

FINANCE COMMITTEE AGENDA

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

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from September 25, 2018.

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

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

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

11:40 a.m.

3. Notification to the Finance Committee regarding submission of a grant application to continue efforts to reduce poverty and increase median household income.

Contact: John H. Hughes, IV, Assistant City Manager 455-3990

11:45 a.m.

4. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending June 30, 2018.

Fund	Preparer
GLTC	Brian Booth, General Manager of GLTC
Regional Airport Fund	Mark Courtney, Airport Manager
Lynchburg Regional Juvenile Detention Center	Tamara Rosser, Director of Human Services
Children's Services Act Fund (CSA)	Tamara Rosser, Director of Human Services
Water Operating Fund	Tim Mitchell, Director of Water Resources
Sewer Operating Fund	Tim Mitchell, Director of Water Resources
Stormwater Operating Fund	Tim Mitchell, Director of Water Resources
General Fund	Donna Witt, Director of Financial Services

12:25 p.m.

5. Receive a report on the FY 2018 Write-Off of Uncollectible Accounts Receivable.

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

12:30 p.m.

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

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

12:35 p.m.

7. Roll Call

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

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, September 25, 2018

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

Committee Members: Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Council Member Beau Wright; Mayor Treney Tweedy, Ex-Officio.

Others: Reid Wodicka, Deputy City Manager; Donna Witt, Chief Financial Officer; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst

1. Approval of the Draft Finance Committee Meeting Notes from August 14, 2018.

The meeting notes from August 14, 2018 were approved as submitted.

2. Report on the General Fund Reserve for Contingencies.

Donna Witt reported there were no new items to present leaving a full balance of \$1.2 million in the FY 2019 Reserve for Contingencies.

3. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$10,780 with resources from a grant from the Library of Virginia to preserve Marriage Bonds M – Z, 1805 – 1824 and Marriage Bonds A – I, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

The Committee unanimously approved this item. The item will be considered by City Council at their September 25, 2018 meeting.

4. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$61,928 with resources of \$41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,698 and \$2,945 transferred from the FY 2019 General Fund Police Department budget to provide selective enforcement activities and attend related training.

The Committee unanimously approved this item. The item will be considered by City Council at their September 25, 2018 meeting.

5. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$27,225 with resources of \$18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$7,924 and \$1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.

The Committee unanimously approved this item. The item will be considered by City Council at their September 25, 2018 meeting.

6. Adopt a resolution authorizing the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of \$39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

The Committee unanimously approved this item. The item will be considered by City Council at their September 25, 2018 meeting.

7. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$239,695 with resources of \$217,905 from the Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighter's (AFG) and \$21,790 appropriated from the Fire Department General Fund to purchase (179) firefighter self-rescue devices more commonly referred to as Bail-out devices.

The Committee unanimously approved this item. The item will be considered by City Council at their October 9, 2018 meeting.

8. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$98,136 with resources of \$49,068 from the RSAF grant, \$49,068 from the FY 2019 General Fund Fire Department budget to purchase (1) Power Pro stretcher, (1) LifePak 15, (42) ballistic helmets, and (46) ballistic vests for the Fire Department.

The Committee unanimously approved this item.

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

Donna Witt indicated the numbers now reflect the full FY 2018 year of revenues. Local Sales and Use Tax revenue did not meet the expectations of staff, with 2018 finishing just under FY 2017 performance. Part of the difference is Use Tax, which is inconsistent from month to month and difficult to forecast. Consumer Utility Tax- Electric revenue finished the year flat, with the weather fluctuations making this revenue source difficult to predict. The Communication Sales and Use Tax revenue reflected a \$100,000 decrease from last year as anticipated. She noted without changes from the General Assembly to allow taxation on internet streaming programs, this revenue will continue to decline. Revenues from Meals Tax are seeing growth, but the percentage increase year to year is slowing down. Ms. Witt indicated the Commonwealth Attorney is providing assistance in collecting delinquent meals tax. Lodging Tax revenues did not see the growth expected, mainly due to loss of rooms to newer hotels in Campbell County and several new hotels opening later than anticipated.

10. Roll Call

There were no items for Roll Call.

Meeting adjourned at 12:00 p.m.

FY 2019 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2018	\$1,150,000	\$50,000
Carryforward to FY 2019 Reserve for Contingencies - FY 2019 Adopted Budget	0	
BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>
 APPROPRIATIONS (Second Reading)		
Police Department - Patrol rifles and ammunition to outfit the field operations bureau	(67,473)	
 TOTAL APPROPRIATIONS	<u>(\$67,473)</u>	<u>\$0</u>
 REMAINING BALANCE	<u><u>\$1,082,527</u></u>	<u><u>\$50,000</u></u>
 ITEMS INTRODUCED		
 TOTAL INTRODUCED ITEMS	<u>\$0</u>	<u>\$0</u>
 REMAINING BALANCE	<u><u>\$1,082,527</u></u>	<u><u>\$50,000</u></u>
 PENDING ITEMS		
 TOTAL PENDING ITEMS	<u>\$0</u>	<u>\$0</u>
 PROJECTED BALANCE, JUNE 30, 2019	<u><u>\$1,082,527</u></u>	<u><u>\$50,000</u></u>

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **November 27, 2018**

AGENDA ITEM #: **3**

CONSENT: REGULAR: **X**
ACTION: INFORMATION: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Application for Community Wealth Building GRANT

KEY ELEMENTS:

☒ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☒ Vibrant Community

RECOMMENDATION: Notification to the Finance Committee regarding submission of a grant application to continue efforts to reduce poverty and increase median household income.

SUMMARY: The City has submitted a grant application for \$204,006 to further the City's efforts to reduce poverty and increase median household income. The deadline for grant application was November 26, 2018. Funds will be used to expand current TechHire and Getting Ahead programs and to support additional programming such as Home Essentials, Internship-to-work, and Department of Aging and Rehabilitative Services (DARS) related workforce options.

The local match from potential awardees is 25% match unless the applicant is a fiscally stressed locality. As a fiscally stressed locality, the City's match is 10%; in-kind services are eligible for the match resulting in no additional cash contribution from the City. The City's match will be achieved through in-kind expenditures associated with the management of the programs and associated office use for program staff and participants.

PRIOR ACTION(S): None

FISCAL IMPACT: Local in-kind match.

CONTACT(S): John H. Hughes, IV, Assistant City Manager, 455-3990

ATTACHMENT(S): None

REVIEWED BY: bms



GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

November 8th, 2018

RE: June 30th, 2018 (4th Quarter – FY 2018) Financial Report – Greater Lynchburg Transit Company

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

REVENUE

Total revenue for the fourth quarter was about 3 % overbudget and was mainly due to accruing for the full Federal Assistance allocated to GLTC, including the 5 % being withheld by the Federal Transit Administration (FTA). This 5 % has been accrued for but will not be received until the Metro Safety Commission receives certification for their State Safety Oversight Program which has a deadline of April 15th, 2019. Once the plan is certified by FTA, the funds withheld will be released and eligible for us to request and draw down. Additionally, Passenger Revenue was underbudget approximately 18 % for the quarter and Advertising was 28 % overbudget. Despite Passenger Revenue being under what's budgeted, we were able to close out the fiscal year with a 2 % increase in total ridership as well as seeing a 2 % increase on City routes. Other Contract and Non-Operating Revenues are below what was projected and is due to how this budget was written differently and has been corrected in the FY 2019 budget.

EXPENDITURES

On the expense side, total expenses were overbudget 2% for the fourth quarter and due mainly to new accounting standards for Postemployment Benefits as outlined in GASB Statement # 75 being implement and reflected under Casualty and Liability Expenses. Fixed Route and Demand Response expenses are underbudget due to staff vacancy from general turnover and furloughs during Liberty University breaks. General Admin Salaries and Overtime are over budget due to staff assisting with coverage from vacancies in operations due to position vacancies. Casualty and Liability Expenses are over budget due to an increase in vehicle insurance rolling over from FY 2017 as well as the implementation of new accounting standards for Postemployment Benefits. Utilities are overbudget due a lack of historical data to base the budget for utilities at the new operations and maintenance facility. Overall year to date, we have been able to close out the year being 4 % underbudget for expenses.

SUMMARY

Despite GLTC experiencing some variability in actual versus budgeted figures throughout the year, we have been able to close out the year with a surplus. The surplus of \$ 324,742 was mainly achieved through vacant positions from turnover with some savings coming from applying capital funds for certain eligible maintenance expenses.

Respectfully submitted,

Brian Booth
General Manager



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

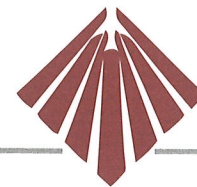
QUARTERLY INCOME STATEMENT

AS OF JUNE 30, 2018

	QTR TO DATE						
	FY2018	FY2018	%	FY2018	FY2018	%	
	QTD	QTD	VAR	YTD	YTD	of	
	ACTUAL	BUDGET		ACTUAL	BUDGET	Budget	
REVENUE							
FRT Passenger Revenue	\$ 140,198	\$ 170,000	-18%	\$ 575,165	\$ 680,000	85%	
DRT Passenger Revenue	16,477	20,250	-19%	68,888	81,000	85%	
Contracts (LU Access)	12,012	12,012	0%	60,060	60,060	100%	
Contracts (LC Access)	6,135	6,135	0%	24,540	24,538	100%	
Contracts (CVCC Access)	13,526	13,527	0%	54,106	54,106	100%	
Liberty University Revenue	329,404	332,775	-1%	1,660,504	1,663,875	100%	
Other Contract Revenue	200	5,362	-96%	6,012	21,446	28%	
Non-Operating Revenue	1,730	4,465	-61%	8,014	17,858	45%	
Advertising Revenue	20,763	16,251	28%	107,451	65,004	165%	
City Operating Assistance	443,951	443,951	0%	1,775,805	1,775,805	100%	
County Operating Assistance	18,328	17,969	2%	73,313	71,875	102%	
State Operating Assistance	424,579	420,527	1%	1,692,950	1,682,106	101%	
Federal Operating Assistance	653,777	549,275	19%	2,274,007	2,197,099	104%	
TOTAL REVENUE	\$ 2,081,079	\$ 2,012,496	3%	\$ 8,380,814	\$ 8,394,772	100%	
EXPENSES							
FIXED ROUTE							
Operator Labor	\$ 402,326	\$ 490,943	-18%	\$ 1,637,301	\$ 1,963,771	83%	
Operator-Overtime	51,229	43,338	18%	249,565	173,350	144%	
Other Salaries & Wages	72,469	82,273	-12%	288,313	329,090	88%	
Supervisors-Overtime	4,798	2,942	63%	18,001	11,767	153%	
Fringe Benefits	280,471	295,215	-5%	1,124,071	1,180,859	95%	
TOTAL FIXED ROUTE	\$ 811,293	\$ 914,709	-11%	\$ 3,317,250	\$ 3,658,837	91%	
DEMAND RESPONSE							
Operator Labor	\$ 61,456	\$ 86,366	-29%	\$ 279,035	\$ 345,464	81%	
Operator-Overtime-PTS	4,649	5,157	-10%	10,205	20,629	49%	
Other Salaries & Wages	13,442	15,786	-15%	51,202	63,144	81%	
Fringe Benefits	42,090	51,927	-19%	174,487	207,706	84%	
TOTAL DEMAND RESPONSE	\$ 121,637	\$ 159,236	-24%	\$ 514,930	\$ 636,943	81%	
MAINTENANCE							
Other Salaries & Wages	\$ 136,130	\$ 189,167	-28%	\$ 595,804	\$ 756,666	79%	
Inspection&Maint,Srv-Overtime	21,051	8,124	159%	56,026	32,494	172%	
Fringe Benefits	83,062	95,468	-13%	334,083	381,870	87%	
Fuel & Lubricants	199,350	155,841	28%	598,076	623,362	96%	
Tires & Tubes	31,392	22,651	39%	60,217	90,604	66%	
Other Materials & Supplies	94,383	115,463	-18%	557,949	461,850	121%	
TOTAL MAINTENANCE	\$ 565,367	\$ 586,712	-4%	\$ 2,202,154	\$ 2,346,846	94%	
ADMINISTRATION							
Other Salaries & Wages	\$ 105,709	\$ 90,330	17%	\$ 418,387	\$ 361,318	116%	
Fringe Benefits	55,761	43,710	28%	214,436	174,840	123%	
Services	104,408	114,432	-9%	432,876	457,727	95%	
Utilities	48,233	39,826	21%	194,530	159,305	122%	
Casualty & Liability Expenses	243,113	68,945	253%	489,710	275,780	178%	
Information Technology	54,723	43,076	27%	169,785	172,304	99%	
Other Materials & Supplies	8,017	7,925	1%	25,340	31,700	80%	
Miscellaneous	17,142	29,793	-42%	76,674	119,172	64%	
TOTAL ADMINISTRATION	\$ 637,107	\$ 438,037	45%	\$ 2,021,738	\$ 1,752,146	115%	
TOTAL EXPENSES	\$ 2,135,404	\$ 2,098,693	2%	\$ 8,056,072	\$ 8,394,772	96%	
NET INCOME/(LOSS)	\$ (54,325)	\$ (86,197)		\$ 324,742	\$ -		

Lynchburg Regional Airport

A City of Lynchburg Enterprise Fund



November 9, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

Re: June 30, 2018 – Annual (FY 2018) Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity for this fund for the FY 2018 year ending June 30, 2018. Although the Airport finished the year with a solid \$225,899 surplus, it has clearly been a very transitional year for the airport. American Airlines completed its conversion to an all-jet lineup of flights as of the July 2018 flight schedule, although there were issues of reliability during much of the transition, with subsequent east coast weather challenges and technical airline glitches during the summer months adding to the problem. Total passenger traffic YTD through June was down some 6.2% which, in turn, contributed to slight decreases in both parking revenue and rental car concession revenue. Increased airline flight frequency and seat capacity is already resulting in more positive growth rates in the new fiscal year.

Decreases in both federal aid for security and state aid for small capital projects also contributed to the 3.56% decline in overall revenue. Total expenses similarly declined 3.0% (primarily related to a decrease in state-supported small capital projects). Nonetheless, for the third straight year, the airport did not require an operating subsidy, and none is expected to be needed for the foreseeable future. A recent history of annual Airport subsidies and surpluses is included with this report.

REVENUE HIGHLIGHTS

- Terminal Revenue: Revenue was \$21,997 more than budget despite a small decrease in both parking concession and rental car concession revenue.
- General Aviation: Revenue was \$39,490 more than budget largely due to additional revenue from aircraft parking fees.
- State Airport Aid: Revenue was \$47,176 less than budget due to having fewer eligible projects than anticipated.
- Miscellaneous (Other): Revenue was \$21,449 more than budget due largely to receiving increased interest from higher investment earnings rates.

EXPENSE HIGHLIGHTS

- Airfield Operations: Was \$5,642 less than budget due to less spending on airfield lighting supplies due to a capital project in progress to convert lighting to LED.
- Terminal Operations: Was \$12,214 more than budget due mainly to periodic rehabilitations needed to the 20 year old rental car service facility.
- Administration: Was \$29,854 more than budget due to additional costs incurred for increased salary and benefits for management position reclassifications.
- Safety (Fire & Police): Was \$23,142 more than budget due largely to ongoing maintenance issues in the ARFF building and repairs/upgrades to the security access and badging systems.
- Small Projects (state-assisted): Was \$112,552 less than budget due to fewer state-assisted, non-recurring maintenance and repair projects than anticipated.
- Other Airport Expenses: Was \$29,430 less than budget due primarily to actuarial accruals for future retirees being less than previously estimated.

SUMMARY

Despite challenges with airline service while American Airlines converted to an all-jet schedule, the airport generated a \$225,899 surplus which was the third straight year of surpluses. Our new all-jet schedule has increased seat capacity which should result in additional passenger traffic which will benefit our future revenues. Based on consistent air service levels, competitive airfares, and anticipated increasing passenger demand, combined with decreasing debt service, the airport is projecting that no airport operating subsidy will be required for the foreseeable future.

Respectfully submitted,



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

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

LYNCHBURG REGIONAL AIRPORT
MEMORANDUM

To: Mark Courtney, Airport Director

From: Wes Campbell, Airport Finance Manager

Date: November 1, 2018

Re: Airport Subsidy History

The Lynchburg Regional Airport Operating Fund was created as a City of Lynchburg Enterprise Fund in FY 1997. Prior to FY 1997 the Airport was accounted for as an operating department within the City General Fund. The following is a history of the annual operating subsidy provided by the City to the Airport which was gradually reduced from FY 2002 through FY 2015 by growing the Airport's revenue base, managing expense increases, and minimizing the use of new debt while paying off existing debt. In FY 2016, the Airport managed to eliminate the subsidy completely and instead realized a surplus which has been the norm now for the past three years.

FY 2002	received a \$614,530 City subsidy (30.8% of expenses)
FY 2003	received a \$577,933 City subsidy (25.9% of expenses)
FY 2004	received a \$490,831 City subsidy (23.2% of expenses)
FY 2005	received a \$419,980 City subsidy (18.7% of expenses)
FY 2006	received a \$398,485 City subsidy (16.7% of expenses)
FY 2007	received a \$367,337 City subsidy (15.0% of expenses)
FY 2008	received a \$359,364 City subsidy (14.7% of expenses)
FY 2009	received a \$295,850 City subsidy (12.4% of expenses)
FY 2010	received a \$261,260 City subsidy (10.2% of expenses)
FY 2011	received a \$259,950 City subsidy (9.9% of expenses)

Delta Airlines ceased Lynchburg operations in Jan 2011

FY 2012	received a \$421,362 City subsidy (15.7% of expenses)
FY 2013	received a \$336,330 City subsidy (11.8% of expenses)
FY 2014	received a \$218,809 City subsidy (7.9% of expenses)
FY 2015	received a \$ 96,600 City subsidy (3.4% of expenses)
FY 2016	\$205,492 SURPLUS (no subsidy needed)
FY 2017	\$248,675 SURPLUS (no subsidy needed)
FY2018	\$225,899 SURPLUS (no subsidy needed)

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
June 30, 2018

	FY 2017 Amended Budget	FY 2017 Actual (thru 6/30/17)	FY 2017 % of Budget	*	FY 2018 Amended Budget	FY 2018 Actual (thru 6/30/18)	FY 2018 % of Budget	*	FY 2018 Amended Budget	FY 2018 Actual (as of 6/30/18)	FY 2018 \$ Variance Actual vs. Amended Budget
BEGINNING NET ASSETS	\$ 250,000	\$ 33,651,691		*	\$ 250,000	\$ 36,977,478 (1)		*	\$ 250,000	\$ 36,977,478 (1)	
Less: Invested in Capital Assets, net of related debt		(33,640,389)		*		(36,717,501)		*		(36,717,501)	
Less: GASB75 Prior Period Adjustment-Life & Health Insurance				*		(907,483) (2)		*		(907,483) (2)	
BEGINNING UNRESTRICTED NET ASSETS	\$ 250,000	\$ 11,302		*	\$ 250,000	\$ (647,506)		*	\$ 250,000	\$ (647,506)	\$ -
USE OF ENCUMBRANCES CARRIED FORWARD	\$ 160,369			*	\$ 21,155			*	\$ 21,155		
TRANSFER OF RESERVES - NEW CORPORATE HANGER				*	\$ (500,000)	\$ (500,000)		*	\$ (500,000)	\$ (500,000)	
USE OF RESERVES - DEBT SERVICE	\$ 39,876			*	\$ 32,597			*	\$ 32,597		
REVENUES				*				*			
Airfield	96,000	106,594	111%	*	98,000	101,875	104%	*	98,000	101,875	3,875
Terminal	1,450,827	1,545,800	107%	*	1,495,827	1,517,824	101%	*	1,495,827	1,517,824	21,997
General Aviation	514,557	552,567	107%	*	518,557	558,047	108%	*	518,557	558,047	39,490
Other Leased Property	260,400	297,194	114%	*	261,900	272,001	104%	*	261,900	272,001	10,101
State Airport Aid	288,750	283,385	98%	*	260,000	212,824	82%	*	260,000	212,824	(47,176)
Federal Security Aid	107,500	82,878	77%	*	95,000	87,260	92%	*	95,000	87,260	(7,740)
General Fund Subsidy	0	0	0%	*	0	0	0%	*	0	0	0
Interest & Other	72,000	102,646	143%	*	94,096	115,545	123%	*	94,096	115,545	21,449
TOTAL REVENUES	\$ 2,790,034	\$ 2,971,063		*	\$ 2,823,380	\$ 2,865,377		*	\$ 2,823,380	\$ 2,865,377	\$ 41,997
EXPENSES				*				*			
Airfield Operations	304,098	318,857	105%	*	319,111	313,470	98%	*	319,111	313,470	5,641
Terminal Operations	544,277	545,123	100%	*	567,103	579,317	102%	*	567,103	579,317	(12,214)
General Aviation	126,409	147,305	117%	*	142,431	138,355	97%	*	142,431	138,355	4,076
Administration	683,976	686,539	100%	*	727,174	757,028	104%	*	727,174	757,028	(29,854)
Safety (ARFF & LEO)	418,543	445,228	106%	*	423,125	446,267	105%	*	423,125	446,267	(23,142)
Snow Removal	21,930	10,495	48%	*	34,930	30,478	87%	*	34,930	30,478	4,452
Debt Service	126,139	125,349	99%	*	117,244	126,595	108%	*	117,244	126,595	(9,351)
Small Projects & Equipment (State-Supported)	491,819	414,717	84%	*	329,528	216,976	66%	*	329,528	216,976	112,552
Transfers to Other Airport Funds	10,000	0	0%	*	0	0	0%	*	0	0	0
Other Airport Expenses	62,732	28,775	46%	*	60,422	30,992	51%	*	60,422	30,992	29,430
TOTAL EXPENSES	\$ 2,789,923	\$ 2,722,388		*	\$ 2,721,068	\$ 2,639,478		*	\$ 2,721,068	\$ 2,639,478	\$ 81,590
ENDING UNRESTRICTED NET ASSETS	\$ 450,356	\$ 259,977		*	\$ (93,936)	\$ (921,607)		*	\$ (93,936)	\$ (921,607) (3)	

FOOTNOTES:

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

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

FY2018 Financial Summary	
Total Revenues	\$ 2,865,377
Total Expenses	\$ 2,639,478
FY2018 Surplus	\$ 225,899

2) Beginning Net Assets was restated by (\$907,483) for a Prior Period Adjustment upon implementation of GASB75 accrual for Life & Health Insurance liability

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

Des. for Debt Service (Rental Car Facility)	\$ -	(\$30,935.52 -\$30,935.52 reserve use in FY18 = \$0)
Des. for Maintenance (Rental Car Facility)	\$ 132,958	(\$124,222.54 + \$8,735.81 year-end increase)
Reserve for Encumbrances	\$ 103,481	(encumbrances carried forward to FY19)
GASB68 Pension-related Accrual	\$ (1,072,411)	(net liability as of the end of FY18)
GASB75 Other OPEB Obligations	\$ (1,038,338)	(net liability as of the end of FY18)
Undesignated Retained Earnings	\$ 952,703	
	\$ (921,607)	

November 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: June 30, 2018 Quarterly Financial Report - Lynchburg Regional Juvenile Detention Center

Lynchburg Regional Juvenile Detention Center

The attached Lynchburg Regional Juvenile Detention Center (Detention Center) financial report summarizes the financial activities through June 30, 2018, for FY 2018. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2017.

REVENUES

Charges for Services

Revenue in this category for the fourth quarter of FY 2018 is \$1,108,243 or 107.1% of the budget. We exceeded our budgeted revenue because the population was higher than anticipated.

Department of Juvenile Justice Block Grant

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Detention Center. Revenues received from the DJJ through the fourth quarter of FY 2018 are \$1,026,594.

Community Placement Program

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

Revenues received from the DJJ through the fourth quarter of FY 2018 are \$771,316 or 100% of the budget.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2018 are \$47,901 or 106.4% of the budget. We exceeded the USDA budget because the population was higher than anticipated.

EXPENDITURES

Overall expenditures for the fourth quarter of FY 2018 were \$2,913,554 and are within budget. The allocated cost for the Community Placement Program and the contracting localities through the fourth quarter of FY 2018 is approximately 56%; Lynchburg's allocated share is approximately 44%.

Juvenile Population

The average number of juveniles being served per day through the fourth quarter of FY 2018 is 25.25 as compared to 19.99 in FY 2017. The percentage of Lynchburg City's juveniles through the fourth quarter is 44% of the total juvenile population.

SUMMARY

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

Respectfully submitted,

Tamara Rosser
Director, Department of Juvenile Services

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

Lynchburg Regional Juvenile Detention Center
Special Revenue Fund
Financial Summary
Fourth Quarter: As of June, 2018

	FY 2017 Amended Budget	FY 2017 Actual 4 QTR YTD	FY 2017 % of Budget	FY 2018 Amended Budget	FY 2018 Actual 4 QTR YTD	FY 2018 % of Budget	FY 2018 Amended Budget	FY 2018 Actual to Amended
<i>Beginning Funds at July 1</i>								
<i>Revenues:</i>								
Charges for Services	889,012	896,902	100.9%	1,034,880	1,108,243	107.1%	1,034,880	73,363.00
Intergovernmental- Department of Juvenile Justice Block Grant	1,063,886	1,037,695	97.5%	1,063,886	1,026,594	96.5%	1,063,886	(37,292.00)
Intergovernmental- USDA	45,000	34,634	77.0%	45,000	47,901	106.4%	45,000	2,901.00
Community Placement Program (CPP)	657,000	643,619	98.0%	771,317	771,316	100.0%	771,317	(1.00)
Department of Criminal Justice Services (DCJS)	0	0	0.0%	0	0	0.0%	0	-
Miscellaneous and State Ward Per Diem	0	1,016	0.0%	1,650	93	5.6%	1,650	(1,557.00)
Budget Designations/Purchase Orders	102,390	0	0.0%	100,000	0	0.0%	100,000	(100,000.00)
<i>Total Revenues</i>	2,757,288	2,613,866	94.8%	3,016,733	2,954,147	97.9%	3,016,733	(62,586.00)
<i>Expenditures:</i>								
Salaries	1,353,844	1,341,149	99.1%	1,526,963	1,526,963	100.0%	1,526,963	-
Employee Benefits	565,186	510,846	90.4%	601,526	598,805	99.5%	601,526	(2,721)
Contractual Services	41,672	65,117	156.3%	58,172	58,442	100.5%	58,172	269
Internal Services	14,704	13,359	90.9%	14,014	13,687	97.7%	14,014	(327)
Supplies and Materials	130,170	135,831	104.3%	155,391	162,692	104.7%	155,391	7,301
Utilities	85,800	78,714	91.7%	80,750	80,636	99.9%	80,750	(114)
Training and Conferences	3,050	6,893	226.0%	4,550	5,488	120.6%	4,550	938
Telecommunications	4,500	3,102	68.9%	4,200	2,652	63.1%	4,200	(1,548)
Postage and Mailing	850	365	42.9%	850	265	31.2%	850	(585)
Indirect Costs	218,938	218,938	100.0%	259,063	259,063	100.0%	259,063	-
Self Insurance	18,752	18,752	100.0%	16,937	16,937	100.0%	16,937	-
Dues and Memberships	500	410	82.0%	500	702	140.4%	500	202
Rentals and Leases	1,855	2,722	146.7%	1,854	2,393	129.0%	1,854	539
Health and Dental Benefits for Retirees	51,388	46,839	91.1%	53,704	46,848	87.2%	53,704	(6,856)
Professional Services	4,172	4,172	100.0%	4,121	4,121	100.0%	4,121	-
SpecialUseEquipment	2,000	17,116	855.8%	0	0	0.0%	0	-
Computer Equipment	0	0	0.0%	0	0	0.0%	0	-
Serial Bond Interest	6,442	6,442	100.0%	4,654	4,654	100.0%	4,654	-
Debt Service	108,465	108,465	0.0%	81,305	81,305	100.0%	81,305	-
USDA Grant	45,000	34,634	77.0%	45,000	47,901	106.4%	45,000	2,901
Capital Outlay	0	0	0.0%	0	0	0.0%	0	-
Budget Designations	100,000	0	0.0%	100,000	0	0.0%	100,000	(100,000)
Purchase Orders				3,178	0	0.0%	3,178	(3,178)
Contingency	0	0	0.0%	0	0	0.0%	0	-
<i>Total Expenditures</i>	2,757,288	2,613,866	94.8%	3,016,733	2,913,554	96.6%	3,016,733	(103,179)
<i>TOTAL FUND BALANCE/Purchase Orders carried forward</i>	0	0.67		0	40,593		0	40,593
<i>TOTAL ASSIGNED FUND BALANCE Maint./Equipment</i>	100,000	100,011		100,000	100,012		100,000	

November 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending June 30, 2018.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through June 30, 2018. Under the State guidelines, CSA prior year obligations are paid through September 30th of each year. However, the annual budget is prepared on a fiscal year (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year.

REVENUES

- Public Assistance – Welfare and Administration

The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to troubled youth and their families. The current rate of reimbursement for community-based services is 86.32%, residential services is 65.8%, and for all other services, 72.64%. Funds to assist in administering the grant, (\$38,287) for FY 2018 are provided by the State. Reimbursements for expenditures incurred through the fourth quarter of 2018 are \$3,961,874.

- CSA Contribution – General Fund and Schools

These revenue sources are comprised of the required local match for all State funds received for the Children Services Act. For the fourth quarter of FY 2018, local matching funds for programs in the amount of \$1,980,464 for the General Fund and \$196,541 for the Schools have been received.

- Miscellaneous Revenue

Miscellaneous revenues in the amount of \$48,149 were collected through the fourth quarter of FY 2018. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments.

EXPENSES

- Administrative expenses

CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2018 are \$65,475. Actual YTD administrative expenditures through the fourth quarter of FY 2018 are \$57,959 or 88.5% of the budget.

- Mandated – Foster Care

Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention. Year-to-date foster care expenditures through the fourth quarter of FY 2018 totaled \$2,641,117 or 88.1% of the budget. Expenditures in this category can rise with an increase in the number of children placed in foster care.

- Mandated – Special Education

Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures through the fourth quarter of FY 2018 total \$2,536,140 or 118.3% of the budget. Expenditures for this budget line rose due to increased enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Mandated Services

Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures through the fourth quarter of FY 2018 are \$210,645 or 59.1% of the budget. Non-mandated services are provided almost exclusively to youth involved in the court system. Decreases in this budget line are attributed to the Court Services Unit accessing alternate funding for court-involved youth.

- Community Based Services

This category includes services to children while they are living at home, in the home of an extended family, in a regular foster family home, or in an independent living arrangement. Community services may include assessment, crisis stabilization, therapy, or intervention services provided in the child's home. Community Based Services through the fourth quarter of FY 2018 are \$410,894 or 94.1% of the budget.

SUMMARY

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

While the number of children currently in foster care fluctuates during the year, more children are now classified as mandated and can access CSA funds due to the severity of their needs. Other factors such as an increased number of children receiving more intensive services for longer periods of time, increased vendor rates, parental agreements, and an increase in special educational services impact this budget.

The Community Policy and Management Team, in collaboration with the professional community, continues to work hard and is diligent and deliberate in efforts to reduce costs associated with CSA. We continue to work with the professional community to provide the most cost effective service to children and their families.

Respectfully submitted,



Tamara T. Rosser
Director of Human Services

C:

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

**Children's Services Act
Special Revenue Fund
Financial Summary
June 30, 2018**

	FY 2017	FY 2017	FY 2017	FY 2018	FY 2018	FY 2018
	Amended Budget	Actual 4 QTR YTD	% of Budget	Amended Budget	Actual 4 QTR YTD	% of Budget
<i>Beginning Fund Balance</i>	0	0		0	5,037	
<i>Revenues:</i>						
Public Assistance - Welfare and Administration	4,295,165	4,152,922	96.7%	3,774,017	3,961,874	105.0%
Transfer from Lynchburg City Schools	196,541	196,541	100.0%	196,541	196,541	100.0%
Transfer from General Fund	1,766,816	1,707,986	96.7%	1,980,464	1,980,464	100.0%
Miscellaneous	55,500	33,656	60.6%	48,000	48,149	100.3%
<i>Total Revenues</i>	6,314,022	6,091,104	96.5%	5,999,022	6,187,028	103.1%
<i>Expenses:</i>						
Administrative Expenses	64,816	54,194	83.6%	65,475	57,959	88.5%
Mandated - Foster Care	3,215,150	2,814,284	87.5%	2,996,823	2,641,117	88.1%
Mandated - Special Education	2,229,973	2,445,774	109.7%	2,143,500	2,536,140	118.3%
Non-Mandated Services	375,836	359,788	95.7%	356,636	210,645	59.1%
Community Based	428,247	412,027	96.2%	436,588	410,894	94.1%
<i>Total Expenditures</i>	6,314,022	6,086,067	96.4%	5,999,022	5,856,753	97.6%
<i>ENDING FUND BALANCE</i>	0	5,037		0	335,312	

November 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2018 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2018. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2018 adopted budget and the Department's year actuals are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2018 were \$1,013,515 (6.8%) more than budget. Explanations follow:

- **Charges for Services:**

Revenue in this category was \$355,598 (2.8%) over budget mostly due to a combination of higher than anticipated revenues for Inside City – Water Sales of \$227,955 and Availability Fees of \$77,697.

- **Water Contracts:**

This revenue account reflects billing activity to counties of Amherst, Bedford, and Campbell, and the industries of WestRock and Frito-Lay. Revenue from this category was \$374,445 (19.8%) higher than budget. WestRock, who is City's 2nd largest water customer, has steadily increased water consumption since FY 2016. WestRock's water consumption in FY 2018 increased 35% compared to FY 2016 thus exceeding the FY 2018 budget by \$191,726. Bedford, who is the City's largest water customer had water consumption 18% over the contract annual purchases minimum and thus exceeded budget by \$93,860.

- **Interest and Other:**

Revenue in this category exceeded budget by \$283,472 (101.7%) mostly from higher returns on cash investments of \$191,726 and transfers from General Fund's Health Insurance Reserves used to cover the overage in Health Claims Payable.

EXPENSES

Overall expenses for FY 2018 were \$479,988 (3.0%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance Expenses:**

This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. Expenses in this category were \$442,731 (4.5%) less than the FY 2018 budget (Water Treatment Plant - \$266,443 savings, Meter Operations - \$93,823 savings, Water Line Maintenance - \$9,600 savings, Administration - \$72,865 savings). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$253,464
➤ Chemicals	87,777
➤ Contractual Services	54,579
➤ Supplies and Materials	14,276
➤ Other	32,635
Total	\$442,731

The most significant variance was savings to Personnel Services and Benefits due to unfilled positions during the fiscal year. Additional savings to Chemicals was mostly attributable to decreased federal dosage requirements for fluoride and improved pricing. Contractual Services overall savings were related to approximately \$66,000 savings to maintenance and repairs to equipment and buildings and maintenance on grounds offset by \$19,000 more than anticipated expenses for water system maintenance and repairs.

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

Non-Departmental Operation and Maintenance was \$132,567 (40.7%) less than budget. This was mostly attributable to the implementation of GASB Statement No. 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.

- **Capital Outlay:**

Purchases are reported as \$66,500 under budget. Activity in this category included \$37,272 of vehicle and equipment purchases that met the criteria of capitalization under generally accepted accounting principles that resulted in no reportable expenses.

- **Transfers to Capital:**

Transfers to Capital were at budget.

- **Debt Service:**

Expenditures in debt service exceeded budget by 161,809 (3.9%) mostly due to charges for financial advisor services associated with the September 26, 2017 bond refunding. Interest savings in future years will occur during the new bond issuance term ending in FY 2046.

SUMMARY

This fourth quarter report reflects a stable FY 2018 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance were above policy targets. The debt coverage ratio at the end of the fiscal year was 1.43 compared to a target of 1.20. The fund balance ratio at the end of the fiscal year was 74% compared to a target range of 25% - 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director of Financial Services

**WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2018**

	FY 2017 Adopted Budget	FY 2017 Actual Q4 YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q4 YTD	FY 2018 % of Budget	FY 2018 \$ Variance Adopted Budget vs. Actual	
BEGINNING NET ASSETS	\$29,609,547	\$29,609,547		\$28,183,364	\$28,183,364			
Less: Invested in Capital Assets, net of related debt	(26,205,779)	(26,205,779)		(24,648,961)	(24,648,961)			
BEGINNING UNRESTRICTED NET ASSETS	3,403,768	3,403,768		3,534,403	3,534,403			
REVENUES:								
Charges for Services	\$12,260,891	\$12,550,376	102%	\$12,728,131	\$13,083,729	103%	\$355,598	0.0279
Water Contracts	2,213,440	2,623,352	119%	1,892,470	2,266,915	120%	374,445	0.1979
Interest and Other	261,119	320,593	123%	278,737	562,209	202%	283,472	1.0170
	\$14,735,450	\$15,494,321		\$14,899,338	15,912,853		\$1,013,515	0.0680
EXPENSES								
Departmental O&M	\$9,490,614	\$8,796,722	93%	\$9,867,239	9,424,508	96%	\$442,731	0.0449
Non-Departmental O&M	263,925	228,383	87%	325,584	193,017	59%	132,567	0.4072
Capital Outlay/Purchases	131,000	0	0%	66,500	-	0%	66,500	1.0000
Transfers to Capital	1,750,000	1,750,000	100%	1,500,000	1,500,000	100%	0	-
Debt Service	4,382,244	4,300,507	98%	4,157,150	4,318,959	104%	(161,809)	(0.0389)
	\$16,017,783	\$15,075,612		\$15,916,473	15,436,485		\$479,988	0.0302
Adjustment for Expenses from Capital Projects		(\$3,658)			(199,991)			
ENDING NET ASSETS	\$2,121,435	\$3,818,819		\$2,517,268	\$3,810,780			

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	74%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.43 (a)

Note (a) Calculation of debt coverage includes \$68,149 of actual capitalizable costs for internal labor charges applicable to time spent on capital project activities.

November 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2018 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2018. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2018 adopted budget and the Department's year actuals are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2018 were \$1,167,245 (5.2%) more than budget. Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category was \$890,102 (4.8%) over budget mostly due to higher than anticipated Septic Hauler Charges of \$536,393, Sewer Sales – Inside City of \$338,214, and Availability Fees of \$77,890. This additional revenue was offset by less than expected surcharges of \$56,268 due to one industrial customer's decreased loadings.

- **Sewer Contracts:**

Revenue in this category reflects the billing activity in counties of Amherst, Bedford, and Campbell and industries of WestRock and Frito-Lay. Revenue from this source was \$33,891 (.9%) more than budget largely due to higher than anticipated sewer sales from WestRock and Frito-Lay of \$119,981 offset mostly from \$68,453 in credits from 2017 Wastewater Treatment Plant settlements for each of the three counties.

- **Interest and Other:**

Revenue in this category was \$243,252 (183.9%) more than budget primarily due to higher returns on cash investments of \$174,613 and higher than expected grit station settlement charges to Water and Stormwater Funds of \$37,487.

EXPENSES

Overall expenses for FY 2018 were \$1,373,224 (6.1%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

This category includes the Wastewater Treatment Plant and Sewer Line Maintenance. Expenses in this category were \$575,382 (5.2%) less than budget (Wastewater Treatment Plant - \$540,478 savings and Sewer Line Maintenance - \$34,904 savings). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$161,267
➤ Chemicals	207,905
➤ Contractual Services	82,916
➤ Utilities	84,355
➤ Supplies and Materials	89,690
➤ All Other	<u>(50,751)</u>
Total	\$575,382

The most significant savings incurred was in Personnel Services and Benefits. This was related to unfilled positions during the fiscal year. Chemicals incurred savings as result of favorable contract pricing and unused chemicals from the prior fiscal year. Decreased overall expenditures for Contractual Services were primarily attributable to the following: 1) \$79,929 for savings in hauling sludge to Amelia County. 2) \$41,643 savings in software and maintenance fees. 3) \$19,308 savings in sludge land application 4) \$19,143 savings in outside lab services. These savings were offset by higher than normal equipment, building, and grounds repairs of \$132,840 that included higher than expected Wastewater Treatment Plant equipment breakdowns and unplanned roofing and sidewalk repairs. Savings in Utilities were mostly due to a result of decreased costs per kilowatt used. Decreased costs in Supplies and Materials were attributable to much lower than expected replacement parts for equipment at Wastewater Treatment Plant.

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

Non-Departmental Operation and Maintenance expenses were \$165,135 (46.7%) less than budget. This was mostly attributable to the implementation of GASB Statement No. 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.

- **Capital Outlay:**

Purchases in Capital Outlay are reported as \$612,500 under budget. All purchase activity in this category met the criteria of capitalization under generally accepted accounting principles rather than reported as an expense. Activity included \$661,458 of equipment, machinery and vehicle purchases. Included in these purchases was a closed circuit television (CCTV) off road sewer line inspection vehicle of \$191,000 that was budgeted in FY 2017.

Transfers to Capital:

Transfers to Capital were at budget.

- **Debt Service:**

Expenditures in debt service were \$20,207 (.2%) under budget. Savings of \$52,500 were primarily a result of not using planned credit line for capital project financing. This saving was offset by \$45,324 of debt service charges mostly for financial advisor services associated with a September 26, 2017 bond refunding. Additional interest savings in future years will occur during the new bond issuance term ending in FY 2046.

SUMMARY

This fourth quarter report reflects a stable FY 2018 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance, are within or above policy targets. The debt coverage ratio at the end of the fiscal year was 1.37 compared to a target range of 1.20 to 1.50. The fund balance ratio projected for the end of the fiscal year was 49% compared to a target range 25% to 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director of Financial Services

**SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2018**

	FY 2017 Adopted Budget	FY 2017 Actual Q4 YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q4 YTD	FY 2018 % of Budget	FY 2018 \$ Variance Adopted Budget vs. Actual
BEGINNING NET ASSETS (1)	\$145,484,847	\$145,484,847		\$144,586,798	\$144,586,798		
Less: Invested in Capital Assets, net of related debt	(141,495,886)	(141,495,886)		(138,722,083)	(138,722,083)		
BEGINNING UNRESTRICTED NET ASSETS	\$3,988,961	\$3,988,961		\$5,864,715	\$5,864,715		
REVENUES:							
Charges for Services	\$18,446,728	\$19,016,916	103%	\$18,494,475	19,384,577	105%	\$890,102
Sewer Contracts	3,687,687	4,274,986	116%	3,791,116	3,825,007	101%	33,891
Interest and Other	66,599	153,384	230%	132,328	375,580	284%	243,252
	\$22,201,014	\$23,445,286		\$22,417,919	23,585,164		\$1,167,245
EXPENSES:							
Departmental O&M	\$10,669,574	\$10,258,173	96%	\$11,151,647	10,576,265	95%	\$575,382
Non-Departmental O&M	305,750	138,543	45%	353,874	188,739	53%	165,135
Capital Outlay/Purchases	647,000	0	0%	612,500	-	0%	612,500
Transfers to Capital	1,300,000	1,300,000	100%	1,100,000	1,100,000	100%	0
Debt service	9,432,752	9,363,759	99%	9,301,933	9,281,726	100%	20,207
	\$22,355,076	\$21,060,475		\$22,519,954	21,146,730		1,373,224
Adjustment for Expenses from Capital Projects		(\$23,116)			(\$194,700)		
ENDING NET ASSETS	\$3,834,899	\$6,350,656		\$5,762,680	\$8,108,449		

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:

25% - 40%

Unrestricted cash as a % of operating expenses & debt service:

49%

Financial Policy targeted debt coverage ratio minimum:

1.20

Ending debt coverage ratio:

1.37 (a)

Note (a) Calculation of debt coverage includes \$135,257 of actual capitalizable costs for internal labor charges applicable to time spent on capital project activities.

November 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2018 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2018. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2018 adopted budget and the Department's actual are described below.

REVENUES

Following the completion of the fourth quarter, the overall revenues for FY 2018 were \$51,657 (1.5%) more than budget. Explanations follow:

- **Charges for Services:**

Revenue in this category reflects billing activity for all known impervious areas, Virginia Stormwater Management Program (VSMP) permits and delinquent charges on past due accounts. Charges for services exceeded budget by \$12,252 (.4%) primarily due to higher than anticipated billings for impervious areas.

- **Interest and Other:**

Interest and Other Revenues were \$30,812 (1,540.6%) higher than budget mostly due to higher than expected Interest Revenue from invested cash.

- **Transfers from Other Funds:**

Transfers from Other Funds were \$8,593 (3.1%) more than budget as result of transfers from the General Fund's Health Insurance Reserves to cover the overage in Health Claims Payable.

EXPENSES

Overall expenses for FY 2018 were \$105,551 (2.9%) less than budget. A breakdown and explanations of this variance follow:

- **Departmental Operation and Maintenance:**

Departmental Operation and Maintenance expenses were \$54,719 (2.0%) less than budget. Explanations of this variance as follow:

➤ Personnel Services	\$5,776
➤ Supplies and Materials	36,905
➤ Public Works	12,206
➤ Gasoline and Fuel	7,667
➤ Internal Service Charges	(3,799)
➤ Contractual Services	(4,698)
➤ Other	662
Total	\$54,719

The most significant savings were from Supplies and Materials. This was primarily due to less than anticipated maintenance and repair materials expenses. Additional savings were due to Public Works which was mostly related to less than expected time used on capital projects. Gasoline and Fuel savings were associated to lower cost of fuel. Contractual Services were higher than expected due to net impact of higher than expected repairs of \$70,188 that was mostly associated to one stormwater pond repair offset by \$68,175 savings in engineering services by deferring sediment control study into next fiscal year.

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

Non-Departmental Operational and Maintenance Expenses were \$59,719 (116.7%) less than budget. This was primarily due to savings in Allowance for Uncollectible Accounts and Non-Operating Employee Benefits that includes workers compensation and unemployment compensation.

- **Capital Outlay:**

Capital Outlay is reported at budget. Activity in this category included \$2,137 for a trailer to carry pipe patch equipment that met the criteria of capitalization under generally accepted accounting principles rather than reported as an expense. This cost was divided between Sewer and Stormwater Funds.

- **Transfers to Capital:**

Transfers to Capital were at Budget.

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

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

- **Debt Service:**

Although no costs were anticipated for Debt Service, \$4,672 was expended for legal fees and financial advisor services to establish a line of credit to be used for fiscal years FY 2019 and FY 2020.

SUMMARY

This fourth quarter report reflects a stable FY 2018 financial position for the fund. The fund balance ratio projected for the end of the fiscal year was 33% compared to the target balance of 15% - 20%. Stormwater Fund did not incur any debt payments in FY 2018.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Reid Wodicka Deputy City Manager
Donna Witt, Director of Financial Services

**STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2018**

	FY 2017 Adopted Budget	FY 2017 Actual Q4YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q4YTD	FY 2018 % of Budget	FY 2018 \$ Variance Adopted Budget vs. Actual
BEGINNING NET ASSETS	\$1,518,205	\$1,518,205		\$1,548,772	\$1,548,772		
Less: Invested in Capital Assets, net of related debt	(803,265)	(803,265)		(702,091)	(702,091)		
BEGINNING UNRESTRICTED NET ASSETS	\$714,940	\$714,940		\$846,681	\$846,681		
REVENUES:							
Charges for Services	\$3,187,400	\$ 3,207,094	101%	\$3,199,120	\$3,211,372	100%	\$12,252
Interest and Other	4,500	10,429	232%	2,000	32,812	1641%	30,812
Transfers from Other Funds	275,000	275,000	100%	275,000	283,593	103%	8,593
	\$3,466,900	\$3,492,523		\$3,476,120	\$3,527,777		\$51,657
EXPENSES:							
Departmental O&M	\$2,346,698	\$2,131,576	91%	\$2,778,006	\$2,723,287	98%	\$54,719
Non-Departmental O&M	42,150	35,864	85%	51,168	(8,551)	-17%	59,719
Capital Outlay/Purchases	32,000	0	0%	0	0		0
Transfers to Capital	1,175,000	1,175,000	100%	850,000	850,000	100%	0
Transfers to City/Fed/State Aid Fund	0	0		0	4,215		(4,215)
Debt Service	0	630		0	4,672		(4,672)
	\$3,595,848	\$3,343,070		\$3,679,174	\$3,573,623		\$105,551
Adjustment for Expenses from Capital Projects		\$0			(\$16,171)		
ENDING NET ASSETS	\$585,992	\$864,393		\$643,627	\$784,664		

KEY RATIOS:

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

15% - 20%
33%

November 27, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2018 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending June 30, 2018. This quarterly report provides comparative information for the same period of the prior fiscal year and represents FY 2018 financial postings. This report is preliminary pending completion of the annual audit.

- FUND BALANCE

The General Fund ended FY 2018 with an Unassigned Fund balance of \$29.2 million compared to a projected balance of \$19.6 million. The City's Fund Balance Policy for General Fund requires maintaining an Unassigned Fund Balance equal to a targeted goal of 10% of General Fund revenues. The City ended with a projected Fund Balance ratio of 14.3%. According to the Fund Balance policy, Fund Balance in excess of 10% will be dedicated to one-time expenditures in the next year.

- COMMITTED AND ASSIGNED BALANCE

The General Fund ended FY 2018 with Committed and Assigned Fund balances of \$9,149,208 and \$8,071,697, respectively.

- REVENUES

Revenues were \$2.9 million (1.5%) more than the amended budget. City staff continually monitors the major revenue categories, revising estimates as needed.

NON-DEDICATED REVENUES

- Real Property Tax:

Real Estate Tax revenue for FY 2018 was 0.2% or \$133,691 less than the amended budget per the actual Tax Levy posted in October, net of allowances and Tax Relief credits.

- Personal Property Tax:

Personal Property Tax revenue for FY 2018 was 3.7% or \$649,204 more than the amended budget.

In 1998, the Virginia General Assembly enacted the Personal Property Tax Relief Act (PPTRA) to reimburse citizens for a portion of the local personal property tax. In the 2004 Virginia General Assembly, the State capped the amount reimbursed to localities at \$950 million for FY 2018. This action eliminates the 70% reimbursement. Lynchburg's share is \$5,543,584. During FY 2018 the City received the total reimbursement of \$5,543,584.

- Consumer Utility Taxes:

Consumer Utility Tax revenue for FY 2018 was 3.5% or \$152,683 more than the amended budget.

- Communications Sales and Use Tax:

Communications Sales and Use Tax revenue for FY 2018 was 0.7% or \$21,425 less than the amended budget.

- Local Sales Tax:

Local Sales Tax revenue for FY 2018 was 1.1% or \$168,204 less than the amended budget.

- Business License Tax:

Business License Tax revenue for FY 2018 was 5.6% or \$461,820 more than the amended budget. The City uses a conservative approach when estimating revenue, which reflects the uncertainty of the economy.

- Meals Tax:

Meals Tax revenue for FY 2018 was 2.2% or \$319,911 more than the amended budget.

- Delinquent Taxes/Penalties:

Delinquent Taxes/Penalties revenue for FY 2018 was 11.2% or \$431,217 greater than the amended budget. This excess is a reflection of the continued efforts of the collections department in utilizing all available methods for collecting debt.

- Other Local Taxes:

Other Local Tax revenue for FY 2018 was 11.2% or \$294,270 greater than the amended budget.

- Motor Vehicle License Tax:

Motor Vehicle License Tax revenue for FY 2018 was equal to the amended budget with \$1,559,167 collected.

- Bank Stock Tax:

Bank Stock Tax revenue for FY 2018 was 7.1% or \$54,988 greater than the amended budget. This tax is based on the percentage of deposits within the City of Lynchburg compared to the entire Commonwealth of Virginia.

- Lodging Tax:

Lodging Tax revenue for FY 2018 was 5.6% or \$155,672 less than the amended budget. This is most likely attributed to the delayed opening of two hotels within the City.

- Permits, Fees, and Licenses:

Permits, Fees, and Licenses revenue for FY 2018 was 17.5% or \$164,285 more than the amended budget. The majority of revenue in this category comes from permits and fees associated with new construction and/or renovations, re-zoning, false alarm fees, vacant building registration, and concealed weapons fees.

- Fines and Forfeitures:

Fines and forfeitures revenue for FY 2018 was 28.3% or \$160,595 less than the amended budget due to Court Fines and Forfeitures.

- Interest on Investments:

Interest on Investments revenue for FY 2018 was 119.6% or \$758,510 greater than the amended budget due to conservative budgeting and investment performance better than expected.

- Charges for Services

Charges for Services revenue for FY 2018 was 3.0% or \$322,373 less than the amended budget.

- Miscellaneous Revenue

Miscellaneous Revenue for FY 2018 was 37.2% or \$364,183 greater than the amended budget, the majority of which came from the sale of two properties.

DEDICATED REVENUES

Intergovernmental Revenues consisting of Constitutional Officers, Health and Human Services, and State/Federal subsidies totaled \$36,917,105 and were 1.0% or \$366,550 more than FY 2018 budget projection.

EXPENDITURES

- Operating Expenditures:

Total operating expenditures for FY 2018 were 96.5% of amended budget, compared to 97.2% for FY 2017. The actual operating expenditures for FY 2018 were 3.5% or \$6,671,432 less than the amended budget, which is attributable to departments closely monitoring their spending.

- Debt Service

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

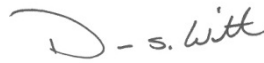
- Transfers

Transfers of \$1,305,116 to other funds for FY 2018 were 0.3% less than the amended budget. Transfers of \$4,318,498 to capital funds for FY 2018 were consistent with the budget.

SUMMARY

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

Respectfully submitted,

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

Donna S. Witt
Chief Financial Officer

cc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
Rhonda Allbeck, Assistant Director of Financial Services

Fiscal Year	Fiscal Calendar 2018
Fiscal Quarter of Year	All
Fiscal Month of Year	All
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/18	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/17
100 Taxes							
02110.0100 - Current Real Property Tax	57,013,183	-	57,013,183	56,841,340	171,843	99.7%	56,295,340
02110.0105 - Tax Relief For Elderly	(700,000)	-	(700,000)	(637,012)	(62,988)	91.0%	(693,369)
02110.0110 - Tax Relief-Rehabilitation Real Property	(675,000)	-	(675,000)	(699,836)	24,836	103.7%	(663,983)
02110.0200 - Delinquent Real Property Tax	1,575,000	-	1,575,000	1,440,939	134,061	91.5%	1,535,116
02110.0900 - Real Estate Tax- Economic Development Incentive	-	-	-	(17,981)	17,981	0.0%	-
02120.0100 - Current PSC Tax	2,425,000	-	2,425,000	2,522,219	(97,219)	104.0%	2,419,023
02130.0101 - Current Personal Property Tax PCI	17,557,000	-	17,557,000	18,206,205	(649,204)	103.7%	17,492,545
02130.0201 - Delinquent Personal Property Tax PCI	1,075,000	-	1,075,000	1,358,387	(283,387)	126.4%	1,245,726
02130.0205 - Recovery-C/O Personal Property Tax	-	-	-	72,964	(72,964)	0.0%	8,976
02130.0900 - Personal Property Tax- Economic Development Incentive	-	-	-	(2,150)	2,150	0.0%	-
02170.0100 - Penalty-PSC Tax	-	-	-	10,466	(10,466)	0.0%	(3,662)
02170.0105 - Penalty-Delinquent Tax	640,000	-	640,000	674,599	(34,599)	105.4%	727,497
02170.0200 - Interest-PSC Tax	-	-	-	1,169	(1,169)	0.0%	1,245
02170.0205 - Interest-Delinquent Tax	395,000	-	395,000	426,858	(31,858)	108.1%	488,816
02510.0000 - Local Sales And Use Tax	15,465,700	-	15,465,700	15,297,496	168,204	98.9%	15,351,347
02510.0900 - Local Sales & Use Tax- Economic Development Incentive	-	-	-	(14,755)	14,755	0.0%	-
02515.0100 - Consumer Utility Tax-Electric	3,790,000	-	3,790,000	3,890,588	(100,588)	102.7%	3,775,650
02515.0105 - Consumer Utility Tax-Gas	600,000	-	600,000	652,095	(52,095)	108.7%	572,264
02515.0120 - Right of Way Fees	250,000	-	250,000	226,288	23,712	90.5%	221,991
02517.0000 - Communication Sales & Use Tax	3,123,400	-	3,123,400	3,101,975	21,425	99.3%	3,202,076
02520.0000 - Business License Tax	8,283,649	-	8,283,649	8,745,469	(461,820)	105.6%	8,919,679
02520.0010 - Consumption Tax-Electric	315,000	-	315,000	323,676	(8,676)	102.8%	311,518
02520.0015 - Consumption Tax-Gas	30,000	-	30,000	31,988	(1,988)	106.6%	27,012
02520.0030 - Pen & Int-Business License	90,000	-	90,000	107,328	(17,328)	119.3%	103,535
02520.0900 - Business License Tax- Economic Development Incentive	-	-	-	(5,845)	5,845	0.0%	-
02525.0110 - Fran.Lic. Tax-Sprint Cel	-	-	-	-	-	0.0%	500
02530.0001 - Motor Vehicle Licenses PCI	1,559,440	-	1,559,440	1,559,167	273	100.0%	1,567,797
02530.0201 - Delinquent Motor Vehicle License	180,090	-	180,090	206,740	(26,650)	114.8%	196,774
02535.0000 - Bank Stock Tax	775,000	-	775,000	829,988	(54,988)	107.1%	834,986
02540.0100 - Recordation Tax-City	475,000	-	475,000	600,639	(125,639)	126.5%	594,586
02540.0200 - Probate Tax	15,000	-	15,000	29,207	(14,207)	194.7%	20,087
02545.0000 - Tobacco Tax	850,000	-	850,000	870,084	(20,084)	102.4%	903,846
02550.0000 - Amusement Tax	700,000	-	700,000	847,388	(147,388)	121.1%	762,657
02550.0005 - Pen & Int - Amusement Tax	-	-	-	1,558	(1,558)	0.0%	1,185
02555.0000 - Lodging Tax	2,783,000	-	2,783,000	2,627,328	155,672	94.4%	2,226,551
02555.0005 - Pen & Int - Lodging Tax	-	-	-	3,379	(3,379)	0.0%	978
02555.0900 - Lodging Tax- Economic Development Incentive	-	-	-	(44,087)	44,087	0.0%	-
02560.0000 - Meals Tax	14,400,000	-	14,400,000	14,719,911	(319,911)	102.2%	14,381,667
02560.0005 - Pen & Int - Meals Tax	75,000	-	75,000	49,793	25,207	66.4%	65,882
02560.0900 - Meals Tax- Economic Development Incentive	-	-	-	(20,399)	20,399	0.0%	-
100 Taxes Total	133,065,462	-	133,065,462	134,835,168	(1,769,706)	101.3%	132,895,836
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	10,000	-	10,000	8,849	1,151	88.5%	8,826
03010.0200 - Permit Parking Fees	190,000	-	190,000	201,805	(11,805)	106.2%	211,918
03010.0300 - Land Use Application Fees	-	-	-	-	-	0.0%	-
03010.0400 - Land Disturbing Fees	20,000	-	20,000	19,035	966	95.2%	13,613
03010.0600 - Transfer Fees	1,600	-	1,600	2,212	(612)	138.3%	2,189
03010.0700 - Zoning Appeal Fees-Inspc	800	-	800	375	425	46.9%	(390)
03010.0702 - Zoning Certification Letter	-	-	-	600	(600)	0.0%	-
03010.0705 - Legal Notice Advertising	16,000	-	16,000	11,533	4,467	72.1%	8,419
03010.0710 - Site Plan Reviews	19,500	-	19,500	14,267	5,233	73.2%	17,252
03010.0715 - Conditional Use Permits	2,000	-	2,000	2,680	(680)	134.0%	2,400
03010.0720 - Re-zoning Fees	10,000	-	10,000	8,162	1,838	81.6%	11,469
03010.0800 - Subdivision Plat Review	12,000	-	12,000	5,475	6,525	45.6%	9,357
03010.0900 - Building Insp Permit Fee	438,000	-	438,000	527,973	(89,973)	120.5%	514,546
03010.0901 - Elevator Inspect Admin Fee	20,000	-	20,000	19,068	932	95.3%	21,209
03010.0902 - Elevator Inspect Admin Fee Pen & Int	-	-	-	278	(278)	0.0%	494
03010.0920 - Sign Inspect Permit Fee	5,400	-	5,400	5,525	(125)	102.3%	5,900
03010.0925 - Demolition Fees	5,500	-	5,500	10,200	(4,700)	185.5%	10,400
03010.0927 - Building Plan Review	40,000	-	40,000	47,869	(7,869)	119.7%	46,376
03010.0928 - Vacant Building Registration Fee	-	-	-	12,518	(12,518)	0.0%	8,100
03010.0929 - Pen & Int-Vacant Building Registration Fee	-	-	-	562	(562)	0.0%	-
03010.0930 - Certificate of Occupancy for Existing Building	-	-	-	600	(600)	0.0%	-
03010.0932 - Working Without a Building Permit	-	-	-	200	(200)	0.0%	-
03010.1000 - False Alarm Service Assessment	100,000	-	100,000	139,788	(39,788)	139.8%	122,243
03010.1100 - Concealed Weapon Permit	25,000	-	25,000	31,920	(6,920)	127.7%	32,519
03010.2005 - Taxicab Application Fees	5,100	-	5,100	4,000	1,100	78.4%	4,450
03010.2010 - Precious Metal Permits	1,600	-	1,600	1,400	200	87.5%	2,000
03010.2011 - Rental Reinspect/FollowUp	-	-	-	2,050	(2,050)	0.0%	1,450
03010.2012 - Rental Intial Inspection	-	-	-	2,050	(2,050)	0.0%	2,400
03010.2013 - Annual/Periodic Inspect Fee	12,500	-	12,500	11,700	800	93.6%	6,600
03010.2014 - Rental Intial Inspect-No Show	-	-	-	1,100	(1,100)	0.0%	450
03010.2015 - Rental Inspect- Pre Court	-	-	-	850	(850)	0.0%	200
03010.2016 - Rental Inspect-Annual No Show	-	-	-	1,000	(1,000)	0.0%	350
03010.2020 - Mobile Vendor License Fee	-	-	-	400	(400)	0.0%	-
03010.2050 - Misc Permit Fee & License	2,000	-	2,000	5,241	(3,241)	262.1%	7,186
110 Permits, Fees, & Licenses Total	937,000	-	937,000	1,101,285	(164,285)	117.5%	1,071,926
120 Fines & Forfeitures							
03510.0100 - Court Fines And Forfeit.	440,000	-	440,000	302,600	137,400	68.8%	387,533
03510.0105 - Criminal Court Fees	2,500	-	2,500	3,324	(824)	133.0%	3,608
03510.0200 - Parking Fines	125,000	-	125,000	100,981	24,019	80.8%	114,689
120 Fines & Forfeitures Total	567,500	-	567,500	406,905	160,595	71.7%	505,829

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/18	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/17
130 Use of Money & Property							
04010.0100 - Interest on Investment	100,000	-	100,000	308,785	(208,785)	308.8%	178,267
04010.0101 - Interest-City Capital	50,000	-	50,000	142,605	(92,605)	285.2%	69,734
04010.0102 - Interest-School Capital	-	-	-	-	-	0.0%	-
04010.0123 - Interest-Health Ins Resrv	15,000	-	15,000	2,172	12,828	14.5%	17,498
04010.0124 - Interest-OPEB	4,000	-	4,000	28,753	(24,753)	718.8%	6,330
04010.0129 - Interest Income- US Bank Escrow (Crossover Refunding)	-	-	-	65,287	(65,287)	0.0%	-
04010.0156 - Interest-MktValueGain/Loss	-	-	-	35,529	(35,529)	0.0%	(49,260)
04010.0157 - Interest-SNAP Income	30,000	-	30,000	191,913	(161,913)	639.7%	152,959
04020.0105 - Gen Govt Property Rental	85,000	-	85,000	82,380	2,620	96.9%	76,404
04020.0115 - Public Safety Prop Rent	36,250	-	36,250	36,250	-	100.0%	72,500
04020.0120 - Public Works Prop Rental	-	-	-	-	-	0.0%	-
04020.0125 - Human Services Prop Rent	100,000	-	100,000	100,000	0	100.0%	100,000
04020.0135 - Dwntrwn Parking Deck Lease	90,000	-	90,000	76,276	13,724	84.8%	88,111
04020.0200 - Culture & Rec. Prop Rent	15,070	-	15,070	15,070	-	100.0%	18,838
04020.0201 - Prop Rental-Stadium	3,200	-	3,200	215,957	(212,757)	6748.6%	215,647
04020.0202 - Prop Rental-Market/Park.	105,000	-	105,000	90,891	14,109	86.6%	91,366
04020.0205 - Market Rent- Pen & Int	560	-	560	722	(162)	129.0%	362
04020.0206 - Rental Miller Center	-	-	-	-	-	0.0%	65,391
130 Use of Money & Property Total	634,080	-	634,080	1,392,590	(758,510)	219.6%	1,104,145
140 Charges for Services							
04010.0129 - Interest Income- US Bank Escrow (Crossover Refunding)	-	-	-	-	-	0.0%	-
04510.0900 - Collection & Tax Lien Fees	25,000	-	25,000	35,226	(10,226)	140.9%	26,570
04510.0901 - DMV Admin Fee	240,100	-	240,100	264,995	(24,895)	110.4%	272,344
04510.0902 - DMV Select Agency	25,000	-	25,000	39,694	(14,694)	158.8%	35,229
04510.0911 - Sale of GIS Maps & Data	300	-	300	106	194	35.3%	86
04510.0915 - Processng Fee - Payroll deduction	6,500	-	6,500	5,500	1,000	84.6%	6,160
04510.0916 - Indirect Cost&Svc DetHome	259,063	-	259,063	259,063	-	100.0%	218,938
04510.0918 - Indirect Cost&Srcv Water	1,045,633	-	1,045,633	1,045,633	-	100.0%	781,224
04510.0919 - Indirect Cost&Srcv Sewer	247,246	-	247,246	247,246	-	100.0%	226,047
04510.0920 - Indirect Cost&Srcv WWTP	608,114	-	608,114	608,114	-	100.0%	535,916
04510.0921 - Indirect Cost&Srcv Airprt	155,501	-	155,501	155,501	-	100.0%	114,108
04510.0922 - Indirect Cost&Svc Strmwtr	235,717	-	235,717	235,717	-	100.0%	(75,204)
04510.0924 - Indirect Cost & Svc- Community Corrections	-	-	-	4,968	(4,968)	0.0%	-
04515.0101 - Document Reprod Costs	8,000	-	8,000	7,685	315	96.1%	8,060
04515.0200 - Court Rm Sheriff Fee \$5	80,000	-	80,000	65,110	14,890	81.4%	71,334
04515.0300 - Fees For Court Officers	7,244	-	7,244	7,244	(0)	100.0%	7,244
04515.0301 - Legal Service Charges	40,000	-	40,000	40,000	-	100.0%	20,000
04515.0302 - Non Consecutive Jail Fee	-	-	-	63	(63)	0.0%	98
04515.0303 - Probation Supervisor Fee	13,789	-	13,789	14,102	(313)	102.3%	15,185
04515.0400 - Commonwealth Atty.Fees	7,000	-	7,000	7,459	(459)	106.6%	9,678
04515.0401 - CA Coll Fees- Gen Dist Ct	65,000	-	65,000	23,249	41,751	35.8%	40,274
04515.0402 - CA Coll Fees- J&D Court	10,050	-	10,050	9,356	694	93.1%	8,159
04515.0403 - CA Coll Fees- Circuit Crt	62,600	-	62,600	72,038	(9,438)	115.1%	62,354
04520.0300 - Fire Prevention Fees	3,500	-	3,500	3,050	450	87.1%	3,010
04520.0301 - Ambulance Service Fees	2,750,000	-	2,750,000	2,480,387	269,613	90.2%	2,600,720
04520.0304 - Deling Ambulance>120 Days	115,000	-	115,000	229,115	(114,115)	199.2%	137,065
04520.0901 - PIER Contract Payments	32,500	-	32,500	32,500	-	100.0%	32,500
04520.0902 - Criminal Records Check	3,000	-	3,000	-	3,000	0.0%	2,685
04520.0903 - Police-Schools Resource Officer (SRO) Prog	98,300	-	98,300	97,435	865	99.1%	97,370
04520.0904 - Local Reimb-COL Confined Space	50,000	-	50,000	50,000	-	100.0%	50,000
04520.0905 - Police Report Sales	13,500	-	13,500	14,579	(1,079)	108.0%	13,954
04520.0906 - Range Use Fee	16,000	-	16,000	16,000	-	100.0%	15,100
04520.0908 - \$250 DUI Fees	-	-	-	12,518	(12,518)	0.0%	7,592
04520.0909 - LPD Off Duty	1,200,000	-	1,200,000	1,101,043	98,957	91.8%	1,019,942
04525.0101 - Engineering Service Charges	-	-	-	-	-	0.0%	0
04525.0106 - Downtown Parking Fees	30,000	-	30,000	38,009	(8,009)	126.7%	36,406
04525.0107 - PW Admin Stormwater Charges	127,703	-	127,703	119,245	8,458	93.4%	153,163
04525.0108 - PW Eng Stormwater Charges	18,211	-	18,211	10,533	7,678	57.8%	17,575
04525.0109 - PW Streets Stormwater Charges	144,044	-	144,044	147,974	(3,930)	102.7%	161,106
04525.0206 - Residential Disposal-Decals	790,000	-	790,000	838,344	(48,344)	106.1%	836,046
04525.0218 - Trash Bag Srcv-Waste Zero	170,000	-	170,000	176,781	(6,781)	104.0%	198,123
04525.0300 - Bldg Maint Charge-Other	20,461	-	20,461	10,142	10,319	49.6%	12,678
04530.0401 - CSA Service Providers	77,980	-	77,980	34,390	43,590	44.1%	29,242
04530.0403 - Local Reimb-Opportunity	381,359	(381,359)	-	-	-	0.0%	(149)
04530.0404 - Local Reimb-Sparc House	420,137	(420,137)	-	-	-	0.0%	-
04530.0409 - Human Services Court Order Fees	-	-	-	4,751	(4,751)	0.0%	936
04530.0410 - Lynchburg Youth Group Home Charges	-	801,496	801,496	743,297	58,199	92.7%	671,231
04535.0100 - Swimming Pool Fees	24,000	-	24,000	32,414	(8,414)	135.1%	23,460
04535.0150 - Recreation Program Fees	461,500	-	461,500	411,038	50,462	89.1%	441,863
04535.0200 - Point of Honor Admission Fees	11,000	-	11,000	12,644	(1,644)	114.9%	12,471
04535.0300 - Library Fines & Fees	60,000	-	60,000	54,706	5,294	91.2%	55,990
04535.0301 - Law Library Fees	30,000	-	30,000	34,734	(4,734)	115.8%	33,486
04535.0303 - Lost/Damaged Library Prop	5,000	-	5,000	5,987	(987)	119.7%	5,232
04535.0304 - Deling Library Fines & Fees	4,000	-	4,000	2,413	1,587	60.3%	3,361
04535.0305 - Deling Library Lost/Damaged	5,000	-	5,000	4,637	363	92.7%	6,298
04535.0306 - Deling Library Pen & Int	2,000	-	2,000	1,385	615	69.3%	1,992
04540.0103 - Charges For Demolition	-	-	-	5,449	(5,449)	0.0%	-
04540.0105 - Comm Develop Stormwater Charges	495,590	-	495,590	495,590	-	100.0%	392,864
04599.0002 - Secure Vacant Stru Reimb	-	-	-	2,223	(2,223)	0.0%	1,997
04599.0004 - Weed Ordinance Program	24,000	-	24,000	31,888	(7,888)	132.9%	31,836
140 Charges for Services Total	10,725,642	-	10,725,642	10,403,269	322,373	97.0%	9,490,947
150 Miscellaneous Revenue							
05030.0105 - Suspense Revenue/Exp Ref	-	-	-	-	-	0.0%	-
05050.0105 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	52,901	(1)	100.0%	52,902
05050.0110 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	-	25,000	0.0%	29,525
05050.0230 - Friends of Lynchburg Library	7,250	-	7,250	7,250	-	100.0%	7,250
05050.0232 - Digg's Trust Rec-Pt Honor	36,900	-	36,900	39,850	(2,950)	108.0%	40,800
05050.0251 - Contributions-Adopt-A-Bed	-	3,700	3,700	2,647	1,053	71.5%	3,325
05050.0290 - Gifts And Misc.	2,000	-	2,000	2,991	(991)	149.6%	4,231

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/18	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/17
05050.0400 - Sale-Salvage/Surplus Prop	-	-	-	1,232	(1,232)	0.0%	8,272
05050.0415 - Proceeds frm PropRoom.com	-	-	-	605	(605)	0.0%	567
05050.0500 - Sale-Real Property	-	-	-	307,000	(307,000)	0.0%	19,800
05050.0801 - Miscellaneous Subrogation	-	-	-	-	-	0.0%	-
05050.2001 - Cash Overage And Shortage	-	-	-	(4,768)	4,768	0.0%	(535)
05050.2011 - Reimb.POH Carriage House	26,300	-	26,300	27,750	(1,450)	105.5%	27,750
05050.2013 - Photo Reprod And Royalty	400	-	400	168	232	42.0%	285
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	(4,819)	4,819	0.0%	4,819
05050.2022 - Trash Cart Sales	2,500	-	2,500	4,210	(1,710)	168.4%	3,993
05050.2025 - Credit Card Rebate	100,000	-	100,000	112,953	(12,953)	113.0%	108,599
05050.2028 - WardsCrossingWestSvcFee	135,923	-	135,923	135,923	-	100.0%	135,923
05050.2033 - PointOfHonr-GiftShopSales	1,000	-	1,000	-	1,000	0.0%	2,000
05050.2034 - P&R Spec Evtnt Sponsorship	-	-	-	10,092	(10,092)	0.0%	12,227
05050.2037 - RSA Profit Sharing	400,000	-	400,000	369,465	30,535	92.4%	291,903
05050.2046 - Visitor Ctr Merchandise	23,700	-	23,700	19,294	4,406	81.4%	18,332
05050.2047 - VisitorCtr CoffeeDonation	-	-	-	-	-	0.0%	31
05050.2049 - Trash Bag&Decal Violation	5,000	-	5,000	2,331	2,669	46.6%	5,245
05050.2052 - Parking Lease Agreement	100,000	-	100,000	110,617	(10,617)	110.6%	110,652
05050.2053 - Tourism Misc Revenue	-	-	-	-	-	0.0%	712
05050.2054 - Community Handbook Ad Sales	-	-	-	-	-	0.0%	-
05050.2055 - Hillcats - Donation Youth Athletic Programs	-	-	-	10,000	(10,000)	0.0%	10,000
05050.2056 - Commission on City Vending Machine Sales	-	-	-	3,863	(3,863)	0.0%	-
05050.2090 - Miscellaneous Revenue	57,000	100	57,100	132,301	(75,201)	231.7%	113,247
150 Miscellaneous Revenue Total	975,873	3,800	979,673	1,343,856	(364,183)	137.2%	1,011,855
300 State Non-Categorical Aid							
06100.0300 - Rolling Stock Taxes	93,000	-	93,000	90,544	2,456	97.4%	90,849
06100.0400 - Mobile Home Titling Taxes	1,000	-	1,000	4,298	(3,298)	429.8%	1,725
06100.0600 - Deeds Of Conveyance	125,000	-	125,000	162,310	(37,310)	129.8%	164,262
06100.0800 - Recordation Taxes-State	150,000	-	150,000	204,314	(54,314)	136.2%	164,761
06100.0900 - Auto Rental Tax-DMV	280,000	-	280,000	325,766	(45,766)	116.3%	327,452
06100.1108 - Personal Prop Tax Relief	5,543,584	-	5,543,584	5,543,584	0	100.0%	5,543,584
300 State Non-Categorical Total	6,192,584	-	6,192,584	6,330,816	(138,232)	102.2%	6,292,632
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	178,118	-	178,118	179,450	(1,332)	100.7%	175,550
06510.0300 - Treasurer	100,232	-	100,232	102,118	(1,886)	101.9%	100,194
06510.1000 - Registrar/Electoral Board	53,455	-	53,455	46,739	6,716	87.4%	46,977
06515.0100 - Clerk of Cir Crt-Fringes	540,917	-	540,917	577,061	(36,144)	106.7%	567,092
06515.0200 - Sheriff	1,137,474	52,227	1,189,701	1,151,150	38,551	96.8%	1,167,742
06515.0400 - Commonwealth Attorney	1,012,685	-	1,012,685	1,043,288	(30,603)	103.0%	1,007,611
310 State Shared Exp (Cat.) Total	3,022,881	52,227	3,075,108	3,099,806	(24,698)	100.8%	3,065,166
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	247,716	-	100.0%	248,716
06820.0201 - Wireless E911	258,254	-	258,254	301,120	(42,866)	116.6%	291,159
06820.0203 - HB 599 Law Enforc.Asst	2,930,790	-	2,930,790	3,025,152	(94,362)	103.2%	3,025,152
06825.0100 - Street And Highway Maint.	8,026,949	42,606	8,069,555	8,069,555	(0)	100.0%	8,173,486
06830.0412 - Health Department	125,000	-	125,000	53,378	71,622	42.7%	71,662
06830.0413 - SS State Adm Sub 0901	2,116,743	-	2,116,743	1,716,392	400,351	81.1%	1,457,156
06830.0414 - SS State Prog Sub 0902	5,685,016	-	5,685,016	4,569,806	1,115,210	80.4%	5,231,837
06830.0428 - Finance-Social Srvcs-State	103,769	-	103,769	-	103,769	0.0%	106,785
06835.0102 - SNAP Program Reimb	15,000	-	15,000	12,742	2,258	84.9%	8,757
06835.0103 - SNAP Prog-Double Dollar	2,000	-	2,000	1,000	1,000	50.0%	2,625
06835.0104 - VDH- We Got the Beet Campaign	-	58,915	58,915	45,583	13,332	77.4%	30,771
06835.0300 - Finan Asst-Public Library	156,415	-	156,415	155,687	728	99.5%	156,415
320 State Categorical Aid Total	19,667,652	101,521	19,769,173	18,198,131	1,571,042	92.1%	18,804,521
330 State Aid in Suspense							
05030.0100 - Suspense Rev-Va EDI Pmts	-	-	-	-	-	0.0%	0
330 State Aid in Suspense Total	-	-	-	-	-	0.0%	0
510 Federal Direct Cat. Aid							
07540.1001 - IRS Int Subsidy 8/09 BABs	60,000	19,890	79,890	81,197	(1,307)	101.6%	61,210
07540.1002 - IRS Int Subs 8/09 BABsSCH	211,000	(19,890)	191,110	192,659	(1,549)	100.8%	212,353
510 Federal Direct Cat. Aid Total	271,000	-	271,000	273,856	(2,856)	101.1%	273,563
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	48,000	-	48,000	51,415	(3,415)	107.1%	42,484
07830.0420 - Fed Pass Thru:Cost AllDMG	400,000	-	400,000	539,749	(139,749)	134.9%	567,983
07830.0421 - SS Fed Adm Sub 0901	3,477,081	-	3,477,081	4,649,713	(1,172,632)	133.7%	4,248,496
07830.0422 - SS Fed Prog Sub 0902	3,024,138	-	3,024,138	3,633,298	(609,160)	120.1%	3,846,690
07830.0428 - Finance-Social Srvcs-Fed	163,685	-	163,685	-	163,685	0.0%	161,653
07875.0003 - Human Service Lease	129,786	-	129,786	129,786	0	100.0%	129,786
07875.0021 - FINI Double-Dollars	-	-	-	10,535	(10,535)	0.0%	(485)
520 Fed Cat Aid- Pass Thru Total	7,242,690	-	7,242,690	9,014,497	(1,771,807)	124.5%	8,996,607
700 Proceed From Indebtedness							
08510.0001 - Proceeds From Bond Sale	-	-	-	-	-	0.0%	-
08510.0005 - Refunding Bond Proceeds	-	5,095,489	5,095,489	5,095,489	0	100.0%	-
08510.0006 - Refunding Bond Proc Prem	-	561,020	561,020	561,020	0	100.0%	-
08510.0007 - Refunding Bnd Proceeds Sch	-	10,126,067	10,126,067	10,126,066	1	100.0%	-
08510.0008 - Refndng Bds Proc Prem Sch	-	1,139,743	1,139,743	1,139,743	0	100.0%	-
08550.0000 - Proceeds - Line of Credit	-	108,900	108,900	103,342	5,558	94.9%	-
700 Proceed From Indebtedness Total	-	17,031,219	17,031,219	17,025,659	5,560	100.0%	-
710 Operating Transfers In							
09201.0037 - TrfFrmCFSA-Operating Trfr	-	2,397	2,397	2,397	-	100.0%	-
09301.0003 - TrfFrmCtyCp-Capital Proj	-	250,000	250,000	250,000	-	100.0%	150,000
09303.0001 - Transfer from School Capital to General Fund	-	-	-	-	-	0.0%	1,185,000
09503.0074 - Transfer from Fleet to General Fund	-	-	-	-	-	0.0%	250,000
710 Operating Transfers In Total	-	252,397	252,397	252,397	-	100.0%	1,585,000
Grand Total	183,302,364	17,441,164	200,743,528	203,678,234	(2,934,706)	101.5%	185,098,026

Fiscal Year	Fiscal Calendar 2018
Fiscal Quarter of Year	All
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/18	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/17
2022 Communications/Marketing							
0021 Public Information	509,261	62,397	571,658	555,326	16,332	97.1%	433,859
0022 Customer Service Center	128,776	2,930	131,706	129,741	1,965	98.5%	125,598
0029 Local Government Channel	176,553	1,953	178,506	160,283	18,223	89.8%	159,098
2022 Communications/Marketing Total	814,590	67,280	881,870	845,350	36,520	95.9%	718,554
2023 Council / Manager							
0028 Council / Manager	1,080,910	35,649	1,116,559	1,068,191	48,369	95.7%	1,026,877
0033 Parking Division	502,460	24,885	527,345	507,103	20,242	96.2%	505,556
2023 Council / Manager Total	1,583,370	60,534	1,643,904	1,575,293	68,611	95.8%	1,532,433
2027 Tourism							
0044 Tourism	1,086,927	1,282	1,088,209	889,849	198,360	81.8%	760,352
0045 Visitors Center	152,718	977	153,695	110,196	43,499	71.7%	129,913
2027 Tourism Total	1,239,645	2,259	1,241,904	1,000,045	241,859	80.5%	890,265
2030 City Attorney							
0050 City Attorney	761,443	6,738	768,181	738,700	29,481	96.2%	707,102
0051 Risk Management	601,049	-	601,049	601,049	(0)	100.0%	517,374
2030 City Attorney Total	1,362,492	6,738	1,369,230	1,339,749	29,481	97.8%	1,224,476
2035 State Treasurer							
0060 State Treasurer	172,048	1,953	174,001	170,234	3,767	97.8%	158,319
2035 State Treasurer Total	172,048	1,953	174,001	170,234	3,767	97.8%	158,319
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	781,878	9,847	791,725	728,032	63,693	92.0%	617,578
2040 Commissioner Of Revenue Total	781,878	9,847	791,725	728,032	63,693	92.0%	617,578
2045 City Assessor							
0080 City Assessor	730,041	35,378	765,419	723,346	42,073	94.5%	602,786
2045 City Assessor Total	730,041	35,378	765,419	723,346	42,073	94.5%	602,786
2050 Finance							
0090 Director Of Finance	684,171	(3,567)	680,604	608,755	71,850	89.4%	728,469
0093 Billings And Collections	1,300,055	(34,912)	1,265,143	1,202,126	63,017	95.0%	1,245,070
0094 Procurement	310,299	3,865	314,164	309,560	4,604	98.5%	310,558
0095 Accounting	969,678	9,564	979,242	944,172	35,070	96.4%	940,917
0096 Budget	-	-	-	-	-	0.0%	-
0097 Human Services-Finance	-	-	-	0	(0)	0.0%	276,313
2050 Finance Total	3,264,203	(25,049)	3,239,154	3,064,613	174,541	94.6%	3,501,326
2055 Human Resources							
0110 Human Resources	821,442	55,402	876,844	916,581	(39,736)	104.5%	797,215
0111 Occupational Health Svs	123,160	8,495	131,655	213,724	(82,069)	162.3%	104,019
2055 Human Resources Total	944,602	63,897	1,008,499	1,130,305	(121,806)	112.1%	901,234
2057 Information Technology							
0115 Application Services	1,328,078	11,718	1,339,796	1,286,894	52,902	96.1%	1,389,565
0116 Network Services	1,692,870	14,648	1,707,518	1,693,888	13,630	99.2%	1,646,289
0117 I T Administration	358,318	9,167	367,485	358,960	8,525	97.7%	344,078
0125 GIS	300,229	2,930	303,159	301,435	1,724	99.4%	278,378
2057 Information Technology Total	3,679,495	38,463	3,717,958	3,641,178	76,780	97.9%	3,658,310
2065 Registrar							
0150 Registrar	191,093	3,773	194,866	191,651	3,215	98.4%	189,642
0151 Electoral Board	105,124	33,990	139,114	115,747	23,367	83.2%	114,756
2065 Registrar Total	296,217	37,763	333,980	307,398	26,582	92.0%	304,398
2090 Education							
0200 Lcl Sch Oper Contribution	42,028,498	-	42,028,498	38,824,341	3,204,157	92.4%	42,873,232
2090 Education Total	42,028,498	-	42,028,498	38,824,341	3,204,157	92.4%	42,873,232
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	164,042	1,488	165,530	138,473	27,057	83.7%	133,187
2105 Circuit Court-Judge Total	164,042	1,488	165,530	138,473	27,057	83.7%	133,187
2110 General District Court							
0310 General District Court	68,323	(558)	67,765	31,373	36,392	46.3%	33,324
2110 General District Court Total	68,323	(558)	67,765	31,373	36,392	46.3%	33,324
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	15,024	8	15,032	12,747	2,285	84.8%	13,826
2115 Juvenile & Dr Dist Court Total	15,024	8	15,032	12,747	2,285	84.8%	13,826
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,550	-	1,550	1,169	381	75.4%	447

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/18	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/17
2120 24th Court Service Unit Total	1,550	-	1,550	1,169	381	75.4%	447
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,630,711	15,767	1,646,478	1,645,599	879	99.9%	1,662,873
0343 Com Aty Fines & Fees Coll	62,075	863	62,938	62,881	57	99.9%	61,422
2125 Commonwealth's Attorney Total	1,692,786	16,630	1,709,416	1,708,480	936	99.9%	1,724,295
2130 Magistrate's Office							
0350 Magistrate's Office	3,977	76	4,053	3,162	891	78.0%	3,400
2130 Magistrate's Office Total	3,977	76	4,053	3,162	891	78.0%	3,400
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	878,241	13,590	891,831	889,194	2,637	99.7%	831,440
2135 Circuit Court-Clerk Total	878,241	13,590	891,831	889,194	2,637	99.7%	831,440
2200 City Sheriff							
0400 City Sheriff And Jail	2,066,184	62,390	2,128,574	2,195,382	(66,809)	103.1%	2,059,057
2200 City Sheriff Total	2,066,184	62,390	2,128,574	2,195,382	(66,809)	103.1%	2,059,057
2240 Police							
0420 Police Operations	16,313,258	340,199	16,653,457	16,556,943	96,513	99.4%	15,842,767
0421 Animal Warden	335,003	2,930	337,933	276,370	61,563	81.8%	276,530
0429 Range Operations	15,000	3,274	18,274	17,823	451	97.5%	15,053
0430 Police Off Duty Employmnt	1,174,269	-	1,174,269	1,085,839	88,430	92.5%	938,322
2240 Police Total	17,837,530	346,403	18,183,933	17,936,975	246,958	98.6%	17,072,671
2245 Emergency Services							
0422 Emergency Communications	2,692,950	50,348	2,743,298	2,641,979	101,320	96.3%	2,625,142
2245 Emergency Services Total	2,692,950	50,348	2,743,298	2,641,979	101,320	96.3%	2,625,142
2270 Fire							
0444 Fire Operations And Ems	15,811,012	317,027	16,128,039	15,885,248	242,791	98.5%	15,438,898
0446 TRT- PIER Program	82,500	-	82,500	70,911	11,589	86.0%	93,656
2270 Fire Total	15,893,512	317,027	16,210,539	15,956,159	254,380	98.4%	15,532,555
2400 Public Works							
0600 Public Works Administrat.	900,299	42,495	942,794	961,318	(18,524)	102.0%	884,393
0605 Engineering	3,740,448	190,149	3,930,597	3,867,611	62,986	98.4%	3,575,910
0632 Street Maintenance,li	3,258,743	(711,433)	2,547,310	2,459,379	87,931	96.5%	3,053,799
0635 Snow Removal	276,437	47,586	324,023	281,025	42,998	86.7%	434,190
0640 Refuse Collection	3,025,556	(21,606)	3,003,950	2,922,619	81,331	97.3%	2,570,377
0645 Parks/Grounds Maintenance	2,817,224	33,791	2,851,015	3,028,762	(177,746)	106.2%	2,947,902
0649 Baseball Stadium Maint	112,023	(460)	111,563	122,254	(10,691)	109.6%	131,433
0650 Building Maintenance	3,800,184	155,990	3,956,174	3,847,860	108,314	97.3%	3,788,800
0660 Human Services Maint.	239,510	11,335	250,845	242,870	7,976	96.8%	251,070
2400 Public Works Total	18,170,424	(252,152)	17,918,272	17,733,696	184,576	99.0%	17,637,874
2555 Health							
0800 Health Operations	830,977	-	830,977	743,015	87,962	89.4%	746,544
2555 Health Total	830,977	-	830,977	743,015	87,962	89.4%	746,544
2561 Juvenile Services							
0904 Juvenile Service Admin.	309,521	1,953	311,474	203,964	107,510	65.5%	222,589
0905 Juvenile Detention Home	400,000	-	400,000	487,044	(87,044)	121.8%	416,026
0906 Lynchburg Youth Group Home	1,189,208	37,233	1,226,441	1,192,357	34,084	97.2%	1,108,358
0908 Sparc House	-	-	-	-	-	0.0%	(0)
0915 Csa Service Providers	2,093,506	8,684	2,102,190	2,089,575	12,615	99.4%	1,881,201
0929 Lynchburg Outreach Prog	189,712	2,721	192,433	195,825	(3,391)	101.8%	188,515
2561 Juvenile Services Total	4,181,947	50,591	4,232,538	4,168,764	63,774	98.5%	3,816,689
2562 Social Services							
0901 Social Services Admin.	7,946,271	240,348	8,186,619	8,050,376	136,244	98.3%	7,364,523
0902 Public Assistance	8,875,981	6,075	8,882,056	8,430,329	451,727	94.9%	9,077,468
2562 Social Services Total	16,822,252	246,423	17,068,675	16,480,704	587,971	96.6%	16,441,991
2563 Recreation Services							
0116 Network Services	84,443	2,613	87,056	48,406	38,650	55.6%	85,470
1002 Parks/Rec/Market	397,927	74,943	472,870	438,122	34,748	92.7%	415,286
1010 Recreation, General Admin	533,097	19,330	552,427	578,017	(25,590)	104.6%	669,985
1011 Recreation Services	137,553	3,805	141,358	123,354	18,004	87.3%	2,811
1013 Recreation, Athletic	145,111	3,042	148,153	144,086	4,067	97.3%	147,950
1015 Recreation, Park Services	665,394	45,490	710,884	704,334	6,550	99.1%	731,593
1022 Recreation, Aquatics	99,898	-	99,898	85,755	14,143	85.8%	82,903
1023 Recreation, Naturalist	178,760	4,011	182,771	165,522	17,249	90.6%	148,522
1024 Special Events-Cty Sponsr	77,476	-	77,476	55,681	21,795	71.9%	59,246
1027 Recreation Programs	520,469	5,864	526,333	498,953	27,380	94.8%	503,131
1028 City-wide Centers	276,307	13,877	290,184	264,629	25,555	91.2%	255,748
1029 Neighborhood Centers	620,324	22,999	643,323	559,137	84,186	86.9%	572,864
2563 Recreation Services Total	3,736,759	195,974	3,932,733	3,665,996	266,736	93.2%	3,675,510
2610 Libraries And Museums							

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/18	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/17
1100 Public Library	1,463,525	17,889	1,481,414	1,443,070	38,344	97.4%	1,461,117
1120 Law Library	12,000	-	12,000	9,250	2,750	77.1%	8,105
2610 Libraries And Museums Total	1,475,525	17,889	1,493,414	1,452,319	41,095	97.2%	1,469,221
2611 Museum System							
1150 Museum	472,971	3,288	476,259	398,796	77,463	83.7%	438,209
2611 Museum System Total	472,971	3,288	476,259	398,796	77,463	83.7%	438,209
2715 Community Development							
1200 Director-Comm Plan/Dev	312,567	2,930	315,497	321,476	(5,979)	101.9%	298,458
1201 Planning	335,376	3,458	338,834	326,584	12,250	96.4%	332,123
1202 Inspections	903,969	10,840	914,809	836,996	77,813	91.5%	850,061
1205 Zoning	249,139	3,418	252,557	254,839	(2,282)	100.9%	223,336
2715 Community Development Total	1,801,051	20,646	1,821,697	1,739,894	81,803	95.5%	1,703,978
2720 Office Of Economic Devel							
1300 Economic Development	444,629	2,833	447,462	445,427	2,035	99.5%	452,966
2720 Office Of Economic Devel Total	444,629	2,833	447,462	445,427	2,035	99.5%	452,966
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	2,956,736	540	2,957,276	3,463,611	(506,334)	117.1%	3,865,092
5000 Nondept Employee Benefits Total	2,956,736	540	2,957,276	3,463,611	(506,334)	117.1%	3,865,092
5050 Non-Departmental							
1506 Water Oper Fund Payments	871,831	-	871,831	871,831	-	100.0%	845,191
1508 Stormwater Fee-City Bldgs	87,250	-	87,250	87,276	(26)	100.0%	87,181
1509 Stormwater Fee-School Bld	70,000	-	70,000	69,696	304	99.6%	69,772
1529 Landfill Closure Costs	-	-	-	13,077	(13,077)	0.0%	726,508
1566 Managed Vacancy Program	(69,914)	-	(69,914)	-	(69,914)	0.0%	-
1567 Employee Choice Awards	20,700	-	20,700	11,862	8,838	57.3%	14,672
1568 Retirement Recognition	3,000	4,613	7,613	4,600	3,013	60.4%	-
1569 Take Your Kids to Work Dy	600	-	600	693	(93)	115.4%	396
1570 Emp Appreciation Luncheon	8,000	(4,526)	3,474	2,910	564	83.8%	4,950
1573 Payment-Fleet Capital Chg	2,445,528	-	2,445,528	2,339,409	106,119	95.7%	2,161,834
1574 Health Management Program	177,000	-	177,000	216,715	(39,715)	122.4%	138,137
1575 Employee Committee Funds	3,000	8,050	11,050	4,491	6,559	40.6%	2,526
1576 Line of Duty Act	140,000	-	140,000	225,614	(85,614)	161.2%	6,300
1578 Poverty Initiative	50,000	48,671	98,671	7,563	91,108	7.7%	1,329
1579 Recruitment	15,000	-	15,000	100	14,900	0.7%	891
1580 International Festival	-	-	-	(1,188)	1,188	0.0%	-
1637 City Cemetery Master Plan	132,438	-	132,438	132,438	-	100.0%	132,438
5050 Non-Departmental Total	3,954,433	56,808	4,011,241	3,987,087	24,154	99.4%	4,192,125
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	38,397	-	38,397	37,727	670	98.3%	36,202
1705 Lynchburg Humane Society	351,697	-	351,697	351,697	-	100.0%	351,697
1707 Cent Va Area Agc On Aging	15,000	-	15,000	15,000	-	100.0%	15,000
1708 Horizon Behavioral Health	457,323	-	457,323	457,323	-	100.0%	457,323
1709 Cvcc Board & Related Oper	1,922	-	1,922	1,922	-	100.0%	1,906
1710 R.E.Lee Soil Conserv Dist	-	-	-	-	-	0.0%	10,000
1711 Cent Va Planning Dist Com	45,238	-	45,238	45,238	(0)	100.0%	44,778
1715 Greater Lynch. Transit Co	1,775,805	-	1,775,805	1,451,063	324,742	81.7%	640,258
1721 Blue Ridge Regional Jail	5,859,510	-	5,859,510	5,055,837	803,673	86.3%	5,601,929
1724 Legal Aid Society	11,699	-	11,699	11,699	-	100.0%	11,249
1737 Academy Center of the Arts	-	-	-	-	-	0.0%	200,000
1739 Contrib- Amazement Square	5,604	-	5,604	-	5,604	0.0%	-
1743 Central Va Reg Radio Brd	720,393	-	720,393	720,393	0	100.0%	720,375
1747 The Virginian	84,125	-	84,125	-	84,125	0.0%	-
5060 Support Local/State Organ Total	9,366,713	-	9,366,713	8,147,900	1,218,813	87.0%	8,090,716
7450 Debt Service							
5985 Refunded Debt Payments	-	2,160,352	2,160,352	2,160,352	(0)	100.0%	-
5990 Principal Bonds/BANS/LOC	10,418,849	-	10,418,849	10,416,914	1,935	100.0%	10,683,800
5994 Interest Bonds/BANS/LOC	7,228,313	177,316	7,405,629	7,378,458	27,171	99.6%	7,292,074
5996 Debt Issuance Costs	-	399,784	399,784	346,067	53,717	86.6%	-
5997 Debt - Misc. Charges	3,000	-	3,000	1,706	1,294	56.9%	2,531
7450 Debt Service Total	17,650,162	2,737,452	20,387,614	20,303,498	84,116	99.6%	17,978,405
7570 Other Financing Uses							
9710 Operating Transfers Out	4,338,452	1,289,745	5,628,197	5,623,614	4,583	99.9%	5,516,226
7570 Other Financing Uses Total	4,338,452	1,289,745	5,628,197	5,623,614	4,583	99.9%	5,516,226
Grand Total	184,414,229	5,476,503	189,890,732	183,219,299	6,671,432	96.5%	183,037,803



FINANCIAL SERVICES
OFFICE OF THE DIRECTOR

TO: City Council
Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
Valeria Chambers, Clerk of Council

FROM: Donna Witt, Chief Financial Officer

DATE: November 27, 2018

RE: FY 2018 Write-Off of Uncollectible Accounts Receivable

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

Using the criteria set-forth in the Accounts Receivable Policy, a breakdown of write-offs for FY 2018 is as follows:

Account	Statute of Limitations	Write-off Year and Billing Amount	Write-Off Amount	Billing Amount	% Written-Off
Ambulance (Delinquent)	3	2014	557,296.68	931,550.30	59.82%
Business License	5	2012	695.32	7,556,333.32	0.01%
Library Fines	5	2012	7,971.36	43,730.78	18.23%
Miscellaneous Invoices	3	2014	59,787.08	1,501,243.21	3.98%
Non Sufficient Funds	3	2014	5,265.40	82,023.56	6.42%
Personal Property	5	2012	15,744.45	16,227,014.83	0.10%
Real Estate	20	1997	191,443.21	23,456,053.25	0.82%
Utility Billing System	3	2014	51,363.69	37,017,057.00	0.14%
Total Write-Off			\$ 889,567.19	\$ 86,815,006.25	1.02%

If you have any questions, please let me know.

Thank you.

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **November 27, 2018**

AGENDA ITEM #: **6**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

ACTION:

INFORMATION: **X**

(Confidential)

ITEM TITLE: Revenue Update

KEY ELEMENTS:

☐ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☐ Vibrant Community

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

SUMMARY: Five of the City's major revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through September 2018 has been posted for these five revenue streams.

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Chief Financial Officer, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2018 – FY 2019

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2018 - FY 2019**

	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Adopted FY 2019	Actual FY 2019	Actual FY 2019 to Adopted FY 2019	Actual FY 2019 to Actual FY 2018
SALES & USE TAX								
<i>ADOPTED FY 2019 BUDGET - \$15,351,347</i>								
JULY	\$1,131,485	\$1,207,589	\$1,152,527	\$1,134,520	\$1,138,514	\$1,361,089	\$222,575	\$226,569
AUGUST	1,299,763	1,198,772	1,267,330	1,248,275	1,252,669	1,287,868	35,199	39,593
SEPTEMBER	1,204,336	1,269,930	1,275,989	1,289,489	1,294,028	1,305,048	11,020	15,559
TOTAL	\$3,635,584	\$3,676,291	\$3,695,846	\$3,672,284	\$3,685,211	\$3,954,005	\$268,794	\$281,721
CONSUMER UTILITY TAX - ELECTRIC								
<i>ADOPTED FY 2019 BUDGET - \$3,775,650</i>								
JULY	\$321,596	\$332,876	\$328,501	\$335,326	\$325,420	\$343,448	\$18,028	\$8,122
AUGUST	305,012	333,953	355,434	327,959	318,270	332,393	14,123	4,434
SEPTEMBER	317,947	328,411	351,627	314,864	305,562	324,940	19,378	10,076
TOTAL	\$944,555	\$995,240	\$1,035,562	\$978,149	\$949,252	\$1,000,781	\$51,529	\$22,632
COMMUNICATIONS SALES & USE TAX								
<i>ADOPTED FY 2019 BUDGET - \$3,045,315</i>								
JULY	\$283,594	\$276,750	\$265,192	\$255,279	\$253,776	\$249,150	(4,626)	(\$6,129)
AUGUST	281,957	270,038	269,212	263,011	253,776	239,664	(14,112)	(23,347)
SEPTEMBER	283,441	273,974	266,593	258,291	253,776	248,251	(5,525)	(10,040)
TOTAL	\$848,992	\$820,762	\$800,997	\$776,581	\$761,329	\$737,065	(\$24,264)	(\$39,516)

**Comparison of Collections
Budget to Actual FY 2018 - FY 2019**

	Actual Collected FY 2016 ²	Actual Collected FY 2017 ²	Actual Collected FY 2018 ²	Adopted FY 2019	Actual Assessed FY 2019	Actual Assessed FY 2019 to Adopted FY 2019	Actual Collected FY 2019 ²	Actual Collected FY 2019 to Adopted FY 2019	Actual Collected FY 2019 to Assessed FY 2019
MEALS TAX									
<i>ADOPTED FY 2019 BUDGET - \$14,932,800</i>									
JULY ¹	\$1,046,770	\$1,088,474	\$1,109,545	\$1,169,904	\$1,175,950	\$6,046	\$1,157,381	(\$12,523)	(\$18,569)
AUGUST	1,213,559	1,098,748	1,140,836	1,177,711	1,251,404	73,693	1,208,215	30,504	(43,189)
SEPTEMBER	1,167,356	1,243,540	1,295,882	1,250,626	1,266,118	15,492	1,301,066	50,440	34,948
TOTAL	\$3,427,685	\$3,430,762	\$3,546,263	\$3,598,241	\$3,693,472	\$95,231	\$3,666,662	\$68,421	(\$26,810)

LODGING TAX
ADOPTED FY 2019 BUDGET - \$2,700,000

JULY ¹	\$180,808	\$207,361	\$248,422	\$256,064	\$292,053	\$35,989	\$291,530	\$35,466	(\$523)
AUGUST	202,217	167,929	224,761	230,006	266,118	36,112	266,637	36,631	519
SEPTEMBER	206,009	215,545	222,577	228,214	241,823	13,609	242,417	14,203	594
TOTAL	\$589,034	\$590,835	\$695,760	\$714,284	\$799,994	\$85,710	\$800,584	\$86,300	\$590

¹ Due to year end accounting activities, a portion of Meals and Lodging Tax revenues associated with May and June were posted in June and July.

² Meals and Lodging Tax data includes columns titled "Actual Collected ." The amounts in these columns include all revenue received per month regardless of whether the payment is current or delinquent.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **November 27, 2018**

AGENDA ITEM #: **1**

CONSENT:
ACTION:

REGULAR:
INFORMATION: X

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Thriving City Update

KEY ELEMENTS:

X Economic Development ___ Excellent Government ___ Natural and Built Environment ___ Safe Community X Vibrant Community

RECOMMENDATION: Hear a report on the City's Thriving City initiatives.

SUMMARY: On November 7, 2017 Council discussed the City's poverty rate as a portion of their annual retreat. Council heard information related to the From Poverty to Progress initiative and among other items, requested that staff periodically update Council on progress of Lynchburg's poverty initiative in Council Work Sessions.

On January 23, 2018 Council also agreed on the Thriving City concept that combined several City initiatives under a single umbrella. In addition, Council approved an application for Poverty to Progress workgroups to access mini-grants for their work. A report to Council on June 12, 2018 provided updates on From Poverty to Progress, Economic Development, Downtown 2040, and Reimagining Neighborhood Centers, initiatives that contribute to a Thriving City.

At the Community Gathering of June 28, 2018 it was announced that "From Poverty to Progress" and "Bridges of Central Virginia" would combine to tackle the poverty issue in Lynchburg. The blending of these two initiatives is now known as "Bridges to Progress."

The report to Council this evening includes an update on the Bridges to Progress initiative, the Economic Development Plan and Reimagining Neighborhood Centers. (Downtown 2040 was presented on November 6, 2018).

PRIOR ACTION(S):

November 7, 2017: Council requested periodic updates from staff on the poverty initiative.

January 23, 2018: Update to Council on From Poverty to Progress, Thriving City and Poverty Data, as well as approval of application for \$25,000 mini-grant program for From Poverty to Progress Action Items.

May 8, 2018: Poverty Reduction Update to Council.

June 12, 2018: Thriving City Update to Council.

June 26, 2018: City Council adopted Resolution #R-18-058, authorizing the appropriation of \$23,532 of the available FY 2018 General Fund Non-Departmental Poverty Initiative Budget to support From Poverty to Progress mini-grants as recommended by the Community Development Advisory Committee.

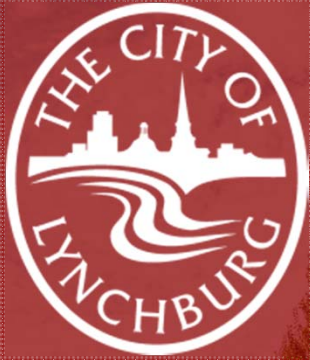
FISCAL IMPACT: None

CONTACT(S):

John H. Hughes, IV, Assistant City Manager, 455-3990
Marjette Upshur, Director of Economic Development, 455-4492
Jennifer Jones, Director of Parks and Recreation, 455-5868

ATTACHMENT(S): Thriving City Update PowerPoint; In Your Neighborhood Guide

REVIEWED BY: bms



Thriving City Update Bridges to Progress City Council Work Session November 27, 2018





Background

- The issue of poverty is a priority for City Council
- Periodic updates requested
- Goals for the City:
 - Raise median household income
 - Lower poverty rate





The End In Mind

- Secure a foundation of healthy living and prosperity for residents
- Provide a safe and enjoyable experience for visitors
- Encourage economic development and neighborhood enrichment





Agenda

- “Bridges to Progress” formation
- Council Mini-Grants
- Temporary Assistance to Needy Families grant
- Questions





Bridges to Progress

STEERING COMMITTEE

5 FROM BOCV – 5 FROM P2P

TEN (10) TASK FORCE AREAS

EACH STEERING COMMITTEE MEMBER IS
LIASON TO ONE TASK FORCE

ASSISTANT CITY MANAGER
SUPPORTS COMMITTEE



Bridges to Progress

- Steering Committee Members :
 - Shawne Farmer
 - Keith Cook
 - Dr. Veronica Washington
 - Dr. Owen Cardwell
(Co-Vice Chair)
 - Joan Phelps (Chair)
 - Joan Foster
 - MaryJane Dolan
 - Lindsey Cawood
(Co-Vice Chair)
 - Ruth Talian
(Secretary)
 - 10th position
pending



Bridges to Progress

- Task Force Areas:

- Faith
- Workforce
- Education
- Legal
- Housing
- Transportation
- Childcare
- Community
- Food Disparity
- Health/Mental Health





Bridges of Central Virginia (BOCV)

- Numerous *Bridges Out of Poverty* trainings
- Coordinated poverty simulations for the community
- Completed “Getting Ahead” classes through \$40,000 grant
- Collaborated with Lynchburg Police Department on a warning citation initiative
- Conducted trauma-informed care trainings with Lynchburg City Schools



Bridges of Central Virginia (BOCV)

- Secured funding for Resilience and Paper Tigers films to educate community on breaking cycle of violence and addiction
- Created clothing closet and mentor program for those newly released from incarceration
- Awarded community impact grant with the Virginia Housing Development Authority



From Poverty to Progress (P2P)

- Addressed identified barriers for those in intergenerational poverty
 - Intervention
 - Prevention
 - Community Engagement
 - Held public forums on status and progress
 - Carved out \$25,000 for mini-grant opportunities





CDAC/Council Mini-Grants

• Education (Tutors)	\$930
• Education (Pre-K)	\$4,903
• Child Care	\$5,000
• Transportation	\$5,000
• Poverty 101	\$2,500
• Legal	\$3,740
• Food Disparity	\$1,450



Education Tutoring

PROJECT

Tutoring Impact on Achievement, Attendance, Discipline and Character

Expected Outcome: To support the P2P committee's goal of providing coordinated tutoring assistance to Lynchburg City School (LCS) students.



**Tutoring Goal
for Education
Subgroup**

FROM POVERTY TO PROGRESS

POVERTY TO PROGRESS WORKGROUP
EDUCATION



Building Partnerships to Impact Tutoring and Mentoring

- The Education Subgroup (Tutoring) has partnered with several organizations:
 - Center for Education and Leadership, University of Lynchburg, Boys and Girls Club, Big Brothers/Big Sisters, Jubilee Family Development Center
 - Directors and Board Members of Each Organization have met to develop a unified approach to provide tutoring and mentoring training for other organizations in the City.
 - Includes Community Centers, Faith-Based Organizations and Others



Education/Tutoring Project Scope

- A task force representing the four organizations is working to combine the best practices of each organization into a training program for other groups
- As the curriculum is developed, it will be shared with Lynchburg City Schools staff to insure congruence with division expectations



Education/Tutoring Project Scope

- Emphasis in the training placed on the following topics/concepts/ideas
 - Reading and Math
 - Building Relationships
 - Character Development
 - Developmental Assets that focus on Family, Community, and Schools



Education/Tutoring Future

- Once the curriculum is finalized
 - Tutors and Mentors will be trained
 - The training will be videoed
 - The videos will be available for organizations when they have turnover or accept new tutors and/or mentors



Education/Tutoring Funding

- No funding has been used
- The task force anticipates that the funding will be used as we roll out the training package and interact with P-12 students and parents





Education Pre-K

PROJECT

Reducing Poverty through Education

Expected Outcome:

- Training for community members will be offered to increase awareness of high quality early learning
- The research and evidenced based Classroom Assessment and Scoring System (CLASS) tool will be implemented in at least 50% of the programs serving children with special needs (referred through LCS)
- Head Start and Lynchburg City Schools will assist up to 10 families each who are unable to cover the cost of birth certificates needed before a child can begin school
- Every preschool student at LCS will receive a summer activity booklet and a *Going to Kindergarten* story book



POVERTY TO PROGRESS

POVERTY TO PROGRESS WORKGROUP
EDUCATION



Improve Kindergarten readiness by increasing access to quality Pre-K programs and promoting preschool literacy



Education Pre-K

- Pre-K Ambassador Trainings held on September 20, 2018 at Amazement Square
- Ongoing work to provide birth certificate funding, summer learning activities and quality assessments for other Pre-K programs in the area





Childcare

PROJECT

Lynchburg Childcare Alliance Strategic Plan

Expected Outcome: Develop a strategic business plan to establish a Lynchburg Childcare Alliance comprised of businesses, churches, City leadership and individual citizens interested in participating in a pilot program to fund and establish increased availability of childcare in Lynchburg.

6-9 MONTHS FROM DATE OF FUNDING

TIMELINE

POVERTY TO PROGRESS

POVERTY TO PROGRESS WORKGROUP
CHILDCARE



Establishment of a community alliance to increase availability of quality, affordable childcare in Lynchburg.



Child Care

- Developed a map and a listing/directory of child care provider information
- Saw need for more early childhood education
- Lynchburg Child Care Alliance (strategic plan)
- Childcare Committee Board - 3 to 4 individuals
- Mini-grant funds work of Project Manager
- Focus Areas
 - Design & Location, Families & Services, Health & Safety Standards, Curriculum/Assessments, Human Resources, Financial & Marketing



Transportation

PROJECT Move UP

Expected Outcome: Continued Software Development



Cooperative City Transportation App

POVERTY TO PROGRESS

POVERTY TO PROGRESS WORKGROUP
TRANSPORTATION





Transportation

- Move-Up App is active and in testing phase
- No funds used to date, although may be necessary within the next six months
- Greater Lynchburg Transit Company has implemented new routes





Poverty 101

PROJECT Poverty 101 Action Plan

Expected Outcome: To provide community members with a variety of ways to engage in the issue of poverty in Lynchburg.



- Raise awareness of the impacts of poverty in Lynchburg through structured community dialogue
- Raise awareness of the impacts of poverty in Lynchburg through an open mic event
- Develop a tool for risk assessment across all nine P2P categories

FROM POVERTY TO PROGRESS

POVERTY TO PROGRESS WORKGROUP
POVERTY 101



Poverty 101

- Small Group Dialogues on Poverty
 - Facilitator Training- November 8, 2018
- Poverty Speaks: Lynchburg Listens
 - Live event January 26, 2019
 - Interactive with resource fair
- Poverty Risk Assessment Tool
 - Checklist to identify status with resources
 - Poster and brochure in place by end of 2018



Legal

PROJECT Re-entry Projects

Expected Outcome:

- A printed brochure will be given to Lynchburg Adult Detention Center (LADC) for inmates being released
- Back packs containing personal necessities and resource information for inmates being released from LADC to allow for a softer landing

November 2018

TIMELINE



POVERTY TO PROGRESS WORKGROUP
LEGAL



Reduce barriers for
people when re-entering
into the community after
being incarcerated



Legal

- Re-entry brochures distributed through the Community Access Network, Interfaith Outreach, Amherst Jail and others
- Attending the Blue Ridge Reentry Council meetings
- Committee in the midst of ordering backpacks for returning citizens



Food Disparity

PROJECT

Oasis Project Community Progress Report and Forum

Expected Outcome: A community event with 100-150 attendees to:

- Report the results and use of the fall 2016 Oasis Project survey
- Report the progress of Oasis
- Gather guidance, support, critique and general feedback from the community on those who will be the most impacted by the actions of the Oasis Project

TO BE DETERMINED

TIMELINE

FROM POVERTY TO PROGRESS

POVERTY TO PROGRESS WORKGROUP
FOOD DISPARITY



Engaging the Community in the Oasis Project





Community Development Advisory Council (CDAC) Housing Grant

PROJECT

Study housing related stability and economic security in the Lynchburg area

The study will include:

- Number of housing insecure households and housing insecurity by race and ethnicity, income, and by household type
- Supply versus demand for homes that low-income renters can afford
- Levels of rent assistance
- Opportunities for home ownership for families of low income
- Housing quality



FROM POVERTY TO PROGRESS

POVERTY TO PROGRESS WORKGROUP
HOUSING



To determine the actual state of housing in Lynchburg and provide the momentum to eliminate housing insecurity



Community Development Advisory Council (CDAC) Housing Grant

- Lynchburg Regional Housing Collaborative messaging workshop held November 12, 2018
 - Facilitated by Enterprise Community Partners, Inc.
 - Reports on housing stability and impact of affordable housing in Lynchburg





Health/Mental Health Awareness

GOAL

Improve both awareness and access to health and mental health resources.

Successes:

- Access greatly improved through community based ventures like the Community Access Network Clinic
- Current efforts focused on improving awareness of this community resources that serves everyone regardless of their ability to pay



FROM POVERTY TO PROGRESS

POVERTY TO PROGRESS WORKGROUP
HEALTH/MENTAL HEALTH



Temporary Assistance for Needy Families (TANF) Grant

- Employment for TANF Participants Grant
- Community Wealth Building (CWB) Grant
- Prioritized to support two (2) Lynchburg Initiatives:
 - Getting Ahead In A Just Getting' By World classes
 - TechHire Initiative





Getting Ahead

- From July through November 2018
 - Two eight-week sessions at Park View Mission
 - 16 total graduates (8 from each class)
 - Case management follow-up
 - Monthly support groups for graduate
 - Referral to other progressive services/programs
 - Referral to TechHire





TechHire

- Collaborating with 13 participating employees
- Comprise more than 50% of jobs in our area
- Last four quarters saw 24 participants move through the continuum
- A valiant challenge to match trained participants with appropriate career options





Next Steps

- New TANF Grant Opportunity
 - Expansion of current programming
 - Incorporation of employment-focused intervention
 - Ability to focus on Department for Aging and Rehabilitative Services (DARS) population
 - Help to lessen impact of local poverty funding



Next Steps

- Bridges to Progress Steering Committee
 - Will meet November 28, 2018
 - Action Plans
 - Operations
 - Movement of the City's initiative to combat poverty and create a Thriving City



Questions?





Thriving City Update: Economic Development & Tourism

City Council Work Session
November 27, 2018



Blueprint for Opportunity

Kick-Off and
Visioning
January 2018

Establish
Baseline
Roundtable
Discussions

Competitive
Analysis
March 2018

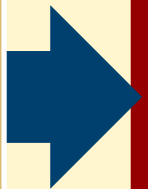
Summarize
Baseline Market
Research
Cluster Analysis

Draft Economic
Strategy
Objectives
*May-August
2018*

Draft Strategy
Present to
Stakeholders

Final Economic
Development
Strategic
Action Plan
September 2018

Adopted by EDA
Presented to
Public





Building Tomorrow's City of Lynchburg

The City of Lynchburg, Virginia, is one of the best small cities in the country. Driven by innovative businesses and forward-thinking organizations, Lynchburg is a community that values history, natural beauty and healthy, inclusive neighborhoods. Every resident has the opportunity to thrive in the City of Lynchburg.



A BLUEPRINT FOR OPPORTUNITY

Building Tomorrow's Lynchburg: 2019 - 2023

▶ ▶▶ 🔊 0:00 / 1:08





Blueprint Goals

- | | |
|---------------|---|
| GOAL 1 | Expand and support Lynchburg's existing company foundation |
| GOAL 2 | Engage and collaborate with city anchor institutions |
| GOAL 3 | Support talent and in-demand skill development for Lynchburg's target industry clusters |
| GOAL 4 | Create, embrace and promote community |
| GOAL 5 | Tell the City of Lynchburg's story |



Accomplishments

- Released Annual Report, September
- Opportunity Zone workshop, October + January
- 7th CO.STARTERS cohort, graduated 75 to date
- AEP grant for EDA property development and marketing
- International Paper expansion
- Multiple unannounced expansions



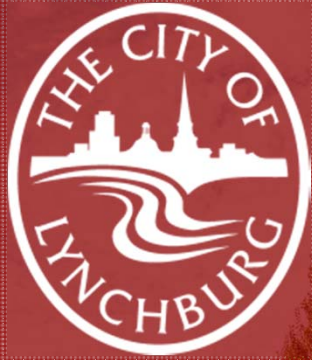
Accomplishments

- Launched LYH, tourism rebrand
- Launched *Little Did They Know* podcast, November
- Hosting Virginia Film Office FAM Tour, December
- Artisan Trail to launch, January 2019
- Create Virginia development, March 2019
- Hosting Virginia Museum Association, March 2019
- Hosting Statewide Visitors Center FAM Tour, April 2019
- Partnership with Amherst Co. on Whitewater Feasibility Study



Economic Development & Tourism

Questions?



Thriving City

Reimagining Neighborhood Centers

November 27, 2018



Reimagining Neighborhood Centers

- Renew Six Neighborhood Center Facilities
- Invest in Staff Development and Partnerships
- Feature Programs and Services which support:
 - CAREER DEVELOPMENT
 - FAMILY
 - EDUCATION



Facility Renewal Projects through Community Development Block Grants

College Hill Center, 811 Jackson ST

Status: Project Completed November 2018

Daniels Hill Center, 314 Norwood ST

Status: Project Completed November 2018





Facility Renewal Projects through Community Development Block Grants

Diamond Hill Center, 1005 Seventeenth ST

Status: Design Slated to Begin Winter 2018/19

Jefferson Park Center, 405 York ST

Status: Design Slated to Begin Winter 2018/19





Facility Renewal Projects through Community Development Block Grants

Fairview Heights Center, 3621 Campbell AVE

CDBG Funding Application to Be Submitted January 2019

Yoder Center, 109 Jackson ST

CDBG Funding Application to Be Submitted January 2019





Featured Programs and Services

Foster Career Development of Neighborhood Residents

- Offer Soft Skills Workshops
- Host Annual Career Development Fair





Featured Programs and Services

Assist Residents by Supporting Family Environment

- Provide access to effective parenting education
- Provide relevant workshops and classes such as home repair, financial literacy, and nutrition education





Featured Programs and Services

Expand Educational Opportunities During Out-of-School Time

- Expand Preschool Playgroup Programs
- Support Social Emotional Learning
- Create a Culture of Reading





Invest in Staff Development and Partnerships

- Bolster Staff Development Around Safety
- Enhance Staff Training Around Key Services
- Deepen Partnerships to Meet Community Needs





Reimagining Neighborhood Centers

Questions?

In Your Neighborhood

A Guide to Neighborhood Services



Lynchburg Department of Parks and Recreation *Neighborhood Services Division*

301 Grove Street
Lynchburg Virginia 24501
TEL (434) 455-5858
FAX (434) 528-2794

Director of Lynchburg Parks and Recreation

Jennifer L. Jones

Coordinator for Neighborhood Services

Charlotte M. Lester

Senior Neighborhood Specialists

Sue Downs-Loyd, Senior Recreation Specialist – Fairview Heights Center

Micky Ferguson, Senior Recreation Specialist – Diamond Hill Center

Shaunta Jefferson, Senior Recreation Specialist – College Hill Center

Rory Lee-Washington, Senior Recreation Specialist – Daniels Hill Center

Jamey Love, Recreation Specialist – General Support and Special Projects

First Edition 2012

Revised 2015, Revised 2018

TABLE OF CONTENTS

PART 1: STRUCTURE	3
Mission	3
Purpose.....	3
Facilities.....	3
Center Staff.....	4
Values	4
History.....	5
PART 2: NEIGHBORHOOD DEMOGRAPHICS AND ASSETS.....	6
College Hill Neighborhood	7
Daniel's Hill Neighborhood	7
Dearington Neighborhood	7
Diamond Hill Neighborhood	7
Fairview Heights Neighborhood.....	7
Tinbridge Hill Neighborhood	7
PART 3: NEIGHBORHOOD SERVICES	8
After-School Program.....	8
Summer Programs	9
Senior Program	10
Preschool Playgroup Program	10
Teen Program	10
Learn, Grow, Eat, Go Program.....	11
Learn-to-Swim Pilot Program.....	11
Family Meal Night	11
Activities & Classes	12
Events	12
PART 4: CONNECTIONS	13
Departmental	13
City Departments and State Agencies.....	14
Non-Profit Organizations and Community Groups.....	16
PART 5: BUDGET.....	19
General Fund.....	19
Fees	19
Sponsorship.....	20
PART 6: 2020 GOALS	21

PART 1: STRUCTURE

Department Mission

The Lynchburg Department of Parks and Recreation contributes to a healthy, active, and educated community; providing stewardship and management of parklands, trails, and civic facilities; and creating opportunities for all people to participate in a rich variety of recreational activities.

In addition, Neighborhood Services is guided by the National Recreation and Parks Association standards, local government initiatives, department plans, and plans for reducing poverty.

National Recreation and Parks Association - Foundational Pillars:

- health and wellness,
- social equity, and
- conservation

Thriving City Initiative:

- Poverty to Progress
- Reimagining Neighborhood Centers
- Economic Development Strategic Plan
- Downtown Master Plan 2040

Find Your Fun 2020 (Department Strategic Plan)

- Social Equity
- Partnerships
- Play Healthy

Opportunity, Responsibility, and Security

- A Consensus Plan for Reducing Poverty and Restoring the American Dream
- AEI/Brookings Working Group on Poverty and Opportunity

Neighborhood Centers - Purpose

The neighborhood recreation centers exist, primarily, to serve neighborhood residents. Neighborhood Centers serve as anchors in their neighborhoods and offer a centralized hub for neighborhood socialization, wellness initiatives, political interaction, and resource development.

Facilities

Built between 1964 and 1991 in central city neighborhoods, recreation centers are similar in design, with footprints ranging between 3,500 and 4,500 square feet. Each center has a main multi-purpose room with pool tables and ping-pong tables, tables and chairs; a small adjacent study area, with computer lab, wireless hotspot, and library; a kitchen; bathrooms; storage closets for supplies and materials. Outdoor facilities include a playground, outdoor basketball court, park, grill, and picnic table(s). Additionally, the Jefferson Park and Fairview Heights Center campuses each have a shelter, fields, and tennis courts. The functional cinder block buildings are in need of significant improvements to stabilize and bring them into the twenty-first century. Scheduled capital improvements have been deferred for years due to competing demands on the City's CIP budget.

Center Staff

The Neighborhood Centers operate under the leadership of the Neighborhood Services Coordinator. A Senior Recreation Specialist operates each neighborhood center, supervising part-time staff and volunteers. A part-time Recreation Specialist/Aide assists with the planning, implementation, and evaluation of core center programs. Additional Aides are hired, on a seasonal basis, to assist with full-day youth programs. In addition, local college and university students serve as After-School Program Assistants, through the Federal Work-Study Program. Internship opportunities for college and university students are also available through neighborhood services. Internship examples include: Learn-Grow-Eat-Go leader, Urban Explorers assistant, Hill City Hoops support, Summer at the Center assistant, PLAY Day Camp assistant, Brown Bookshelves Program planner, Reflections on Jefferson Park Pool research assistant, and After-School Program assistant.

Values

Neighborhood Centers are great public spaces to share. They support the development of community and advance the work of social equity. Respect is a core value of center life, whereby staff and participants demonstrate respect for self, others, leadership, and property. Center values include safety, healthy and active living, as well as education.

History

The development of small neighborhood parks, playgrounds, and fieldhouses grew out of a late 19th Century movement, in the City of Chicago, to bring small parks to people, a change from the tradition of building large destination parks for the public to visit. The model of small neighborhood parks was envisioned by John Olmsted and Frederick Law Olmsted, Jr. These small neighborhood parks were intended to foster an environment for healthy recreational and social experiences in a rapidly urbanizing American landscape. This successful model of small neighborhood parks and field houses was adopted by other cities across America, including Lynchburg, Virginia.

Neighborhood services began in Lynchburg in the early 20th Century, with the establishment of supervised playgrounds, fields, and eventually, pools. As federal funds became available for urban renewal during the 1970s, the City of Lynchburg applied for grants to benefit the abandoned urban core – locating neighborhood centers and parks in predominately African-American neighborhoods, often on former school sites or on land with significant ties to the neighborhood.

“In the [19]50s . . . [m]ore and more playgrounds became real centers of recreation for people living in the immediate community, with the children and adults of these homes attending the centers’ programs on a daily basis. It was estimated then that a playground or center existed within walking distance of every home.” (*Lynchburg Parks & Recreation History, February 1975*)

Table 1.1 Lynchburg Neighborhood Centers

ESTABLISHED	NEIGHBORHOOD	CENTER NAME	ADDRESS	SITE	ACREAGE	SQUARE FEET
1964	Tinbridge Hill Neighborhood	Yoder Center	109 Jackson Street	Former Yoder School Site	1.045	4,044
1976	Dearington Neighborhood	Jefferson Park Center	405 York Street	Former Jefferson Park Pool Site	6.25	3,500
1977	Diamond Hill Neighborhood	Diamond Hill Center	1005 Seventeenth Street	Former Marce T. Jones School Site	1.07	4,000
1979	Daniels Hill Neighborhood	Daniels Hill Center	317 Norwood Street	Former supervised playground site	1.35	4,200
1980	Fairview Heights Neighborhood	Fairview Heights Center	Campbell Avenue		7.45	4,870
1991	College Hill Neighborhood	College Hill Center	811 Jackson Street		0.68	3,016

PART 2: NEIGHBORHOOD COMPOSITION - DEMOGRAPHICS AND ASSETS

Neighborhood centers are located in densely populated central city neighborhoods, with an aging housing stock. Basic census data indicates that these neighborhoods are less stable than the City at-large, based upon home ownership and poverty rates. These neighborhoods are highly segregated with an African-American concentration.

Table 2.1 Demographic Data, by Neighborhood

Neighborhood	Population	Neighborhood Size	Median Household Income	Owner-Occupied Housing Units	Vacant Housing Units	Race: non-white
College Hill	2,818	0.42 square miles	\$19,810	26.8%	19.6%	80.1%
Daniels Hill	1,418	0.61 square miles	\$22,212	39.7%	11.6%	71.2%
Dearington	832	0.46 square miles	\$16,682	28.2%	11.0%	86.0%
Diamond Hill	1,935	0.58 square miles	\$23,205	29.3%	27.2%	70.3%
Fairview Heights	2,526	1.32 square miles	\$27,496	50.2%	9.4%	51.4%
Tinbridge Hill	487	0.25 square miles	\$17,637	33.4%	22.6%	91.8%

While these neighborhoods are challenged with less stability, they also enjoy original historic characteristics and contain unique cultural assets. The Asset-Based Community Development perspective (ABCD) builds on the assets that are already found in the community and mobilizes individuals, associations, and institutions to come together to build on their assets -- not only concentrate on their needs. An extensive period of time is spent in identifying the assets of individuals, associations, and then institutions before they are mobilized to work together to build on the identified assets of all involved. Then the identified assets from an individual are matched with people or groups who have an interest or need in that asset. The key is to begin to use what is already in the community.

College Hill Neighborhood

College Hill Recreation Center is located at 811 Jackson Street between Eighth and Ninth Streets in the area known as College Hill. The center is located adjacent to the Federal Hill Historic District. Ward II. *Neighborhood assets include: Central Business District, College Hill Apartments, College Hill Neighborhood Council, Community Access Network, Daily Bread, Eighth Street Baptist Church, Empowerment Academy, Federal Hill Historic District, Fifth Street Business District, Fire Station Number One, Hunton YMCA, Jackson Street United Methodist Church, Living Word Baptist Church, Lynchburg High and Shalom Apartments, Lynchburg Museum, Lynchburg Police Department, Twelfth Street Business District.*

Daniel's Hill Neighborhood

Daniel's Hill Recreation Center is located at 317 Norwood Street in the area known as Daniel's Hill. The center is located adjacent to the Daniel's Hill Historic District. Ward II. *Neighborhood assets include: Blackwater Creek Trail Connection, Carriage House Inn, Daniel's Hill Historic District, Daniel's Hill Reunion Committee, Daniel's Hill Society, Emmanuel Christian Church, Mount Carmel Baptist Church, Point of Honor Museum, The Veggie Spot Community Garden.*

Dearington Neighborhood

Jefferson Park Recreation Center is located at 405 York Street in the area known as Dearington. Ward II. *Neighborhood assets include: Blackwater Creek Trail Connection, Dearington Apartments Resident Council, Dearington Elementary School for Innovation, E.C. Glass High School.*

Diamond Hill Neighborhood

Diamond Hill Recreation Center is located at 1005 Seventeenth Street in the area known as Diamond Hill. The center is adjacent to Diamond Hill Historic District. Ward II. *Neighborhood assets include: Anne Spencer House & Garden Museum, Diamond Hill Baptist Church, Diamond Hill Historic District, Diamond Hill Neighborhood Association, Dunbar Middle School, Fire Station Number Two, Guggenheimer Nursing Home, Hunton YMCA, Payne Elementary School, Pierce Street Historic District, Dr. Robert Johnson Tennis Courts.*

Fairview Heights Neighborhood

Fairview Heights Neighborhood Center is located at 3621 Campbell Avenue, in the area known as Fairview Heights. The center is located along a major corridor, near a gateway to the City. Ward II. *Neighborhood assets include Bass Elementary School, Campbell Avenue - gateway and transportation artery, Younger Park, Virginia University of Lynchburg.*

Tinbridge Hill Neighborhood

Yoder Recreation Center is located at 109 Jackson Street between First and Second Streets in the area which is known as Tinbridge Hill. Ward II. *Neighborhood assets include: Blackwater Creek Trail Connection, Community Access Network, Fifth Street Business District, Friends of Tinbridge Hill, Johnson Health Center, Legacy Museum, Old City Cemetery, Tinbridge Hill Neighborhood Association, Tinbridge Manor Apartments.*

PART 3: NEIGHBORHOOD SERVICES AT CENTERS

Neighborhood centers are hubs of activity for citizens of all ages. In the comfort and convenience of a neighborhood setting, Centers offer core programs, activities, classes, and events – providing opportunities for all citizens to participate in a rich variety of experiences.

After-School Program

Out-of-school time programs attract the highest center participation and provide an engaging and supervised environment for youth. According to research conducted by *America After 3 PM*, more than a quarter of America's schoolchildren are on their own after the school day ends, and before parents get home from work. Despite growing awareness that children are at particular risk during these afternoon hours, the number and percentage of children left on their own in the afternoons has actually increased in the last five years.

The After-School Program at centers is a free service open to Lynchburg residents ages six to 17, with age-appropriate activities for elementary- and secondary-school audiences. The Program follows a self-paced, hands-on, multi-age, cooperative form. The daily structure provides opportunities for youth to engage in active living, satisfy academic curiosity, develop social skills, experience arts and culture, and cultivate personal responsibility. These elements of daily structure include:

Play Healthy | Children are encouraged to move - whether in a spontaneous activity, free play, or an organized activity, the After-School Program encourages active living in our youth population and meets the play healthy prescription of Live Healthy Lynchburg.

Study Zone | An area of the center is designated as an Study Zone. Here, staff and tutors from Federal Work-Study Programs, are available to assist elementary and secondary school students with academic subjects – whether it be homework, a challenging concept, a report, or special project.

Snack Break | Participants enjoy a daily snack provided by the Blue Ridge Area food bank, sponsors, and community members. Participants assist with the preparation and clean-up process.

Featured Activity | Each day staff plans a featured activity – drawing from academic, arts, and active living pursuits. Featured activities can be offered at the center or off-site and may include: workshops, guest instructors, museum tours, open gym visits, or neighborhood walks to parks and trails.

Closing Time | At the close of the After-School Program, participants return the center to a state of order - placing items on the shelves, in the drawers and closets, putting materials away, and tidying the recreation center facility and grounds.

Summer Programs

Neighborhood Centers offer a variety of summer day camps, ranging from traditional models to specialty camps for elementary-age students. Like the After-School Program, Summer Camps provide essential out-of-school-time supervision for youth. Camps emphasize active play, education, exploration, and outdoor recreation. They are moderately priced and designed to complement parents' typical work-day schedule. Centers participate in the Summer Feeding Program in cooperation with the Lynchburg City Schools Nutrition Program. Full-time and part-time staff members are joined by seasonal recreation aides, and volunteers for the delivery of the summer camp program.

Summer at the Center

Ages 6 to 11 | 8:30am-5:30pm

Traditional Day Camp.

Campers explore the season with warm-weather activities led by center staff, guest instructors, and neighborhood guides. Play in the shade, cool off in the pool, meet new friends, express yourself in art, try your hand at crafts, and sample a variety of summer sports and games. Discover treasures in the neighborhood, in the parks, and beyond.

PLAY! Summer Day Camp

Ages 9 to 12 | 8:30am-5:30pm |

Looking for something fun for your active child to do this summer? Play Camp will introduce your child to a variety of sports and games.

Participants will improve skills, learn new drills, be with friends, and stay active for seven weeks.

Urban Explorers

Ages 12 to 15

In the heart of the city, College Hill Center serves as the basecamp for a summer of urban exploration and outdoor adventure. Teens ages 12-16 will be exploring the great outdoors, local, state and national parks, as well as sites in and around the central city. There's plenty of chill time too. So, grab your gear and let's go! Trips may require fees. Lunch and snacks are provided.

Hill City Hoops

Ages 12-18 | 5:30-10:00pm

Lynchburg Parks and Recreation, in collaboration with the Lynchburg Police Department and Lynchburg City Schools, will host the Hill City Hoops basketball league on Fridays July 6 through August 10 from 5:30 - 10:00pm for teens ages 12 - 18. The games will be held in Miller Park, 2100 Park Ave., at the outside courts under the lights. Summer sub sandwiches provided for youth.

Day-Cations for Seniors

Ages 50+

Explore nearby cities and towns during the summer Day-cation series. Travel with a group to visit cultural sights and discover scenic routes. Bring money for lunch, admission, and souvenirs. Transportation fee.

Green Market Wednesdays

Ages 50+

Join us on a trip to the Lynchburg Community Market. Meet local vendors, shop for fresh produce, enjoy lunch with friends and browse the Heritage Crafters Gallery and Artist Alley. Transportation departs Miller Center parking lot or you may meet the group at the Market.

Senior Program – Senior Recreation Shuffle

Get connected, get moving. Join this social and informational activity hub, with a variety of recreational choices. Connect with other seniors through ping-pong, billiards, or cards. Participate in featured activities, such as health screenings, themed informational discussions, seasonal crafts, and a sampling of gentle movement choices. Schedule varies by center. Additional opportunities for adults and senior adults are offered in activities and classes. Each center offers a regular schedule of adult and fifty-plus programming (typically between one and three sessions at each center, weekly).

Sample A: Technology for Seniors.

Move into the digital age. Become a tech-savvy senior. This series aims to gently introduce seniors to the benefits of modern day technology.

- 10/4 Intro to Smartphones
- 10/18 Intro to Tablets
- 11/1 Intro to E-mail
- 11/15 Intro to Facebook

Sample B: Is Your Rental Property “Good to Go?”

What is the tenant's responsibility?
What is the Landlord's responsibility?
Learn how owners and tenants can maintain Lynchburg rentals as habitable and "good to go."
Get complete information about the rental inspection program, including the rental inspection check list.

Teen Programs

Teen programs are primarily based out of the College Hill Center. In addition to an After-School Teen program, College Hill Center also offers signature teen programs such as Urban Explorers, March Madness, and Hill City Hoops. In addition, teens may apply to become Young Leaders, through the Volunteer Coordinator. Qualified candidates may be placed at any of the Neighborhood Center locations.

Sample A: March Madness

Join Lynchburg Parks and Recreation March Madness Basketball Tournament at the Armory. Each Friday in March, 4-on-4 teams will register in person at the Armory to play in a double-elimination tournament and compete for the title, champion of the night. The winning team each week will receive t-shirts. Registration is complimentary and includes free food and drink. This league is offered in partnership with Lynchburg City Schools, Lynchburg Police, and Lynchburg Parks and Recreation.

Preschool Playgroup Program

Ages birth to five with responsible adult caregiver | 10:00-11:30am | Preschool playgroups, under the supervision of Lynchburg City Schools (LCS) early education instructors, have been established at select sites and operate during the academic year. The playgroups are structured to provide a positive educational experience for child/caregiver and to establish a peer support network for parents in the comfort of the neighborhood. The Preschool Playgroup model is designed to transition in leadership from LCS to neighborhood residents, once well established in the neighborhood. Playgroup meets one-to-two times weekly at select centers.

Learn, Grow, Eat, Go Program

Lynchburg Central City neighborhoods are included in the area designated as a food desert, due to the lack of fresh, affordable produce. In the spring of 2015 a Randolph College internship project, “Improving Food Security in Lynchburg through Neighborhood Community Centers,” focused on the provision of healthy and fresh alternative food options at the centers. The top two recommendations stemming from this internship research were:

- soliciting donations of fresh produce to centers and
- planting gardens/fruit trees.

In 2016 the Park Services Division built raised-bed gardens at each neighborhood center. In 2017 centers adopted the Virginia Junior Master Gardener curriculum, *Learn, Grow, Eat, Go*, as the framework for best utilizing the teaching gardens. The curriculum explores the science and practice of growing food, as well as the preparation of meals. The teaching gardens are significant additions to center life.

In 2017 the Blue Ridge Area Food Bank supplied the centers with glass front coolers for the distribution of fresh produce to participants. Fresh produce is regularly available at the center, whether supplied by shipments from the Food Bank, stocked through farmers mini-market events held at the centers with the support of Virginia Cooperative Extension, or donated by farmers from the Lynchburg Community Market.

Learn-to-Swim Pilot Program

In 2018 three Neighborhood Center staff members earned the American Red Cross Water Safety Instructor certification, which prepared them to teach basic safety and swimming skills to help children gain water competency. When summer camp began, staff assessed over 100 summer campers on their swim abilities, and then offered campers small-group instruction, on a regular basis, throughout the summer camp season.

Teaching summer camp kids to stay safe in, on, and around water is essential to their well-being. According to USA Swimming Foundation, who has a Make a Splash awareness campaign:

- 79% of children in households with incomes less than \$50,000 have little-to-no swimming ability. Research shows 64% of African-American, 45% of Hispanic/Latino, and 40% of Caucasian children have little to no swimming ability.
- Formal swimming lessons reduces the likelihood of childhood drowning by 88%.

Family Meal Night

After-School Program families gather once weekly to enjoy a meal together. Meals may be supplemented with games, conversation, or a presentation of a hot topic relevant to neighborhood life. Family Meal Night is sponsored by Blue Ridge Area Food bank or local famers and neighbor contributors.

Activities & Classes

Neighborhood Centers introduce citizens of all ages to a breadth of interests through beginning-level activities, introductory classes, workshops, and information sessions. These activities and classes offer both skill development and a social experience, and are selected from the *Neighborhood Services Catalog of Activities and Classes* (under revision). New activities and classes may be proposed for inclusion in this catalog.

Sample A: Paper Tigers

Join us for a screening of *Resilience: The Biology of Stress and the Science of Hope*, which chronicles the promising beginnings of a national movement to prevent childhood trauma, treat toxic stress and greatly improve the health of future generations. Offered in collaboration with CASA (Court Appointed Special Advocate) and Bridges of Central Virginia.

Sample B: Financial Literacy for Home Ownership

The Lynchburg Community Action Group Housing Counseling Services Department offers this financial literacy workshop. From credit repair to savings and loans, learn the best practices for home purchase or major repairs.

Events

While the primary purpose of the neighborhood centers is to serve the neighborhoods – where they reside – these centers also provide recreation services that appeal to Lynchburg citizens at large. Centers schedule events, throughout the year, which have the potential to attract interest within and beyond the neighborhood.

Sample A: Clean Your Block Party

Keep your neighborhood beautiful. Join friends, family and neighbors to clean up litter, plant gardens and revitalize your neighborhood. Afterwards, celebrate with a block party in your neighborhood park. Safety vests, gloves, litter getters, and bags provided by Public Works Department. Event will be held rain or shine.

Sample B: Reflections on Jefferson Park Pool

Let's begin a community conversation about the history of Jefferson Park Pool – reflecting on the memories of the racially segregated space and sharing personal stories from its heyday. Bring photos and memories to share for inclusion. Light refreshments served.

PART 4: CONNECTIONS

Neighborhood Centers regularly collaborate across City departments, as well as with State and Federal Agencies for the delivery of services to neighborhood residents. Centers also engage non-profit organizations, neighborhood groups, and the faith based community to deliver services to citizens. Centers are anchors in the neighborhood which serve as meeting places and communication hubs. Below is a listing of non-profit organizations and community groups that have worked with Centers to provide free or low cost mission-focused activities. The list includes both resources and formal partnerships.

4.1 DEPARTMENT CONNECTIONS.

Lynchburg Community Market. The Lynchburg Community Market offers the best of locally produced fruit, vegetables, cheese, meat, baked goods, and specialty items. Farmers sell their products on Wednesdays and Saturdays year-round. Located inside the Market, the Heritage Crafters Gallery and Artist’s Alley complement the two permanent shops, four locally-owned restaurants, and a bakery and cheese shop that also operate year-round.

Naturalists. The naturalist program offers participants a wide range of programs and activities including geology, environmental science, astronomy, wildlife exhibits and interpretational walks and hikes. The naturalists bring science to life, explore the natural environment around us. Naturalists staff conduct programs with center groups by request – on the trail, in a park, or at the center. Small groups of center participants visit the Nature Zone.

Neighborhood Services , Inter-Center. Participants interact with citizens from other neighborhoods to experience new environments, meet new people, and work with new staff members. Parks and Recreation centers are anchors in the neighborhoods. They have the ability to welcome participants from within and beyond neighborhood boundaries – people from all walks of life and socioeconomic backgrounds.

Parks and Trails. With over 900 acres of public parks, trails, facilities, and natural areas, Lynchburg has a variety of recreation spaces for citizens to enjoy. Center staff members utilize park services throughout the year – taking citizens to visit parks, the Sprayground, playgrounds, and athletic fields. Additionally, centers enjoy reasonable access to the City’s extensive trail system where nature hikes, interpretive walks, and outdoor play are incorporated into the programs, especially summer camps. The trails may also be used as a means to travel from center to center for inter-center activities and events.

Recreation Services . In fulfilling our mission of promoting an active community, Neighborhood centers connect with Athletics, Aquatics, and City-Wide programs in a variety of ways, from utilizing open gym sites, and Miller Park Pool, to engaging with Miller Center programs and facilities.

Volunteer Support . Volunteers enrich the neighborhood center experience in a variety of ways – as general assistants, guest presenters, skilled instructors, and academic tutors, for example. Individuals and groups who want to provide community service or share a specific talent or skill work with the Volunteer Coordinator for application and placement. In addition, staff may identify needs and request volunteer placement through the Volunteer Coordinator.

4.2 CITY, STATE, AND FEDERAL CONNECTIONS

Bass Elementary School

www.lcsedu.net/schools/bes

Fairview Heights Center is a collaborative site for Bass Elementary School's 21st Century Community Learning Center Program. The federal program was established by Congress to award grants to rural and inner-city public schools, or consortia of such schools, to enable them to plan, implement, or expand projects that benefit the educational, health, social services, cultural and recreational needs of the community.

Hutcherson Early Learning Program

www.lcsedu.net/schools/hutcherson

Daniel's Hill Center hosts Pre-school Playgroup, a positive educational experience between child and caregiver. Playgroup is operated by Hutcherson Early Learning Program, the early childhood special education component of Lynchburg City Schools.

Lynchburg Public Library

www.lynchburgpubliclibrary.org

The Lynchburg Public Library is a place where you can use your imagination, receive inspiration and gather information. The Youth Services Division collaborates with Centers to create a Culture of Reading around center collections.

Lynchburg Redevelopment and Housing Authority - Dearington Apartments

www.lynchburghousing.org/dearington

The Lynchburg Redevelopment and Housing Authority (LRHA) is focused on urban renewal and housing rehabilitation in designated neighborhoods and ultimately changing Lynchburg for the better.

Office of Engagement, Equity, and Opportunity

www.lcsedu.net

The Lynchburg City School Division is involved in several programs that help facilitate a relationship with the community and provide support for the schools. Lynchburg Parks and Recreation and Lynchburg City Schools collaborate on several related programs, such as; PETAL program, Safe Routes to School, March Madness, and Hill City Hoops.

Poverty to Progress Initiative

www.lynchburgva.gov

When reducing poverty was identified as a focus area, the City of Lynchburg endorsed Poverty to Progress as a model by creating a goal to help facilitate moving households out of poverty and into self-sufficiency. One of the major goals of the Poverty to Progress initiative is to assist families in the journey out of poverty. There are nine focus groups in the Poverty to Progress initiative. Centers connect with many of these groups.

Public Works

www.lynchburgva.gov

The Department of Public Works, with many areas of responsibility, helps keep the city of Lynchburg moving each day. The skilled and professional staff provide services such as trash collection, snow and ice removal, maintenance of City streets and sidewalks, manages the City's traffic lights and street signage, just to name a few. Love Where You Live/Clean Your Block Party is a citywide cleanup event organized by Lynchburg Parks and Recreation, Public Works. Urban Conservation Campaign contributor

Region 2000 Workforce Development

www.localgovernmentcouncil.org

The Workforce Development Board (WDB) coordinates workforce training and career services through federal funding from the Workforce Innovation and Opportunity Act (WIOA). The Center coordinates classes and career services for Region 2000 residents and businesses as well as employment programs for youth. The Workforce Center serves unemployed workers who may need assistance searching for jobs or additional training for updating their skills.

Rental Inspection Program

www.lynchburgva.gov

The Department of Community Development coordinates Lynchburg's construction, code compliance and community revitalization efforts. Community Development helps our businesses, institutions, neighborhoods and residents create a thriving City through efficient plan review and permitting, thoughtful planning and preservation and effective property maintenance and grant project implementation. The "Good to Go" Residential Rental Property Inspection Program objective is safe housing. It is proactive and provides a means to identify issues that may otherwise go unnoticed by tenants and landlords.

Water Resources

www.lynchburgva.gov

The Department provides excellent water, wastewater, and storm water services that promote the health, prosperity, and environmental stewardship to the community. Rain Barrel Workshops offer hands on experience in building a rain barrel, then learning how to install and maintain it. The Walkable Watershed process links the concepts of clean waters and healthy communities to improve creeks and neighborhoods.

Virginia Cooperative Extension

www.lynchburg.ext.vt.edu

Mission/Purpose: Virginia Cooperative Extension helps lead the engagement mission of Virginia Tech and Virginia State University, the commonwealth's land-grant universities. Building local relationships and collaborative partnerships, we help people put scientific knowledge to work through learning experiences that improve economic, environmental, and social well-being. Hill City Master Gardeners are volunteers that work to improve gardening skills throughout the community through education. Jeanell Smith works with the limited income adults in the community delivering nutrition education at various sites throughout the year. Laura Hale works with the youth, offering a range of programs to teach the basics of healthy eating, and active living.

Virginia Department of Health -WIC

www.vdh.virginia.gov/wic

The goal of Virginia WIC (Women, Infants, and Children) is to improve the health of pregnant women, infants and children (under 5 years) through better nutrition and access to health care. The Program provides nutrition education, breastfeeding promotion and support, supplemental nutritious foods, counseling at WIC clinics, and screening and referrals to other health, welfare, and social services.

4.3 COMMUNITY CONNECTIONS: NON-PROFIT ORGANIZATIONS, CLUBS, AND ASSOCIATIONS

Alpha Kappa Alpha Sorority, Inc.

Alpha Kappa Alpha's mission is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of "Service to All Mankind."

Anne Spencer House & Garden Museum

www.annespencermuseum.com

The Museum's mission is to engage in a broad range of innovative and traditional educational enterprises that use the Spencer properties, collections, and archives to illustrate and document Anne Spencer's philosophy, vision, and literary accomplishments.

Beard Center on Aging at the University of Lynchburg

www.lynchburg.edu

The mission of the Center on Aging reflects University of Lynchburg's commitment to understanding and addressing issues of aging and the needs of older citizens.

Blue Ridge Area Food Bank (BRAFB)

www.brafb.org

BRAFB's mission is to feed the hungry through a network of community organizations in central and western Virginia, and to engage our communities in the fight to end hunger locally and nationally.

Center for Childbirth and Family Education

www.centrahealth.com/childbirthed

Childbirth and Family Education at Virginia Baptist Hospital offers a variety of classes to meet childbirth and family needs.

Central Virginia United

www.centralvirginiaunited.com

Central Virginia United (CVU) is a non-profit, 501(c)(3), educational organization that fosters the physical, mental and emotional growth and development of all participants through the sport of soccer at all levels. CVU is affiliated with the United States Soccer Federation (USSF) and its youth soccer division, the United States Youth Soccer Association (USYSA) through the Virginia Youth Soccer Association (VYSA). *Partnership with NC in 2011.*

College Hill Neighborhood Council

Neighborhood engagement group open to College Hill residents.

Community Access Network

www.communityaccessnetwork.org

Community Access Network is a federally qualified health center, whose vision is to see a community in which everyone has the freedom and empowerment to choose the healthcare that's right for them and their family. They serve everyone—regardless of age or insurance status.

Daniels Hill Citizen Groups

Daniel's Hill Society and Daniel's Hill Reunion Committee are neighborhood engagement groups open to the public.

Dearington Neighborhood Association

Neighborhood engagement group open to Dearington Apartment residents.

Diamond Hill Neighborhood Watch Association

The mission of the Diamond Hill Neighborhood Watch Association, Inc., is to promote a common awareness of unity, prosperity, and peace for all those who reside within its boundaries. We seek to have a neighborhood of the people, by the people, and for the people.

Friends of Tinbridge Hill

Each month neighborhood residents and community stakeholders gather for the benefit of the Tinbridge Hill Community. Organizations represented included: City of Lynchburg, Habitat for the Humanity, The Haven, Legacy Museum, Lynchburg College, Lynchburg Community Action Group, Old City Cemetery, Randolph College, St. John's Episcopal Church, WordWorks!

Hill City Queens Social Club

Hill City Queens is an all-female social club, formed in 2010 by a group of committed women, to help serve and protect our community.

Hill City Sliders

Hill City Sliders offers soul line dancing workshops and performances for City programs and events. The Sliders have performed at National Night Out, Health Fest, and the Community Market, among other venues.

Humankind

www.humankind.org

HumanKind is a non-profit human services organization that strengthens individuals and families through care, counseling and education. Humankind offers services for low-income families.

Interfaith Outreach Association

www.interfaithoutreach.org

The mission of IOA is to relieve distress and improve the quality of life for our neighbors in need by providing programs that offer education, guidance, and support. IOA serves as a vehicle for interfaith cooperation in Central Virginia whereby congregations become members of IOA and enter into partnerships with each other, their respective denominations, and community agencies to accomplish its mission. IOA serves the cities of Lynchburg and Bedford and the counties of Amherst, Appomattox, Bedford, and Campbell.

Jackson Street United Methodist Church

The purpose of the Church is to spiritually, economically, and socially transform the College Hill area of Lynchburg, Virginia.

Legacy Museum of African American History

www.legacymuseum.org

The Legacy Museum of African American History displays exhibits on African American heritage. We are dedicated to collecting, preserving and storing historical artifacts, documents and memorabilia relating to significant contributions of the African American Community in Lynchburg and its environs.

Live Healthy Lynchburg

www.livehealthylynchburg.com

The organization's mission is to achieve positive health outcomes for the Lynchburg region through community partnerships that develop policies, systems, and environmental strategies.

Lynchburg Area Food Council

LAFC is focused on addressing food access, insecurity, quality, and systems in our region. It is the desire of the LAFC to serve as a forum and clearinghouse to promote education on food system issues, coordination among those interested in healthy foods, advocacy for healthy food options and policies, launching and supporting community-wide programs for healthy foods, creating a regional food co-op network, and supporting research and assessment on the local food economy.

Lynchburg Covenant Fellowship

<http://lcfhousing.org/>

The mission of Lynchburg Covenant Fellowship is to express the values of our respective faiths, helping to facilitate a diverse community by providing affordable housing, education, and advocacy for the poor, the disabled, and the disadvantaged, including children, youth, the mentally challenged and the elderly in Central Virginia.

Lynchburg Grows

www.lynchburggrows.org

Lynchburg Grows is an urban farm that takes a hands-in-the-dirt approach to teaching others how sustainable food production promotes a healthy planet. Seeded in 2003, our non-profit's mission is centered on giving people with special needs a space to share their talents and skills while acquiring new ones.

Lynchburg Pedestrian Advisory Committee

www.livehealthylynchburg.com

The committee initiates target planning, programs, and implementation coordination dedicated to developing a comprehensive pedestrian and bicycle network that serves the needs of residents and visitors.

Old City Cemetery

www.gravegarden.org

Established 1806, the Old City Cemetery is a Virginia Historic Landmark on the National Register of Historic Places, the oldest public cemetery in Virginia still in use today, and central Virginia's most unique public garden.

Opera on the James

www.operaonthejames.org

Opera on the James will attract and involve Central Virginians in the full range of operatic arts by providing diverse, accessible productions performed by nationally and regionally acclaimed artists that will educate, inspire and engage. Partnership 2015-2017.

Randolph College- Maier Museum of Art

www.maiermuseum.org

Randolph College prepares students to engage the world critically and creatively, live and work honorably, and experience life abundantly.

St. John's Episcopal Church - Outreach

www.stjohnslynchburg.org

Both financially, by the sharing of church space, and with hands-on commitment, St. John's members reach out into the community with support for a wide variety of opportunities to give of our time and skills as well as our money. St. Johns has contributed to the annual Tinbridge Hill Thanksgiving Dinner and the December Angel Tree program for After-School Program participants.

Scout-Reach - Partnership

The Scoutreach Division of the Boy Scouts of America emphasizes service to rural and urban areas and to minority populations. The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Smart Beginnings Central Virginia

www.smartbeginnings.org

Initiative: Smart Beginnings Central Virginia (SBCV) is an early childhood initiative that brings together community leaders from school systems, community services, business and private individuals to work together to ensure that every child in Central Virginia enters kindergarten with the skills needed to succeed in school and in life.

Tinbridge Hill Neighborhood Council

The Council's vision for Tinbridge Hill is to create a clean, well-maintained neighborhood with adequate and affordable housing for all of its residents; and to create a safe, violence-free community where neighbors and families care for and respect one another.

University of Lynchburg, Center for Education and Leadership

www.lynchburg.edu

Drivers of the "Lynchburg Together Movement," the Center is developing a tutor training for Lynchburg's afterschool programs. The Center is a proponent of the Search Institute's "40 Developmental Assets," that young people need to succeed. Half of the assets focus on the relationships and opportunities they need in their families, schools, and communities. The remaining assets focus on the social-emotional strengths, values, and commitments that are nurtured within youth people.

Welcome to the Listening

www.welcometothelistening.org

There is a community where arts advocacy, social justice, and youth mentoring connect; where young people are encouraged to take notice of the world around them and engage passionately and with purpose. The Listening, Inc. aspires to be that safe place, where young people are engaged to use the performing arts to ask questions, develop answers, perform with purpose and change the world around them. Leader of the Freedom Schools Lynchburg Initiative.

WordWorks!

www.wordworkslynchburg.org

WordWorks! Provides creative and expository writing skill support to K-12 students and their teachers. Through after-school tutoring, workshops, student publications, and in-school programs, our services are structured around the ideas that individual attention can spark great leaps in learning and that solid writing skills are a building block for future success. Partnership since 2012.

YMCA

www.ymcacva.org

The YMCA is a non-profit organization whose mission is to put Christian principles into practice through programs that build healthy spirit, mind and body. Parks and Recreation has partnered with the Y on Wheels to provide mobile recreation services.

YWCA

www.ywcacva.org

The YWCA of Central Virginia is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

PART 5: BUDGET

General Fund

General fund tax dollars support programs, services, and activities that are open to the general public, do not require registration or an entrance fee, and are generally not limited to numbers served - programs that benefit the common good. General fund revenue is essential to the operation of neighborhood centers, through the provision of a basic facility and core staff. However, funds for equipment, furniture, supplies, and materials have reduced significantly over the last decade, with an average annual budget of only \$1,775 per center.

Fees

Fees are charged for programs, services, and activities that serve an individual or benefit a special interest group. Fee based programs are restricted in numbers served and benefit is derived by an individual that is generally not available to the general public. The fees structure takes into account that not all citizens can equally afford recreation services. The City supports, through General Fund dollars, services for those citizens that are least able to afford recreation programs and services. The fee structure reflects the understanding that setting the cost of a program and service may be influenced by the population served and the type of service provided. Fees for all activities, programs and rentals will be set with the primary goal of making these items affordable and accessible to all City residents, while meeting the financial goals and measures of the department.

Cost Recovery Goals

Zero Cost Recovery	Partial Cost Recovery (1.36%)	Major Cost Recovery (1.72%)	Full Cost Recovery
Broad Appeal Open to Public City Priority May be fully sponsored <i>Examples: Open Centers, Youth Prevention Programs, Community Education and Engagement</i>	Serves limited number of citizens Least able to afford service City Priority Fee enhances quality of program Fee improves commitment General Fund dollars not available to fully fund service Requires special instruction May be partially sponsored Not eligible for scholarship <i>Examples: Youth & Senior Athletics, Pool Operations, Youth Classes, NC Summer Camps, New Programs</i>	Benefits received exclusively by individual or group Fee adds value to quality of service Program requires minimum number of participants Service requires special instruction Program is eligible for scholarship <i>Examples: Swim Lessons, Adult Athletic Leagues, CW Summer Camps, Adult Classes, Birthday Parties, Special Events, Tournaments</i>	Benefits received exclusively by individual or group Program cannot be offered unless fully supported by fees. Fees incorporate direct, indirect, overhead costs and market rates. Scholarships not available. <i>Examples: Facilities rentals, community market, outreach programming, concessions.</i>

Sponsorship

Most Neighborhood Center offerings are funded through the General Fund, providing for daily operations, and basic materials and supplies. For supplemental activities and classes, consumable materials, or trips to local destinations, fees may be charged for participation, transportation, or admission. Alternatively, organizations, individuals, or groups may sponsor a project or activity. Grants may be recommended to the grants coordinator for materials and supplies, provided the activity is otherwise sustainable.

PART 6: 2020 GOALS

Summary

While the effects of poverty reach into all areas of life, the work of neighborhood centers will be connected to three broad areas – work, family, and education. These three broad areas have been selected based upon the bi-partisan findings of the Brookings Institute/American Enterprise Institute, in their collaborative work, [*Opportunity, Responsibility, and Security: A Consensus Plan for Reducing Poverty and Restoring the American Dream*](#). In addition to these three programming goals, Neighborhood Centers are committed to facility improvement and human resources. The final two goals address these City Assets.

GOAL 1 – WORK : FOSTER CAREER DEVELOPMENT OF NEIGHBORHOOD RESIDENTS

- a. Provide opportunities for residents to develop soft skills and learn about steps to advance their careers through collaborations with Region 2000 Workforce Development, Virginia Employment Commission, Lyn-CAG, Central Virginia Community College and Adult and Continuing Education of Central Virginia.
- b. Host annual career development fair – partner with neighborhood organizations to develop opportunities to connect central city residents with job training resources available through Lynchburg Economic Development and Central Virginia Community College.

GOAL 2 – FAMILY: IMPROVE THE FAMILY ENVIRONMENT IN WHICH CHILDREN ARE RAISED

- a. Increase access to effective parenting education. Partners include Humankind, Smart Beginnings of Central Virginia, Hutcherson Early Learning Program
- b. Help engage young, less-educated men in work and family through fatherhood programs.
- c. Provide relevant workshops and classes, such as home repair, financial literacy, and nutrition education.

GOAL 3 – EDUCATION: EXPAND EDUCATIONAL OPPORTUNITIES DURING OUT-OF-SCHOOL TIME PROGRAMS

- a. Increase early childhood learning opportunities at neighborhood centers through expansion of high-quality pre-school playgroup programs. Partners include Hutcherson Early Learning Program, Poverty to Progress Pre-K Education.
- b. Promote Social-Emotional Learning (SEL) in youth participants, through collaboration with University of Lynchburg's Center for Education and Leadership.
- c. Create a culture of reading at the center with support from the Lynchburg Public Library.

GOAL 4 – CENTER FACILITIES: COMPLETE FACILITY IMPROVEMENT PROJECTS AT EACH OF SIX NEIGHBORHOOD CENTERS, WITH IMPROVEMENTS TO FINISHES AND FUNCTIONAL USE

GOAL 5 – STAFF DEVELOPMENT: CONTINUE TO INVEST IN THE TRAINING AND DEVELOPMENT OF STAFF, PARTICULARLY AS RELATED TO GOALS 1-3

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **November 27, 2018**

AGENDA ITEM #: **2**

CONSENT:
ACTION:

REGULAR:
INFORMATION: X

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Transportation Planning Overview

KEY ELEMENTS:

___ Economic Development X Excellent Government X Natural and Built Environment ___ Safe Community ___ Vibrant Community

RECOMMENDATION: Receive this item as an information update regarding transportation planning in the City of Lynchburg.

SUMMARY: The purpose of this agenda item is to update City Council on the Central Virginia Metropolitan Planning Organization (CVMPO) projection of roadway capacity, identify areas of concern, and discuss options for future projects. This will include a recommendation to engage in a City-wide transportation planning effort in FY 2020.

PRIOR ACTION(S): None

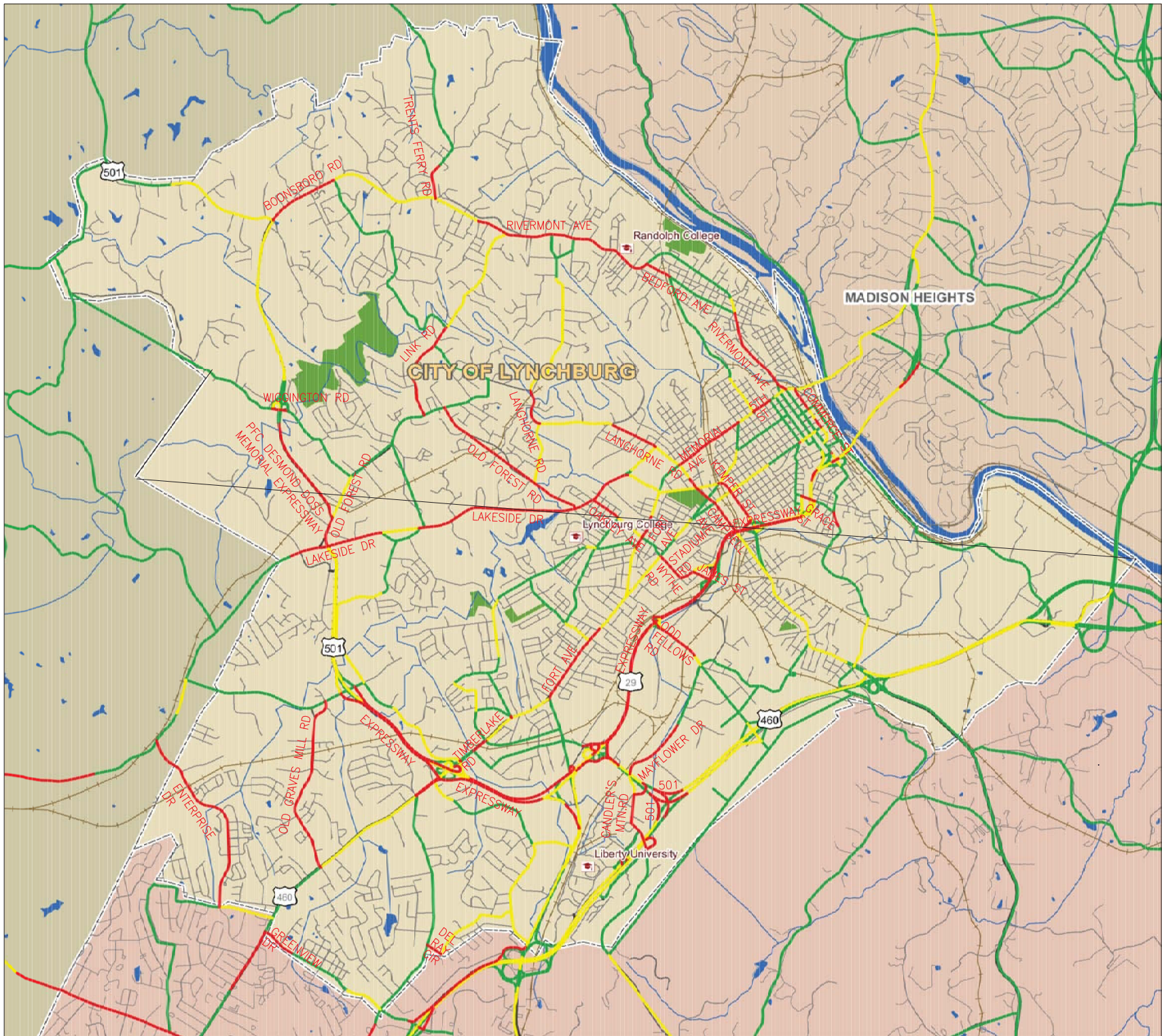
FISCAL IMPACT: Staff anticipates a \$200,000 funding request in the FY 2020 budget for a City-wide transportation planning project.

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

ATTACHMENT(S): 2040 LRTP Congestion Mapping
Work session presentation

REVIEWED BY: raw

135K





Transportation Planning Update

November 27, 2018
City Council Work Session



Agenda

- Introduction and Key Points
 - *Gaynelle Hart, Public Works Director*
- Transportation Planning Discussion
 - *Don DeBerry, City Transportation Engineer*
 - Update City Council on the Central Virginia Metropolitan Planning Organization (CVMPO) projection of roadway capacity concerns
 - Provide recommendations for path forward



Key Points

- Congestion/capacity issues
- Transportation projects take 10 years to develop and fund
- State and Federal funds are very competitive
- More planning specific to the City leads to better projects
 - Take into account the Comprehensive Plan, the Economic Development Blueprint, and Downtown 2040



Existing Transportation Plans

- City 2030 Comprehensive Plan (Comp Plan)
 - Chapter 12: Transportation
- Central Virginia Metropolitan Planning Organization (CVMPO) 2040 Long Range Transportation Plan (LRTP)
- Downtown 2040 Master Plan



2040 Long Range Transportation Plan (LRTP)

- The City's Transportation Plan has been managed to date by the CVMPO and VDOT
- Plan identifies needs not solutions
- Limited consideration was given to growth potential as identified in Comprehensive Plan

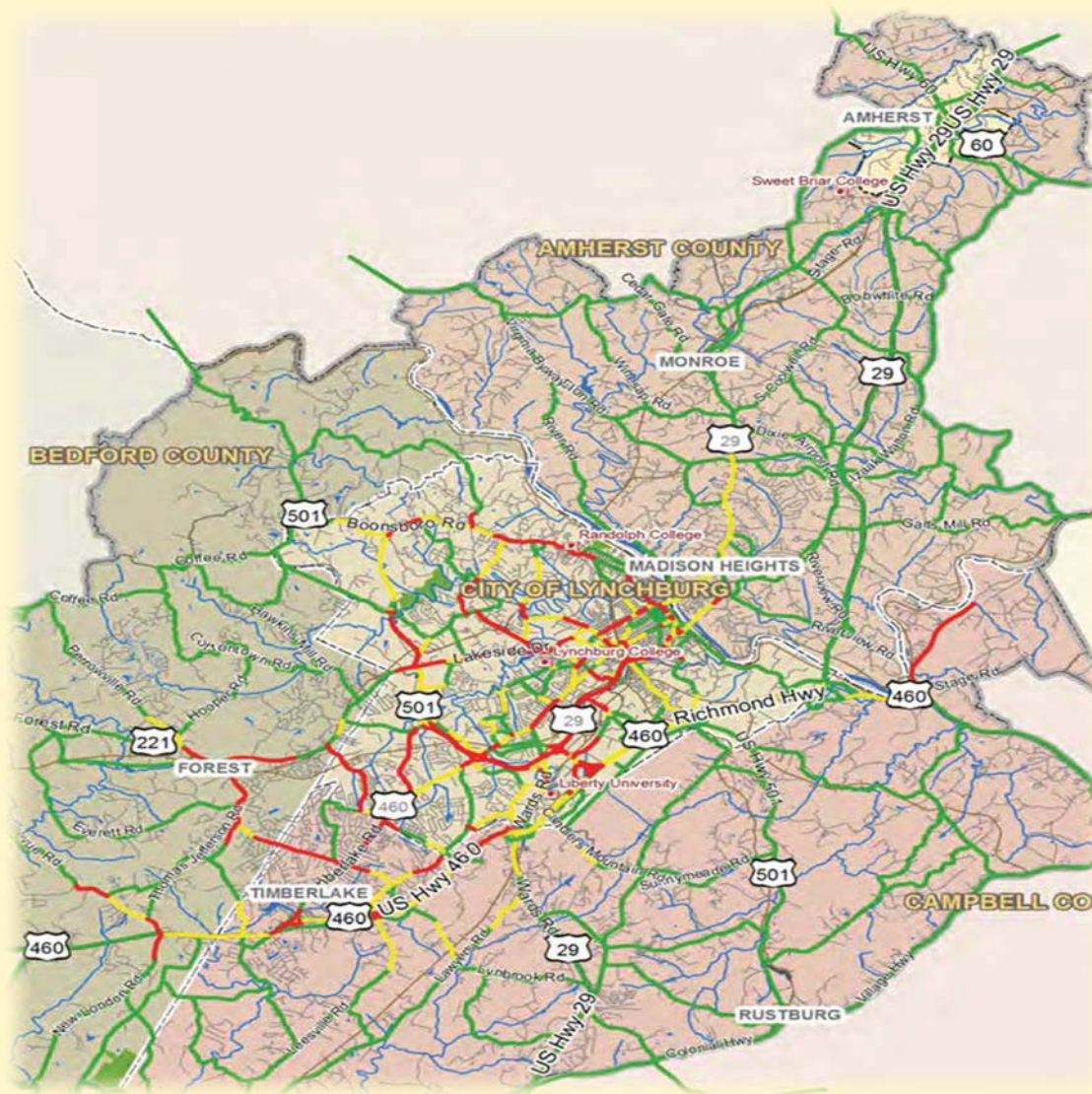


Growth

- Comprehensive Plan anticipates and lays out areas for growth along with the Future Land Use Map
- The 2040 CVMPO LRTP projected a population of 87,000 for the City
- The most recent Census update projects a population of 100,000 for the City in 2045
- Growth will likely lead to further congestion problems



2040 Congestion Model





Key Congestion Concern Areas

- Lakeside Drive
- Lynchburg Expressway
- Old Forest Road
- Rivermont Avenue
- 501/221 Intersection
- Old Graves Mill Road
- Wards Road
- Graves Mill Road
- Candler's Mountain Road (City and VDOT)



Projected Roadway Capacity Issues

- Assumptions based on 87,000 population
- Congestion map indicates roads that are over capacity
- 2040 LRTP has suggested projects but they have not been modeled to provide and assess outcomes of solutions
- Some possible solutions could address several problem areas
 - Example – Odd Fellows Road Interchange



Points to Consider

- The City should model the growth proposed by the Comprehensive Plan to determine effects on the transportation system
- As growth occurs, the City will need to fund transportation needs generated by it



Recommendations

- Develop and maintain a City transportation plan that:
 - Identifies transportation needs generated by growth envisioned in the Comprehensive Plan
 - Evaluates and recommends preferred solutions for deficiencies
 - Estimates the cost and timing for solutions
- Begin a recurring transportation planning effort beginning in FY 2020
 - Fund this planning effort every five years in conjunction with the MPO LRPT update
- Consider developing and funding a Right-of-Way Opportunities Account to purchase needed properties
 - When available
 - Prior to redevelopment



Questions, Comments, Concerns?

