of $420,192 represents a 1.8% decrease of $7,804 compared to the Adopted FY 2013 budget of $427,996.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $8,874 decrease in Salaries and Employee Benefits reflecting the elimination of a part-time position and reduction in hours for other part-time positions.

Budget Description:

The Department Requested FY 2014 City Armory/Community Market budget of $311,925 represents a 0.5% increase of $1,501 compared to the Adopted FY 2013 budget of $310,424.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $6,084 increase in Salaries and Employee Benefits reflecting an in-grade salary increase.
- $4,722 decrease in Other Charges reflecting a decrease in Utilities-Natural Gas.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Parks and Recreation

Adopted FY 2013 Budget	$2,619,907
5% Reduction	($130,995)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$2,488,912

Funded Department Priorities

1	Park, Trails, Facility, Fleet Management	$608,719
2	Community Market and Armory	$363,747
3	Center Programs	$683,944
4	Athletic Programs	$182,421
5	Naturalist/Environmental Education Programs	$143,760
6	Aquatic Programs	$112,759
7	Network Services	$85,588
8	Recreation Progam Management	$81,200
9	Department Marketing	$82,144
10	Customer Service Desk	$69,630
11	Grant Administration	$16,041
12	Volunteer Coordination	$58,089
	Total Funded Department Priorities	$2,488,042

Unfunded Department Priorities ("Below the Line")

1	Support Services for Armory Rentals, DT Events and snow removal - (New Initiative)	$26,090
2	Daniels Hill Center Programming (Needed FY 2015 = $61,332)	$10,425
3	College Hill Center Programming	$61,332
4	Adult Open Gym program	$6,577
5	City Sponsored Special Event Support	$66,000
6	Senior Transporation Funding	$19,329

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Colonel Parks H. Snead, Chief of Police

Date: January 11, 2013

Since becoming Chief of Police in 2008, I have regularly discussed with you the operational importance of incrementally expanding LPD authorized police officer staffing from 170 to 180 officers. This staffing increase remains necessary to provide the human resources required to adequately address our community's current service delivery demands. Internal and external evaluation of functional demand for LPD services both support increasing LPD sworn and support staffing as being necessary at this time to provide high quality community policing services. As Lynchburg's population increases, as our commercial community expands and as the City's land area continues to develop in future, still more police officer, animal control and support staffing must be added as fundamental public safety infrastructure to handle increasingly diverse and complex workload. As recently as December 13, 2012, a *Smart Growth America* study identified Lynchburg as ranking fourth among the nation's top ten fastest growing small metropolitan areas during 2010-2011. The LPD must grow in sync with our City if we are to sustain the capability to deliver high quality community policing services across the broad spectrum of service demands. All LPD operational restructuring and service delivery enhancement plans depend upon the capability to expand our sworn and support operational staffing resources within the immediate future. The current City budget direction for FY14 will prevent the LPD from meeting our goal of increasing key operational staffing resources within the next year, and will actually reduce sworn staffing from the FY13 level.

A 5% budget reduction for FY14 would force the Police Department to eliminate employee positions; to eliminate and reduce operational components, community service functions and programs; and to reduce service delivery capability as briefly described in the following narrative and as cost-detailed in the attached spreadsheet.

The Lynchburg Police Department is submitting an FY 2014 budget of $14,711,318. If required, a 5% reduction to the overall Police Department operational budget would be provided by eliminating:

- Animal Control funding and positions (excluding the Code of Virginia mandated Chief Animal Warden position and associated veterinary services) – at $223,040;
- Overtime Reduction – at $100,000;
- Traffic Unit funding and positions – at $445,545.

Budget Description:

The Department Requested FY 2014 Police Department (including Animal Control Unit) budget of $14,711,318 represents a 5.0% decrease of $774,772 compared to the Adopted FY 2013 budget of $15,486,090.

Note: This reduction includes $223,040 due to eliminating the Animal Control Unit while absorbing the costs of the Chief Animal Warden position and associated veterinary services into the Police Department budget.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $582,381 decrease in Salaries reflecting the difference in salaries between officers recently retiring and new, entry level positions, moving one part time position from the Police Budget to the newly created Off Duty Police Budget, eliminating the Animal Control Unit, eliminating the Traffic Safety Unit, transferring the Chief Animal Warden position to the Police budget, and creating an ASA II position assigned to the Information Desk.

- $47,656 decrease in Employee Benefits reflecting a decrease of $10,920 in group life insurance benefits, a decrease of $1,770 in VRS retirement benefits, a decrease $9,421 in Social Security and Medicare benefits and a decrease of $25,545 in health and dental benefits.

- $27,872 increase in Contractual Services reflecting an increase of $6,595 in software purchases which includes CALEA power DMS software and 360 camera system software and an increase of $18,000 in medical/dental services to absorb the veterinary services from the Animal Control budget.

- $8,030 increase in Internal Service charges reflecting an increase by City Fleet Services.

- $121,486 increase in Other Charges reflecting an increase $32,437 in apparel/protective wear to outfit officers with two sets of handcuffs, an increase of $14,269 in safety supplies to begin purchasing heavy bullet proof vests for the CNT Unit, an increase of $44,841 in law enforcement supplies which represents an overall increase in the cost of equipment, an increase of $12,890 in minor equipment and tools to purchase a replacement shredder, a digital desktop scanner for Records and a Fullcom Recording System, an increase of $32,850 in computer parts (this includes absorbing $25,000 in IT equipment purchase funding transferred from the City IT maintenance budget – you tentatively approved this transfer-of-funding request during conversation with me earlier this year) and the purchase of additional monitors, a decrease of $14,063 in communication parts which represents the purchasing of portable radio equipment through the CIP, and a decrease of $2,492 in cellular phone service.

III. Service Impact:

The Police Department has historically been an effective steward of City resources budgeted to its use. Over the past 10 years, the PD has expended on average 97.71% of its annual operating budget. The PD's allocation of the City general fund budget has decreased from 9.5% in FY05 to 8.8% in FY13 -- this during a time period when responsibilities assigned to the Police Department have expanded and citizens' expectations for service delivery have increased.

The most recent State Auditor of Public Accounts report (released in June, 2011) indicates that the City of Lynchburg expends 89.85% of the average annual local government funding allocated to law enforcement services by the cities surveyed. This places Lynchburg 26th of the 39 independent Virginia cities included in this report with regard to annual law enforcement funding. There is less funding appropriated to the LPD when compared to the rest of the state and those funds are used efficiently without waste.

As 84.7% of the PD's FY13 budget is committed to salaries and benefits, the requested 95% budget projection would force elimination of staff in FY14.

Budget impact: A 5% budget reduction for FY14 would force the Police Department to eliminate employee positions; would force the Police Department to eliminate operational components, functions and programs; and would force the Police Department to reduce service delivery capability to a level that will adversely impact public safety and quality of life within our community. Budget reduction to this level would eliminate the Police Department's capability to provide traffic safety education; to effectively reconstruct complex traffic crash scenes; to foster and coordinate regionalized investigative efforts; or to respond to all but the most dangerous animal related complaints. This is not the direction for the City of Lynchburg to go at this point in its development: the community policing functions that stand in jeopardy of being eliminated directly sustain an environment in which community members are actively engaged in community problem identification and in which they feel safe in pursuing their daily activities. As you know, public safety is the bedrock upon which a vibrant and involved community is built.

1) Eliminate the Animal Control Unit (ACU) with the exception of the Chief Animal Warden, a Code of Virginia mandated position, and the veterinary services associated with animal control -- cost reduction of $223,040. The ACU exists as a mechanism to coordinate LPD enforcement efforts for animal-related violations and education efforts; to control the deer population within the City as a public safety and quality of life measure; to ensure public safety by controlling stray dogs, other potentially dangerous pets and livestock; and to minimize the necessity for police officers to handle animal-related calls. Over the past 5 years, ACU wardens have responded to an average of 3,410 calls for service per year – approximately 4.5% of the department's total calls for service. Reducing ACU staff to just the Chief Animal Warden would limit response to only those situations involving immediate danger to public safety, or situations involving suspected criminal activity. Response time to even this limited range of service calls would be drastically increased.

2) Eliminate $100,000 from the Police Department overtime budget.

3) Hold 7 police officer positions vacant through FY14 by eliminating the Traffic Safety Unit (TSU) -- cost reduction of $445,545. The TSU exists as a mechanism to coordinate LPD traffic enforcement efforts and proactive community education initiatives; to perform directed traffic enforcement in high-accident locations; to maintain a cadre of certified crash reconstruction experts, motor carrier and HAZMAT carrier inspectors; and to keep patrol officers free from a number of complex, time-consuming functions. TSU officer work shifts cover day and night high incidence periods: these officers are also subject to call-out, and work all fatality motor vehicle crashes. Over the past 5 years, TSU officers have responded to an average of 4,034 calls for service per year – approximately 5% of the department's total calls for service. Reducing TSU staff would place a significant portion of this workload back on less experienced patrol officers, and would reduce the call-out availability of a trained crash reconstruction specialist at need.

The TSU also provides a highly functional liaison with a regional, multi-jurisdiction motor vehicle Crash Investigation Team. Among many benefits of this liaison are valuable officer training opportunities at little or no cost; deployment of crash response resources within the City beyond what the LPD could provide unaided; and expanded eligibility for traffic safety grant funding. These benefits would be lost to our community if the TSU is eliminated.

Any reduction to LPD operational staffing will reduce the LPD's capability to respond to calls for police services. Eliminating the staffing of two LPD operational components that responded to 7,444 calls for police service during CY2011 would significantly reduce LPD response to citizen-initiated non-emergency calls. LPD service providers responded to 8,924 low priority (CAD category 7 and 8) calls during CY2011 – these included noise complaints, parking violations, gambling violations, advice calls and other community policing services. Future LPD capability to respond these types of citizen service requests would be virtually eliminated should we eliminate staffing in these two key service delivery areas.

IV. Other Positions not included in FY14 budget:

- Information Technology Position ($57,295)
  - A Programmer II position was eliminated from the LPD budget in FY13 (and had been unfunded since FY10). Restoring this position is necessary to maintain an adequate LPD Information Technology maintenance and support infrastructure. As you are aware, the LPD utilizes dozens of IT systems and hundreds and IT devices – many of these in service 24 hours a day, 365 days a year within an extremely challenging operational environment in which leaving a mission critical system "down" is not an option. As you are aware, many of the LPD's mission critical IT systems are designed and programmed in-house: this provides tremendous cost savings and functional advantage over purchase of "canned" IT systems, but requires that we maintain an adequate number of highly trained and functionally skilled support staff. LPD operational efficiency and effectiveness are heavily dependent on information management systems and equipment. Due to the nature of the LPD's IT system configuration and content, our network must be maintained predominantly without City IT support. Since 2010, LPD operations have been hampered – and LPD community service delivery has been hampered – through not staffing this position. Planned expansion of the LPD's IT system usage is already underway and will require that this support position be filled – preferably during FY14.

- Five additional Police Officer positions ($50,523 each -- $252,615 total)
  - By your authorization, the LPD has at various times used projected, non-budgeted managed vacancy funding to support hiring up to five entry-level police officers in addition to the department's maximum authorized staffing. In that the LPD can place recruit police officers into mandated basic training programs only during January and July each year, the ability to temporarily "overhire" officers allows us to employ an adequate number of officers to staff losses projected as result of known retirements, resignations, etc. I request that you allow the LPD to continue this practice during FY14 as deemed necessary to maintain adequate staffing. In light of the staffing needs that I noted in the first paragraph of this message, I also request that we pursue the goal of adding 5 sworn officer positions to the LPD's authorized, budgeted staffing as soon as it is possible to do so.

- The proposal for an additional budgeted ASA II position noted on page 1 represents the LPD's first step toward replacing police officers at the Information Desk with civilian staff. Filling this ASA II position will free one police officer for redeployment to meet other LPD service delivery needs. As we have discussed, my ultimate intention is to free up police officers for redeployment from the Information Desk to positions that will provide more direct law enforcement services. The staffing benefit of this redeployment will be to provide 4 of the 10 additional police officer positions needed by the LPD through internal staffing management. The fiscal benefit of this redeployment will be to provide 4 "additional" law enforcement officers for the cost of ASA II positions.
- Additional police officer staffing will be put to clearly defined use. The top three service delivery areas in which the LPD needs to expand police officer staffing as soon as it is possible to do so are as follows (in no particular order – all are high priority areas):
  - provide additional detectives to enhance investigation of Violent Crime cases and the rapidly expanding area of Computer Crime cases – particularly crimes against children and computer fraud
  - provide one or more additional full-time Crime Scene Search specialists to enhance evidence recovery and evidence processing capabilities.
  - provide School Resource Officers for the three City middle schools.

- Salary & Benefits for 7th Captain position ($53,108)
  - You eliminated one Captain position from the LPD's FY13 (current) operational budget. With your approval, I have continued to staff this position during FY13 – vacating the position during this year would require a forced retirement or termination. As we have discussed, I intend to eliminate this (7th) Captain position after the next voluntary Captain retirement (currently projected to occur by 12-2013). The LPD will utilize managed vacancy funding to cover the cost of the 7th Captain position during FY13: I do not project that adequate LPD managed vacancy funding will be available to cover this position for the first 6 months of FY14, and request that the position be City funded for that period of time.
  - In order not to reduce LPD officer staffing at a time when we rather need to increase it, I will reiterate my request that this Captain's position be converted to a lower-paid sworn officer position, rather than being eliminated altogether.

- Part Time Property & Evidence Position ($16,055)
  - The LPD Property & Evidence Unit is responsible for logging and securing seized property and evidence; for coordinating laboratory analysis of evidence; for checking items of courtroom evidence into and out of the control system; for coordinating property and evidence audits; for addressing property and evidence management issues; for notifying owners that property has been seized or may be released; and for purging items for which there is no further law enforcement use from Property and Evidence storage by return to the owner, by sale or by destruction as provided for by law. The scope of property and evidence management workload has been on the increase for several years, as has the number of items maintained within the Property and Evidence Unit. Limited storage space within LPD facilities necessitates regular purging of items no longer needed for criminal prosecution and unclaimed items. The scope of regular workload noted above prevents our two current Property and Evidence Clerks from giving regular attention to coordinating purges. An additional part-time civilian Property and Evidence Clerk position, focused primarily on regular property and evidence purges, would help to maximize our existing storage space and reduce the scope of audit responsibilities. This position would also assist in managing other ongoing unit operational functions.

<u>V. Other possible reduction in FY14 budget:</u>

- Reducing the number of take-home vehicles
  - As you are aware, LPD take-home vehicle assignments were expanded during FY12 for two purposes: to enhance the timeliness of after-hours response by specialist officers who are frequently called out, and in response to the reality that there are not enough off-street parking spaces allocated to the LPD for all officers

to park both their work and their personal vehicles. Expanded take-home vehicle use is limited to police officers in Criminal Investigations and Traffic Safety assignments who live within 10 miles of the City limits.

- 46 officers are currently authorized to take a work vehicle home on a daily basis. If the LPD returned to our former take-home vehicle assignment criteria, we could reduce the number of daily take-home vehicles to 28 – a 39% reduction. Projecting cost savings in this area is a complex process, in that take-home vehicle usage would continue to rotate among approximately 25 officers (who live at various distances from the City) as they rotate through on-call status. Excluding leave and other work absences, current LPD maximum daily take-home vehicle round trip mileage totals approximately 593.1 miles travelled – reducing that mileage by 39% would bring it to approximately 361.7 miles travelled. If we presume an average vehicle gas mileage figure of 19 miles per gallon and apply an average fuel cost figure of $3.00 per gallon, then LPD fleet operational cost could be reduced by approximately $36.60 per work day. Based on an average of 260 work days per year, cost savings of approximately $9,516 could be possible for FY14 by this means. I do not believe that any significant vehicle service/maintenance savings would be realized through this means.

- The prerequisite for the LPD to reduce take-home vehicle assignments at this time will be that 18 additional parking spaces in the middle level of the Clay Street Parking Deck be allocated for LPD employee use: one space for each vehicle removed from the take-home vehicle assignment list. Please note that 18 additional parking spaces will have to be provided *at this time* – future staffing expansion would require that additional parking spaces be allocated.

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Colonel Parks H. Snead, Chief of Police

Date: January 3, 2013

The Lynchburg Police Department's Off Duty FY 2014 Budget of $525,000 represents a 100% increase compared to the Adopted FY 2013 budget. This is a newly created budget that accommodates the implementation of paying off duty employment through City payroll. The Lynchburg Police Department will bill private businesses for law enforcement services provided by off duty officers. We anticipate generating approximately $525,000 based on historical data of hours worked annually by officers.

Budget Description:

The Department Requested FY 2014 Police Department – Off Duty budget of $525,000 represents a 100% increase compared to the Adopted FY 2013 budget.

Significant changes introduced in the Department Requested FY 2013 budget include:

- $525,000 overall increase as a result of transferring funds to the new Off Duty sub-department and the new process of billing and paying all off duty hours through City payroll

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Colonel Parks H. Snead, Chief of Police

Date: January 3, 2013

The Lynchburg Police Department's Firing Range FY 2014 Budget of $15,000 represents a 0% increase compared to the Adopted FY 2013 budget of $15,000. We are charging other agencies a range rental fee of $200 per day in an effort to generate enough revenue to pay for general maintenance of the range. A number of area agencies utilize our range on a consistent basis, including the Central Virginia Criminal Justice Academy, the Campbell County Sheriff's Office, the Lynchburg Sheriff's Office, the Blue Ridge Regional Jail Authority and several federal law enforcement agencies. We anticipate generating approximately $15,000 in revenue based on past range usage and will utilize this funding to maintain aging range facilities.

Budget Description:

The Department Requested FY 2014 Police Department – Range Operations budget of $15,000 represents a 0% increase compared to the Adopted FY 2013 budget of $15,000.

There are no significant changes introduced in the Department's requested FY 2014 budget.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Police Department & Animal Warden

Adopted FY 2013 Budget	$15,486,090
5% Reduction	($774,305)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$14,711,785

Funded Department Priorities

1	Patrol/Field Ops	$8,087,470
2	CID	$2,400,099
3	Crime Prevention	$869,642
4	Records/IT	$1,053,178
5	Other	$2,300,930
6		
7		
8		
	Total Funded Department Priorities	$14,711,318

Unfunded Department Priorities ("Below the Line")

1	Animal Control Operating Budget	$223,040
2	Traffic Safety Unit	$445,545
3	Decrease Overtime	$100,000
	Total Un-Funded Department Priorities	$768,585

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Dave Owen, Director of Public Works

Date: December 26, 2012

The Public Works Department's FY2014 Budget Proposal ($15,347,195) reflects a five percent overall reduction ($807,747) from the FY2013 Adopted Budget ($16,154,942). These reductions are primarily due to the elimination of several positions; elimination of recycling collection by City employees; reduction in the amount of paving, guardrail and sidewalk contractual monies; less internal service (fleet) charges; elimination of uniform rental shirts and the reduction of snow removal monies anticipating a mild winter in FY2014.

The department has worked diligently in restructuring in several areas of the department which has resulted in reductions of staffing and costs savings. The department has also focused on upgrading and enhancing building systems and using more energy efficient lights, LEDs, controls and systems to use less energy and require lower maintenance. The department has also implemented new technology and equipment throughout the department to reduce costs and enhance efficiency.

The department is committed to cross-training of staff and requiring them to do more with less. The department continues to use volunteers, Job Corps employees (at no cost to the City) as well as temporary wage employees to supplement its workforce. The department has also partnered with SONOCO during the past year in the operations of the drop-off recycling centers. A concerted effort has been made to increase the recycling of many materials in the day-to-day operations of the department including the following: brush, leaves, concrete, asphalt, plastics, office paper and aluminum cans.

The department over the past five years has been able to reduce its operating budget by $2.1 million along with eliminating 29.6 FTE positions (15 full-time) while staying committed to providing the basic core services in an ever changing and challenging economic environment. It is the department's fear that maintenance and replacement of the city's key infrastructure (city streets, parks, grounds and buildings) is not keeping pace with the needs and severe maintenance issues will begin to arise if additional monies are not committed.

A brief description of each service area is shown below for the Proposed FY2014 Budget along with associated reductions in personnel, overtime, and other significant changes.

First, the Public Works Administration Proposed FY2014 Budget ($703,582) reflects a maintenance budget with each line item reduced as much as possible. No reductions in staff are proposed at this time as one Administrative Services Associate position was eliminated in this year's fiscal budget. We were able to fill the safety coordinator position during the past year and the new hire is doing an excellent job.

Second, the Engineering Proposed FY2014 Budget ($3,172,427) reflects a large reduction ($179,142) which represents a restructuring in the work unit as well as considerable cuts in Architectural and Engineering Services; traffic signal and sign supplies; electricity for traffic signals and street lights and in training. The Engineering Division has eliminated eight and one-half (8.5) full-time staff during the past four years and no additional reductions in staff is proposed at this time.

Third, the Street Maintenance Proposed FY2014 Budget ($3,133,702) reflects a large reduction ($152,080) which represents a significant cut in Highway/Street Services monies used in paving, sidewalk and guardrail contractual work.

Fourth, the Snow Removal Proposed FY2014 Budget ($167,975) reflects a reduction of ($72,720) which represents significant cuts to OT and chemical (salt) costs. This is somewhat of a gamble but we believe it is necessary during these difficult and challenging budget times. We do recommend funding the snow/bridge reserve fund ($250,000). This reserve fund acts as a safety net which may be necessary if snow and ice removal costs exceed the snow removal operating budget.

Fifth, the Refuse & Recycling Collections Proposed FY2014 Budget ($2,269,620) represents a large reduction ($259,086) which represents the elimination of the two (2) recycling collections staff as well as decreases in Internal Service Charges, electricity and landfill disposal charges. Recent discussions with Sonoco management indicate they are willing to assume responsibility for the operations of the remaining drop-off recycling locations. The City is also partnering with Beasley Disposal Incorporated regarding the recycling of brush, leaves, concrete and asphalt which will reduce the landfill disposal costs for the city.

Six, the Parks and Grounds Maintenance Proposed FY2014 Budget ($2,469,597) represents a reduction ($37,620) which represents mainly a maintenance budget with each line item reduced as much as possible. The proposed budget also reflects a move from hiring city wage personnel to using temporary personnel from private service companies to supplement the city workforce. This change will allow the city to reduce its costs in several areas (hiring, Social Security and Medicare, Workers Compensation) as well as provide more flexibility to service delivery.

Seventh, the Baseball Stadium Proposed FY2014 Budget ($93,063) represents a large reduction ($34,315) when compared to the current budget of $127,378. This reduction is based on the past eighteen months of expenditures.

Eighth, the Building Maintenance Proposed FY2014 Budget ($3,128,846) represents a reduction ($53,866) which is primarily composed of reductions in materials, electricity and utilities. Hopefully the improvements and enhancements to building systems and use of more energy efficient lights will allow the department to realize these costs savings. The division is focusing on basic maintenance and minor repairs and many niceties (i.e. carpet replacement and repainting) have been eliminated.

Ninth, the Human Services Building Maintenance Proposed FY2014 Budget ($208,383) represents a significant decrease of ($25,748). This reduction is based on cuts in materials and electricity costs.

In conclusion, the proposed budgets represent a bare bones approach. All the meat has been stripped off the bone and now we are beginning to cut into the bone.

A brief description of each service is shown along with associated increases and decreases.

Budget Description:

The Department Requested FY 2014 Public Works - Administration budget of $703,582 represents a 1.0% increase of $6,830 compared to the Adopted FY 2013 budget of $696,752.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $12,476 increase in Full-Time Classified charges reflecting increased costs due to the hiring of a full-time safety coordinator above the minimum of the paygrade.
- $2,606 increase in Employer VRS Retirement charges reflecting increased costs due to the hiring of a full-time safety coordinator above the minimum of the paygrade.
- $2,500 decrease in Safety Supplies reflecting a reduction in supplies purchased.

The Department Requested FY 2014 Public Works - Engineering budget of $3,172,427 represents a 5.3% decrease of $179,142 compared to the Adopted FY 2013 budget of $3,351,569.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $55,569 decrease in Full-Time Classified reflecting a restructuring in the Engineering work group.
- $18,360 decrease in Employee Benefits reflecting a reduction in costs due to the downgrading of two professional positions.
- $15,000 decrease in Architect/Engineering Services reflecting a reduction in the use of contractual engineering firms for service.

- $5,635 decrease in Fleet Services M&R Sublet reflecting a reduction in use based on Fleet Services projections.
- $3,798 decrease in Fleet Services Gas/Diesel Fleet Services reflecting a reduction in fuel use based on Fleet Services projections.
- $32,196 decrease in Traffic Signal Maintenance Supplies reflecting a reduction in supplies purchased.
- $4,000 decrease in Sign Supplies & Materials reflecting a reduction in supplies purchased.
- $5,000 decrease in Traffic Signals Electricity reflecting a reduction in costs due to the use of more energy efficient lights and LEDs.
- $18,823 decrease in Street Light Electricity reflecting a reduction in costs due to the use of more energy efficient LED street lights
- $5,898 decrease in Training and Conferences reflecting a reduction in costs due to limiting staff from attending conferences and training sessions.
- $2,500 decrease in Office Equipment Replacement reflecting a reduction in costs due to keeping small office equipment longer.

The Department Requested FY 2014 Public Works – Street Maintenance budget of $3,133,702 represents a 4.6% decrease of $152,080 compared to the Adopted FY 2013 budget of $3,285,782.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $20,390 increase in Full-Time Classified reflecting the moving of a recycling collection employee into an existing vacant position in the Street Maintenance budget.
- $4,255 increase in Employee Benefits reflecting the moving of a recycling collection employee into an existing vacant position in the Street Maintenance budget.
- $57,358 decrease in Highway/Street Services reflecting a reduction in paving, sidewalk and guardrail contractual work.
- $3,000 increase in Temporary Personnel Services reflecting the increased usage of temporary contractual services employees to supplement the city's workforce.
- $1,850 decrease in Uniform Rental Services reflecting the elimination of rental shirts for PWD employees.
- $103,341 decrease in Internal Service Charges based on Fleet Services projections. Does represent the recycling of many materials thereby reducing the fuel needed to travel to and from the Regional Services Authority's landfill in Campbell County.
- $6,000 decrease in Safety Supplies based on historical spending.
- $7,600 decrease in Mechanical M&R Materials based on historical spending.

The Department Requested FY 2014 Public Works – Snow Removal budget of $167,975 represents a 30.2% decrease of $72,720 compared to the Adopted FY 2013 budget of $240,695.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $20,000 decrease in Overtime reflecting a projected mild winter for FY2014.
- $2,287 decrease in Mechanical M&R Services based on historical spending.
- $28,095 decrease in Internal Service Charges based on Fleet Services projections.
- $20,000 decrease in Chemicals/Gases reflecting a smaller purchase of salt in anticipation of a mild winter for FY2014.

The Department Requested FY 2014 Public Works – Refuse Collection budget of $2,269,620 represents a 10.2% decrease of $259,086 compared to the Adopted FY 2013 budget of $2,528,706.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $84,525 decrease in Full-Time Classified reflecting the elimination of two recycling collection employee positions. This service would be provided by the private sector firm of Sonoco.
- $6,261 decrease in Part-Time Classified reflecting the reduction of hours for several employees.
- $14,639 decrease in Wage due to hiring of more Temporary personnel through private employment agencies
- $17,657decrease in Employer VRS Retirement due to the elimination of the two recycling positions.
- $6,534 decrease in Social Security due to the elimination of the two recycling positions.
- $9,546 decrease in Health Benefits Active Employees due to the elimination of the two recycling positions.
- $40,000 increase in Temporary Personnel Services reflecting the increased usage of temporary contractual service employees to supplement the city's workforce.
- $1,250 decrease in Uniform Rental Services reflecting the elimination of rental shirts for PWD employees.
- $5,000 decrease in Misc. Contractual Services based on historical spending.
- $58,639 decrease in Internal Service Charges based on Fleet Services projections. Does represent the recycling of many materials thereby reducing the fuel needed to travel to and from the Regional Services Authority's landfill in Campbell County.
- $5,000 increase in Vehicle M&R Materials based on historical spending.
- $2,733 increase in U. S. Postage based on historical spending.
- $78,260 decrease in Payment to RSA (Residential Trash Disposal) reflecting a reduction in landfill disposal charges due to the recycling of brush and other materials.

The Department Requested FY 2014 Public Works – Parks/Grounds Maintenance budget of $2,469,597 represents a 1.5% decrease of $37,620 compared to the Adopted FY 2013 budget of $2,507,217.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $40,644 increase in Full-Time Classified reflecting the hiring one new employees above the minimum of the paygrade and the transfer of a recycling collection employee whose job was eliminated into a grounds maintenance technician position.
- $86,690 decrease in Temporary salary charges reflecting the decision not to hire city wage employees but to utilize temporary personnel via contractual service companies to supplement the city workforce.
- $8,487 increase in Employer VRS Retirement due to the hiring of several FTE above the minimum of the paygrade and the transfer of the recycling collection employee into this work group.
- $3,373 decrease in Social Security due to not hiring city temporary employees.
- $85,000 increase in Temporary Personnel Services charges reflecting the use of these agencies to supplement the city's workforce.
- $1,932 decrease in Uniform Rental Services reflecting the elimination of rental shirts for PWD employees.
- $21,335 increase in Internal Service Charges based on Fleet Services projections.

- $2,000 decrease in Safety Supplies based on historical spending.
- $22,204 decrease in Grounds Maintenance Materials based on historical spending.
- $22,500 decrease in Building M&R Materials based on historical spending.
- $35,832 decrease in Electricity reflecting a reduction in costs due to the use of more energy efficient lights and LEDs throughout city facilities.
- $10,556 decrease in Water and Sewer charges based on historical spending.
- $3,514 decrease in Utilities – Natural Gas charges based on historical spending.

The Department Requested FY 2014 Public Works – Baseball Stadium budget of $93,063 represents a 26.9% decrease of $34,315 compared to the Adopted FY 2013 budget of $127,378.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $4,000 decrease in Grounds Maintenance Materials based on historical spending.
- $11,900 decrease in Building M&R Materials based on historical spending.
- $8,065 decrease in Electricity based on historical spending.
- $10,350 decrease in Utilities-Natural Gas based on historical spending.

The Department Requested FY 2014 Public Works – Building Maintenance budget of $3,128,846 represents a 1.7% decrease of $53,866 compared to the Adopted FY 2013 budget of $3,182,712.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $7,685 increase in Full-Time Classified reflecting the hiring of one new employee above the minimum of the paygrade.
- $1,625 decrease in Uniform Rental Services reflecting the elimination of rental shirts for PWD employees.
- $8,241 decrease in Internal Service Charges based on Fleet Services projections.
- $10,000 decrease in Building M&R Materials reflecting a reduction in amount of materials purchased.
- $25,523 decrease in Electricity reflecting a reduction in costs due to the use of more energy efficient lights and LEDs throughout city facilities.
- $15,000 decrease in Utilities – Natural Gas charges based on historical spending.

The Department Requested FY 2014 Public Works – Human Services Building Maintenance budget of $208,383 represents a 11.0% decrease of $25,748 compared to the Adopted FY 2013 budget of $234,131.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $16,500 decrease in Building M&R Materials based on historical spending.
- $7,876 decrease in Electricity based on historical spending.

BUDGET PRIORITIES WORKSHEET

Department and/or Division - Public Works Department

Adopted FY 2013 Budget	$16,154,942
5% Reduction	($807,747)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$15,347,195

Funded Department Priorities

1	Refuse Collection (weekly residential collection along with the collection of dead animals and litter) and landfill disposal	$1,844,620
2	Street Maintenance (patching, pothole repair, street sweeping, paving, sidewalk replacement, guardrail replacement,etc.)	$2,858,702
3	Building Maintenance (basic maintenance, repairs, cleaning, contractual maintenance for elevators, HVAC systems, etc)	$3,128,846
4	Engineering (includes traffic maintenance, design and review of plans and specifications, oversight of construction projects, etc.)	$3,172,427
5	Parks & Grounds Maintenance (includes weeding, mowing, landscaping, planting, pruning, seeding) of 700 acres	$2,469,597
6	Administration (overall planning, leadership, guidance, human resource management, operational safety and admin support)	$703,582
7	Snow and Ice Removal	$167,975
8	Human Services Building (includes building maintenance, custodial services, and utility costs)	$208,383
9	Baseball Stadium (support the operations and maintenance of Lynchburg City Stadium and Calvin Fallwell Field	$93,063
10	Leaf Collection	$275,000
11	Brush and Bulk Collection	$425,000
	Total Funded Department Priorities	$15,347,195

Unfunded Department Priorities ("Below the Line")

1	Street Maintenance (Highway/Street Services - paving, sidewalk and guardrail monies)	$58,108
2	Engineering (Traffic Sign and Signal Supplies)	$36,196
3	Parks/Grounds Maintenance (Grounds Maintenance Materials)	$22,204
4	Engineering Budget (Architect/Engineering Services)	$15,000

BUDGET PRIORITIES WORKSHEET

Department and/or Division - Public Works Department

5	Building Maintenance (Building M&R Materials)	$10,000
6	Engineering (Training & Conference)	$5,898
7	Safety Supplies for Department	$10,500
8	Snow Removal (Chemicals/Gases - for salt)	$20,000
9	Baseball Stadium (Building M&R Materials)	$4,000
10	Human Services Building Maintenance (M&R Materials)	$16,500
	Total Unfunded Department Priorities	$198,406

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Carolyn C. Sherayko, General Registrar

Date: January 2, 2013

Introduction: Having now gone through my first presidential election as registrar it is even more clear that the staffing for the office is inadequate; however the only way to meet the Manager's mandated 5% budget cut was by eliminating most of the .34 FTE staff position. This staffing decrease will have a significant negative impact on the elections process for the City of Lynchburg and for the operations of the Registrar's Office. Cutting the support to the Registrar's Office takes away another trained person who can answer voter queries and perform the full range of voter registration activities. Due to the sometimes complex explanations of Virginia's voting laws required to address voters' situations, the Office cannot rely solely on volunteer or student assistance. Trained, regular staff is essential. Furthermore, a brief staffing survey of the five cities most closely resembling Lynchburg City in population and numbers of registered voters shows that all but one have more full-time staff and more hours of part-time staff than Lynchburg. In addition, three of the five hire additional, temporary staff to cope with the influx of absentee voters and of voter registrations that occurs in larger elections. During the November 2012 election, the Lynchburg Registrar's Office processed more new voter registrations than any of our peer localities, while at the same time answering voter questions, processing mail and in-person absentee ballots, and doing all the training of election officials and preparation necessary to put on the election. Taking away staff from this process in the coming fiscal year when we have the second and third largest elections of the four-year cycle will be detrimental.

Additionally, to meet the 5% reduction for the Electoral Board, the amount for Election Officials was reduced to below the level of the FY2013 budget which covered only one election. In FY2010 (also having both City Council and Gubernatorial elections), the amount spent for Election Officials was $35,370. The amount included in this FY2014 budget request is 19% less than in FY2010. Since then, the City has added an additional, large precinct, requiring more Election Officials. The impact of this reduced staffing at the polling place will be to lower the number of pollbooks we can deploy and will require some election officials to do double/triple duty to assist voters with the touch screen ballots, hand out paper optical scan ballots, and to monitor the optical scan machine. The result is likely to be longer lines, particularly at the November election, and increased pressure on the workers.

Not included in this budget request are replacement of the reconditioned electronic pollbooks purchased in 2009 and replacement of the optical scan voting equipment which is approaching 20 years old. To ensure the accuracy and reliability of the voting process, the City should plan for the regular upgrade of voting equipment. The State Board of Elections is currently offering a grant program (which expires March 2013) to replace electronic pollbooks at a reduced cost. Related to this, an improved, easier to use version of the pollbook software is available, but if we deploy this software, re-training of all our Election Officials will be required before the next election. The 5% reduction did not allow for including monies for this training.

There are two elections during FY2014 (November 2013 and May 2104) as compared to one election in FY 2013.

Budget Description:

The Department Requested FY2014 Registrar budget of $149,120 represents a 5% decrease of $7,767 compared to the Adopted FY2013 budget of $156,887.

Significant changes introduced in the Department Requested FY2014 budget include:

- $4,684 decrease in Salaries and Benefits reflecting the mandate to decrease the requested budget by 5%
- $3,083 decrease in Other Charges.

Budget Description:

The Department Requested FY2014 Electoral Board budget of $54,418 represents a 5% decrease of $2,864 compared to the Adopted FY2013 budget of $57,282.

Significant changes introduced in the Department Requested FY2014 budget include:

- $364 decrease in Contractual Services reflecting cuts to ballot programming and Election Official pay for two elections during the fiscal year, as opposed to the one election during FY2013.

- $2,500 decrease in Other Charges.

BUDGET PRIORITIES WORKSHEET

Department and/or Division Registrar's Office

Adopted FY 2013 Budget	$156,887
5% Reduction	($7,844)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$149,043

Funded Department Priorities

1	Salaries + benefits (2 FTE)	$136,198
2	Election advertising (required by law)	$200
3	General office operating expenses (stationery, postage, telephone, etc)	$9,317
4	Copier lease	$1,500
5	Training & professional memberships	$1,595
6	Mileage reimbursement	$310
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	Total Funded Department Priorities	$149,120

Unfunded Department Priorities ("Below the Line")

1	Salaries + benefits (.5 FTE)	$9,150
2		
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COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Sheriff Ronald L. Gillispie

Date: December 21, 2012

Introduction:

The Lynchburg Sheriff's Office continues to support the vision and mission of the city of Lynchburg in serving our citizens. This cannot be done effectively without the cooperation of all city organizations.

Department Description for Calendar Year 2012:

The Lynchburg Sheriff's Office continues to minimally assist with Out of town transports of Temporary Detention Orders, pick up of wanted persons held at other jail facilities and Extraditions of Prisoners out of state as manpower allows. In addition to these non-mandated duties noted above the Lynchburg Sheriff's Office provides deputies for the Inmate program, which helps to clean up problem areas in the city and assisting with a daily deposit from collections at city hall. Assistance with city sponsored events continues. Lynchburg Project Lifesaver, which began in April 2002, provides a timely service to our community for those citizens who suffer from some type of mental disorder. Lynchburg Sheriff's Office, Lynchburg Police Department and Lynchburg Lifesaving Crew are all involved in this program. Eighty-one (81) searches and safe returns have been conducted since its inception. All of which were successful and the wandering parties were returned to their place of residence safe and usually within thirty minutes from the time the call outs were made.

The 5% budget reduction will affect all extra assistance to the city regarding non-mandated duties with the loss of funds for part-time manpower.

Budget Description:

The Department Requested FY 2014 Lynchburg Sheriff's Office budget of $2,088,146 represents a 0.2% increase of $4,342 compared to the Adopted FY 2013 budget of $2,083,804.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $6,309 increase in Salaries reflecting an increase of $47,652 in Full-Time Classified for one full-time state position #13 restored by the State Compensation Board that is fully reimbursable to the City and employee progressions. Also a decrease of $37,731 in Part-Time Classified and $3,612 in Temporary due to a reduction in part-time personnel funding which will affect the coverage of the second floor lobby area of J&D Court, City Deposits, TDO's, Inmate program and city events. Exactly to what extent we do not know, but this reduction will cause a domino effect and all these areas will be impacted.

- $14,567 increase in Employee Benefits reflecting an increase for one full-time state position #13 restored by the State Compensation Board that is fully reimbursable to the City and employee progressions.

- $4,541 decrease in Contractual Services reflecting …

- $15,996 decrease in Internal Service charges reflecting Fleet Administration estimates.

- $2,000 increase in Apparel/Protective Wear reflecting…

- $2,000 increase in Law Enforcement Supplies reflecting…

BUDGET PRIORITIES WORKSHEET

Department and/or Division LYNCHBURG CITY SHERIFF'S OFFICE

Adopted FY 2013 Budget	$812,467
5% Reduction	($40,623)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%)	$771,844

Funded Department Priorities

1	Mandated duties of Sheriff's Office	
2	Maintain base operational budget to support office mandated duties	
3	Mandated duties are first priority of the Lynchburg Sheriff's Office and providing operations budget to support personnel to fulfill that function	$771,884
4	In order to meet the 5% reduction from FY2013 the sheriffs office budget was reduced a total of $45,047 taken from part-time and operations.	
5	Continue to provide Project Lifesaver program to 30 city residents within the framework of the offices mandated duties.	
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	Total Funded Department Priorities	$771,844

Unfunded Department Priorities ("Below the Line")

1	Temporary Detention Orders	Continued cut back in assistance with TDO's for LPD due to manpower reductions	Loss of personnel
2	Security for 2nd Floor Lobby area J&D Court	Funding cut for this position which will no longer be covered due to 5% reduction	$21,530
3	City Deposit	Due to 5% staffing reductions the sheriff's office will no longer have the manpower to cover this	$5,383
4	Reduction in Part-time personnel	Reduction in part-time personnel due to 5% reduction in monies to pay personnel	$18,134
5			

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Tamara Rosser, Human Services Director

Date: January 15, 2013

Social Services Administration manages the programs that provide for the temporary care and protection of children, adults, and families. The programs are designed to help people achieve a high level of self-sufficiency by providing temporary financial assistance and/or service support. The programs include welfare eligibility, foster care, child protective services, adult protective services, and adult services.

Budget Description:

The Department Requested FY 2014 Department of Social Services Administration budget of $6,605,878 represents a 1.1% increase of $70,724 compared to the Adopted FY 2013 budget of $6,535,154.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $49,646 increase in Salaries reflecting the addition of two full-time positions and the upgrade of a .94 part-time position to full-time.
- $31,480 increase in Employee Benefits reflecting expenses associated with the above three positions
- ($10,402) decrease in projected expenses for Fleet Services

The Department of Human Services details the budgets of the Division of Juvenile Services and the Division of Social Services. While the two departments have been merged into the Department of Human Services, it is not practical to combine the budgets into one Human Services budget because of the negative ramifications to the reimbursements for Social Services. The total FY 2014 Human Services budget request totals $18,118,795. How this amount compares to FY 2013 budget will be explained in the individual division's budget requests. The overall reduction for both departments total almost 12%.

Division description and budget details follow.

The Division of Juvenile Services budget details the following: Juvenile Services Administration, Virginia Juvenile Community Crime Control Act (VJCCCA), and services that include prevention, truancy prevention, crisis intervention/shelter care, outreach detention/surveillance and residential services.

Budget Description:

The Department Requested FY 2014 Juvenile Services General Fund budget of $4,001,174 represents a 7.22% decrease of $311,546 compared to the Adopted FY 2013 budget of $4,312,720.

Significant changes introduced in the Division Requested FY 2014 budget include:

- ($129,999) decrease in Salaries reflecting the elimination of 1.0 Full Time JSC position; .5 Part Time position and a reclassification of 1 position in Juvenile Services Administration, as well as the reduction of all part-time positions to less than thirty hours per week;
- ($41,624) decrease in Employee Benefits reflecting expenses associated with the above positions;
- ($40,349) decrease in the Detention Home per diem;
- ($100,624) decrease in the Comprehensive Service Act Payment ;
- ($2,888) decrease in Internal Service Charges reflecting an adjustment to the Fleet Services budget;
- $3,000 increase in Other Charges reflecting an adjustment to a Food and Dietary budget item and Supplies

The reduction in the Comprehensive Services Act payment is based on historic spending and a projected higher rate of reimbursement for certain services.

The reduction in the Detention Home per diem is based on fewer numbers of juveniles from the City of Lynchburg being detained.

This budget requests includes moving all part-time positions to 29 hours per week. The impact of these reductions may result in an increased need for the use of wage positions to compensate for the loss and to ensure compliance with State regulations.

Social Services Administration manages the programs that provide for the temporary care and protection of children, adults, and families. The programs are designed to help people achieve a high level of self-sufficiency by providing temporary financial assistance and/or service support. The programs include welfare eligibility, foster care, child protective services, adult protective services, and adult services.

Budget Description:

The Division Requested FY 2014 Division of Social Services Administration budget of $6,605,878 represents a 1.1% increase of $70,724 compared to the Adopted FY 2013 budget of $6,535,154.

Significant changes introduced in the Division Requested FY 2014 budget include:

- $49,646 increase in Salaries reflecting the addition of two full-time positions and the upgrade of a .94 part-time position to full-time.
- $31,480 increase in Employee Benefits reflecting expenses associated with the above three positions
- ($10,402) decrease in projected expenses for Fleet Services

One of the full-time positions and the upgrading of the part-time position occurred during FY2013 with the City Manager's approval and are being reflected in this budget request. This full-time position, previously in the Juvenile Services budget, was reassigned to Social Services and 26% of the costs are reimbursable. . The other full-time position is an Administrative Assistant III position that is being moved out of the Human Services Finance Department into the Human Services Department. This position will provide administrative assistance to the Director and the Assistant Director of Human Services as well as the Administrator for Residential Services.

This budget request reflects the moving of all part-time positions back to 29 hours per week. While the dollar amount is insignificant there is the potential for the delivery of services to be impacted and will have to bemonitored closely to determine that impact.

Public Assistance includes payments made directly to clients or to vendors on client's behalf. These payments are primarily for maintenance needs. Also included are Title XX payments which include companion services for adults, child protective services, and maintenance/support to children in foster care and day care.

Budget Description:

The Division Requested FY 2014 Division of Social Services Public Assistance budget of $7,511,743 represents a 23.6% increase of $1,436,237 compared to the Adopted FY 2013 budget of $6,075,506.

Significant changes introduced in the Division Requested FY 2014 budget include:

- Budget lines 711, 712, and 717 have been increased to correctly reflect true expenditures. These line items are 100% reimbursed by Federal and State grants. These are the only line items that have been increased.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

General Fund/Juvenile Services

Adopted FY 2013 Budget	$4,312,720
5% Reduction	($215,636)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$4,097,084

Funded Department Priorities

1	Residential Services (Sparc & Opportunity House)	$1,235,178
2	Non-Residential Services (Prevention & Outreach Detention)	$274,241
3	CSA Service Providers	$145,992
4	Detention Per Diem	$767,768
5	CSA Local Contribution	$1,238,852
6	Administrative Support Services	$334,253
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	Total Funded Department Priorities	$3,996,284

Unfunded Department Priorities ("Below the Line")

1	Elimination of Full time Caseworker Position	$57,538
2	Elimination of Part Time Cook	$12,091
3	Reduction Detention Home Per Diem due to fewer youth being detained.	$40,349
4	Reduction CSA Service Providers based on historic data (this amount needs to be monitored very closely.)	$100,624
5		

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: David C Thurman

Date: December 18, 2012

The FY 2014 budget request includes the 5% reduction from City Funds as required. Our budget now will only include the bare minimum required to run the department. Postage and office supply has been reduced, training expenses have been almost eliminated, and cell phone for data has been eliminated in the 2014 budget request.

Budget Description:

The Department Requested FY 2014 Treasurer's office, State Treasurer budget of $145,559 represents a 1.5% decrease of $2,274 compared to the Adopted FY 2013 budget of $147,833.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $2690 decrease in Office Supplies, US Postage, Training and Conferences, and Cell phone reflecting cuts required by City to decrease department budget by 5%.

    1. Office Supplies decrease by 26% = $390
    2. US Postage decrease by 5% = $40.00
    3. Training and Conferences decrease by 95% = $1,900
    4. Cell Phone eliminated = $360

    Total reductions = $2690

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Treasurer

Adopted FY 2013 Budget	$53,784
5% Reduction	($2,689)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$51,095

Funded Department Priorities

1	Treasurer Services	$51,095
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	Total Funded Department Priorities	$51,095

Unfunded Department Priorities ("Below the Line")

1 US Postage - 5% loss = $40

2 Office Supplies - 26% loss = $390

3 Training and Conferences - 95% loss = $1,900

4 Cell Phone Data Plan- eliminated = $360

5

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: Mark F. Courtney, Airport Director

Date: January 2, 2013

Budget Description:

The Department Requested FY 2014 Lynchburg Regional Airport budget of $2,432,788 represents a 0.1% decrease of $3,657 as compared to the Adopted FY 2013 budget of $2,436,445. Revenues, other than the subsidy from the General Fund, are projected to increase $90,144. Consequently, the requested subsidy of $289,061 for the airport for FY 2014 is a reduction of $93,801 from our FY 2013 adopted budget.

Additional details by individual department are as follows:

1. **Airfield**

The Requested FY 2014 Lynchburg Regional Airport/Airfield budget of $294,541 represents a 2.2% increase of $6,299 as compared with the Adopted FY 2013 budget of $288,242.

Significant changes introduced in the Requested FY 2014 budget include:

- $3,820 increase in Salaries reflecting anticipated additional overtime for employees on-call.
- $2,500 increase in Other Charges for an expected increase in vehicle fuel expense.

2. **Terminal**

The Requested FY 2014 Lynchburg Regional Airport/Terminal budget of $549,430 represents a 0.0% increase of $24 as compared with the Adopted FY 2013 budget of $549,406.

Significant changes introduced in the Requested FY 2014 budget include:

- $6,304 increase in Internal Service charges reflecting budget amounts provided by Fleet Services.
- $8,000 decrease in Other Charges for utilities savings related to recent replacement of HVAC equipment and conversion from electric to natural gas heat.

3. **General Aviation**

The Requested FY 2014 Lynchburg Regional Airport/General Aviation budget of $57,963 represents a 0.3% increase of $152 as compared with the Adopted FY 2013 budget of $7,811.

Significant changes introduced in the Requested FY 2014 budget include:

- none

4. **Administration**

The Requested FY 2014 Lynchburg Regional Airport/Administration budget of $666,333 represents a 1.5% increase of $9,561 as compared with the Adopted FY 2013 budget of $656,772.

Significant changes introduced in the Requested FY 2014 budget include:

- $9,400 increase in Contractual Services for the airports' share of expenses to upgrade the NWS.net software.

5. **Public Safety**

The Requested FY 2014 Lynchburg Regional Airport/Public Safety budget of $399,020 represents a 1.4% increase of $5,390 as compared with the Adopted FY 2013 budget of $393,630.

Significant changes introduced in the Requested FY 2014 budget include:

- $7,000 increase in Contractual Services for additional security background checks and an anticipated increase in the cost of contracted Aircraft Rescue & Fire Fighting (ARFF) services.

6. **Other Operations**

The Requested FY 2014 Lynchburg Regional Airport/Other Operations budget of $61,950 represents a 0.0% increase of $0 as compared with the Adopted FY 2013 budget of $61,950.

Significant changes introduced in the Requested FY 2013 budget include:

- none

7. **Snow Removal**

The Requested FY 2014 Lynchburg Regional Airport/Snow Removal budget of $20,468 represents a 2.1% increase of $412 as compared with the Adopted FY 2013 budget of $20,056.

Significant changed introduced in the Requested FY 2013 budget include:

- none

These changes will have the following impact on service delivery: none

Thank you for the opportunity to present this budget and I would be pleased to answer any questions you may have.

COVER MEMORANDUM

To: Kim Payne, City Manager

CC: Financial Services Department, Budget Division

From: John McCorkhill, Jr., Fleet Director

Date: January 2, 2013

Attached is Fleet Services' preliminary FY 2014 budget prepared to enable departments to have a distribution of fleet cost for their preliminary budgets. These figures do not include certain costs that are calculated and furnished to Fleet Services at a later date such as debt service and non-department employee benefits.

All budget accounts have been reduced a minimum of 5% to meet the city manager's request; some budgets were cut larger than the 5% figure in order to cover certain costs that are projected to increase such as the fixed fee paid to the contractor who manages our parts operation and the rising cost of the various types of computer software we utilize.

Budget Description:

The Department Requested FY 2014 Fleet Services budget of $3,347,374 represents a 5 % decrease of $176,726 compared to the Adopted FY 2013 budget of $3,524,100.

Significant changes introduced in the Department Requested FY 2014 budget include:

- $47,102 decrease in wages and related employee benefits reflecting primarily the result of a one person staff reduction.
- $104,300 decrease in Parts Inventory, Fuel, and Sublet expenses reflecting a fleet reduction of four (4) vehicles and a forecast that the winter of 2013-2014 will be as mild as the 2011-2012 winter and so far in the 2012-2013 winter.
- $5,500 decrease in Utility costs reflecting our projection of a mild 2013-2014 winter.

BUDGET PRIORITIES WORKSHEET

Department and/or Division

Fleet Services

Adopted FY 2013 Budget	$3,524,100
5% Reduction	($176,205)
Total FY 2014 Baseline (Adopted FY 2013 Budget less 5%):	$3,347,895

Funded Department Priorities

1	Staffing	$667,347
2	Contractual Services	$348,622
3	Operational Costs - Other	$66,230
4	Parts	$400,000
5	Fuel for the City's Fleet	$1,860,775
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7		
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10		
	Total Funded Department Priorities	$3,342,974

Unfunded Department Priorities ("Below the Line")

1	Utilities - assumes mild winter	$5,500
2	Shop Equipment - aging equipment is not being replaced	$10,000
3	Parts and Sublet - assumes mild winter	$59,927
4	Training	$6,000
5	Fuel - assumes mild winter and stable fuel prices	$31,298

FY 2014 Budget
Department Submissions and Impacts

January 29, 2013

City Council Budget Retreat

City Assessor Office ($37K)

- **Eliminate one vacant Appraiser I position**
- **Create a part-time Appraiser III position**
  (less than 30 hours a week)

City Attorney ($31K)

- **Eliminate one Administrative Services Associate I position**

Impact:
Attorneys would have to assume administrative responsibilities with less time to spend on child abuse and neglect cases.

Human Services might have to outsource legal services at considerably higher cost.

Circuit Court Clerk ($12K)

- **Reduction of operating costs**

Impact: This would not meet State Code requirements.

Circuit Court Judges ($8K)

- **Reduction in jury fees and legal services**
- **Reduction in other operating costs**

Impact: These costs are mandatory based on demand and, based on past history, a reduction is not feasible.

Communications and Marketing ($34K)

- **Eliminate volunteer night and other citizen engagement activities**
- **Eliminate one vacant part-time customer service position in Citizens First**
- **Reduce training funds**

Impact:
Less public outreach and engagement

Reduced staff capability and capacity

Community Development ($81K)

Inspections

- **Eliminate the vacant Property Maintenance Inspector position**

  Impact: Reduction in Rental Inspection, Vacant Property and Exterior Compliance programs

- **Reduce demolition funding**

Planning

- **Reduce salary to minimum for the vacant Senior Planner position**

Commissioner of Revenue ($27K)

- **Close DMV Select**

  Impact: Reduction in customer service

- **Eliminate one vacant full-time position**
- **Increase wage hours**

Commonwealth's Attorney ($73K)

- **Eliminate one State funded prosecutor position**
- **Eliminate the Fines and Fees Program and the Restitution Collection Program**

Impact:

Would stop the prosecution of misdemeanor offenses

Elimination of a State-funded position is not advisable

Council/Manager Offices ($42K)

- **Eliminate dues and memberships:**
  - **Virginia First Cities**
  - **National League of Cities**
  - **Alliance for Innovation**
  - **Institute of Government**
- **Reduce training and conferences for staff**
- **Eliminate City Manager's car allowance**

Economic Development ($16K)

- **Reduction in funding for Arts and Cultural District**
- **Reduction in operating costs**

Impact:

Revenue generation & tax base expansion investments

Entrepreneurship and job creation initiatives

Asset mapping initiatives

Local asset development and support

Chamber of Commerce membership

Emergency Services ($134K)

- **Eliminate three dispatcher positions**
- **Eliminate Emergency Medical Dispatch**
- **Eliminate two wire lines and two wireless lines**

Impact: There would be a significant degradation of timely response

Financial Services ($172K)

- **Eliminate one vacant full-time Financial Technician II position, one vacant full-time Administrative Services Associate III position and one vacant part-time Financial Professional III position**
- **Close DMV Select**

  Impact: Reduction in customer service
- **Cancel retainer with financial advisor**

  Impact: Pay hourly rate which may be more costly
- **Reduce training**

Fire and EMS ($763K)

- **Eliminate one emergency response company; engine or ladder (seven positions)**
- **Restructure management positions**
- **Reduce ambulance billing fee rate**

NOTE: Positions cannot be eliminated with the acceptance of the SAFER Grant

General District Court ($3K)

- **Reduction in court appointed attorney fees and local charges**

  Impact: Not feasible given past history and mandatory nature of the costs

Human Resources ($45K)

- **Vacant positions resulting in cost savings**
- **Eliminate part-time position and increase temporary hours**
- **Reduce funding for employee recognition events**

<u>Information Technology (IT)</u> ($164K)

- **Eliminate one desktop support position by transferring Social Services IT support to the State**

  Impact: Significant impact on Social Services technology programs

- **Balance IT Department cuts with Technology Fund Balance transfer to General Fund**

Juvenile and Domestic Court ($763)

- **Reduction in various operating costs**

Libraries ($77K)

- **Assumes regional agreement and sharing of interim director position**
- **Eliminate vacant part-time shelver position**
- **Reduction in purchase of materials such as DVDs, magazines and books**
- **Shift some costs of downtown branch to Law Library**

Magistrate Office ($205)

- **Reduction in educational references**
- **Reduction in telephone services**

Impact: Chief Magistrate personally assumes the cost of after hours phone

Museums ($22K)

- **Reduction in special events and advertising**
- **Reduction in part-time hours**

Parking ($17K)

- **Add a full-time Parking Technician position**
- **Eliminate part-time Parking Patrol Specialist position**
- **Eliminate shared funding with Public Works of a maintenance position**
- **Make a payment to the General Fund from increased parking revenue**

Parks and Recreation ($131K)

- **Eliminate City sponsored event funding**
  - **The Lynchburg Firecracker Invitational (Swim Meet)**
  - **Friday Cheers**
  - **Get!Downtown**
  - **Day in the Park**
  - **The Genworth Virginia 10 Miler**
  - **Christmas Parade**
- **Close College Hill Neighborhood Center including elimination of one full-time and one part-time position**
- **Eliminate adult open gym and senior transportation program**
- **Close Daniels Hill Center in May 2014 concurrent with reopening of the Miller Center (two unfunded positions)**

Impact: Issue of <30 hour part-time affects Armory rentals, support of special events and snow removal

Police ($775K)

- **Eliminate Animal Control Unit except Warden position**
- **Reduce overtime**
- **Eliminate traffic unit**
- **Add Administrative Services Associate II to work information desk**

Impact: Significant degradation of response to animal complaints and traffic incidents

Public Works ($808K)

- **Eliminate/privatize recycling program (two vacant positions)**
- **Eliminate uniform rentals**
- **Reduce snow removal funding**
- **Reduce paving/guardrail and sidewalk funding**
- **Restructure Engineering staff and reduce use of contractual engineering firms**
- **Reduction in traffic signal maintenance supplies**
- **Other cuts in materials and utilities**

Registrar and Electoral Board ($8K)

- **Reduce part-time staff hours**
- **Reduction in ballot programming funding and election official pay**

Impact: Significant negative impact on voter registration and election day activities

Sheriff's Office ($41K)

- **Reduce part-time staff hours**
- **Reduce non-mandated services**
  - **Temporary Detention Order delivery**
  - **Juvenile & Domestic Court 2nd floor security**
  - **City deposit assistance**

Human Services ($900K)

- **Juvenile Services** ($215K)
  - **Eliminate one vacant full-time Caseworker position**
  - **Eliminate one vacant part-time Cook position**
  - **Reduce detention per diem**
  - **Reduce CSA contribution**
- **Social Services**
  - **Add a full-time Caseworker position**
  - **Add a full-time Administrative Services Associate III position**
  - **Increase a .94 part-time position to full-time**
  - **Decrease all other part-time positions to 29 hours**
- **Combined reduction of approximately 12%**

Treasurer's Office ($2K)

- **Reduction in operating costs**

Airport ($38K)

- **Reduction in General Fund subsidy of $94K**

Fleet Services ($177K)

- **Eliminate vacant Apprentice Technician position**

FY 2014 CAPITAL IMPROVEMENT PROGRAM SUBMISSIONS

City Council Retreat

January 29, 2013

FY 2014 City Capital Submissions

- Total $25.3 million
- Largest projects are Transportation ($13.8m)
  - GLTC
  - Timberlake Road @ Logans Lane/Wards Ferry Rd
  - Street Overlay Program
- Other Large Project
  - City Football Stadium Restoration ($7m)
- $8.7 million requested Pay-as-you-go Projects
  - Major Building Repairs
  - Roof Replacements
  - Downtown Redevelopment (part of $5m commitment)

FY 2014 Schools Capital Submission

- Total $86.4m
  - Heritage High School ($82.2m)
- $2.8m Requested Pay-as-you-go Projects
  - Major Building Repairs
  - Roof Replacements

Pay-as-you-go Funding

- Total Requested $11.5m
  - $8.7m City Capital
  - $2.8m Schools Capital
- Available Funding $5m to $6m

FY 2014 GENERAL FUND AND SCHOOLS PAY-AS-YOU-GO CAPITAL PROJECT SUBMISSIONS

Buildings	
Firing Range Training Facility	$400,000
Major Building Repairs	1,978,543
Monument Terrace Building Improvements	277,079
Roof Replacements	339,830
Total Buildings	**$2,995,452**
Transportation	
Public Transportation Improvements (GLTC)	$3,227,723
Total Transportation	**$3,227,723**
Economic Development	
Downtown Redevelopment	$1,000,000
General Development Support	250,000
Street and Utility Extensions to Promote Economic Development	250,000
Total Economic Development	**$1,500,000**
Parks and Recreation	
Community Park Investment Fund	$75,000
Jefferson Park Master Plan Development	75,000
Athletic Field Maintenance	250,000
General Park Maintenance	100,000
Parks Paving and Lighting/Reconstruction	278,000
Riverside park Overlook Restoration	45,000
Total Parks and Recreation	**$823,000**
Miscellaneous	
Radio Replacement	$210,000
Total Miscellaneous	**$210,000**
Reserves	
Snow, Streets and Bridges Reserve	$250,000
Total Reserves	**$250,000**
TOTAL GENERAL FUND PAY-AS-YOU-GO	**$9,006,175**
Schools	
Athletic Complexes	$30,000
Major Building Repairs - Schools	1,805,000
Paving and Fencing	140,000
Playground Equipment Replacement	110,000
Roof Replacements - Schools	706,000
Total Parks and Recreation	**$2,791,000**
TOTAL SCHOOLS PAY-AS-YOU-GO	**$2,791,000**
TOTAL GENERAL FUND and SCHOOLS PAY-AS-YOU-GO	**$11,797,175**