FINANCE COMMITTEE AGENDA

Tuesday, May 23, 2017
11:30 a.m. – Bidder's Room

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from February 28, 2017.

   Contact: Reid Lanham, Accounting Operations Manager 455-4231

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

   Contact: Reid Lanham, Accounting Operations Manager 455-4231

11:40 a.m.

3. Consider a request to adopt a resolution to amend the FY 2017 General Fund Budget and appropriate $1,300,000 from the Schools Health Insurance Reserve to be transferred to the Schools Operating Fund.

   Contact: Reid Lanham, Accounting Operations Manager 455-4231

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 March 31, 2017.

Fund	**Preparer**
GLTC	Written Report by Brian Booth
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	Reid Lanham, Accounting Operations Manager

12:25 p.m.

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

   Contact: Reid Lanham, Accounting Operations Manager 455-4231

12:30 p.m.

6. Roll Call

The next Finance Committee meeting is Tuesday, June 27, 2017, at 11:30 a.m.

AGENDA ITEM: 1

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

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

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

1. Report on the General Fund Reserve for Contingencies

   Donna Witt reported there were no new items. The balance of the FY 2017 General Fund Reserve for Contingencies is $1,135,255, including $50,000 in the City Manager's Discretionary Funding.

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

   The Committee unanimously approved this item. This item will be considered by City Council on February 28, 2017.

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

   The Committee unanimously approved this item.

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

   The Committee voted 2 – 1 to approve this item. This item will be considered by City Council on February 28, 2017.

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

GLTC: Josh Baker submitted a written report to the Finance Committee. Bonnie Svrcek reported Mr. Baker's successor had been hired and would be onboard by the end of March.

Airport: Mark Courtney reported the Airport Fund was tracking on target, with revenues up slightly and expenses slightly over budget but largely reimbursed by state aviation entitlement funds. Based on consistent air service levels, competitive airfares, and anticipated passenger demand, combined with decreasing debt service, there is no projected need for a subsidy from the General Fund.

Lynchburg Regional Juvenile Detention Center: Tamara Rosser noted the revenues were at about 52% of budget and expenses were at 42%. The second quarter reflects an upward trend in the juvenile population at the Lynchburg Regional Detention Center, primarily as a result of the Community Placement Program. This program keeps detainees in their home community for easier transition back into the community and has different rules and regulations than regular juvenile detention.

Children's Services Act (CSA): Tamara Rosser reported both revenues and expenses are tracking less than 50%. Reimbursements are slow this time of year; however, revenues from the State are higher than this same time last year. Expenses are tracking about 36% and are varied depending on what services have been approved and the length of time designated.

Water: Tim Mitchell reported overall revenues exceed budget in the quarter ending December 31, 2016 due to higher than anticipated new water connections. Expenses are under budget; however, there was an increase in capital outlay. The debt coverage ratio is at 1.25 and fund balance is at 69% compared to target range of 25% - 40% due to anticipated loss of revenue from Bedford County.

Sewer: Tim Mitchell reported revenues overall were up $400,000 than budgeted, primarily due to treating leachate. Overall expenses are also up due to unanticipated equipment replacements. Overall financial ratios are within the target range for this fund.

Stormwater: Tim Mitchell reported overall revenues are within budget and expenses are less than anticipated. Capital Outlay is higher due to software posting in FY 2017.

General Fund: Donna Witt reported revenues from Real Property were at 42.9% with only first installment being billed. Personal Property is on track at 50.9%. Expenditures are at 49.3% and, at six months in, expenditures are holding true to budget.

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

   No further report given following the General Fund report for quarter ending December 31st.

7. Roll Call

   There were no items for roll call.

Meeting adjourned at 12:32 p.m.

DRAFT

AGENDA ITEM NO.: 2

FY 2017 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2016	$1,150,000	$50,000
Carryforward to FY 2017 Reserve for Contingencies - 05/24/16 Council Meeting	0	
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
Case Management Software System- Office of Commonwealth's Attorney - 08/09/16 Council Meeting	($52,545)	
Electoral Board/Registrar - Senate of Virginia Special Election - 01/10/17 Council Meeting	(12,200)	
Electoral Board/Registrar - June 13, 2017 Dual Primary Election - 04/25/17 Council Meeting	(38,951)	
Electoral Board/Registrar - Notification of Voting Relocation in Ward IV, Precinct 3 - 04/25/17 Council Meeting	(3,500)	
Anticipated carryforward to FY 2018 Reserve For Contingencies - Proposed FY 2018 Budget	(600,000)	
TOTAL APPROPRIATIONS	**($707,196)**	**$0**
REMAINING BALANCE	**$442,804**	**$50,000**
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$442,804**	**$50,000**
PENDING ITEMS		
TOTAL PENDING ITEMS	**$0**	**$0**
PROJECTED BALANCE, JUNE 30, 2017	**$442,804**	**$50,000**

May 2017

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 23, 2017** AGENDA ITEM #: **3**

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

ITEM TITLE: Appropriate Funds from the Schools Health Insurance Reserve

Strategic Pillar(s) Impacted:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2017 General Fund Budget and appropriate $1,300,000 from the Schools Health Insurance Reserve to be transferred to the Schools Operating Fund.

SUMMARY: The Schools need funds from their Health Insurance Committed Fund Balance to cover increased claims for FY 2017. These funds are held in a Committed Fund balance in the City's General Fund. After appropriation, the balance in the Schools Insurance Committed Fund Balance is $340,608.

PRIOR ACTION(S): Finance Committee, May 23, 2017

FISCAL IMPACT: Using funds from the Schools Insurance Committed Fund Balance.

CONTACT(S): Reid Lanham, Accounting Operations Manager, 455-4231
Anthony Beckles, Chief Financial Officer, Lynchburg City School, 515-5010

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2017 General Fund Budget is amended and $1,300,000 is appropriated with resources from the Schools Health Insurance Reserve to be transferred to the Schools Operating Fund.

Adopted:

Certified: ________________________________

Clerk of Council

GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

May 17, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: March 31st, 2017 (3rd Quarter – FY 2017) Financial Report – Greater Lynchburg Transit Company

I regret that I am not able to attend and present the attached report at council's first finance committee meeting of my tenure as General Manager for GLTC. I want to ensure that any questions that arise from this report are addressed quickly and will do so by responding to all questions via a memo following the meeting, working with Donna Witt to provide information requested.

Again, I apologize for my absence and want to ensure that any concerns are addressed promptly.

Respectfully submitted,

Brian Booth
General Manager

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

1301 Kemper Street • P.O. Box 797 • Lynchburg, VA 24501 • www.GLTConline.com
434.455.5080 Office • **434.847.8621** Fax

The Central Virginia Transit Management Company, Inc., *employs all Administrative Staff, Bus Operators and Maintenance Personnel for the Greater Lynchburg Transit Company (GLTC). GLTC is professionally managed by First Transit, a division of First Group America.*

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

May 17, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: March 31 st, 2017 (3rd Quarter – FY 2017) Financial Report – Greater Lynchburg Transit Company

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

<u>REVENUE</u>
GLTC has continued FY 2017 in a very positive position, with revenues coming in about 2% above budget thanks to higher than anticipated state funding. We continue to see slight declines in fare revenue primarily attributed to lower ridership, which is consistent with statewide ridership trends. Our Non-Operating revenue and Other Contract revenues are performing well below expectations which is primarily due to timing and how this budget was written differently than previous years. With that said, GLTC's revenue will continue to have a net positive performance this year and we are working to clear up inconsistencies in the Other Revenue and Non-Operating Revenue line items for next year.

<u>EXPENDITURES</u>
On the expense side, total expenses are down about 5% this quarter which adds to GLTC's surplus position. This surplus is a combination of factors from low staffing levels at the onset of an increase in Liberty service, to savings in operational, maintenance, fuel, and healthcare costs, as well as the delayed move into the new Operations and Maintenance Facility. Overtime continues to run over budget due to challenges with onboarding staff to fill vacancies coupled with several staff out on extended medical leave. Administration Salaries are over budget this quarter due to an error discovered in the classification of payroll for a few positions, but is offset by the savings in the area of the budget the funds for these positions are reflected.

<u>SUMMARY</u>
This report reflects that GLTC continues to be in one of the most financially secure positions in many years. Through cost monitoring practices early in the year and a positive revenue situation the organization is able to accomplish many of the things that have been necessary for many years. Going forward we will be working to clean up inconsistencies within the budget to ensure we maintain this financial security.

Respectfully submitted,

Brian Booth
General Manager

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

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434.455.5080 Office • **434.847.8621** Fax

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CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

QUARTERLY INCOME STATEMENT

AS OF MARCH 31, 2017

	QTR TO DATE FY2017 QTD ACTUAL	FY2017 QTD BUDGET	% VAR	FY2017 YTD ACTUAL	FY2017 YTD BUDGET	% of Budget
REVENUE						
FRT Passenger Revenue	$ 156,580	$ 173,793	-10%	$ 487,874	$ 521,378	94%
DRT Passenger Revenue	19,144	20,850	-8%	59,014	62,551	94%
Contracts (LU Access)	18,018	18,018	0%	48,048	48,048	100%
Contracts (LC Access)	6,014	6,255	-4%	18,042	18,765	96%
Contracts (CVCC Access)	13,261	13,260	0%	39,784	39,780	100%
Liberty University Revenue	669,596	669,596	0%	1,806,649	1,785,590	101%
Other Contract Revenue	417	5,362	-92%	6,491	16,085	40%
Non-Operating Revenue	1,074	10,254	-90%	1,741	30,761	6%
Advertising Revenue	23,196	20,009	16%	58,310	60,026	97%
City Operating Assistance	418,951	418,951	0%	1,256,854	1,256,854	100%
County Operating Assistance	17,969	17,969	0%	53,906	53,906	100%
State Operating Assistance	503,661	416,875	21%	1,518,298	1,250,625	121%
Federal Operating Assistance	512,343	512,250	0%	1,537,030	1,536,750	100%
TOTAL REVENUE	**$ 2,360,224**	**$ 2,303,441**	**2%**	**$ 6,892,041**	**$ 6,681,119**	**103%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 475,068	$ 510,070	-7%	$ 1,349,897	$ 1,530,211	88%
Operator-Overtime	86,230	44,868	92%	284,710	134,605	212%
Other Salaries & Wages	72,303	81,087	-11%	242,791	243,261	100%
Supervisors-Overtime	3,730	2,907	28%	24,693	8,720	283%
Fringe Benefits	316,102	347,807	-9%	853,106	1,043,421	82%
TOTAL FIXED ROUTE	**$ 953,432**	**$ 986,739**	**-3%**	**$ 2,755,197**	**$ 2,960,218**	**93%**
DEMAND RESPONSE						
Operator Labor	$ 71,327	$ 85,686	-17%	$ 222,349	$ 257,058	86%
Operator-Overtime-PTS	1,440	5,117	-72%	4,616	15,350	30%
Other Salaries & Wages	12,522	15,803	-21%	50,113	47,408	106%
Fringe Benefits	42,841	59,098	-28%	124,272	177,295	70%
TOTAL DEMAND RESPONSE	**$ 128,130**	**$ 165,704**	**-23%**	**$ 401,350**	**$ 497,111**	**81%**
MAINTENANCE						
Other Salaries & Wages	$ 175,509	$ 171,504	2%	$ 489,659	$ 514,511	95%
Inspection&Maint,Srvc-Overtime	8,168	8,642	-5%	26,489	25,925	102%
Fringe Benefits	90,334	99,866	-10%	231,497	299,598	77%
Fuel & Lubricants	130,266	174,925	-26%	368,830	524,775	70%
Tires & Tubes	29,982	22,651	32%	71,771	67,953	106%
Other Materials & Supplies	129,181	122,663	5%	363,117	367,988	99%
TOTAL MAINTENANCE	**$ 563,440**	**$ 600,250**	**-6%**	**$ 1,551,362**	**$ 1,800,750**	**86%**
ADMINISTRATION						
Other Salaries & Wages	$ 110,893	$ 90,056	23%	$ 302,886	$ 270,169	112%
Fringe Benefits	54,329	49,924	9%	135,847	149,772	91%
Services	85,844	107,177	-20%	255,130	321,530	79%
Utilities	41,868	38,704	8%	88,662	116,112	76%
Casualty & Liability Expenses	58,678	69,965	-16%	184,697	209,894	88%
Information Technology	42,028	37,077	13%	104,785	111,231	94%
Other Materials & Supplies	8,646	9,528	-9%	24,447	28,583	86%
Miscellaneous	23,838	33,716	-29%	60,337	101,148	60%
TOTAL ADMINISTRATION	**$ 426,123**	**$ 436,146**	**-2%**	**$ 1,156,792**	**$ 1,308,438**	**88%**
TOTAL EXPENSES	**$ 2,071,125**	**$ 2,188,839**	**-5%**	**$ 5,864,701**	**$ 6,566,516**	**89%**
NET INCOME/(LOSS)	**$ 289,100**	**$ 114,602**		**$ 1,027,340**	**$ 114,602**	

Lynchburg Regional Airport

A City of Lynchburg Enterprise Fund

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

May 4, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity for this Fund thru the FY 2017 third quarter ending March 31, 2017. I am pleased to report that third quarter operating revenue and expense projections are largely in line with budget estimates. The Airport is expected to remain self-sufficient for the foreseeable future and will not require a subsidy for the second straight fiscal year.

REVENUE HIGHLIGHTS

- Terminal Revenue: Revenue is projected to be $30,000 more than budget despite flat actual revenue in both parking and rental car concession revenue.
- State Airport Aid: Revenue is projected to be $180,000 more than budget due to having more 80% state funded small capital and equipment projects than anticipated.
- Federal Security Aid: Revenue is projected to be $20,000 less than budget due to a decrease in the TSA-allowed daily reimbursable security checkpoint hours.
- Interest & Other: Revenue is projected to be $53,000 more than budget due mainly to receiving $43,907 in revenue this fiscal year that was due the Airport from the May 2016 Lynchburg Regional Airshow.

EXPENSE HIGHLIGHTS

- Small Projects and Equipment: Expenses are projected to exceed their adopted budget by approximately $225,000 (but are largely reimbursed by state aviation entitlements funds).

SUMMARY

Non-recurring small projects and equipment expenses will exceed their budget (but are largely reimbursed by state aviation entitlement funds) and were addressed in the recently approved third-quarter budget review/adjustments. Based on consistent air service levels, competitive airfares, and anticipated passenger demand combined with decreasing debt service, the airport is projecting a FY 2017 surplus of more than $150,000 and thus no need for a subsidy this fiscal year.

Respectfully submitted,

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

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

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
March 31, 2017

	FY 2016 Amended Budget	FY 2016 Actual (thru 3/31/16)	FY 2016 % of Budget	FY 2017 Amended Budget	FY 2017 Actual (thru 3/31/17)	FY 2017 % of Budget	FY 2017 Amended Budget	FY 2017 Revised Estimates	FY 2017 $ Variance Actual vs. Amended Budget
BEGINNING NET ASSETS	$ 250,000	$ 35,404,183		$ 250,000	$ 33,651,691 **(1)**		$ 250,000	$ 33,651,691 **(1)**	
Less: Invested in Capital Assets, net of related debt		(35,598,373)			(33,640,389)			(33,640,389)	
Less: GASB68 Prior Period Adjustment-Pension Accrual									
BEGINNING UNRESTRICTED NET ASSETS	$ 250,000	$ (194,190)		$ 250,000	$ 11,302		$ 250,000	$ 11,302	$ -
USE OF ENCUMBRANCES CARRIEDFORWARD	$ 131,471	$ 131,471		$ 160,369	$ 160,369		$ 160,369	$ 160,369	
BOND REFUNDING PROCEEDS					$ -		$ -	$ -	
USE OF RESERVES - DEBT SERVICE	$ 45,403	$ 45,403		$ 39,876	$ 39,876		$ 39,876	$ 39,876	
REVENUES									
Airfield	99,000	69,996	71%	96,000	78,802	82%	96,000	99,000	3,000
Terminal	1,415,827	1,073,319	76%	1,450,827	1,091,954	75%	1,450,827	1,480,827	30,000
General Aviation	466,500	340,610	73%	514,557	406,834	79%	514,557	520,557	6,000
Other Leased Property	262,900	198,287	75%	260,400	231,100	89%	260,400	271,900	11,500
State Airport Aid	348,750	3,794	1%	108,750	0	0%	108,750	288,750	180,000
Federal Security Aid	107,500	35,625	33%	107,500	39,438	37%	107,500	87,500	(20,000)
General Fund Subsidy	0	0	0%	0	0	0%	0	0	0
Interest & Other	22,000	21,391	97%	27,000	79,159	293%	27,000	80,000	53,000
	$ 2,722,477	$ 1,743,021		$ 2,565,034	$ 1,927,287		$ 2,565,034	$ 2,828,534	$ 263,500
EXPENSES									
Airfield Operations	311,942	227,061	73%	304,254	232,691	76%	304,254	304,254	0
Terminal Operations	561,816	398,973	71%	549,339	401,221	73%	549,339	549,339	0
General Aviation	121,372	101,549	84%	134,013	99,347	74%	134,013	134,013	0
Administration	695,553	481,552	69%	683,976	486,237	71%	683,976	683,976	0
Safety (ARFF & LEO)	417,028	314,795	75%	418,994	326,329	78%	418,994	418,994	0
Snow Removal	29,930	17,376	58%	21,930	10,359	47%	21,930	21,930	0
Debt Service	140,414	12,408	9%	126,139	10,888	9%	126,139	126,139	0
Small Projects & Equipment (State-Supported)	393,456	237,009	60%	271,347	380,174	140%	271,347	496,347	(225,000)
Transfers to Other Airport Funds	20,000	0	0%	10,000	0	0%	10,000	10,000	0
Other Airport Expenses	47,471	22,549	48%	66,086	23,424	35%	66,086	66,086	0
	$ 2,738,982	$ 1,813,271		$ 2,586,078	$ 1,970,670		$ 2,586,078	$ 2,811,078	$ (225,000)
ENDING ESTIMATED UNRESTRICTED NET ASSETS	$ 410,369	$ (87,566)		$ 429,201	$ 168,164		$ 429,201	$ 229,003 **(2)**	

FOOTNOTES:

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

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

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

Des. for Debt Service (Rental Car Facility)	$ 30,905	($70,280.57 + $500 est interest - $39,876 reserve use = $30,904.57)
Des. for Maintenance (Rental Car Facility)	$ 95,264	($95,263.74 beginning balance + or - year-end change)
Reserve for Encumbrances		(encumbrances carried forward to FY18)
GASB68 Pension-related Accrual	$ (1,101,595)	(net liability as of the end of FY16)
Undesignated Retained Earnings	$ 1,204,429	
	$ 229,003	

May 23, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: March 31, 2017 Quarterly Financial Report - Lynchburg Regional Juvenile Detention Center

Lynchburg Regional Juvenile Detention Center

The attached Lynchburg Regional Juvenile Detention Center (Detention Center) financial report summarizes the financial activities through March 31, 2017 for FY 2017. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2016.

REVENUES

Charges for Services

Revenue in this category for the third quarter of FY 2017 is $628,312 or 70.7% of the budget.

Department of Juvenile Justice Block Grant

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Detention Center. Revenues received from the DJJ through the third quarter of FY 2017 are $770,615.

Community Placement Program

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

Revenues received from the DJJ through the third quarter of FY 2017 are $445,387 or 67.8% of the budget.

Department of Criminal Justice Services (DCJS)

This revenue category represents allocations from the Department of Criminal Justice Services for the Juvenile Accountability Block Grant. This money was used to assist with the cost of upgrading the camera system for the Detention Center. Revenues received from the DCJS through the third quarter of FY 2017 are $8,712.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2017 are $26,304 or 58.5% of the budget.

EXPENDITURES

Overall expenditures for the third quarter of FY 2017 were $1,803,540 and are within budget. Allocated costs for the Community Placement Program and the contracting localities through the third quarter of FY 2017 were approximately 85%; Lynchburg's allocated share is approximately 15%.

Juvenile Population

The average number of juveniles being served per day through the third quarter of FY 2017 is 19.86 as compared to 14.54 in FY 2016. The percentage of Lynchburg City's juveniles through the third quarter is 35% of the total juvenile population.

SUMMARY

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

Respectfully submitted,

Tamara Rosser
Director, Department of Juvenile Services

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

Lynchburg Regional Juvenile Detention Center
Special Revenue Fund
Financial Summary
Third Quarter: As of March 31, 2017

	FY 2016 Amended Budget	FY 2016 Actual 3 QTR YTD	FY 2016 % of Budget	FY 2017 Amended Budget	FY 2017 Actual 3 QTR YTD	FY 2017 % of Budget	FY 2017 Amended Budget	FY 2017 Revised Estimates	FY 2017 Actual to Amended
Beginning Funds at July 1									
Revenues:									
Charges for Services	1,734,159	753,185	43.4%	889,012	628,312	70.7%	889,012	889,012	-
Intergovernmental- Department of Juvenile Justice Block Grant	1,074,463	1,035,800	96.4%	1,063,886	770,615	72.4%	1,063,886	1,063,886	-
Intergovernmental- USDA	45,000	14,795	32.9%	45,000	26,304	58.5%	45,000	45,000	-
Community Placement Program (CPP)	0	0	0.0%	657,000	445,387	67.8%	657,000	657,000	-
Department of Criminal Justice Services (DCJS)	0	0	0.0%	0	8,712	0.0%	0	0	
Miscellaneous	0	1,660	0.0%	0	1,016	0.0%	0	0	-
Budget Designations/Purchase Orders	100,000	0	0.0%	100,000	0	0.0%	100,000	100,000	-
Total Revenues	2,953,622	1,805,440	61.1%	2,754,898	1,880,345	68.3%	2,754,898	2,754,898	-
Expenditures:									
Salaries	1,464,634	986,379	67.3%	1,353,844	983,216	72.6%	1,353,844	1,353,844	-
Employee Benefits	603,108	389,902	64.6%	565,186	364,731	64.5%	565,186	565,186	-
Contractual Services	47,877	28,707	60.0%	43,630	45,458	104.2%	43,630	43,630	-
Internal Services	16,278	8,932	54.9%	14,704	10,460	71.1%	14,704	14,704	-
Supplies and Materials	130,170	66,682	51.2%	130,170	87,540	67.3%	130,170	130,170	-
Utilities	85,800	54,643	63.7%	85,800	55,639	64.8%	85,800	85,800	-
Training and Conferences	3,050	3,367	110.4%	3,050	4,877	159.9%	3,050	3,050	-
Telecommunications	4,500	1,832	40.7%	4,500	2,119	47.1%	4,500	4,500	-
Postage and Mailing	850	26	3.0%	850	160	18.8%	850	850	-
Indirect Costs	252,343	189,257	75.0%	218,938	164,204	75.0%	218,938	218,938	-
Self Insurance	18,752	14,064	75.0%	18,752	14,064	75.0%	18,752	18,752	-
Dues and Memberships	500	619	123.8%	500	410	82.0%	500	500	-
Rentals and Leases	2,707	1,440	53.2%	2,409	2,168	90.0%	2,409	2,409	-
Health and Dental Benefits for Retirees	48,084	27,021	56.2%	51,388	35,127	68.4%	51,388	51,388	-
Professional Services	6,966	3,908	56.1%	6,910	3,843	55.6%	6,910	6,910	-
SpecialUseEquipment	2,000	0	0.0%	2,000	0	0.0%	2,000	2,000	-
Bond Refund	0	0	0.0%	0	0	0.0%	0	0	-
Serial Bond Interest	0	4,183	0.0%	6,442	3,221	50.0%	6,442	6,442	-
Debt Service	130,353	0	0.0%	108,465	0	0.0%	108,465	108,465	-
USDA Grant	45,000	0	0.0%	45,000	26,304	58.5%	45,000	45,000	-
Capital Outlay	0	0	0.0%	0	0	0.0%	0	0	-
Budget Designations	100,000	0	0.0%	0	0	0.0%	0	0	-
Contingency	2,856	0	0.0%	0	0	0.0%	0	0	-
Total Expenditures	2,965,828	1,780,961	60.0%	2,662,538	1,803,540	67.7%	2,662,538	2,662,538	-
TOTAL FUND BALANCE/Purchase Orders carried forward	(12,206)	24,478		92,360	76,805		92,360	92,360	
TOTAL ASSIGNED FUND BALANCE Maint./Equipment	100,000	100,012		100,000	100,011		100,000	100,000	

May 23, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through March 31, 2017. Under the State guidelines, CSA prior year obligations are paid through September 30th of each year. However, the annual budget is prepared on a fiscal year (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year. Accordingly, this report reflects only the current grant year financial activity for FY 2017.

<u>REVENUES</u>

- Public Assistance – Welfare and Administration

  The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to troubled youth and their families. The current rate of reimbursement for community-based services is 86.32%, residential services is 65.8%, and for all other services, 72.64%. State funds to assist in administering the grant, ($38,437) for FY 2017 are provided by the State and have been received. Reimbursements for expenditures incurred through the third quarter of 2017 are $2,227,073.

- CSA Contribution – General Fund and Schools

  These revenue sources are comprised of the required local match for all State funds received for the Comprehensive Services Act. For the third quarter of FY 2017, local matching funds for programs in the amount of $1,212,612 for the General Fund and $147,406 for the Schools have been received.

- Miscellaneous Revenue

  Miscellaneous revenues in the amount of $18,776 were collected through the third quarter of FY 2017. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments. Recoupments are below budget estimates due to the utilization of IV-E funding whenever possible.

EXPENSES

- Administrative expenses

  CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2017 are $64,816. Actual YTD administrative expenditures for third quarter of FY 2017 are $38,697 or 59.7% of the budget.

- Mandated – Foster Care

  Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention. Year-to-date foster care expenditures through the third quarter of FY 2017 totaled $1,692,268 or 55.0% of the budget. Expenditures in this category can rise with an increase in the mandated population.

- Mandated – Special Education

  Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures for FY 2017 YTD total $1,584,711 or 77.1% of the budget. Expenditures for this budget line can rise with increased enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Mandated Services

  Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures for the third quarter of FY 2017 are $282,086 or 75.1% of the budget. Non-mandated services are provided almost exclusively to youth involved in the court system.

- Community Based Services

  This category includes services to children while they are living at home, in the home of an extended family, in a regular foster family home, or in an independent living arrangement. Community services may include assessment, crisis stabilization, therapy, or intervention services provided in the child's home. Community Based Services through the third quarter of FY 2017 are $235,423 or 55.0% of the budget.

SUMMARY

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

While the number of children currently in foster care fluctuates during the year, the number of children receiving CSA services has increased; more children are now classified as mandated due to the severity of their issues and needs. Other factors continue to impact this budget. These factors include an increased number of children receiving more intensive services for longer periods of time, increased vendor rates as well as an increase in the number of services provided by the vendors, parental agreements, and an increase in special educational services.

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

Respectfully submitted,

Tamara T. Rosser

Tamara T. Rosser
Director of Human Services

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

Children's Services Act
Special Revenue Fund
Financial Summary
March 31, 2017

	FY 2016 Amended Budget	FY 2016 Actual 3 QTR YTD	FY 2016 % of Budget	FY 2017 Amended Budget	FY 2017 Actual 3 QTR YTD		FY 2017 % of Budget
Beginning Fund Balance	14,557	14,557		0	0		
Revenues:							
Public Assistance - Welfare and Administration	3,517,404	1,764,449	50.2%	4,130,165	2,227,073	*	53.9%
Transfer from Lynchburg City Schools	196,541	147,406	75.0%	196,541	147,406		75.0%
Transfer from General Fund	1,238,852	929,139	75.0%	1,616,816	1,212,612		75.0%
Miscellaneous	110,000	14,153	12.9%	55,500	18,776		33.8%
Total Revenues	5,062,797	2,855,147	56.4%	5,999,022	3,605,866		60.1%
Expenses:							
Administrative Expenses	64,816	39,784	61.4%	64,816	38,697		59.7%
Mandated - Foster Care	2,372,898	1,709,101	72.0%	3,075,150	1,692,268		55.0%
Mandated - Special Education	1,866,000	1,149,298	61.6%	2,054,973	1,584,711		77.1%
Non-Mandated Services	375,836	158,485	42.2%	375,836	282,086		75.1%
Community Based	383,247	227,304	59.3%	428,247	235,423		55.0%
Total Expenditures	5,062,797	3,283,972	64.9%	5,999,022	3,833,185		63.9%
ENDING FUND BALANCE	14,557	(414,268)		0	(227,320)		

*Includes a pending reimbursement of $381,951.

May 23, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

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

REVENUES

Following the completion of the third quarter, overall revenues for FY 2017 are projected to exceed budget by $290,000 (1.97%). Explanations follow:

- **Charges for Services:**

  Revenue in this category is projected to be $102,000 (.83%) over budget mostly due to higher than anticipated revenues associated with water connections.

- **Water Contracts:**

  This revenue account reflects billing activity to counties of Amherst, Bedford, and Campbell, and the industries of WestRock and Frito-Lay. Revenue from this source is projected to be $138,000 (6.23%) higher than budget largely due to WestRock's increased water consumption.

- **Interest and Other:**

  Revenue in this category is expected to exceed budget by $50,000 (19.15%) primarily due to higher interest rates of returns on cash investments.

EXPENSES

Overall expenses for FY 2017 are projected to be $289,300 (1.81%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance Expenses:**

  This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. Expenses in this category are expected to be $172,500 (1.82%) less than the FY 2017 budget (Water Treatment Plant - $52,000 savings, Meter Operations - $79,500 savings, Water Line Maintenance - $20,500 savings, Administration - $20,500 savings). This variance is broken down as follows:

➢ Personnel Services and Benefits	$20,000
➢ Chemicals	48,600
➢ Utilities	33,000
➢ Supplies and Materials	69,450
➢ Other	1,450
Total	**$172,500**

  The most significant variance is savings in Supplies and Materials that is primarily related to the following: 1) Replacing fewer water meters than planned. The meter replacement program slowdown is directly associated with the new ".Net" billings system that was implemented February, 2016. The new billings system is reporting greater number of customer usage irregularities compared to the previous billings system. Each reported customer irregularity warrants an investigation by a meter reader. 2) Less than anticipated supplies and materials used for waterline repairs. Additional savings in chemicals and electricity are due to wet weather conditions thus using the Pedlar Reservoir as first source of water as opposed to dry weather conditions when James River will be pumped and treated. Savings in Personnel Services and Benefits are related to unfilled positions during the first three quarters.

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

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

- **Capital Outlay**

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

- **Transfers to Other Funds**

  Transfers to Other Funds are expected to be at budget.

- **Debt Service:**

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

SUMMARY

This third quarter report reflects a stable FY 2017 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance are above policy targets. The debt coverage ratio projected for the end of the fiscal year is 1.30 compared to a target of 1.20. The fund balance ratio projected for the end of the fiscal year is 59% compared to a target range of 25% - 40%.

Respectfully submitted,

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

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

WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending March 31, 2017

	FY 2016 Adopted Budget	FY 2016 Actual Q3 YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q3 YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 $ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS	$26,348,217	$26,348,217		$29,609,547	$29,609,547		$29,609,547	$29,609,547	
Less: Invested in Capital Assets, net of related debt	(23,412,906)	(23,412,906)		(26,205,779)	(26,205,779)		(26,205,779)	(26,205,779)	
BEGINNING UNRESTRICTED NET ASSETS	**2,935,311**	**$2,935,311**		**$3,403,768**	**$3,403,768**		**$3,403,768**	**$3,403,768**	
REVENUES:									
Charges for Services	$11,858,798	$8,467,727	71%	$12,260,891	$8,792,220	72%	$12,260,891	$12,362,891	$102,000
Water Contracts	2,683,240	1,866,906	70%	2,213,440	1,818,496	82%	2,213,440	2,351,440	138,000
Interest and Other	266,231	286,272	108%	261,119	313,263	120%	261,119	311,119	50,000
	$14,808,269	**$10,620,905**		**$14,735,450**	**10,923,979**		**$14,735,450**	**$15,025,450**	**$290,000**
EXPENSES									
Departmental O&M	$9,325,795	$6,378,914	68%	$9,490,614	$6,216,290	65%	$9,490,614	$9,318,114	$172,500
Non-Departmental O&M	247,451	84,665	34%	263,925	106,069	40%	263,925	263,925	0
Capital Outlay/Purchases	30,000	34,870	116%	131,000	124,610	95%	131,000	133,800	(2,800)
Transfers - Capital	1,250,000	937,500	75%	1,750,000	1,312,500	75%	1,750,000	1,750,000	0
Debt Service	4,316,541	2,971,579	69%	4,382,244	2,994,503	68%	4,382,244	4,262,644	119,600
	$15,169,787	**$10,407,528**		**$16,017,783**	**$10,753,972**		**$16,017,783**	**$15,728,483**	**$289,300**
Adjustment for Expenses from Capital Projects		**$0**			**$0**				
ENDING NET ASSETS	**$2,573,793**	**$3,148,688**		**$2,121,435**	**$3,573,775**		**$2,121,435**	**$2,700,735**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%	
Unrestricted cash as a % of operating expenses & debt service:	59%	
Financial Policy targeted debt coverage ratio minimum:	1.20	
Ending debt coverage ratio:	1.30	(a)

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

May 23, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

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

REVENUES

Following the completion of the third quarter, overall revenues for FY 2017 are projected to exceed budget by $817,600 (3.68%). Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category is expected to be $464,600 (2.52%) over budget mostly attributable to higher than anticipated Septic Hauler Charges primarily due to additional revenue associated with leachate disposal.

- **Sewer Contracts:**

  Revenue in this category reflects the billing activity in counties of Amherst, Bedford, and Campbell and industries of WestRock and Frito-Lay. Revenue from this source is projected to be $267,000 (7.24%) more than budget largely due to higher than anticipated sewer sales from WestRock. Frito-Lay, Amherst and Campbell Counties are also projected to have increases higher than budget.

- **Interest and Other:**

  Revenue is this category is expected to exceed budget by $86,000 primarily due to higher interest rates of returns on cash investments.

EXPENSES

Overall expenses for FY 2017 are projected to be $100,050 (.45%) higher than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  This category includes the Wastewater Treatment Plant and Sewer Line Maintenance. Expenses in this category are expected to be $60,150 (.56%) over budget (Waste Water Treatment Plant - $77,600 over budget and Sewer Line Maintenance - $17,450 savings. This variance is broken down as follows:

➢ Personnel Services and Benefits	$100,400
➢ Chemicals	21,000
➢ Contractual Services	(36,900)
➢ Utilities	61,600
➢ Supplies and Materials	(147,250)
➢ All Other	(59,000)
Total	**($60,150)**

  The most significant variance in savings is Personnel Services and Benefits. This is related to unfilled positions during the first three quarters. Due to higher than normal equipment and building repairs at Wastewater Treatment Plant, increased costs are projected for Contractual Services and All Other. Repairs include the following: 1) Unplanned rebuilding of centrifuge gear box costing approximately $90,000. 2) Unexpected roof replacement on the Odor Control Building due to the roof failing years before the expected life costing approximately $30,000. 3) Unplanned electrical failure in Headworks Building that requires sewage pump rentals costing approximately $45,000. Included in Contractual Services is an offset of $40,000 savings from sewer line maintenance and repair services. Increased costs in Supplies and Materials are attributable to a much higher than expected sewer line repairs and parts for equipment at Wastewater Treatment Plant.

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

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

- **Capital Outlay**

  Purchases in Capital Outlay are expected to be $59,700 (9.23%) over budget. This is mostly due to Wastewater Treatment Plant unplanned equipment replacements and purchase of crash cushion needed for work zone safety. This cost was divided between Water, Sewer and Stormwater Funds.

  .

- **Transfers to Other Funds**

  Transfers to Other Funds are expected to be at budget.

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- **Debt Service**

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

SUMMARY

This third quarter report reflects a stable FY 2017 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance, are within policy targets. The debt coverage ratio projected for the end of the fiscal year is 1.29 compared to a target range of 1.20 to 1.50. The fund balance ratio projected for the end of the fiscal year is 31% compared to a target range 25% to 40%.

Respectfully submitted,

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

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

SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending March 31, 2017

	FY 2016 Adopted Budget	FY 2016 Actual Q3 YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q3 YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 $ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS (1)	$134,996,557	$134,996,557		$145,484,847	$145,484,847		$145,484,847	$145,484,847	
Less: Invested in Capital Assets, net of related debt	(131,477,037)	(131,477,037)		(141,495,886)	(141,495,886)		(141,495,886)	(141,495,886)	
BEGINNING UNRESTRICTED NET ASSETS	**$3,519,520**	**$3,519,520**		**$3,988,961**	**$3,988,961**		**$3,988,961**	**$3,988,961**	
REVENUES:									
Charges for Services	$17,917,821	$12,480,025	70%	$18,446,728	$13,212,228	72%	$18,446,728	$18,911,328	$464,600
Sewer Contracts	3,332,495	2,157,468	65%	3,687,687	$2,422,224	66%	3,687,687	3,954,687	267,000
Interest and Other	210,634	187,730	89%	66,599	$142,463	214%	66,599	152,599	86,000
	$21,460,950	**$14,825,223**		**$22,201,014**	**$15,776,915**		**$22,201,014**	**$23,018,614**	**$817,600**
EXPENSES:									
Departmental O&M	$9,941,108	$7,149,625	72%	$10,669,574	$7,541,095	71%	$10,669,574	$10,729,724	($60,150)
Non-Departmental O&M	288,522	93,004	32%	305,750	112,559	37%	305,750	305,750	0
Capital Outlay/Purchases	265,000	21,170	8%	647,000	235,156	36%	647,000	706,700	(59,700)
Transfers - Capital	1,500,000	1,125,000	75%	1,300,000	975,000	75%	1,300,000	1,300,000	0
Debt service	9,370,351	5,722,149	61%	9,432,752	5,844,900	62%	9,432,752	9,412,952	19,800
	$21,364,981	**$14,110,948**		**$22,355,076**	**$14,708,710**		**$22,355,076**	**$22,455,126**	**($100,050)**
Adjustment for Expenses from Capital Projects		**$0**			**-**			**$0**	
ENDING NET ASSETS	**$3,615,489**	**$4,233,795**		**$3,834,899**	**$5,057,166**		**$3,834,899**	**$4,552,449**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	31%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.29 (a)

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

May 23, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

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

REVENUES

Following the completion of the third quarter, the overall revenues for FY 2017 are projected to be $14,000 (.40%) more than the FY 2017 budget. Explanations follow:

- **Charges for Services:**

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

- **Transfers, Interest and Other:**

  Transfers from General Fund, Interest and Other Revenues are expected to be at $5,000 more than budget mostly due to Interest Revenue is higher than anticipated.

EXPENSES

Overall expenses for FY 2017 are anticipated to be $93,770 (2.61%) less than budget. A breakdown and explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance expenses are projected to be $107,850 (4.6%) less than budget. Explanations of this variance as follows:

➢ Personnel Services	$2,800
➢ Contractual Services	90,700
➢ Supplies and Materials	16,200
➢ Other	(1,850)
Total	**$107,850**

  The most significant savings are from Contractual Services. This is primarily due to savings to maintenance and repair services and legal and engineering services. The savings attributable to maintenance and repair services is related to conducting over the past several years a condition assessment of the entire City's stormwater infrastructure. Completion is expected on or about June, 2017. As anticipated, numerous defects have been identified. However, the costs to correct most of these system defects do not meet criteria of maintenance to be funded by the Stormwater Operating Fund. Therefore, correction of these system defects (that are not maintenance) will be funded from Stormwater Capital Fund. A portion of these defects identified have been repaired by our field crews and will continue to be repaired by our field crews as our resources allow. The savings attributable to legal and engineering services is related to deferring next fiscal year the updating of good housekeeping standard operating procedures required under the current Municipal Separate Storm Sewer (MS4) Permit. Additional savings are expected to occur in Supplies and Materials that is mostly attributable to materials, small tools and equipment costing less than $5,000 used for maintenance and repairs by our field employees.

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

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

- **Debt Service**

  Debt Service Charges of $630 have been incurred as a result of costs for advertising a public notice and mailing documents associated with new loan from Virginia Resources Authority.

- **Capital Outlay**

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

- **Transfers to Other Funds**

  Transfers to Other Funds are expected to be at budget.

SUMMARY

This third quarter report reflects a stable FY 2017 financial position for the fund at this time. The fund balance ratio projected for the end of the fiscal year is 34% compared to the target balance of 15% - 20%. Stormwater Fund will not incur any debt payments in FY 2017.

Respectfully submitted,

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

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

STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending March 31, 2017

	FY 2016 Adopted Budget	FY 2016 Actual Q3YTD	FY 2016 % of Budget	FY 2017 Adopted Budget	FY 2017 Actual Q3YTD	FY 2017 % of Budget	FY 2017 Adopted Budget	FY 2017 Revised Estimate	FY 2017 $ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS	$1,498,775	$1,498,775		$1,518,205	$1,518,205		$1,518,205	$1,518,205	
Less: Invested in Capital Assets, net of related debt	(776,555)	(776,555)		(803,265)	(803,265)		(803,265)	(803,265)	
BEGINNING UNRESTRICTED NET ASSETS	**$722,220**	**$722,220**		**$714,940**	**$714,940**		**$714,940**	**$714,940**	
REVENUES:									
Charges for Services	$3,202,178	$2,192,016	68%	$3,187,400	2,186,973	69%	$3,187,400	$3,196,400	$9,000
Interest and Other	4,500	12	0%	4,500	6,753	150%	4,500	9,500	5,000
Transfers from Other Funds	275,000	206,250	75%	275,000	206,250	75%	275,000	275,000	0
	$3,481,678	**$2,398,278**		**$3,466,900**	**$2,399,976**		**$3,466,900**	**$3,480,900**	**$14,000**
EXPENSES:									
Departmental O&M	$2,483,080	$1,644,537	66%	$2,346,698	1,585,560	68%	$2,346,698	$2,238,848	$107,850
Non-Departmental O&M	32,425	11,287	35%	42,150	6,405	15%	42,150	42,150	0
Capital Outlay/Purchases	29,000	0	0%	32,000	45,414	142%	32,000	45,450	(13,450)
Transfers - Capital	1,150,000	862,500	75%	1,175,000	881,250	75%	1,175,000	1,175,000	0
Transfers - Sewer Operating and Fleet	126,734	95,051	75%	0	-		0	0	0
Debt Service	0	0		0	630		0	630	(630)
	$3,821,239	**$2,613,375**		**$3,595,848**	**$ 2,519,259**		**$3,595,848**	**$3,502,078**	**$93,770**
Adjustment for Expenses from Capital Projects		**$0**			**$0**			**$0**	
ENDING NET ASSETS	**$382,659**	**$507,123**		**$585,992**	**$595,657**		**$585,992**	**$693,762**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service	15% - 20%
Projected unrestricted cash as a % of operating expenses at year end	34%

May 23, 2017

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: March 31, 2017 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending March 31, 2017.

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

NON-DEDICATED REVENUES

- Real Estate Taxes:

  Real Estate taxes are due in four quarterly installments on November 15, January 15, March 15, and May 15. As of the date of this report, there have been three installments for FY 2017 billed, and revenue of $43,912,748 collected. This revenue is 79.2% of the FY 2017 amended budget of $55,446,770.

- Personal Property Taxes:

  Personal Property tax revenue for FY 2017 is $116,752 more than the amount collected at the end of the third quarter of FY 2016, and remains on track with 50.9% collected. Personal property taxes are payable in two equal installments on June 5 and December 5. Additional billings for personal property acquisitions are due March 5 and September 5.

  In 1998, the Virginia General Assembly enacted the Personal Property Tax Relief Act (PPTRA) to reimburse citizens for a portion of the local personal property tax. In the 2004 Virginia General Assembly, the State capped the amount reimbursed to localities at $950 million for FY 2017. This action eliminates the 70% reimbursement. Lynchburg's share of this reimbursement is $5,543,584. During the third quarter of FY 2017, the State reimbursed the City $831,538 (15%), as scheduled. The final payment is due in May 2017 (5%).

- Consumer Utility Taxes – Electric:

  The third quarter FY 2017 revenue is slightly ahead of budget projections by $7,445 based on collections for 8 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates related to Consumer Utility Taxes.

- Communication Sales and Use Taxes:

  Communication Sales and Use tax revenue collected is slightly ahead of FY 2017 budget projections by $2,952 based on collections for 7 months. Staff anticipates this revenue source to decline each year unless a change is made by the General Assembly.

- Local Sales Tax:

  Sales tax revenue is behind the FY 2017 budget projection by $97,885 based on collections for 7 months. Staff research reflects this pattern is statewide.

- Business License

  Business License revenue collected through the third quarter of FY 2017 is $1,878,889. Since this tax is due May 1, the collection percentage is currently only a small part of the annual budget. The majority of the tax will be collected from March to May. Collections are slightly ahead of FY 2016.

- Meals Tax

  Meals tax revenue is ahead of FY 2017 budget projections by $7,938. This is based on collections for 8 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Lodging Tax

  Lodging tax revenue is ahead of the FY 2017 budget projection by $103,318 based on collections for 8 months. Staff anticipates this revenue growth to continue based on new hotels opening in the next year. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Permit, Fees, and Licenses:

  Permit, Fees, and Licenses is slightly ahead of the FY 2017 budget projection by 11.2% or $78,331.

- Fines and Forfeitures:

  Fines and Forfeitures revenue for parking and court fines is behind the budget projection for FY 2017 by 23.1%, or $96,663.

- Interest on Investments:

  Investment income is ahead of the budget projection for FY 2017 by $129,785 due to conservative budgeting and investment performance better than expected.

- Charges for Services

  Charges for Services revenue is 4.7%, or $295,908 behind the budget projection for FY 2017, primarily due to delinquent ambulance billing collection.

DEDICATED REVENUES

Intergovernmental Revenues consisting of Constitutional Officers, Health and Human Services, and State subsidies total $27,300,767 and are 1.4%, or $368,358 more than FY 2017 budget projection. This is due to the timing of submitting and receiving reimbursements for constitutional offices.

EXPENDITURES

- Operating Expenditures:

  The percentage of operating expenditures spent through the third quarter of FY 2017, 72.0%, is on target with budget projections.

- Debt Service

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

SUMMARY

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

Respectfully submitted,

D. S. Witt

Donna S. Witt
Director of Financial Services

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

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

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/17	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 3/31/16
100 Taxes							
02110 - Current Real Property Tax	56,771,770	-	56,771,770	45,262,563	11,509,207	79.7%	44,399,408
02110 - Delinquent Real Prop Tax	1,575,000	-	1,575,000	1,008,818	566,182	64.1%	784,514
02110 - Tax Relief For Elderly	(700,000)	-	(700,000)	(685,832)	(14,168)	98.0%	(650,758)
02110 - Tax Relief-Rehab.RealProp	(625,000)	-	(625,000)	(663,983)	38,983	106.2%	(561,687)
02120 - Current PSC Taxes	2,400,000	-	2,400,000	2,412,578	(12,578)	100.5%	2,367,810
02120 - Delinquent PSC Taxes	-	-	-	-	-	0.0%	3,113
02130 - Curr Pers Property Tx PCI	17,557,000	-	17,557,000	8,942,825	8,614,175	50.9%	8,826,073
02130 - Delinquent PP Tax PCI	1,000,000	-	1,000,000	881,873	118,127	88.2%	832,248
02130 - Recovery-C/O Pers Prop Tx	4,000	-	4,000	8,808	(4,808)	220.2%	351
02170 - Interest on PSC Taxes	-	-	-	1,187	(1,187)	0.0%	2,885
02170 - Interest-Delinquent Taxes	385,000	-	385,000	366,446	18,554	95.2%	224,742
02170 - Penalty on PSC Taxes	-	-	-	(4,306)	4,306	0.0%	36,858
02170 - Penalty-Delinquent Taxes	635,000	-	635,000	515,646	119,354	81.2%	481,239
02510 - Local Sales And Use Taxes	15,465,700	-	15,465,700	8,969,468	6,496,232	58.0%	8,791,463
02515 - Consumer Util Tx-Electric	3,790,000	-	3,790,000	2,617,521	1,172,479	69.1%	2,576,448
02515 - Consumer Utility Tax-Gas	654,000	-	654,000	390,059	263,941	59.6%	387,751
02515 - Right of Way Fees	250,000	-	250,000	109,282	140,718	43.7%	271,480
02517 - Communication Sale&Use Tx	3,220,000	-	3,220,000	1,881,286	1,338,714	58.4%	1,917,602
02520 - Business License Taxes	8,242,438	-	8,242,438	1,878,889	6,363,549	22.8%	1,331,378
02520 - Consumption Tax Electric	315,000	-	315,000	217,549	97,451	69.1%	213,851
02520 - Consumption Tax Gas	34,000	-	34,000	19,572	14,428	57.6%	19,878
02520 - Pen&Int-Business License	90,000	-	90,000	40,622	49,378	45.1%	46,452
02525 - Fran.Lic. Tax-Sprint Cel	-	-	-	-	-	0.0%	500
02525 - Franchis Lic.Tax-MCI	-	-	-	-	-	0.0%	9,600
02530 - Delinquent MtrVeh LicFee	174,000	-	174,000	121,036	52,964	69.6%	128,557
02530 - Motor Vehicle LicensesPCI	1,544,000	-	1,544,000	194,671	1,349,329	12.6%	181,447
02535 - Bank Stock Taxes	750,000	-	750,000	661	749,339	0.1%	2,371
02540 - Probate Taxes	15,000	-	15,000	13,803	1,197	92.0%	18,473
02540 - Recordation Taxes-City	475,000	-	475,000	334,776	140,224	70.5%	288,792
02545 - Tobacco Taxes	875,000	-	875,000	675,486	199,514	77.2%	656,074
02550 - Amusement Tax	675,000	-	675,000	523,445	151,555	77.5%	456,308
02550 - Penalty/Int-Amusement Tx	-	-	-	855	(855)	0.0%	1,730
02555 - Lodging Tax	2,150,000	-	2,150,000	1,450,004	699,996	67.4%	1,304,403
02555 - Penalty/Interest-Lodging	-	-	-	846	(846)	0.0%	4,684
02560 - Meals Tax	14,392,718	-	14,392,718	9,325,762	5,066,956	64.8%	8,995,036
02560 - Penalty/Interest-Meals Tx	50,000	-	50,000	50,901	(901)	101.8%	66,190
100 Taxes Total	**132,164,626**	**-**	**132,164,626**	**86,863,117**	**45,301,509**	**65.7%**	**84,417,264**
110 Permits, Fees, & Licenses							
03005 - Animal Licenses	10,000	-	10,000	6,726	3,274	67.3%	7,004
03010 - Annual/Periodic Insp Fee	10,500	-	10,500	4,450	6,050	42.4%	6,200
03010 - Building Insp Permit Fee	450,000	-	450,000	418,439	31,561	93.0%	448,462
03010 - Building Plan Review	40,000	-	40,000	38,370	1,630	95.9%	39,677
03010 - Concealed Weapons Permit	21,000	-	21,000	24,904	(3,904)	118.6%	24,814
03010 - Conditional Use Permits	2,400	-	2,400	2,000	400	83.3%	3,743
03010 - Demolition Fees	7,500	-	7,500	6,250	1,250	83.3%	4,200
03010 - Elev Admin Fee Pen & Int	-	-	-	429	(429)	0.0%	444
03010 - Elevator Inspec Admin Fee	20,000	-	20,000	20,652	(652)	103.3%	20,229
03010 - False Alarm Serv Assessmt	110,000	-	110,000	27,623	82,377	25.1%	26,210
03010 - Land Disturbing Fees	-	22,000	22,000	10,572	11,428	48.1%	20,244
03010 - Land Use Application Fees	22,000	(22,000)	-	-	-	0.0%	-
03010 - Legal Notice Advertising	4,726	-	4,726	8,369	(3,643)	177.1%	7,122
03010 - Misc Permit Fee & License	2,000	-	2,000	3,610	(1,610)	180.5%	460
03010 - Permit Parking Fees	184,000	-	184,000	161,818	22,182	87.9%	134,565
03010 - Precious Metal Premits	1,600	-	1,600	1,200	400	75.0%	800
03010 - Rental Insp-Annual No/Shw	-	-	-	350	(350)	0.0%	400
03010 - Rental Inspec- Pre Court	-	-	-	150	(150)	0.0%	50
03010 - Rental Intial Ins/NoShow	-	-	-	450	(450)	0.0%	200
03010 - Rental Intial Inspection	-	-	-	1,900	(1,900)	0.0%	300
03010 - Rental Reinspect/FollowUp	-	-	-	1,150	(1,150)	0.0%	1,000
03010 - Re-zoning Fees	5,000	-	5,000	10,067	(5,067)	201.3%	14,489
03010 - Sign Insp Permit Fee	5,400	-	5,400	4,000	1,400	74.1%	4,825
03010 - Site Plan Reviews	19,500	-	19,500	13,328	6,172	68.3%	14,227
03010 - Subdivision Plat Review	9,500	-	9,500	6,927	2,573	72.9%	5,115
03010 - Taxicab Application Fees	5,000	-	5,000	2,900	2,100	58.0%	3,700
03010 - Transfer Fees	1,600	-	1,600	1,632	(32)	102.0%	1,438

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/17	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 3/31/16
03010 - Zoning Appeal Fees-Inspc	800	-	800	(540)	1,340	-67.5%	350
110 Permits, Fees, & Licenses Total	**932,526**	**-**	**932,526**	**777,726**	**154,800**	**83.4%**	**790,267**
120 Fines & Forfeitures							
03510 - Court Fines And Forfeit.	440,000	-	440,000	251,773	188,227	57.2%	272,509
03510 - Criminal Court Fees	2,500	-	2,500	2,042	458	81.7%	1,512
03510 - Parking Fines	115,000	-	115,000	67,647	47,353	58.8%	52,609
120 Fines & Forfeitures Total	**557,500**	**-**	**557,500**	**321,462**	**236,038**	**57.7%**	**326,631**
130 Use of Money & Property							
04010 - Interest on Investment	60,000	-	60,000	82,066	(22,066)	136.8%	118,721
04010 - Interest-City Capital	30,000	-	30,000	40,951	(10,951)	136.5%	83,522
04010 - Interest-Health Ins Resrv	10,000	-	10,000	13,124	(3,124)	131.2%	11,666
04010 - Interest-OPEB	4,000	-	4,000	5,522	(1,522)	138.0%	5,201
04010 - Interest-School Capital	200	-	200	-	200	0.0%	-
04010 - Interest-SNAP Income	30,000	-	30,000	101,026	(71,026)	336.8%	40,860
04010 - Interst-MktValueGain/Loss	-	-	-	(26,215)	26,215	0.0%	(47,403)
04020 - Culture & Rec. Prop Rent	15,070	-	15,070	18,838	(3,768)	125.0%	11,303
04020 - Dwntwn Parking Deck Lease	88,000	-	88,000	66,395	21,605	75.4%	67,064
04020 - Gen Govt Property Rental	85,000	-	85,000	59,625	25,375	70.1%	65,844
04020 - Human Services Prop Rent	100,000	-	100,000	75,000	25,000	75.0%	75,000
04020 - Market Rent- Pen & Int	500	-	500	307	193	61.5%	501
04020 - Prop Rental-Market/Park.	95,000	-	95,000	77,508	17,492	81.6%	54,685
04020 - Prop Rental-Stadium	2,900	-	2,900	3,555	(655)	122.6%	2,525
04020 - Public Safety Prop Rent	36,250	-	36,250	72,500	(36,250)	200.0%	-
04020 - Public Works Prop Rental	6,000	-	6,000	-	6,000	0.0%	-
04020 - Rental Miller Center	120,000	-	120,000	51,774	68,226	43.1%	103,548
130 Use of Money & Property Total	**682,920**	**-**	**682,920**	**641,975**	**40,945**	**94.0%**	**593,035**
140 Charges for Services							
04510 - Collection & Tax Lien Fees	25,000	-	25,000	18,865	6,135	75.5%	28,045
04510 - DMV Admin Fee	240,100	-	240,100	209,575	30,525	87.3%	206,209
04510 - DMV Select Agency	25,000	-	25,000	23,230	1,770	92.9%	21,872
04510 - Indirect Cost&Srvc Airprt	114,108	-	114,108	85,581	28,527	75.0%	83,693
04510 - Indirect Cost&Srvc Sewer	226,047	-	226,047	169,535	56,512	75.0%	154,828
04510 - Indirect Cost&Srvc Water	781,224	-	781,224	585,918	195,306	75.0%	633,830
04510 - Indirect Cost&Srvc WWTP	535,916	-	535,916	401,936	133,980	75.0%	425,920
04510 - Indirect Cost&Svc DetHome	225,035	-	225,035	164,204	60,832	73.0%	189,257
04510 - Indirect Cost&Svc Juv Svc	-	-	-	-	-	0.0%	-
04510 - Indirect Cost&Svc Strmwtr	(75,204)	-	(75,204)	(56,403)	(18,801)	75.0%	80,496
04510 - Processng Fee - Payroll deduction	6,500	-	6,500	4,645	1,855	71.5%	5,230
04510 - Sale of GIS Maps & Data	300	-	300	80	220	26.7%	376
04515 - CA Coll Fees- Circuit Crt	56,200	-	56,200	47,036	9,164	83.7%	41,450
04515 - CA Coll Fees- Gen Dist Ct	50,000	-	50,000	19,206	30,794	38.4%	74,397
04515 - CA Coll Fees- J&D Court	9,500	-	9,500	5,436	4,064	57.2%	7,223
04515 - Commonwealth Atty.Fees	7,000	-	7,000	7,267	(267)	103.8%	5,486
04515 - Court Rm Sheriff Fee $5	110,000	-	110,000	52,511	57,489	47.7%	65,293
04515 - Document Reprod Costs	8,000	-	8,000	6,210	1,790	77.6%	4,819
04515 - Fees For Court Officers	7,244	-	7,244	7,244	(0)	100.0%	7,244
04515 - Legal Service Charges	20,000	-	20,000	-	20,000	0.0%	-
04515 - Non Consecutive Jail Fee	-	-	-	34	(34)	0.0%	-
04515 - Probation Supervisor Fee	15,000	-	15,000	8,017	6,983	53.4%	10,926
04520 - $250 DUI Fees	-	-	-	6,812	(6,812)	0.0%	7,665
04520 - Ambulance Service Fees	2,750,000	-	2,750,000	1,670,693	1,079,307	60.8%	1,794,150
04520 - Criminal Records Check	3,000	-	3,000	2,280	720	76.0%	1,991
04520 - Delinq Ambulance>120 Days	115,000	-	115,000	72,031	42,969	62.6%	318,594
04520 - Fire Prevention Fees	3,300	-	3,300	2,260	1,040	68.5%	2,650
04520 - Lcl Reimb-COL Confd Space	50,000	-	50,000	37,500	12,500	75.0%	37,500
04520 - PD Off Duty	995,403	-	995,403	826,370	169,033	83.0%	785,132
04520 - PD Off Duty- Pen & Int	-	-	-	-	-	0.0%	(8,294)
04520 - PIER Contract Payments	32,500	-	32,500	32,500	-	100.0%	32,500
04520 - Police Report Sales	13,500	-	13,500	10,584	2,916	78.4%	11,440
04520 - Police-Schools DARE Prog	96,500	-	96,500	42,052	54,448	43.6%	69,751
04520 - Range Use Fee	15,000	1,000	16,000	14,300	1,700	89.4%	16,000
04525 - Bldg Maint Charge-Other	20,461	-	20,461	12,678	7,784	62.0%	7,607
04525 - Downtown Parking Fees	30,000	-	30,000	20,947	9,053	69.8%	17,942
04525 - Engineering Serv.Charges	-	-	-	0	(0)	0.0%	14,020
04525 - PW Admin Stormwater Chrgs	152,193	-	152,193	140,258	11,935	92.2%	118,504
04525 - PW Eng Stormwater Chrgs	15,093	-	15,093	12,646	2,447	83.8%	-
04525 - PW Streets StormwaterChrg	168,610	-	168,610	159,294	9,316	94.5%	131,381
04525 - Resid.Disposal-Decals	785,000	-	785,000	817,497	(32,497)	104.1%	778,095
04525 - Trash Bag Srvc-Waste Zero	160,000	-	160,000	125,615	34,386	78.5%	121,977
04530 - CSA Service Providers	77,980	-	77,980	29,242	48,738	37.5%	-
04530 - Local Reimb-Opportunity	381,359	-	381,359	(149)	381,508	0.0%	151,554
04530 - Local Reimb-Sparc House	420,137	-	420,137	-	420,137	0.0%	214,363

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/17	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 3/31/16
04530 - Lynchburg Youth Group Home Charges	-	-	-	422,053	(422,053)	0.0%	-
04530 - Soc Svcs Court Order Fees	-	-	-	270	(270)	0.0%	-
04535 - Delinq Library Fines&Fees	4,000	-	4,000	1,401	2,599	35.0%	3,403
04535 - Delinq Library Lost/Dmg	8,200	-	8,200	1,688	6,512	20.6%	4,621
04535 - Delinq Library Pen & Int	2,800	-	2,800	373	2,427	13.3%	1,162
04535 - Law Library Fees	30,000	-	30,000	25,271	4,729	84.2%	25,469
04535 - Library Fines And Fees	65,000	-	65,000	41,080	23,920	63.2%	41,754
04535 - Lost/Damaged Library Prop	5,000	-	5,000	4,163	837	83.3%	3,916
04535 - Lynchburg Museum Fees	-	-	-	-	-	0.0%	-
04535 - Point of Honor Adm Fees	11,000	-	11,000	8,801	2,200	80.0%	10,883
04535 - Recreation Program Fees	451,822	-	451,822	340,677	111,145	75.4%	333,173
04535 - Swimming Pool Fees	24,000	-	24,000	13,572	10,428	56.6%	10,001
04540 - Charges For Demolition	-	-	-	-	-	0.0%	6,205
04540 - Com Devl Stormwater Chrgs	392,864	-	392,864	294,647	98,217	75.0%	374,252
04599 - Secure Vacant Stru Reimb	-	-	-	1,339	(1,339)	0.0%	654
04599 - Weed Ordinance Program	20,000	-	20,000	18,992	1,008	95.0%	13,242
140 Charges for Services Total	**9,686,692**	**1,000**	**9,687,692**	**6,969,861**	**2,717,831**	**71.9%**	**7,499,852**
150 Miscellaneous Revenue							
05030 - Suspense Revenue/Exp Ref	-	-	-	0	(0)	0.0%	0
05050 - Cash Overage And Shortage	-	-	-	(1,169)	1,169	0.0%	311
05050 - Community Handbook Ad Sales	19,000	-	19,000	-	19,000	0.0%	-
05050 - Credit Card Rebate	100,000	-	100,000	108,599	(8,599)	108.6%	93,988
05050 - Digg's Trust Rec-Pt Honor	36,900	-	36,900	30,600	6,300	82.9%	30,600
05050 - Donations- Emergency Mgmt	-	-	-	-	-	0.0%	550
05050 - Friends of Lynchburg Library	7,250	-	7,250	3,625	3,625	50.0%	5,438
05050 - Gifts And Misc.	2,000	-	2,000	3,242	(1,242)	162.1%	2,620
05050 - LBC Profit Allocation	-	-	-	-	-	0.0%	58,980
05050 - Miscellaneous Revenue	60,000	-	60,000	58,429	1,571	97.4%	70,564
05050 - Miscellaneous Subrogation	-	-	-	24,313	(24,313)	0.0%	-
05050 - P&R Spec Evnt Sponsership	-	-	-	10,077	(10,077)	0.0%	1,500
05050 - Parking Lease Agreement	98,000	-	98,000	87,001	10,999	88.8%	91,717
05050 - Photo Reprod And Royalty	400	-	400	235	165	58.7%	80
05050 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	52,902	(2)	100.0%	52,902
05050 - PointOfHonr-GiftShopSales	1,000	-	1,000	2,000	(1,000)	200.0%	-
05050 - Proceeds frm PropRoom.com	-	-	-	24	(24)	0.0%	347
05050 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	-	25,000	0.0%	30,508
05050 - Reimb.POH Carriage House	26,300	-	26,300	20,813	5,488	79.1%	20,813
05050 - RSA Profit Sharing	-	-	-	-	-	0.0%	18,248
05050 - Sale-Real Property	-	-	-	19,800	(19,800)	0.0%	4,400
05050 - Sale-Salvage/Surplus Prop	3,000	-	3,000	8,145	(5,145)	271.5%	1,105
05050 - Special Welfare Recoup	-	-	-	-	-	0.0%	46
05050 - Tourism Misc Revenue	6,898	-	6,898	712	6,186	10.3%	6,898
05050 - Trash Bag&Decal Violation	5,000	-	5,000	3,755	1,245	75.1%	(1,890)
05050 - Trash Cart Sales	2,000	-	2,000	3,227	(1,227)	161.3%	1,850
05050 - Visitor Ctr Merchandise	23,700	-	23,700	13,286	10,414	56.1%	16,923
05050 - VisitorCtr CoffeeDonation	-	-	-	31	(31)	0.0%	156
05050 - WardsCrossingWestSvcFee	135,923	-	135,923	135,923	-	100.0%	135,923
150 Miscellaneous Revenue Total	**605,271**	**-**	**605,271**	**585,569**	**19,702**	**96.7%**	**644,575**
300 State Non-Categorical Aid							
06100 - Auto Rental Tax-DMV	280,000	-	280,000	254,107	25,893	90.8%	235,588
06100 - Deeds Of Conveyance	125,000	-	125,000	95,727	29,273	76.6%	75,805
06100 - Mobile Home Titling Taxes	1,000	-	1,000	1,275	(275)	127.5%	3,066
06100 - Personal Prop Tax Relief	5,543,584	-	5,543,584	5,266,405	277,179	95.0%	5,266,405
06100 - Recordation Taxes-State	150,000	-	150,000	76,126	73,874	50.8%	98,299
06100 - Rolling Stock Taxes	93,000	-	93,000	90,849	2,151	97.7%	105,138
300 State Non-Categorical Aid Total	**6,192,584**	**-**	**6,192,584**	**5,784,489**	**408,095**	**93.4%**	**5,784,301**
310 State Shared Exp (Cat.)							
06510 - Commissioner of Revenue	175,749	-	175,749	116,465	59,284	66.3%	116,529
06510 - Registrar/Electoral Board	53,455	-	53,455	-	53,455	0.0%	-
06510 - Treasurer	101,631	-	101,631	66,355	35,276	65.3%	64,517
06515 - Clerk of Cir Crt-Fringes	556,554	-	556,554	361,995	194,559	65.0%	362,227
06515 - Commonwealth Attorney	1,012,685	-	1,012,685	666,374	346,311	65.8%	648,969
06515 - Sheriff	1,199,090	-	1,199,090	800,667	398,423	66.8%	778,507
310 State Shared Exp (Cat.) Total	**3,099,164**	**-**	**3,099,164**	**2,011,855**	**1,087,309**	**64.9%**	**1,970,749**
320 State Categorical Aid							
06820 - HB 599 Law Enforc.Asst	2,930,790	-	2,930,790	2,268,864	661,926	77.4%	2,198,094
06820 - Juvenile Correct-Block Gt	247,716	-	247,716	185,787	61,929	75.0%	185,787
06820 - Wireless E911	298,340	-	298,340	193,552	104,788	64.9%	187,831
06825 - Street And Highway Maint.	7,728,571	-	7,728,571	6,130,115	1,598,456	79.3%	7,441,591
06830 - Finance-Social Srvc-State	113,737	-	113,737	69,686	44,051	61.3%	69,831
06830 - Health Department	125,000	-	125,000	71,662	53,338	57.3%	159,032
06830 - SS State Adm Sub 0901	2,134,641	-	2,134,641	1,092,230	1,042,411	51.2%	1,055,977

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/17	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 3/31/16
06830 - SS State Prog Sub 0902	5,406,215	-	5,406,215	3,447,411	1,958,804	63.8%	3,421,555
06835 - Finan Asst-Public Library	151,959	4,456	156,415	117,311	39,104	75.0%	113,969
06835 - SNAP Prog-Double Dollar	-	-	-	2,600	(2,600)	0.0%	-
06835 - SNAP Program Reimb	15,000	-	15,000	5,716	9,284	38.1%	9,263
06835 - VDH- We Got the Beet Campaign	-	49,686	49,686	-	49,686	0.0%	-
320 State Categorical Aid Total	**19,151,969**	**54,142**	**19,206,111**	**13,584,934**	**5,621,177**	**70.7%**	**14,842,931**
330 State Aid in Suspense							
05030 - Suspense Rev-Va EDI Pmts	-	-	-	248	(248)	0.0%	0
330 State Aid in Suspense Total	**-**	**-**	**-**	**248**	**(248)**	**0.0%**	**0**
510 Federal Direct Cat. Aid							
07510 - Dir Fed Reim-Parks&Rec	-	-	-	-	-	0.0%	67,738
07540 - IRS Int Subs 8/09 BABsSCH	211,000	-	211,000	212,353	(1,353)	100.6%	211,897
07540 - IRS Int Subsidy 8/09 BABs	60,000	-	60,000	61,210	(1,210)	102.0%	61,078
510 Federal Direct Cat. Aid Total	**271,000**	**-**	**271,000**	**273,563**	**(2,563)**	**100.9%**	**340,713**
520 Fed Cat Aid- Pass Thru							
07825 - B&G Chrgs Commerce St Bld	48,000	-	48,000	27,940	20,060	58.2%	43,316
07830 - Fed Pass Thru:Cost AIIDMG	400,000	-	400,000	-	400,000	0.0%	-
07830 - Finance-Social Srvc-Fed	164,836	-	164,836	100,987	63,849	61.3%	101,198
07830 - SS Fed Adm Sub 0901	3,373,713	66,711	3,440,424	2,944,711	495,713	85.6%	2,882,448
07830 - SS Fed Prog Sub 0902	2,957,974	-	2,957,974	2,485,516	472,458	84.0%	2,419,783
07875 - Human Service Lease	129,786	-	129,786	86,524	43,262	66.7%	86,524
520 Fed Cat Aid- Pass Thru Total	**7,074,309**	**66,711**	**7,141,020**	**5,645,678**	**1,495,342**	**79.1%**	**5,533,270**
710 Operating Transfers In							
09301 - TrfFrmCtyCp-Capital Proj	-	150,000	150,000	150,000	-	100.0%	366,572
710 Operating Transfers In Total	**-**	**150,000**	**150,000**	**150,000**	**-**	**100.0%**	**366,572**
Grand Total	**180,418,561**	**271,853**	**180,690,414**	**123,610,477**	**57,079,937**	**68.4%**	**123,110,160**

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

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/17	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 3/31/16
2022 Communications/Marketing							
0021 Public Information	505,107	-	505,107	316,209	188,898	62.6%	278,611
0022 Customer Service Center	127,607	-	127,607	90,758	36,849	71.1%	92,590
0029 Local Government Channel	190,685	-	190,685	116,356	74,329	61.0%	110,327
2022 Communications/Marketing Total	**823,399**	**-**	**823,399**	**523,322**	**300,077**	**63.6%**	**481,528**
2023 Council / Manager							
0028 Council / Manager	1,126,517	60,197	1,186,714	741,556	439,617	63.0%	724,637
0033 Parking Division	493,655	9,100	502,755	333,695	169,061	66.4%	378,136
2023 Council / Manager Total	**1,620,172**	**69,297**	**1,689,469**	**1,075,251**	**608,677**	**64.0%**	**1,102,773**
2027 Tourism							
0044 Tourism	898,613	54,646	953,259	594,580	348,877	63.4%	698,697
0045 Visitors Center	204,042	1,545	205,587	91,200	114,106	44.5%	95,035
2027 Tourism Total	**1,102,655**	**56,191**	**1,158,846**	**685,780**	**462,983**	**60.0%**	**793,733**
2030 City Attorney							
0050 City Attorney	686,910	25,377	712,287	511,627	200,660	71.8%	493,214
0051 Risk Management	517,374	-	517,374	388,031	129,344	75.0%	262,409
2030 City Attorney Total	**1,204,284**	**25,377**	**1,229,661**	**899,658**	**330,003**	**73.2%**	**755,623**
2035 State Treasurer							
0060 State Treasurer	151,377	8,933	160,310	110,248	50,062	68.8%	102,681
2035 State Treasurer Total	**151,377**	**8,933**	**160,310**	**110,248**	**50,062**	**68.8%**	**102,681**
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	720,535	508	721,043	443,548	276,123	61.7%	513,889
2040 Commissioner Of Revenue Total	**720,535**	**508**	**721,043**	**443,548**	**276,123**	**61.7%**	**513,889**
2045 City Assessor							
0080 City Assessor	747,490	921	748,411	424,478	304,145	59.4%	516,742
2045 City Assessor Total	**747,490**	**921**	**748,411**	**424,478**	**304,145**	**59.4%**	**516,742**
2050 Finance							
0090 Director Of Finance	748,192	18,610	766,802	548,468	210,117	72.6%	419,408
0093 Billings And Collections	1,315,951	(7,992)	1,307,959	893,616	309,929	76.3%	916,593
0094 Procurement	321,739	4,301	326,040	225,641	98,110	69.9%	223,282
0095 Accounting	938,832	39,981	978,813	687,832	227,950	76.7%	714,462
0096 Budget	-	-	-	-	-	0.0%	79,259
0097 Human Services-Finance	305,624	-	305,624	200,549	105,075	65.6%	182,025
2050 Finance Total	**3,630,338**	**54,900**	**3,685,238**	**2,556,106**	**951,181**	**74.2%**	**2,535,029**
2055 Human Resources							
0110 Human Resources	771,991	69,191	841,182	574,979	265,592	68.4%	550,497
0111 Occupational Health Svs	130,555	-	130,555	80,863	17,362	86.7%	79,066
2055 Human Resources Total	**902,546**	**69,191**	**971,737**	**655,842**	**282,954**	**70.9%**	**629,563**
2057 Information Technology							
0115 Application Services	1,441,373	-	1,441,373	1,016,166	425,207	70.5%	986,927
0116 Network Services	1,585,529	106,815	1,692,344	1,183,797	508,547	70.0%	1,078,087
0117 I T Administration	455,536	(98,993)	356,543	248,082	95,675	73.2%	320,118
0125 GIS	275,906	3,929	279,835	213,546	66,289	76.3%	197,567
2057 Information Technology Total	**3,758,344**	**11,750**	**3,770,094**	**2,661,591**	**1,095,717**	**70.9%**	**2,582,700**
2065 Registrar							
0150 Registrar	181,656	8,854	190,510	137,699	50,219	73.6%	120,055
0151 Electoral Board	80,254	4,250	84,504	74,088	10,416	87.7%	302,091
2065 Registrar Total	**261,910**	**13,104**	**275,014**	**211,787**	**60,635**	**78.0%**	**422,146**
2090 Education							
0200 Lcl Sch Oper Contribution	41,354,039	567,779	41,921,818	28,242,779	13,679,039	67.4%	26,243,449
2090 Education Total	**41,354,039**	**567,779**	**41,921,818**	**28,242,779**	**13,679,039**	**67.4%**	**26,243,449**
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	164,661	2,911	167,572	97,131	69,593	58.5%	101,144
2105 Circuit Court-Judge Total	**164,661**	**2,911**	**167,572**	**97,131**	**69,593**	**58.5%**	**101,144**
2110 General District Court							
0310 General District Court	74,540	911	75,451	20,698	52,065	31.0%	28,024
2110 General District Court Total	**74,540**	**911**	**75,451**	**20,698**	**52,065**	**31.0%**	**28,024**
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	15,409	186	15,595	9,505	4,074	73.9%	7,722
2115 Juvenile & Dr Dist Court Total	**15,409**	**186**	**15,595**	**9,505**	**4,074**	**73.9%**	**7,722**
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,550	-	1,550	146	1,404	9.4%	259

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/17	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 3/31/16
2120 24th Court Service Unit Total	**1,550**	**-**	**1,550**	**146**	**1,404**	**9.4%**	**259**
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,630,711	52,545	1,683,256	1,205,998	476,632	71.7%	1,090,383
0343 Com Aty Fines & Fees Coll	62,075	-	62,075	42,223	19,372	68.8%	42,793
2125 Commonwealth's Attorney Total	**1,692,786**	**52,545**	**1,745,331**	**1,248,221**	**496,005**	**71.6%**	**1,133,176**
2130 Magistrate's Office							
0350 Magistrate's Office	4,095	-	4,095	2,708	410	90.0%	2,419
2130 Magistrate's Office Total	**4,095**	**-**	**4,095**	**2,708**	**410**	**90.0%**	**2,419**
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	816,763	43,222	859,985	588,103	271,882	68.4%	580,882
2135 Circuit Court-Clerk Total	**816,763**	**43,222**	**859,985**	**588,103**	**271,882**	**68.4%**	**580,882**
2200 City Sheriff							
0400 City Sheriff And Jail	2,165,200	(3,264)	2,161,936	1,507,385	653,951	69.8%	1,534,412
2200 City Sheriff Total	**2,165,200**	**(3,264)**	**2,161,936**	**1,507,385**	**653,951**	**69.8%**	**1,534,412**
2240 Police							
0420 Police Operations	16,569,896	34,690	16,604,586	11,492,023	5,017,400	69.8%	11,529,385
0421 Animal Warden	344,199	-	344,199	197,546	146,653	57.4%	184,009
0429 Range Operations	15,000	3,275	18,275	7,723	10,190	44.2%	9,215
0430 Police Off Duty Employmnt	995,763	-	995,763	662,548	333,215	66.5%	664,828
2240 Police Total	**17,924,858**	**37,965**	**17,962,823**	**12,359,840**	**5,507,458**	**69.3%**	**12,387,436**
2245 Emergency Services							
0422 Emergency Communications	2,762,827	20,140	2,782,967	1,929,002	671,450	75.9%	1,887,035
2245 Emergency Services Total	**2,762,827**	**20,140**	**2,782,967**	**1,929,002**	**671,450**	**75.9%**	**1,887,035**
2270 Fire							
0444 Fire Operations And Ems	16,041,106	197,630	16,238,736	11,236,475	4,858,387	70.1%	11,550,616
0446 TRT- PIER Program	82,500	-	82,500	63,928	18,572	77.5%	41,599
2270 Fire Total	**16,123,606**	**197,630**	**16,321,236**	**11,300,403**	**4,876,959**	**70.1%**	**11,592,215**
2400 Public Works							
0600 Public Works Administrat.	897,728	6,298	904,026	656,372	245,428	72.9%	627,539
0605 Engineering	3,797,669	127,371	3,925,040	2,554,456	1,339,002	65.9%	2,410,203
0632 Street Maintenance,Ii	3,279,331	139,461	3,418,792	2,126,743	22,608	99.3%	2,084,352
0635 Snow Removal	267,550	200,000	467,550	412,375	54,282	88.4%	730,713
0640 Refuse Collection	2,920,137	100,211	3,020,348	1,837,799	717,501	76.2%	1,923,103
0645 Parks/Grounds Maintenance	2,755,871	42,289	2,798,160	2,095,896	452,647	83.8%	1,926,964
0649 Baseball Stadium Maint	112,023	75	112,098	72,119	39,979	64.3%	73,824
0650 Building Maintenance	3,827,798	136,967	3,964,765	2,838,061	977,973	75.3%	2,633,580
0660 Human Services Maint.	239,510	3,116	242,626	170,346	52,845	78.2%	172,239
2400 Public Works Total	**18,097,617**	**755,788**	**18,853,405**	**12,764,167**	**3,902,265**	**79.3%**	**12,582,518**
2555 Health							
0800 Health Operations	830,977	-	830,977	566,944	-	100.0%	577,971
2555 Health Total	**830,977**	**-**	**830,977**	**566,944**	**-**	**100.0%**	**577,971**
2561 Juvenile Services							
0904 Juvenile Service Admin.	320,531	-	320,531	170,993	149,538	53.3%	171,448
0905 Juvenile Detention Home	452,517	-	452,517	311,431	141,086	68.8%	186,960
0906 Lynchburg Youth Group Home	1,215,998	834	1,216,832	808,768	400,757	67.1%	411,388
0908 Sparc House	-	-	-	(0)	0	0.0%	436,320
0915 Csa Service Providers	1,728,783	-	1,728,783	1,348,262	380,521	78.0%	1,010,163
0929 Lynchburg Outreach Prog	191,764	5,968	197,732	134,670	56,136	71.6%	135,692
2561 Juvenile Services Total	**3,909,593**	**6,803**	**3,916,396**	**2,774,123**	**1,128,039**	**71.2%**	**2,351,972**
2562 Social Services							
0901 Social Services Admin.	7,561,449	241,307	7,802,756	5,338,489	2,439,588	68.7%	5,275,922
0902 Public Assistance	8,562,085	18,000	8,580,085	6,397,374	2,144,461	75.0%	6,626,884
2562 Social Services Total	**16,123,534**	**259,307**	**16,382,841**	**11,735,863**	**4,584,049**	**72.0%**	**11,902,806**
2563 Recreation Services							
0116 Network Services	87,736	-	87,736	62,044	25,692	70.7%	67,993
1002 Parks/Rec/Market	398,388	54,191	452,579	299,684	150,490	66.7%	259,443
1010 Recreation, General Admin	678,687	1,200	679,887	493,182	160,577	76.4%	473,273
1011 Recreation Services	3,850	-	3,850	585	3,265	15.2%	-
1013 Recreation, Athletic	148,942	-	148,942	102,177	46,765	68.6%	106,636
1015 Recreation, Park Services	768,965	-	768,965	551,485	207,309	73.0%	595,261
1022 Recreation, Aquatics	99,614	-	99,614	46,544	53,070	46.7%	55,589
1023 Recreation, Naturalist	150,461	-	150,461	110,318	40,143	73.3%	102,380
1024 Special Events-Cty Sponsr	59,476	-	59,476	53,468	6,008	89.9%	34,266
1027 Recreation Programs	513,644	-	513,644	332,126	181,518	64.7%	360,700
1028 City-wide Centers	271,209	-	271,209	190,626	80,583	70.3%	238,164
1029 Neighborhood Centers	632,546	-	632,546	411,704	220,842	65.1%	314,470
2563 Recreation Services Total	**3,813,518**	**55,391**	**3,868,909**	**2,653,942**	**1,176,263**	**69.6%**	**2,608,175**
2610 Libraries And Museums							

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/17	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 3/31/16
1100 Public Library	1,501,375	31,356	1,532,731	1,080,437	446,627	70.9%	1,046,136
1120 Law Library	19,000	-	19,000	6,450	12,550	33.9%	17,872
2610 Libraries And Museums Total	**1,520,375**	**31,356**	**1,551,731**	**1,086,887**	**459,177**	**70.4%**	**1,064,008**
2611 Museum System							
1150 Museum	466,519	1,500	468,019	316,560	150,501	67.8%	316,740
2611 Museum System Total	**466,519**	**1,500**	**468,019**	**316,560**	**150,501**	**67.8%**	**316,740**
2715 Community Development							
1200 Director-Comm Plan/Dev	309,730	-	309,730	213,685	94,050	69.6%	183,317
1201 Planning	331,014	-	331,014	235,901	95,113	71.3%	264,979
1202 Inspections	860,961	13,799	874,760	592,483	281,801	67.8%	576,247
1205 Zoning	236,931	-	236,931	154,325	82,606	65.1%	157,897
2715 Community Development Total	**1,738,636**	**13,799**	**1,752,435**	**1,196,394**	**553,570**	**68.4%**	**1,182,441**
2720 Office Of Economic Devel							
1300 Economic Development	441,622	17,387	459,009	358,084	100,925	78.0%	387,407
2720 Office Of Economic Devel Total	**441,622**	**17,387**	**459,009**	**358,084**	**100,925**	**78.0%**	**387,407**
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	3,486,853	5,000	3,491,853	3,048,554	426,815	87.8%	2,545,451
5000 Nondept Employee Benefits Total	**3,486,853**	**5,000**	**3,491,853**	**3,048,554**	**426,815**	**87.8%**	**2,545,451**
5050 Non-Departmental							
1506 Water Oper Fund Payments	845,191	-	845,191	633,892	211,299	75.0%	659,624
1508 Stormwater Fee-City Bldgs	88,500	-	88,500	65,434	23,066	73.9%	65,570
1509 Stormwater Fee-School Bld	70,796	-	70,796	52,348	18,448	73.9%	52,348
1566 Managed Vacancy Program	(265,083)	-	(265,083)	-	(265,083)	0.0%	-
1567 Employee Choice Awards	20,700	-	20,700	11,369	9,331	54.9%	10,052
1568 Retirement Recognition	3,000	-	3,000	-	3,000	0.0%	1,270
1569 Take Your Kids to Work Dy	600	-	600	331	270	55.1%	-
1570 Emp Appreciation Luncheon	8,000	-	8,000	484	7,516	6.0%	217
1573 Payment-Fleet Capital Chg	1,946,245	-	1,946,245	1,606,552	339,693	82.5%	1,637,247
1574 Health Management Program	177,000	-	177,000	102,507	65,926	62.8%	126,872
1575 Employee Committee Funds	3,000	-	3,000	681	2,319	22.7%	1,365
1576 Line of Duty Act	-	-	-	-	-	0.0%	-
1578 Poverty Intiative	50,000	-	50,000	-	50,000	0.0%	26,588
1579 Recruitment	10,000	-	10,000	891	9,109	8.9%	7,064
1580 International Festival	-	-	-	(425)	425	0.0%	(425)
1637 City Cemetery Master Plan	132,438	-	132,438	132,438	-	100.0%	132,438
5050 Non-Departmental Total	**3,090,387**	**-**	**3,090,387**	**2,606,501**	**475,319**	**84.6%**	**2,720,229**
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	37,073	-	37,073	18,724	(55)	100.1%	18,066
1705 Lynchburg Humane Society	351,697	-	351,697	351,697	-	100.0%	361,093
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	342,992	114,331	75.0%	342,992
1709 Cvcc Board & Related Oper	1,906	-	1,906	1,906	-	100.0%	1,900
1710 R.E.Lee Soil Conserv Dist	10,000	-	10,000	10,000	-	100.0%	10,000
1711 Cent Va Planning Dist Com	44,778	-	44,778	44,778	0	100.0%	44,491
1715 Greater Lynch. Transit Co	1,675,805	-	1,675,805	1,675,805	-	100.0%	1,394,038
1721 Blue Ridge Regional Jail	5,658,049	-	5,658,049	5,678,523	(20,474)	100.4%	5,440,071
1724 Legal Aid Society	11,249	-	11,249	11,249	-	100.0%	10,816
1737 Academy Center of the Arts	-	200,000	200,000	200,000	-	100.0%	-
1739 Contrib- Amazement Square	5,604	-	5,604	-	5,604	0.0%	-
1743 Central Va Reg Radio Brd	723,075	-	723,075	720,375	2,700	99.6%	692,034
5060 Support Local/State Organ Total	**8,991,559**	**200,000**	**9,191,559**	**9,071,048**	**102,106**	**98.9%**	**8,330,501**
7450 Debt Service							
5990 Principal Bonds/BANS/LOC	10,942,257	(258,457)	10,683,800	6,716,323	3,967,477	62.9%	7,170,471
5994 Interest Bonds/BANS/LOC	6,979,831	312,457	7,292,288	4,767,280	2,525,008	65.4%	4,696,302
5997 Debt - Misc. Charges	1,650	2,000	3,650	1,678	1,972	46.0%	4,378
7450 Debt Service Total	**17,923,738**	**56,000**	**17,979,738**	**11,485,280**	**6,494,458**	**63.9%**	**11,871,151**
7570 Other Financing Uses							
9710 Operating Transfers Out	5,084,367	989,348	6,073,715	4,287,585	1,786,130	70.6%	11,836,240
7570 Other Financing Uses Total	**5,084,367**	**989,348**	**6,073,715**	**4,287,585**	**1,786,130**	**70.6%**	**11,836,240**
Grand Total	**183,542,679**	**3,621,879**	**187,164,558**	**131,505,464**	**52,346,464**	**72.0%**	**136,212,190**

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **May 23, 2017**			AGENDA ITEM NO.: **5**
CONSENT:	REGULAR:	WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION:		INFORMATION: **X**	
ITEM TITLE: **Revenue Update**			

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

SUMMARY: Five of the City's major revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through March 2017 has been posted for these five revenue streams.

PRIOR ACTION(S):
This information is provided monthly to the Finance Committee.

FISCAL IMPACT:
None

CONTACT(S):
Reid Lanham, Accounting Operations Manager, 455-4231

ATTACHMENT(S):
Comparison of Collections Budget to Actual FY 2016 – FY 2017

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2016 - FY 2017

	Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Adopted FY 2017	Actual FY 2017	Actual FY 2017 to Adopted FY 2017	Actual FY 2017 to Actual FY 2016
SALES & USE TAX								
ADOPTED FY 2017 BUDGET - $15,465,000								
JULY	$996,646	$1,075,816	$1,131,485	$1,207,589	$1,245,485	$1,152,527	($92,958)	($55,062)
AUGUST [1]	1,145,592	1,098,342	1,299,763	1,198,772	1,236,391	1,267,330	30,939	68,558
SEPTEMBER	1,117,209	1,083,199	1,204,336	1,269,930	1,309,782	1,275,989	(33,793)	6,059
OCTOBER	1,033,859	1,161,965	1,185,608	1,231,666	1,270,318	1,253,143	(17,175)	21,477
NOVEMBER	1,187,008	1,155,729	1,241,898	1,227,636	1,266,161	1,254,548	(11,613)	26,912
DECEMBER	1,466,715	1,316,419	1,669,810	1,600,507	1,650,733	1,695,100	44,367	94,593
JANUARY	1,085,312	1,103,175	1,073,237	1,055,364	1,088,483	1,070,830	(17,653)	15,466
FEBRUARY	1,074,819	1,172,252	1,131,392	1,161,810	1,198,269	1,148,155	(50,114)	(13,655)
MARCH	1,138,611	1,217,930	1,282,807	1,323,375	1,364,905	1,409,096	44,191	85,721
TOTAL	**$10,245,771**	**$10,384,827**	**$11,220,336**	**$11,276,649**	**$11,630,527**	**$11,526,718**	**($103,809)**	**$250,069**
CONSUMER UTILITY TAX - ELECTRIC								
ADOPTED FY 2017 BUDGET - $3,790,000								
JULY	$323,141	$325,815	$321,596	$332,876	$337,220	$328,501	($8,719)	($4,375)
AUGUST	345,163	318,738	305,012	333,953	338,312	355,434	17,122	21,481
SEPTEMBER	318,915	317,324	317,947	328,411	332,697	351,627	18,930	23,216
OCTOBER	279,145	273,646	273,264	281,514	285,188	294,038	8,850	12,524
NOVEMBER	282,035	280,945	273,353	270,434	273,964	274,145	181	3,711
DECEMBER	330,714	348,750	346,565	321,380	325,574	337,930	12,356	16,550
JANUARY	346,399	374,541	365,859	346,212	350,731	358,976	8,245	12,764
FEBRUARY	342,839	372,254	381,844	361,670	366,390	316,871	(49,519)	(44,799)
MARCH	326,828	334,289	339,965	312,928	317,012	304,309	(12,703)	(8,619)
TOTAL	**$2,895,179**	**$2,946,302**	**$2,925,405**	**$2,889,378**	**$2,927,088**	**$2,921,831**	**($5,257)**	**$32,453**
COMMUNICATIONS SALES & USE TAX								
ADOPTED FY 2017 BUDGET - $3,220,000								
JULY	$293,358	$286,999	$283,594	$276,750	$268,333	$265,192	($3,141)	($11,558)
AUGUST	291,560	284,691	281,957	270,038	268,334	269,212	878	(826)
SEPTEMBER	263,295	284,249	283,441	273,974	268,333	266,593	(1,740)	(7,381)
OCTOBER	319,011	288,830	287,702	277,686	268,334	274,702	6,368	(2,984)
NOVEMBER	300,665	284,176	279,441	271,470	268,333	270,909	2,576	(561)
DECEMBER	297,855	289,726	282,491	276,524	268,334	268,968	634	(7,556)
JANUARY	282,620	264,960	275,361	271,160	268,333	265,710	(2,623)	(5,450)
FEBRUARY	287,759	280,480	291,186	275,887	268,334	260,551	(7,783)	(15,336)
MARCH	299,333	288,500	285,971	282,470	268,333	271,925	3,592	(10,545)
TOTAL	**$2,635,456**	**$2,552,611**	**$2,551,144**	**$2,475,959**	**$2,415,001**	**$2,413,762**	**($1,239)**	**($62,197)**

Comparison of Collections
Budget to Actual FY 2016 - FY 2017

	Actual Assessed FY 2014	Actual Collected FY 2014 [3]	Actual Assessed FY 2015	Actual Collected FY 2015 [3]	Actual Assessed FY 2016	Actual Collected FY 2016 [3]	Adopted FY 2017	Actual Assessed FY 2017	Actual Assessed FY 2017 to Adopted FY 2017	Actual Collected FY 2017 [3]	Actual Collected FY 2017 to Adopted FY 2017	Actual Collected FY 2017 to Assessed FY 2017
MEALS TAX												
ADOPTED FY 2017 BUDGET - $14,392,718												
JULY [2]	$944,920	$1,159,786	$1,009,124	$970,597	$1,094,079	$1,046,770	$1,122,617	$1,124,341	$1,724	$1,153,882	$31,265	$29,541
AUGUST	1,056,821	1,024,718	1,152,551	1,119,585	1,178,267	1,213,559	1,207,908	1,131,844	(76,064)	1,098,748	(109,160)	(33,096)
SEPTEMBER	1,030,134	1,052,079	1,107,413	1,159,391	1,187,734	1,167,356	1,222,863	1,201,919	(20,944)	1,243,540	20,677	41,621
OCTOBER	1,046,550	958,359	1,149,721	1,119,430	1,181,133	1,152,017	1,216,067	1,262,703	46,636	996,549	(219,518)	(266,154)
NOVEMBER	1,019,305	1,064,385	1,079,590	1,099,028	1,104,321	1,156,651	1,136,983	1,140,542	3,559	1,382,308	245,325	241,766
DECEMBER	1,061,859	1,035,379	1,138,978	1,117,510	1,225,475	1,224,108	1,261,720	1,255,834	(5,886)	1,238,056	(23,664)	(17,778)
JANUARY	968,124	971,677	1,089,143	963,288	1,007,562	908,712	1,037,362	1,063,691	26,329	1,112,427	75,065	48,736
FEBRUARY	987,205	957,979	1,032,923	1,198,810	1,143,880	1,154,457	1,177,712	1,149,097	(28,615)	1,165,660	(12,052)	16,563
MARCH	1,144,197	1,142,746	1,222,307	1,177,822	1,258,241	1,393,915	1,295,456	1,309,513	14,057	1,303,383	7,927	(6,130)
TOTAL	**$9,259,115**	**$9,367,108**	**$9,981,750**	**$9,925,461**	**$10,380,692**	**$10,417,545**	**$10,678,688**	**$10,639,484**	**($39,204)**	**$10,694,553**	**$15,865**	**$55,069**
LODGING TAX												
ADOPTED FY 2017 BUDGET - $2,150,000												
JULY [2]	$174,759	$223,419	$189,065	$180,395	$180,471	$180,808	$182,129	$187,603	$5,474	$201,599	$19,470	$13,996
AUGUST	185,662	185,340	185,946	185,402	209,766	202,217	208,184	195,630	(12,554)	167,929	(40,255)	(27,701)
SEPTEMBER	181,706	204,758	173,904	173,875	204,267	206,009	206,011	184,092	(21,919)	215,545	9,534	31,453
OCTOBER	184,462	185,014	209,859	209,788	196,681	160,131	198,360	281,236	82,876	214,418	16,058	(66,818)
NOVEMBER	153,745	148,082	141,855	144,988	140,923	177,048	142,126	171,161	29,035	222,988	80,862	51,827
DECEMBER	141,137	126,077	115,033	119,891	130,478	130,150	131,592	131,625	33	150,743	19,151	19,118
JANUARY	133,071	125,716	117,665	108,523	120,072	109,217	121,097	134,064	12,967	116,370	(4,727)	(17,694)
FEBRUARY	136,497	139,851	130,777	133,217	150,144	140,716	151,426	145,073	(6,353)	154,651	3,225	9,578
MARCH	176,151	172,029	184,242	178,963	204,178	222,261	205,921	183,077	(22,844)	192,388	(13,533)	9,311
TOTAL	**$1,467,190**	**$1,510,286**	**$1,448,346**	**$1,435,042**	**$1,536,980**	**$1,528,557**	**$1,546,846**	**$1,613,561**	**$66,715**	**$1,636,631**	**$89,785**	**$23,070**

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

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

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

Agenda Item # 1

// A special meeting of the Council of the City of Lynchburg was held on the 4th day of April, 2017, at 4:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Absent: 0

// Mayor Foster made the following statement before proceeding with the FY 2018 Proposed Budget General Fund: "This meeting is the continuation of the FY 2018 Proposed Budget that was held on March 28, 2017. If you are here for the Public Hearing meeting, it will start at 7:00 P.M. and you may sign up at 6:00 P.M. in the Lobby to speak at that meeting."

// Continue walk-through of the FY 2018 Proposed Budget General Fund – starting with Public Works on page 148.

// City Manager Bonnie Svrcek stated before continuing with the Budget that Council has received responses to questions raised at the March 28, 2017 Budget Work Session which required staff follow-up. The questions included:

1. **Provide a map showing an overlap of poverty and food desert tracts by Council Ward. (Foster)**
2. **Provide a high level analysis of the need for all full-time employees of Public Works – Parks and Grounds Division to have a Commercial Driver's License (CDL). (Perrow)**
3. **Who mandates that the City meet a recycling target and what is the target? (Perrow)**
4. **How does bulk trash pick-up work and what kind of bulk trash material can be picked up? (Perrow)**
5. **Why are Children's Services Act (CSA) costs increasing and what is the reason for the local match? (Perrow)**
6. **Provide new performance measures for Juvenile Services where the good is beyond State requirements. (Perrow)**
7. **Why is revenue from Diggs Trust decreasing? (Perrow)**
8. **Why does the Point of Honor (POH) performance measure for admissions not reflect a goal that more aligns with the actual admissions? (Perrow)**
9. **Provide a new performance measure for Economic Development for average wage by industry sectors. (Perrow/Tweedy)**
10. **Provide a bar graph of head in beds measured by the $1 per room per night for the last 5 years. (Foster)**

11. **Is Tourism better under the City versus a third party administrator? (Perrow)**
12. **Compare meals tax receipts year/year for Get! Downtown; possibly compare to other historical events. (Perrow)**
13. **Why is the number of Supplemental Nutrition Assistance Program (SNAP) recipients trending downward closer to 17,000 in 2016? (Foster/Tweedy)**
14. **How do we enforce the payment of Lodging Tax from AirBnBs? (Wilder)**

// Deputy City Manager Charles Hartgrove started with the Public Works Administration Budget Description:

- **$6,660 increase in Rentals and Leases due to an increase in the Holy Cross Parking Deck lease per the contract.**

Public Works – Building Maintenance Budget Description:

- **$59,744 decrease in Contractual Services reflecting a reduction in computer hardware maintenance expenses due to a one-time upgrade.**
- **$13,944 decrease in Other Charges due to slightly lower utility costs.**

Public Works – Human Services Building budget represents no change from the Adopted FY 2017 budget.

Public Works – Parks and Grounds Maintenance Budget Description:

- **$36,000 increase in Contractual Services due to added costs associated with landscaping and janitorial services at the newly renovated City Stadium facilities.**
- **$15,000 decrease in Oher Charges due to slightly lower utility costs and minor equipment needs offset by an increase in grounds maintenance supplies.**

Public Works – Engineering Budget Description:

- **$5,000 increase in Contractual Services for engineering studies identified by the Traffic Engineer.**
- **$50,576 decrease in Other Charges based on historical costs of electricity for street lights.**

Public Works – Street Maintenance Budget Description:

- **$73,600 increase in Contractual Services for an additional crew to address street maintenance and for software costs associated with the Automatic Vehicle Locator (AVL) system.**
- **$12,000 decrease in Contractual Services reflecting the transfer of the AVL software costs to the Fleet Services budget.**

Public Works – Snow and Ice Removal Budget Description:

- **$3,000 increase in Other Charges for electricity costs associated with the salt barns.**

Public Works – Refuse Budget Description:

- **$32,000 decrease in the payment to Region 2000 Services Authority reflecting a reduction**

- **in testing costs due to the landfill moving into post-closure status, partially offset by an increase in tipping fees.**
- **$200,000 increase in Contractual Services reflecting funding recycle hauling services. This service is performed free of charge by the current vendor. The contract expires in August 2017 and the vendor is not willing to renew the contract.**

Public Works – Baseball Stadium Maintenance represents no change from the Adopted FY 2017 budget.

Health and Welfare

Human Services – Juvenile Services Budget Description:

- **$304,165 increase in Contractual Services reflecting an increase in Children's Services Act (CSA) local match.**
- **$10,172 decrease in Other Charges based on historical costs.**
- **$1,693 decrease in Rentals and Leases due to saving in the copier rental and monitoring equipment.**

Human Services – Social Services Administration Budget Description:

- **$5,410 decrease in Contractual Services based on historical costs.**
- **$6,010 increase in Other Charges based on historical costs.**

Human Services – Social Services Public Assistance Budget Description:

- **$313,759 increase in Public Assistance based on historical costs.**

Parks, Recreation and Cultural

Public Library Budget Description:

- **$15,226 increase in Other Charges reflecting increases in e-book and streaming media subscriptions and library automation-specific training.**

Law Library Budget Description:

- **$7,000 decrease in Other Charges reflecting fewer law books and publications being purchased.**

Parks and Recreation Budget Description:

- **$5,600 decrease in Contractual Services reflecting annual software maintenance to the Technology Fund and eliminating security services related to City sponsored events.**
- **$16,785 decrease in Other Charges due to activity guide postage being absorbed in recreation fees and eliminating the overhead payment for City sponsored events.**
- **$117,620 decrease in Building/Property Rental due to the annual lease agreement for the Miller Center per the structure of the Historic Tax Credit program being dissolved in FY 2017.**
- **$73,476 increase in Salaries and Benefits to fund Overtime for City sponsored events.**

- **$1,750 increase in Contractual Services to fund security services related to City sponsored events.**
- **$2,250 increase in Other Charges to fund the overhead payment related to City sponsored events.**

Parks and Recreation – Recreation Programs Budget Description:

- **$1,750 decrease in Contractual Services based on historical costs.**
- **$19,725 increase in Other Charges reflecting postage to mail the activity guides now funded with recreation fees.**

City Armory/Community Market Budget Description:

- **$11, 800 decrease in Other Charges for utilities based on historical costs.**

Museum Budget Description:

- **$3,846 decrease in Contractual Services reflecting a reduction in advertising.**
- **$3,801 decrease in Other Charges based on historical costs.**
- **$3,846 increase in Contractual Services to continue advertising at the current level.**
- **$3,801 increase in Other Charges to restore funding.**
- **$4,380 increase in Rentals and Leases for storage of Lynchburg historical artifacts and ephemera.**

Community Development

Community Development – Inspections and Code Compliance Division Budget Description:

- **$1,000 increase in Rentals and Leases for position support and equipment for the part-time inspector position.**

Office of Economic Development including Tourism and the Visitor Information Center

- **The addition of a full-time Economic Development Coordinator.**
- **$25,000 decrease in Other Charges reflecting a reduction in funding for the Lynchburg Regional Business Alliance to help offset the cost of the requested new position.**

Tourism

- **$40,474 increase in Contractual Services reflecting additional advertising, public relations, and software.**
- **$77,032 decrease in Other Charges reflecting reductions in promotional supplies, postage and dues and memberships based on historical costs and also a reduction in sponsorships.**
- **$200,000 increase in Academy Center of the Arts (Academy) funding reflecting the April 1, 2016 agreement with City Council. In FY 2017, the funding was budgeted as a reserve until the Academy met the agreement criteria.**
- **$37,979 increase in Other Charges to add back funding for sponsorships.**

- **$2,226 decrease in Rentals and Leases due to over budgeting for the copier lease.**

Visitor Information Center Budget Description:

- **$2,211 increase in Other Charges based on historical costs for promotional supplies and postage.**
- **$1,686 increase in Rentals and Leases for the copier lease.**
- **$9,017 decrease in Salaries and Employee Benefits to keep the manager position part-time.**

Parking Management Budget Description:

- **$5,000 decrease in Contractual Services due to finalizing the new software management project.**
- **$4,225 increase in Other Charges due to additional costs for credit card processing fees, postage for delinquent notices and minor equipment costs to maintain the pay stations.**
- **$5,000 increase in Rentals and Leases reflecting additional residential and business permits to private parking lots managed by the City.**

Communications and Marketing Budget Description:

- **$2,602 decrease in Contractual Services reflecting the printing of the Community Handbook in FY 2017 and public relations costs based on historical costs offset by additional software purchases.**
- **$10,050 decrease in Other Charges reflecting mailing costs related to the Community Handbook in FY 2017.**

Communications and Marketing – Local Government Channel Budget Description:

- **$15,585 decrease in Other Charges based on historical costs.**

City Manager Bonnie Svrcek stated that this ends the General Fund section and the meeting on April 11, 2017 at 3:00 P.M. can start with the Capital Improvement Program (CIP).

// Due to time restraints Review of Other Funds (excluding water, sewer, stormwater) was not discussed.

// The meeting was adjourned at 6:05 P.M.

// A special meeting of the Council of the City of Lynchburg was held on the 4th day of April, 2017, at 7:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Absent: 0

// Mayor Joan Foster welcomed everyone to the public hearings on the Proposed Tax Increases: Real Property, Lodging and Meal Taxes; the FY 2018 Proposed Operating Budget and the FY 2018-2022 Capital Improvement Program (CIP) for the City of Lynchburg. The following are the rules of procedure for the public hearings:

- **Speakers will be recognized in the order in which they signed up to speak.**
- **An individual may speak for up to 3 minutes.**
- **A group spokesperson may speak for up to 5 minutes.**

// City Manager Bonnie Svrcek provided introductory remarks on the FY 2018 Proposed Operating Budget and the FY 2018-2022 Capital Improvement Program for the City of Lynchburg.

City Manager Bonnie Svrcek gave an overview of the Proposed FY 2018 Operating Budget including the General, Fleet, Airport, Water, Sewer, Stormwater, and other minor funds as well as the Capital Improvement Program (CIP). For comparison, the FY 2018 Proposed Budget and CIP totals $375.9 million versus the FY 2017 Adopted Operating Budget and CIP of $352.2 million. Recent real property assessment has not exhibited any measureable increase in property values. The major taxes such as sales, business license, consumer utility and personal property are projected to be relatively even with FY 2017 projections. Ms. Svrcek went on to say Lynchburg, Virginia: "A Great Place to Live, Work and Play!" was discussed at City Council's November 2016 Retreat. Council focused on the following areas:

- **Economic Development**
- **Infrastructure**
- **Poverty**
- **Workforce Development**
- **Succession Planning/Recruitment and Retention (Internal Focus Area)**

Ms. Svrcek went on to say the Budget instructions included the following:

<u>Requested 2.5% decrease from City departments - Waiver opportunity</u>

<u>Sampling of Consequences of 2.5% reduction</u>

- **Cut maintenance to software systems in the Assessor's office ($33,500)**
- **Eliminate 3 full-time police officers and disband the Community Action Team ($151,292)**
- **Eliminate 2.5 Building Maintenance positions ($129,000)**
- **Eliminate 7 entry level firefighters and place a medic unit out of service ($401,028)**
- **Eliminate City sponsorship of special events**

No service reductions are proposed nor are any tax increases proposed for ongoing service delivery.

The Budget Gap – The initial gap between projected FY 2018 revenues and submitted expenditures was $4.7 million--$3.7 million of which was directly attributable to the request from Lynchburg City Schools. Without the Schools proposal, the gap in the General Fund would have been only $1.0 million. The Real Property Taxes are projected to total $58.2 million, an increase of approximately $246,339 or less than one half of one percent (0.4%), from the Adopted FY 2017 Budget, without a tax increase. Since this is a year that reflects a reassessment, it is disappointing that our real estate values have remained relatively flat.

- **The Real Property Tax proposed increase is for Infrastructure Maintenance and Replacement and the proposal is for an increase of $0.05 per $100 of assessed value ($1.11 to $1.16) – Projected to generate $2,562,643 – (Property valued at $150,000 would be $18.75 per quarter).**
- **Lodging Tax Proposed Increase is for Infrastructure Maintenance and Replacement – 2.0% increase from 5.5% to 7.5% including the current $1 per room per night projected to generate $692,000.**
- **Meals Tax Proposed Increase for improved education outcomes and Poverty Reduction – 0.5% increase from 6.5% to 7.0%, projected to generate $1,100,000.**

The overall General Fund Revenues are projected to increase by 1.5% without any tax revenue increase and the General Fund Revenues are projected to increase 3.9% with the proposed tax increase as previously noted.

- **Expenditures – with no proposed tax increase, total proposed expenditures, reserves, and transfers would increase to $186,332,417 or 0.4% from the FY 2017 Adopted Budget of $185,674,530. With the proposed increases in the taxes previously noted, total proposed expenditures, reserves, and transfers would increase to $190,687,060 or 2.7% from the Adopted FY 2017 Budget of $185,674,530.**
- **Personnel Changes to include three (3) additional full-time equivalent (FTE) positions in the General Fund and one (1) in the Water Fund in Water Resources are proposed. An Assistant**

City Attorney position is funded beginning January 1, 2018. This position will assist with caseload and contribute to long term succession planning ($42,551). Funding for an Economic Development Coordinator in the Office of Economic Development is proposed to assist in business recruitment, retention and entrepreneurship support which contributes to building the City's tax base. The City's contribution to the LRBA for marketing outside the City will decrease from approximately $98,000 to $73,000 ($52,405). One (1) Business Compliance Auditor in the Commissioner of the Revenue's Office is proposed to perform tax (meals, business license, etc.) audits. This position was eliminated from the budget several years ago due to budget constraints ($63,286). Funding for a part-time Code Compliance Inspector in Community Development - this position cost would be partially offset by Revenue $12,500 from the Vacant Building Registration Program ($35,714) with a net cost of ($23,214). The proposed budget also continues funding for one (1) position that City Council approved outside of the annual budget process; a Deputy Clerk I for the Clerk of the Circuit Court which was approved by Council earlier this year. One (1) new position is proposed in the Water Fund: a Civil Engineer II to assist in the very technical project management of complex water related infrastructure projects.

The proposed budget utilizes no Managed Vacancy Savings for balancing. Any savings realized from less than full employment of all positions throughout the fiscal year will fall to unrestricted fund balance in order to be available as pay-as-you-go funding for future capital needs. Renewed attention will be given to the use of vacancy funds during the fiscal year. The Lynchburg Regional Visitors and Convention Bureau, known as the City's Tourism Department will become a Division of the Office of Economic Development.

The local contribution to City Schools funding in an amount of $50.4 million is proposed for Schools Operations ($42.0 million) and Debt Service ($58.4 million). The proposed budget includes an increase of $1.2 million in local funding for Schools Operations. With the Schools projected enrollment of 7,967 students in FY 2018, local per student support for operations would increase from $5,177 to $5,275. In the Proposed FY 2018 Budget total appropriations for Schools, including all activities and funding sources is estimated to be $104.3 million.

The Debt Service cannot continue to defer major capital projects such as a new consolidated Police Headquarters and major improvements to the General District Court and Circuit Court Building. The Debt Service funding is also needed to perform the necessary environmental impact study and begin design and engineering on the Route 501/221 One-Way Pair Transportation Improvement. Funding these components of the project should position the City to be more competitive for construction funds from the Virginia Department of Transportation SmartScale program in FY 2019. Long-term financing is also needed for the replacement of Sandusky and

renovation of Linkhorne and Paul Munro Elementary Schools. The Proposed FY 2018 Budget includes a $650,000 Reserve for On-Time Debt Financing. This budget has included two reserves – a Citywide Compensation and Implementation Study Reserve - $450,000 and improved Education Outcomes and Poverty Reduction Reserve - $1,100,000. The proposed budget provides for a 10.5% fund balance, amounting to $19.6 million and is compliant with Council's financial policies. It also recommends utilizing $1.7 million in Unassigned General Fund Balance for pay-as-you-go capital improvement compared to $3.2 million in FY 2017.

<u>Human Resources Highlights:</u>

- **No general wage increase**
- **No increase in medical premiums**
- **$100,000 proposed for a comprehensive compensation and implementation study**
- **No increase in Virginia Retirement System (VRS) contributions**
- **Concern with recruitment and retention throughout the City**

The Capital Improvement Program (CIP) proposed capital project appropriations total approximately $24.7 million in FY 2018 for the City Capital Fund including contributions for major building repairs and roof replacements. In addition, FY 2018 Schools projects are programmed to be funded from remaining Heritage High School project funds.

Airport Fund – The Lynchburg Regional Airport is budgeted as a separate fund to clearly delineate its financial operations. Cost center revenues will more than cover total expenditures of $2.5 million. This represents a 2.2% change from the current year. This year's Airport revenues will exceed expenditures for the third straight year and will result in no General Fund subsidy for airport operations. The approximately $150,000 in operating surplus will be allocated to support capital pay-as-you-go investment at the airport.

Fleet Services Fund proposed budget recommends replacing thirty-six (36) vehicles and assorted equipment in the General Fund, three (3) vehicles in the Water Fund, and two (2) vehicles in the Sewer Fund. The total cost of vehicle and equipment replacement in FY 2018 will be $3.9 million.

Water Fund

- **Managed by the Department of Water Resources, the Water Fund operates as an Enterprise Fund and requires no subsidy from the General Fund**
- **Budget recognizes the impact of the new Bedford Water Resources Authority Contract**
- **Proposed Rate increase of 5.1%**
- **Operating expenditures and debt service are projected to increase from $14.2 million (FY 2017 Adopted) to $14.3 million (FY 2018 Proposed Budget)**
- **Operating expenses are expected to total $10.1 million with debt service of $4.2 million**
- **One new proposed position – Civil Engineer II**

Sewer Fund

- **The Sewer Fund is managed by the Department of Water Resources which operates as an enterprise fund and requires no subsidy from the General Fund**
- **No increase in sewer rates or monthly service charge**
- **Total revenues are projected to increase by approximately $166,000, from $22.2 million (FY 2017 Adopted) to $22.4 million (FY 2018 Proposed)**
- **Projected total expenditures of $22.5 million include $12.1 million for operating expenditures, $9.3 million for debt service, and a $1.1 million transfer to capital for pay-as-you-go items**

Ms. Svrcek stated in looking ahead there are several concerns:

- **Compensation, Recruitment and Retention**
- **Poverty rate reduction**
- **Improve K-12 education outcomes**
- **Improve financial transparency**
- **Impact of reductions in federal domestic spending**

Conclusion:

- **Next steps: Council work sessions every Tuesday in April**
- **Re-examine revenues after April 1**
- **Copies of the Proposed FY 2018 Budget**
- **First reading on balanced budget – May 9, 2017 and second reading May 23, 2017**
- **Acknowledgements**

// 17 individuals spoke at the public hearing on the Proposed Tax Increases for Real Property, Lodging and Meal Taxes. Several business representatives spoke on the proposed meal and lodging taxes by stating there was a misconception in the community that the meals tax is a luxury tax on people with higher incomes who go out to eat, but instead the meals tax is regressive and has a larger effect on low-income people. Other hotel representatives spoke to say a 2 percent increase in the lodging tax is a considerable increase for hotels to endure at one time. If the tax increase is imposed, many hotels will have to actually absorb some of those tax increases to keep open. Several individuals spoke on the rising assessment of real property stating you must live within your means and if taxes continue to increase people cannot afford to live in the City. One individual spoke in favor of the tax increase saying the City is at a crossroad in terms of its infrastructure, and the City needs to reverse its poverty issue.

// 14 individuals spoke at the public hearing on the FY 2018 Proposed Operating Budget and the FY 2018-2022 Capital Improvement Program (CIP) for the City of Lynchburg.

Several individuals spoke on behalf of Lynchburg City Schools. The proposed local contribution in the FY 2018 budget to Lynchburg City Schools is $50.4 million, which reflects an increase of $1.2 million from the current year. The Lynchburg City Schools has requested an increase of $3.7 million. Several individuals spoke of the challenges that come from student poverty stating there should be more teachers in the classroom to help student's one-on-one and overcome obstacles, and requested for City Council to approve the school division's budget in its entirety. One individual spoke stating he supports the $3.7 million increase requested by the school system.

Several individuals spoke on the needs of the Lynchburg Police Department such as addressing turnover in the department, which is fueled by factors that include compensation and the department's facility needs.

// The meeting was adjourned at 8:50 P.M.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 23, 2017** AGENDA ITEM #: **9**

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

ITEM TITLE: Continuation of the Public Hearing Regarding School Board Appointments

Strategic Pillar(s) Impacted:

___Arts & Culture	__X_Citizen Engagement & Social Capital	___Economic Development	___Healthy & Active Living
___Infrastructure	___Land Use	___Lifelong Learning	___Natural Resources
___Neighborhoods	___Safe Community	___Social Equity	___Transportation
			_X__Administrative

RECOMMENDATION: Continue the public hearing to receive input from citizens regarding appointments (or reappointments) to vacancies that will exist June 30 in each of the three (3) School Board representational districts.

SUMMARY: The Code of Virginia stipulates that Council may appoint only those nominees or applicants whose names have been considered at a public hearing. Following the public hearing City Council may either conclude the public hearing or continue to the next meeting to allow more time for citizen input. The City Code requires that these appointments be made during the month of June; therefore, no action may be taken on this matter except at the June 13 or June 27 regular Council meetings or at a specially called meeting.

Attached is a sheet indicating which current members are eligible for reappointment and who is willing to continue to serve. The names of the volunteers whose applications have been received to date are also included.

PRIOR ACTION(S): May 9, 2017 – Public Hearing

FISCAL IMPACT: None

CONTACT(S): Valeria P. Chambers – 455-3995

ATTACHMENT(S): List of volunteers

REVIEWED BY: bms

080K

*New Volunteers since May 9 - None

School Board Appointment List
May 23, 2017

Current School Board Members to be Reappointed/Replaced

Dr. Regina Dolan-Sewell, School District 1 (Not eligible to serve again)

Dr. Kimberly A. Sinha, School District 2 (Willing to serve again) – spoke at May 9th meeting

Rev. James E. Coleman, School District 3 (Willing to serve again) – spoke at May 9th meeting

Current Volunteers

School District 1

Mr. Robert O. Brennan - Sent a letter.
- Mr. Thomas Brennan spoke on behalf of Mr. Robert Brennan.

Ms. Belle Evans – spoke at May 9th meeting.
- Ms. Laura Hamilton spoke in support for Ms. Belle Evans.

Ms. Anne B. Ferrell – spoke at May 9th meeting –
- Mr. Gentry Ferrell spoke in support of Ms. Anne Ferrell.

Mr. Andrew E. Taylor – spoke at May 9th meeting.

School District 2

Mr. Lewis Lee, Jr. – Sent a letter.

Mr. Bonnie L. Parker III – spoke at May 9th meeting

School District 3

Mr. Braxton W. Carter – spoke at May 9th meeting

Mr. Atul Gupta – spoke at May 9th meeting

Ms. Gloria C. Preston – spoke at May 9th meeting

AGENDA ITEM #_10__

From: Mark Hartless

Sent: Monday, April 24, 2017 4:31 PM

To: Chambers, Valeria

Subject: Message From the City Website

Hello Clerk Chambers,

I am requesting placement on the City Council's Agenda for their meeting on Tuesday, May 9th, to discuss traffic concerns on Breezewood Drive.

Thank you,

Mark Hartless

(970) 291-9289

078K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 23, 2017** AGENDA ITEM #: **11**

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

ITEM TITLE: Appropriate Funds from the Schools Health Insurance Reserve

Strategic Pillar(s) Impacted:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2017 General Fund Budget and appropriate $1,300,000 from the Schools Health Insurance Reserve to be transferred to the Schools Operating Fund.

SUMMARY: The Schools need funds from their Health Insurance Committed Fund Balance to cover increased claims for FY 2017. These funds are held in a Committed Fund balance in the City's General Fund. After appropriation, the balance in the Schools Insurance Committed Fund Balance is $340,608.

PRIOR ACTION(S): Finance Committee, May 23, 2017

FISCAL IMPACT: Using funds from the Schools Insurance Committed Fund Balance.

CONTACT(S): Reid Lanham, Accounting Operations Manager, 455-4231
Anthony Beckles, Chief Financial Officer, Lynchburg City School, 515-5010

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2017 General Fund Budget is amended and $1,300,000 is appropriated with resources from the Schools Health Insurance Reserve to be transferred to the Schools Operating Fund.

Adopted:

Certified: ______________________________
Clerk of Council

081K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 23, 2017**			AGENDA ITEM #: **12**
CONSENT: ACTION: **X**	REGULAR: **X** INFORMATION:	WORK SESSION:	CLOSED SESSION: (Confidential)

ITEM TITLE: **Regional Law Enforcement Mutual Aid Agreement**

Strategic Pillar(s) Impacted:

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

RECOMMENDATION: Adopt the attached resolution approving the City's participation in the May 1, 2017 Regional Law Enforcement Mutual Aid Agreement.

SUMMARY: For a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements. These mutual aid agreements (a) help promote regional cooperation among law enforcement agencies (b) help participating jurisdictions provide necessary law enforcement services during emergencies and (c) help enhance the overall quality of law enforcement services in Central Virginia. These mutual aid agreements need to be amended from time to time to reflect amendments to the Virginia Code and to allow additional localities in Central Virginia to participate in the mutual aid agreements, and to reflect any changes in personnel in each of the participating jurisdictions.

The City of Lynchburg entered into a written mutual aid agreement dated July 1, 2014 with the Amherst County Sheriff's Office, the Appomattox County Sheriff's Office, the Bedford County Sheriff's Office, the Campbell County Sheriff's Office, the Lynchburg Sheriff's Office, the Nelson County Sheriff's Office, the Pittsylvania County Sheriff's Office, and the Town of Altavista the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Town of Chatham, the Town of Hurt. Even though the July 1, 2014 Mutual Aid Agreement does not expire until July 31, 2019, it is necessary to amend the mutual aid agreement to reflect changes in the Sheriffs' Offices for Amherst County and the City of Lynchburg.

The revised mutual aid agreement was scheduled to take effect on May 1, 2017, and there wasn't time to get City Council's approval prior to May 1, 2017, so the City Manager signed the mutual aid agreement pursuant to the authority granted to her by Section 2-96 of the Lynchburg City Code, but in order to put to rest any issues surrounding Lynchburg's participation in the May 1, 2017 Mutual Aid Agreement the Lynchburg City Council is adopting this resolution;

PRIOR ACTION(S): July 1, 2014 – City enters into Regional Law Enforcement Mutual Aid Agreement

FISCAL IMPACT: None

CONTACT(S): Chief Raul Diaz, Lynchburg Police Department, 434-455-6045

ATTACHMENT(S): Resolution; Regional Law Enforcement Mutual Aid Agreement

REVIEWED BY: bms

RESOLUTION

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional cooperation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, these mutual aid agreements need to be amended from time to time to reflect amendments to the Virginia Code, to allow additional localities in Central Virginia to participate in the mutual aid agreements, and to reflect changes in the Offices of the various Sheriffs; and,

WHEREAS, the City of Lynchburg entered into a written mutual aid agreement dated July 1, 2014, with the Amherst County Sheriff's Office, the Appomattox County Sheriff's Office, the Bedford County Sheriff's Office, the Campbell County Sheriff's Office, the Lynchburg Sheriff's Office, the Nelson County Sheriff's Office, the Pittsylvania County Sheriff's Office, the Town of Altavista, the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Town of Chatham and the Town of Hurt, and,

WHEREAS, even though the July 1, 2014 Mutual Aid Agreement does not expire until July 31, 2019, it was necessary to amend the mutual aid agreement to reflect changes in the Sheriffs' Offices for Amherst County and the City of Lynchburg; and,

WHEREAS, the revised mutual aid agreement was scheduled to take effect on May 1, 2017, and there was not time to get City Council's approval prior to May 1, 2017, the City Manager signed the mutual aid agreement pursuant to the authority granted to her by Section 2-96 of the Lynchburg City Code, but in order to put to rest any issues surrounding Lynchburg's participation in the May 1, 2017 Mutual Aid Agreement the Lynchburg City Council is adopting this resolution;

NOW, THEREFORE, BE IT RESOLVED that the Lynchburg City Council hereby authorizes the City to enter into a written mutual aid agreement with the Amherst County Sheriff's Office, the Appomattox County Sheriff's Office, the Bedford County Sheriff's Office, the Campbell County Sheriff's Office, the Lynchburg Sheriff's Office, the Nelson County Sheriff's Office, the Pittsylvania County Sheriff's Office, the Town of Altavista, the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Town of Chatham, the Town of Hurt, and the City of Lynchburg, and the Lynchburg City Council hereby authorizes the City Manager to execute the May 1, 2017 Mutual Aid Agreement on behalf of the City and this authorization by the Lynchburg City Council shall be retroactive and does hereby relate back to the 1st day of May 2017, when the City Manager signed the May 1, 2017 Mutual Aid Agreement on behalf of the City, this resolution is being adopted now for then, and City Council does hereby ratify and affirm the City Manager's signature on the May 1, 2017 Mutual Aid Agreement.

Adopted:

Certified: ______________________________
Clerk of Council

079K

REGIONAL MUTUAL AID AGREEMENT

Amherst County Sheriff’s Office
Appomattox County Sheriff’s Office
Bedford County Sheriff’s Office
Campbell County Sheriff’s Office
City of Lynchburg Sheriff’s Office
Nelson County Sheriff’s Office
Pittsylvania County Sheriff’s Office
Town of Altavista Police Department
Town of Amherst Police Department
Town of Bedford Police Department
Town of Brookneal Police Department
Town of Chatham Police Department
Town of Hurt Police Department
City of Lynchburg Police Department

THIS AGREEMENT, made and entered into this 1st day of May, 2017, by and between **E.W. VIAR, SHERIFF, COUNTY OF AMHERST, VIRGINIA; BARRY E. LETTERMAN, SHERIFF, COUNTY OF APPOMATTOX, VIRGINIA; MICHAEL J. BROWN, SHERIFF, COUNTY OF BEDFORD, VIRGINIA; STEVE A. HUTCHERSON, SHERIFF, COUNTY OF CAMPBELL, VIRGINIA; DAVID HILL, SHERIFF, COUNTY OF NELSON, VIRGINIA; RONALD L. GILLISPIE, SHERIFF, CITY OF LYNCHBURG, VIRGINIA; MICHAEL W. TAYLOR, SHERIFF, COUNTY OF PITTSYLVANIA, VIRGINIA; THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA,** a municipal corporation of the Commonwealth of Virginia (Town of Altavista); **THE TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA,** a municipal corporation of the Commonwealth of Virginia (Town of Amherst); **THE TOWN COUNCIL OF THE TOWN OF BEDFORD,** VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Bedford); **THE TOWN COUNCIL OF THE TOWN OF BROOKNEAL, VIRGINIA,** a municipal corporation of the Commonwealth of Virginia (Town of Brookneal); **THE TOWN COUNCIL OF THE TOWN OF CHATHAM, VIRGINIA,** a municipal corporation of the Commonwealth of Virginia (Town of Chatham); **THE TOWN COUNCIL OF THE TOWN OF HURT, VIRGINIA,** a municipal corporation of the Commonwealth of Virginia (Town of Hurt); and **THE CITY COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA,** a municipal corporation of the Commonwealth of Virginia (City of Lynchburg);

WITNESSETH:

WHEREAS, the parties hereto are the Sheriffs of counties where no police department has been established, the Sheriff of the City of Lynchburg, or are the governing bodies of cities and towns within the Commonwealth of Virginia where police departments are established; and

WHEREAS, it is the desire of the parties hereto to enter into a Mutual Aid Agreement in accordance with the provisions of §15.2-1736, and any successor statute, of the Code of Virginia; and

1. **WHEREAS,** §15.2-1736 of The Code of Virginia authorizes such Mutual Aid Agreements; and

2. **WHEREAS,** the Sheriffs and local governments who are parties to this Agreement, have determined that the provision of police aid across jurisdictional lines, and the ability of police

officers and sheriffs and their deputies to make arrests across jurisdictional lines, will increase their ability to maintain peace and good order throughout the entire area; and

3. **WHEREAS,** it is deemed to be mutually beneficial to the parties hereto to enter into an Agreement concerning mutual aid and cooperation and with regard to law enforcement; and

4. **WHEREAS,** the parties desire that the terms and conditions of this Mutual Aid Agreement be established; NOW, THEREFORE,

WITNESSETH:

That for and in consideration of the mutual benefits to be derived from this police Mutual Aid Agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide police support to the jurisdictions which are parties to this Agreement with the capabilities available at the time the request for such support is made and within the terms of this Agreement.

2. The term "law-enforcement officer" as used in this Agreement shall mean any full-time or part-time employee of a police department or sheriff's office who is responsible for the prevention or detection of crime and the enforcement of the penal, traffic or highway laws of this Commonwealth or of a city, town, or county of this Commonwealth, including any auxiliary police officers and auxiliary deputy sheriffs lawfully appointed. The police support provided under this Agreement by the Sheriff of the City of Lynchburg shall be limited to the Sheriff and such deputies who have law enforcement certification from the Virginia Department of Criminal Justice Services and comply with minimum qualifications of §15.2-1705 and §15.2-1706 of the Code of Virginia.

3. Requests for assistance pursuant to the terms and conditions of this Agreement may be made in person or by radio, telephone or any other method of communication, directly by and between supervisory law-enforcement officers on duty, or indirectly through supervisory administrative or dispatch personnel of any of the parties to this Agreement.

4. The personnel of the requested jurisdiction shall render such assistance under the direction of the Chief of Police or Sheriff or their respective designee of the requesting jurisdiction. Responding personnel should report to the person and/or location identified in the initial request for assistance. Supervision of the incident will be determined by the requesting agency. Once the mutual aid request is

made, the requesting agency should determine the best method of communication. If the agencies have common radio channels, they should utilize the best appropriate frequency. If there is no common frequency between the agencies, arrangements should be made so communication is available to the requested agency. This can be done in person, by cell phone, or by issuing a radio with the necessary frequency.

5. Law enforcement support provided pursuant to this Agreement may include, but not be limited to the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment.

6. Nothing contained in this Agreement shall in any manner be construed to compel any of the parties hereto to respond to a request for police support when the law enforcement officers of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed or are being used within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction to continue to provide police support to another jurisdiction when its law enforcement officers or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its own jurisdiction.

7. In those situations not involving the provision of mutual aid upon request, law enforcement officers may also enter any of the other jurisdictions that are parties of this Agreement in furtherance of law enforcement purposes, concerning any offense in which the entering police department or sheriffs office may have a valid interest; provided, that the entering law enforcement officers shall, as soon as practical, make such presence known to the police department or sheriff's office of the entered jurisdiction.

8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the police department or sheriff's office of the locality whose court has original jurisdiction over the offense. Entering law-enforcement officers shall promptly notify the police department or sheriff's office of the entered locality upon discovery of a crime which a court of the entered locality has original jurisdiction.

9. All law enforcement officers of the parties to this Agreement who are acting pursuant to this

Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and laws and ordinances of the locality within which they are present and to perform the other duties of a law enforcement officer in each jurisdiction subscribing to this Agreement; such authority shall be in conformance with §15.2-1736, and any successor statute, of the Code of Virginia and any other section of the Code of Virginia that may be applicable; however, law enforcement officers of any jurisdiction or sheriff's office who are casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent, immediate threat to public safety precludes the option of deferring action to the police department or sheriff's office of that jurisdiction, or when such law enforcement officer observes a person known to be wanted and subject to arrest, or for whom a warrant of arrest or capias exists.

10. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in each jurisdiction subscribing to this Agreement, including the authority to make arrests in each such jurisdiction subscribing to this Agreement, as he has within the locality where he is employed.

11. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance.

12. All pension, relief disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that provisions of these benefits shall remain the responsibility of the primary employing jurisdiction.

13. Each party agrees that, in activities involving the rendering of assistance to a requesting jurisdiction pursuant to this Agreement, each party shall (i) waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdictions; and (ii) indemnify hold and save harmless to the extent it is legal to do so the other parties from all claims by

third parties for property damage or personal injury which may arise out of the activities of the other parties outside their respective jurisdictions. It is expressly understood that the provisions of this paragraph shall not apply to the entry of law enforcement officers into another jurisdiction pursuant to paragraph 7 of this Agreement. This Agreement does not constitute a waiver of any parties' right to sovereign immunity or any other form of immunity any party may enjoy or be entitled to.

14. The parties shall not be liable to each other for reimbursement for injuries to personnel or damage to equipment incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

15. This Agreement amends and replaces the previous written Agreement by these parties pursuant to §15.2-1736 of the Code of Virginia dated July 1, 2014. All other written or oral Agreements between all or any of the parties to this Agreement shall remain in full force and effect.

16. Withdrawal. Any party of this Agreement shall have the right to withdraw from this Agreement, with or without cause, by giving written notice to the other parties by certified mail, return receipt requested. Any withdrawal shall be effective thirty (30) days after receipt of notice of withdrawal. This Agreement shall be presumed to be in full force and effect unless and until notice of withdrawal shall be produced in the event the question of continuing effect of this Agreement shall arise in any judicial or administrative proceeding. In the event one or more parties withdraws, this Agreement shall continue in full force and effect as to the remaining parties.

17. Succession of Sheriffs. It is the intention of the parties that this Agreement shall be of a continuous duration and remain in effect even if any of the Sheriffs who are in the parties to this Agreement leave office. Should any of the Sheriffs who are parties to this Agreement leave office, this Agreement shall continue and remain in full force and effect in the jurisdiction of the Sheriff who has left office, provided that his successor shall within thirty (30) days of taking office, give written notice to the Clerk of the City Council of Lynchburg stating his intention to remain a part of this Agreement. Should such written notice not be provided within (30) days of taking office, the successor Sheriff shall be deemed to have withdrawn from this Agreement.

18. Completeness of Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, or representations, either oral or written. This Agreement may be amended only by written instruments signed by authorized representatives of the participating jurisdictions.

19. Gender. Any word importing the masculine gender used in this Agreement may extend to and be applied to females as well as males.

20. Agreement Custodian. The Clerk of the City Council of the City of Lynchburg shall retain the original signed copy of this Agreement and shall be the custodian thereof and authorized to make and distribute attested or authenticated copies of the Agreement.

21. Effective Date and Duration of Agreement. This Agreement shall be in effect for a period of five (5) years beginning at 12:01 a.m. May 1, 2017, or at such later time as all of the parties have endorsed this Agreement, and shall terminate at 11:59 p.m. on April 30, 2022.

WITNESSETH THE FOLLOWING SIGNATURES

SHERIFF, COUNTY OF AMHERST

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Amherst

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By _____________________________________
E.W. Viar
Sheriff, County of Amherst

____
Notary Public

My Commission expires: __________________

SHERIFF, COUNTY OF APPOMATTOX

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Appomattox

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By ____________________________________
Barry E. Letterman
Sheriff, County of Appomattox

____
Notary Public

My Commission expires: __________________

SHERIFF, COUNTY OF BEDFORD

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Bedford

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By _____________________________________
Michael J. Brown
Sheriff, County of Bedford

____
Notary Public

My Commission expires: __________________

SHERIFF, COUNTY OF CAMPBELL

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Campbell

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By ____________________________________
Steve A. Hutcherson
Sheriff, County of Campbell

____
Notary Public

My Commission expires: __________________

SHERIFF, COUNTY OF NELSON

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Nelson

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By ____________________________________
David Hill
Sheriff, County of Nelson

____
Notary Public

My Commission expires: __________________

SHERIFF, COUNTY OF PITTSYLVANIA

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
County of Pittsylvania

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By _____________________________________
Michael W. Taylor
Sheriff, County of Pittsylvania

____
Notary Public

My Commission expires: ___________________

SHERIFF, CITY OF LYNCHBURG

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
City of Lynchburg

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By _____________________________________
Ronald L. Gillispie
Sheriff, City of Lynchburg

____
Notary Public

My Commission expires: __________________

TOWN OF ALTAVISTA

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Altavista

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By

__________________________________	_____________________________________
Waverly Coggsdale	Waverly Coggsdale
Town Clerk	Town Manager, Town of Altavista

____
Notary Public

My Commission expires: __________________
Notary Number: _________________________

TOWN OF AMHERST

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Amherst

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By ____________________________
Jack Hobbs
Town Manager, Town of Amherst

____
Notary Public

My Commission expires: __________________
Notary Number: __________________________

TOWN OF BEDFORD

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Bedford

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By

___________________________	_______________________________
Teresa Hatcher	Charles P. Kolakowski
Town Clerk	Town Manager, City of Bedford

____
Notary Public

My Commission expires: ___________________

TOWN OF BROOKNEAL

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Brookneal

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By

____________________________	________________________________
Bobbie Waller Town Clerk	Russell Thurston Town Manager Town of Brookneal

____
Notary Public

My Commission expires: __________________
Notary Number: __________________________

TOWN OF CHATHAM

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Chatham

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By

___________________________	_______________________________
Timothy Hammell	Richard Cocke
Town Clerk	Town Manager, Town of Chatham
	_______________________________
	Notary Public

My Commission expires: ___________________

TOWN OF HURT

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Hurt

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By

____
Gary Poindexter
Mayor of Hurt

____
Notary Public

My Commission expires: __________________
Notary Number: _________________________

CITY OF LYNCHBURG

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
City of Lynchburg

The forgoing instrument was acknowledged before me this _______ day of __________________, 2017.

By

__________________________________	_____________________________________
Valeria Chambers	Bonnie Svrcek
City Clerk	City Manager, City of Lynchburg

____
Notary Public

My Commission expires: __________________
Notary Number: _________________________

THIS IS TO CERTIFY that the attached copy of an Agreement dated May 1, 2017, between E.W. Viar, Sheriff, County of Amherst, Virginia; Barry E. Letterman, Sheriff, County of Appomattox, Virginia; Michael J. Brown, Sheriff, County of Bedford, Virginia; Steve A. Hutcherson, Sheriff, County of Campbell, Virginia; David Hill, Sheriff, County of Nelson, Virginia; Ronald L. Gillespie, Sheriff, City of Lynchburg, Virginia; Michael W. Taylor, Sheriff, County of Pittsylvania, Virginia; The Town Council of the Town of Altavista, Virginia; the Town Council of the Town of Amherst, Virginia; the Town Council of the Town of Bedford, Virginia; the Town Council of the Town of Brookneal, Virginia; the Town Council of the Town of Chatham, Virginia; the Town Council of the Town of Hurt, Virginia; and the City Council of the City of Lynchburg, Virginia; is a true and correct copy of said agreement.

Given under my hand and seal this ________ day of _____________________, 2017.

____
Valeria P. Chambers, CMC
Clerk of Council
City of Lynchburg, Virginia

RESOLUTION OF THE ALTAVISTA TOWN COUNCIL
MUTUAL AID AGREEMENT

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional corporation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, the Town of Altavista entered into a written mutual aid agreement dated ________________, with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Town of Amherst, the Town of Brookneal, the Town of Bedford, and the Town of Hurt; and,

WHEREAS, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Altavista Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Town of Hurt and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Altavista.

BE IT FURTHER RESOLVED the Altavista Town Council hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the Town.

Adopted: ________________________________

Certified: ________________________________
Clerk of Council

RESOLUTION

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional corporation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, the Town of Bedford has written mutual aid agreements with Bedford County Sheriff's Department, Amherst County Sheriff's Department, Town of Amherst Police Department, Campbell County Sheriff's Department, Town of Altavista Police Department, Town of Brookneal Police Department, City of Lynchburg Police Department, City of Lynchburg Sheriff's Department, and the Appomattox County Sheriff's Department; and,

WHEREAS, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Town of Bedford Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Altavista, the Town of Amherst, the Town of Brookneal, the City of Lynchburg and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Bedford.

BE IT FURTHER RESOLVED the Town of Bedford hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the city.

I hereby certify that the foregoing is a true and exact copy of a Resolution adopted at an adjourned meeting of the Council of the Town of Bedford, Virginia, held on ______________, at which said meeting a quorum was present and voted.

____

Deputy Clerk of the Council

<u>RESOLUTION</u>

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional corporation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, by resolution adopted on August 13th, 2002, Town Council authorized the Town of Brookneal to enter into a written mutual aid agreement (last updated August 1, 2009), with the Amherst County Sheriff's Department, Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the City of Lynchburg, the Town of Altavista, the Town of Amherst, and the City of Bedford; and,

WHEREAS, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Brookneal Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the City of Lynchburg, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Altavista, the Town of Amherst, the City of Bedford and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Brookneal.

BE IT FURTHER RESOLVED the Brookneal Town Council hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the City Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the city.

Adopted:

Certified: ________________________________
Clerk of the Council

#R-17-040

A. BE IT RESOLVED that by majority vote the FY 2018 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) including the revenues and expenditures proposed by the City Manager and revised by City Council be adopted as the annual operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and said funds be appropriated:

REVISED

GENERAL FUND INCOME		**GENERAL FUND EXPENDITURES**		
Beginning Balance	$21,278,274	General Government		$12,311,886
Non-Dedicated Revenues		Judicial Administration		4,890,127
General Property Taxes	79,305,183	Public Safety		36,423,992
Other Local Taxes	53,760,279	Public Works		18,170,424
Permits, Fees, and Regulatory Licenses	747,000	Health and Welfare		21,004,199
Fines and Forfeitures	442,500	Parks, Recreation and Cultural		5,685,255
Use of Money and Property	438,520	Community Development		4,802,375
Charges for Services	3,394,142	Non-Departmental		7,213,731
Miscellaneous	634,900	Transfer to Other Funds		996,794
Revenue from the Commonwealth	6,192,584	General Fund - Debt Service		9,209,371
Dedicated Revenues		Schools - Debt Service		8,440,791
Revenue from Use of Money & Property		***REVISED*** Reserves	~~2,532,171~~	2,888,171
Charges for Services	4,405,649	***REVISED*** Transfer to Capital - City	~~3,697,658~~	3,341,658
Recreation Revenue	485,500	Transfer to Capital - Schools		0
Parking	535,000	Ending Balance		19,622,897
Miscellaneous	2,756,884	**Subtotal**		**$155,001,671**
Revenue from the Commonwealth				
Categorical Aid - State Shared Expenditures	3,022,881	External Service Providers[1]		$8,554,323
Categorical Aid	19,667,652			
Revenue from the Federal Government	7,513,690	Component Units[1]		$43,804,303
Use of Committed/Assigned Fund Balance and Other	2,779,659			
Total	**$207,360,297**	**Total**		**$207,360,297**

[1] *To be considered separately*

Introduced: May 9, 2017 Adopted: May 23, 2017

Certified: ____________________________

Clerk of Council

#R-17-043

D. BE IT RESOLVED that by majority vote the FY 2018 School Operating Budget, including the revenues and expenditures proposed by the City Manager, be adopted for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and said funds be appropriated:

SCHOOL INCOME	
Beginning Balance	$0
State	49,609,868
Federal	463,500
Grants	10,448,996
Local – Operating	42,028,498
Local – School Buses	0
Miscellaneous	1,797,500
Total	**$104,348,362**

SCHOOL EXPENDITURES	
Operations	$93,899,366
Grant Funded Expenditures	10,448,996
Ending Balance	0
Total	**$104,348,362**

Introduced: May 9, 2017 Adopted: May 23, 2017

Certified: ______________________________
Clerk of Council

#R-17-044

E. BE IT RESOLVED that by majority vote the FY 2018 Greater Lynchburg Transit Company Budget including the revenues and expenditures proposed by the City Manager be adopted for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and said funds be appropriated:

GREATER LYNCHBURG TRANSIT COMPANY INCOME	
Beginning Balance	$0
Fares	761,000
Contracts	78,644
Federal	2,049,000
State	1,830,214
Local - Operating	1,775,805
Partners	2,231,985
Miscellaneous	237,681
Total	**$8,964,329**

GREATER LYNCHBURG TRANSIT COMPANY EXPENDITURES	
Operations	$8,964,329
Ending Balance	0
Total	**$8,964,329**

Introduced: May 9, 2017   Adopted: May 23, 2017

Certified: ______________________________

Clerk of Council