ADOPTED

FY 2016 Operating Budget
FY 2016-2020 Capital Improvement Program

THE CITY OF LYNCHBURG

The City of Lynchburg, Virginia

CITY HALL, LYNCHBURG, VIRGINIA 24505 ● (434) 455-3995
FAX (434) 847-1536
www.lynchburgva.gov

OFFICE OF THE MAYOR

July 1, 2015

Dear Citizens of Lynchburg:

City Council adopted the *FY 2016 Operating and Capital Budget* for all funds on May 26, 2015. This action followed several months of deliberation and review of the proposed budget and Capital Improvement Program (CIP). City Council held a budget retreat, four work sessions, an open house, and a public hearing on the proposed budget and CIP. A copy of the FY 2016 Budget Resolution outlining the appropriations to various City funds can be found behind the Budget Resolution tab in this document.

Adjustments to the *FY 2016 Proposed Operating Budget* are as follows:

General Fund

Revenues and Use of Fund Balance	**Proposed Operating Budget**	**Adjustments**	**Revised Budget**
Revenues	$174,636,269	$346,675	$174,982,944
Use of Fund Balance	10,015,040	(93,134)	9,921,906
Total Revenues and Use of Fund Balance	**$184,651,309**	**$253,541**	**$184,904,850**
Expenditures			
Operations	$113,009,617	$343,541	$113,353,158
Debt Service	17,211,443		17,211,443
Schools-Operations	41,064,276		41,064,276
Greater Lynchburg Transit Company	1,394,038		1,394,038
Transfers to Other Funds	1,301,196		1,301,196
Reserves	3,572,414	(822,204)	2,750,210
Capital Improvements	7,098,325	732,204	7,830,529
Total Expenditures, Reserves, and Transfers	**$184,651,309**	**$253,541**	**$184,904,850**

Details of these adjustments can be found behind the Council Agenda tab in this document.

With the adjustments noted above, the General Fund undesignated fund balance as of June 30, 2016, is projected to be $17,435,725, or 10.0%, of revenues; Council's target for undesignated fund balance is 10% of revenues. It should be noted that it is Council's practice to dedicate funding in excess of the 10% fund balance target to the Capital Improvement Program.

I want to thank City Council and staff for their dedication to public service. I am proud Council has worked together to adopt a budget that will serve us well during this fiscal year.

Thank you.

Sincerely,

Michael A. Gillette
Mayor

ADOPTED

FY 2016 Operating Budget
FY 2016-2020 Capital Improvement Program

THE CITY OF LYNCHBURG

ADOPTED
FY 2016 OPERATING BUDGET and
FY 2016 – 2020 CAPITAL IMPROVEMENT PROGRAM
OF THE CITY OF LYNCHBURG, VIRGINIA

General, Fleet, Airport, Water, Sewer, Stormwater, and Other Funds

CITY COUNCIL

Michael A. Gillette, Mayor, Ward I
Ceasor T. Johnson, Vice Mayor, Ward II
Joan F. Foster, At Large
Jeff S. Helgeson, Ward III
J. Randolph "Randy" Nelson, At Large
Edgar J. T. Perrow, Jr., Ward IV
Treney Tweedy, At Large

CITY MANAGER

L. Kimball Payne, III

LEADERSHIP TEAM

Bonnie Svrcek, Deputy City Manager
Walter Erwin, III, City Attorney
Valeria Chambers, Clerk of Council
Greg Daniels, City Assessor
Michael Doucette, Commonwealth's Attorney
Steven "Brad" Ferguson, Chief of Fire and Emergency Medical Services
Melissa Foster, Director of Emergency Services
Kay Frazier, Director of Parks and Recreation Services
Michael Goetz, Director of Information Technology
Gaynelle Hart, Director of Public Works
David Malewitz, Parking Manager
JoAnn Martin, Director of Communications and Marketing
Marilyn Martin, Director of Libraries
John McCorkhill, Director of Fleet Services
Timothy Mitchell, Director of Water Resources
Mitchell Nuckles, Commissioner of the Revenue
Tamara Rosser, Director of Human Services
Margaret Schmitt, Director of Human Resources
Parks Snead, Chief of Police
Sergei Troubetzkoy, Director of Tourism
Marjette Upshur, Director of Economic Development
Kent White, Director of Community Development
Donna Witt, Director of Financial Services

BUDGET STAFF

Megan Palmer, Financial Technician IV
Cindy Speck, Budget Analyst
Michelle White, Budget Analyst

SPECIAL ACKNOWLEDGMENT

Cover photographs by LuAnn Hunt, Communications and Marketing Coordinator and Ashley Kershner, Parks and Recreation Development and Marketing Coordinator

ABOUT THE COVER:

On January 24, 2015, Lynchburg Parks and Recreation celebrated the reopening of the newly restored Miller Center with a formal dedication ceremony in the morning followed by an open house and tours of the building. Later in the evening, the newly formed Friends of Lynchburg Parks and Recreation non-profit organization presented the Miller Center Opening Concert featuring the music of Apple Butter Soul and the EbonyBlue Band - the first ever concert in the newly restored Miller Center Theater.

The Miller Center renovation project began in 2009, and construction began in 2013. The project was completed at a total cost of $6.3 million with $1.4 million recouped in historic tax credits. Improvements to the building included increased connectivity to Miller Park and improved parking; handicap access to the entire building; full renovation of the theater; increased efficiency of the heating, cooling and mechanical systems; consolidation of office space; improved stormwater management; and increased neighborhood center and classroom space.

The Miller Center was originally built as an elementary school known as Miller Park School, and was completed in 1911 at a cost of $29,000. Designed by architects McLaughlin, Pettit and Johnson, the building was designed in the Georgian Revival style. In 1953, the school board changed the name of the school to the Janet W. Snead School in honor Janet Snead, a Lynchburg educator and former principal.

In 1970 the school was closed due to declining enrollment, and it became the new headquarters for the Parks and Recreation Department; it continued in that capacity largely unchanged until 2012 when the current renovations began. A key component of the renovation was to follow the recommendations of the Miller Park Master Plan, which called for a stronger connection between the Miller Center and Miller Park.

Lynchburg Parks and Recreation contributes to a healthy, active, and educated community, providing stewardship and management of parklands, trails, and civic facilities and creating opportunities for all people to participate in a rich variety of recreational activities. Learn more about the parks, trails, programs, and activities at www.lynchburgva.gov/parksandrec as well as on Facebook, Twitter, and Instagram.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Lynchburg

Virginia

For the Fiscal Year Beginning

July 1, 2014

Executive Director

COUNCIL AGENDA ITEM SUMMARY ..... SEE TAB

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LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **April 28, 2015** AGENDA ITEM NO.:

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

ACTION: **X** INFORMATION:

ITEM TITLE: **1) Adopt and Appropriate the FY 2016 Operating Budget; 2) Adopt the FY 2016-2020 Capital Improvement Program; 3) Adopt and Appropriate the FY 2016 Capital Budget; 4) Adopt a Resolution Authorizing the City Manager to Award Monetary Incentives, Awards, and Bonuses to Employees for Exceptional Services; 5) Adopt a Resolution requiring City Council approval to spend Poverty Initiative funds; and 6) Adopt a Resolution to set the personal property tax relief rate.**

RECOMMENDATION:

Adopt and appropriate the FY 2016 Operating Budget; adopt the FY 2016-2020 Capital Improvement Program; adopt and appropriate the FY 2016 Capital Budget; adopt a resolution authorizing the City Manager to award monetary incentives, awards, and bonuses to employees for exceptional services; adopt a resolution requiring City Council approval to spend Poverty Initiative funds; and adopt a resolution to set the personal property tax relief rate.

SUMMARY:

Following the March 31, 2015 Public Hearing for the FY 2016 Budget, Council adjusted the Proposed FY 2016 General Fund Budget as follows:

General Fund

Revenues and Use of Fund Balance	**Proposed Operating Budget**	**Adjustments**	**Revised Budget**
Revenues	$174,636,269	$346,675	$174,982,944
Use of Fund Balance	10,015,040	(93,134)	9,921,906
Total Revenues and Use of Fund Balance	**$184,651,309**	**$253,541**	**$184,904,850**
Expenditures			
Operations	$113,009,617	$343,541	$113,353,158
Debt Service	17,211,443		17,211,443
Schools-Operations	41,064,276		41,064,276
Greater Lynchburg Transit Company	1,394,038		1,394,038
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Reserves	3,572,414	(822,204)	2,750,210
Capital Improvements	7,098,325	732,204	7,830,529
Total Expenditures, Reserves, and Transfers	**$184,651,309**	**$253,541**	**$184,904,850**

Based on City Council's Work Session discussions regarding the FY 2016 budget, staff made the following adjustments:

To Revenues and Use of Fund Balance:

1. Added $160,000 in Local Sales Tax based on updated revenue projections.
2. Reduced Business License Tax by $97,200 based on updated revenue projections.
3. Reduced Lodging Tax by $100,000 based on updated revenue projections.
4. Added $170,000 in Meals Tax based on updated revenue projections.
5. Reduced Court Fines and Fees by $40,000 due to the State returning less revenue to the City.
6. Added $30,000 as a result of the increased value of Campbell County's Wards Crossing West property and the revenue sharing agreement with the City.

7. Eliminated the $325,447 Local Aid to the Commonwealth.
8. Reduced Local Law Enforcement (HB 599) revenue by $123,572 to reflect the latest level of funding proposed by the General Assembly.
9. Added $22,000 to the Indirect Cost federal reimbursement.
10. Reduced the use of fund balance by $90,000 to fund streetscape design at FY 2015 Third Quarter.
11. Added $3,134 to unassigned fund balance.

To Expenditures:

1. Added $55,100 to the Emergency Services budget to overhire a Network Administrator position.
2. Added $76,794 to the Public Works budget for an Engineer position.
3. Added $8,545 to the Social Services budget for burial assistance.
4. Added $20,200 to the Library budget for personnel costs not included in the City Manager's Proposed Budget.
5. Added $150,000 to Non-departmental for Parks and Recreation and Social Services market adjustments.
6. Reduced the Blue Ridge Regional Jail Authority payment by $2,098.
7. Eliminated the $822,204 Capital Maintenance Reserve and increased the transfer to capital by $732,204 to fund the Streetscape Improvements Downtown project ($632,204), the Clay Street Reservoir – Adaptive Reuse Design and Feasibility Study ($50,000), and the Jefferson Park Master Plan ($50,000).
8. Added $25,000 to the Non-departmental budget for recruitment costs.
9. Added $10,000 to the Council/Manager's budget for Council training and travel.

Details of all City Council and staff adjustments can be found in Attachment A.

Also, State code requires the personal property tax relief rate be set at the time the budget is adopted.

Adopting Resolutions A, B, E, H, I, J, K, L, M, N, O, P, and Q require a majority vote of all of the members of City Council in attendance, said vote to be taken by ayes and noes.

Adopting Resolutions C, D, F, and G require a two-thirds majority vote (i.e. five of seven) among the members elected to City Council, said vote to be taken by ayes and noes.

HOME Fund

The HOME Fund is adjusted by $34,940 to reflect a decrease based on the actual federal entitlement award.

Community Development Block Grant Fund

The Community Development Block Grant Fund is adjusted by a net amount of $13,894 to reflect a $14,586 increase in the actual federal entitlement award offset by a $692 decrease in program income.

City Capital Projects Fund

The City Capital Projects Fund is adjusted by $1,163,647 to include: $50,000 for an adaptive reuse design for Clay Street Reservoir, $50,000 for Jefferson Park Landfill, $1,102,952 for Streetscape Improvements Downtown, and a reduction in CDBG funding of ($39,305) for Fifth Street Phase III based on actual amounts approved by the Community Development Advisory Committee.

Fund Balance

With the adjustments noted above, the General Fund undesignated fund balance as of June 30, 2016 is projected to be $17,435,725 or 10.0% of revenues. Council's target for undesignated fund balance is 10% of revenues.

PRIOR ACTION(S):

March 10, 17, 24, April 14, 2015 – City Council Work Sessions
March 31, 2015 – Public Hearing on the Proposed FY 2016 Budgets for General Government, Schools, Water, Sewer, Stormwater, Airport, and Other Funds, and the FY 2016 - 2020 Capital Improvement Program

BUDGET IMPACT:

See attached budget resolution.

CONTACT(S):
L. Kimball Payne, III, City Manager, 455-3990
Bonnie Svrcek, Deputy City Manager, 455-3990
Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):
Attachment A: Balancing the FY 2016 General Fund Budget; and Resolutions to 1) adopt and appropriate the FY 2016 Operating Budget; 2) adopt the FY 2016-2020 Capital Improvement Program; 3) adopt and appropriate the FY 2016 Capital Budget; 4) adopt a resolution authorizing the City Manager to award monetary incentives, awards, and bonuses to employees for exceptional services; 5) adopt a resolution requiring City Council approval to spend Poverty Initiative funds, and 6) adopt a resolution to set the personal property tax relief rate.

REVIEWED BY:

ATTACHMENT A

BALANCING THE FY 2016 GENERAL FUND BUDGET

Revenues and Use of Fund Balance	
Proposed Revenues (from the FY 2016 Proposed Operating Budget)	**$174,636,269**
Use of Fund Balance	10,015,040
Total Proposed Revenues and Use of Fund Balance	**$184,651,309**
Adjustments: Revenue Summary	
Non-dedicated Revenue Adjustments	**Increase/(Decrease)**
Local Sales Tax	$160,000
Business License Tax	(97,200)
Lodging Tax	(100,000)
Meals Tax	170,000
Fines and Fees	(40,000)
Charges for Services	30,000
Dedicated Revenue Adjustments	
Local Aid to the Commonwealth	325,447
Local Law Enforcement (HB599)	(123,572)
Indirect Cost	22,000
Use of Fund Balance Adjustments	
Pay-As-You-Go	(90,000)
Addition to Fund Balance	(3,134)
Revised Revenues and Use of Fund Balance	**$184,904,850**
Expenditures, Reserves, and Transfers	
Proposed Expenditures, Reserves, and Transfers (*from the FY 2016 Proposed Operating Budget)*	**$184,651,309**
Adjustments: Expenditures, Reserves, and Transfers	**Increase/(Decrease)**
Emergency Services department - Network Administrator overhire	$55,100
Add an Engineer position in Public Works	76,794
Burial assistance costs in Social Services	8,545
Personnel costs for the Library	20,200
Market adjustments for Parks and Recreation and Social Services	150,000
Blue Ridge Regional Jail Authority	(2,098)
Eliminate Capital Maintenance Reserve	(822,204)
Transfer to Capital for Pay-As-You-Go Projects	732,204
Funds to assist with recruitment expenses	25,000
Council training and travel	10,000
Revised Expenditures	**$184,904,850**
Balance of Revised Revenues, Use of Fund Balance, and Expenditures	**$0**

A. BE IT RESOLVED that by majority vote the FY 2016 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, 2015 and ending June 30, 2016 and said funds be appropriated:

GENERAL FUND INCOME	
Beginning Balance	$26,992,591
Non-Dedicated Revenues	
General Property Taxes	77,220,620
Other Local Taxes	51,532,711
Permits, Privilege Fees and Licenses	728,133
Fines & Forfeitures	442,500
Use of Money & Property	314,734
Charges for Services	3,326,352
Miscellaneous	236,000
Revenue from the Commonwealth	6,217,584
Dedicated Revenues	
Revenue from Use of Money & Property	
Charges for Services	4,055,248
Recreation Revenue	373,100
Parking	515,000
Miscellaneous	2,329,755
Revenue from the Commonwealth	
Categorical Aid - State Shared Expenditures	3,082,483
Categorical Aid	17,950,703
Revenue from the Federal Government	6,658,021
Use of Reserves and Committed/Assigned Fund Balance	365,040
Total	**$202,340,575**

GENERAL FUND EXPENDITURES	
General Government	$12,546,736
Judicial Administration	4,826,762
Public Safety	35,145,550
Public Works	17,657,871
Health and Welfare	17,920,280
Parks, Recreation and Cultural	5,368,732
Community Development	4,321,539
Non-Departmental	7,391,058
Transfer to Other Funds	1,301,196
General Fund - Debt Service	8,515,623
Schools - Debt Service	8,695,820
Reserves	2,750,210
Transfer to Capital - City	7,830,529
Ending Balance	17,435,725
Subtotal	**$151,707,631**
External Service Providers[1]	$8,174,630
Component Units[1]	$42,458,314
Total	**$202,340,575**

[1] *To be considered separately*

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

B. BE IT RESOLVED that by majority vote the FY 2016 Mandated and Contractual External Service Providers Budget of $8,086,819 proposed by the City Manager and revised by City Council be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated:

MANDATED	
Blue Ridge Regional Jail Authority	$5,586,635
Horizon Behavioral Health	457,323
Health Department	830,977
TOTAL MANDATED	**$6,874,935**
CONTRACTUAL	
Central Virginia Regional Radio Board	$692,034
Lynchburg Humane Society - Operating	351,697
Southern Memorial Association (Old City Cemetery)	132,438
Virginia Cooperative Extension Service	35,715
TOTAL CONTRACTUAL	**$1,211,884**

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

C. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2016 Central Virginia Alliance for Community Living (formerly Central Virginia Area Agency on Aging) Budget of $15,000 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

D. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2016 Central Virginia Community College Board and Related Operations Budget of $1,900 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

E. BE IT RESOLVED that by majority vote the FY 2016 Robert E. Lee Soil & Water Conservation District Budget of $10,000 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

F. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2016 Virginia Legal Aid Society Budget of $10,816 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

G. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2016 Amazement Square Real Estate Tax Refund Budget of $5,604 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

H. BE IT RESOLVED that by majority vote the FY 2016 Region 2000 Local Government Council Budget of $44,491 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

I. BE IT RESOLVED that by majority vote the FY 2016 School Operating Budget, including the revenues and expenditures proposed by the City Manager, be adopted for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated:

SCHOOL INCOME	
Beginning Balance	$0
State	47,984,627
Federal	426,000
Grants	9,237,737
Local – Operating	41,064,276
Miscellaneous	1,857,220
Total	**$100,569,860**

SCHOOL EXPENDITURES	
Operations	$91,332,123
Grant Funded Expenditures	9,237,737
Ending Balance	0
Total	**$100,569,860**

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

J. BE IT RESOLVED that by majority vote the FY 2016 Greater Lynchburg Transit Company Budget including the revenues and expenditures proposed by the City Manager be adopted for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated:

GREATER LYNCHBURG TRANSIT COMPANY INCOME	
Beginning Balance	$0
Fares	1,142,171
Contracts	76,000
Federal	2,034,000
State	1,527,690
Local - Operating	1,394,038
Partners	1,431,418
Miscellaneous	142,492
Total	**$7,747,809**

GREATER LYNCHBURG TRANSIT COMPANY EXPENDITURES	
Operations	$7,747,809
Ending Balance	0
Total	**$7,747,809**

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

K. BE IT RESOLVED that by majority vote the FY 2016 budgets of the funds mentioned herein be adopted for the purposes herein mentioned and said funds be appropriated from the funds and resources of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

FLEET SERVICES FUND INCOME		**FLEET SERVICES FUND EXPENDITURES**	
Beginning Balance	$1,076,328	Operations	$6,576,300
Revenues	6,787,691	Debt Service	474,210
Total	**$7,864,019**	Ending Balance	813,509
		Total	**$7,864,019**
AIRPORT FUND INCOME		**AIRPORT FUND EXPENDITURES**	
Beginning Balance	$250,000	Operations	$2,290,466
Revenue from Cost Centers	2,363,477	Debt Service	140,414
Interest and Other	22,000	Ending Balance	250,000
Use of Reserves	45,403	**Total**	**$2,680,880**
Total	**$2,680,880**		
WATER FUND INCOME		**WATER FUND EXPENDITURES**	
Beginning Balance	$6,788,248	Operations	$9,603,246
Charges for Service	11,856,798	Debt Service	4,316,541
Water Contracts (Amherst/Bedford/Campbell/Industrial)	2,683,240	Transfer to Water Capital Fund	1,250,000
Interest and Other	268,231	Ending Balance	6,426,730
Total	**$21,596,517**	**Total**	**$21,596,517**
SEWER FUND INCOME		**SEWER FUND EXPENDITURES**	
Beginning Balance	$9,644,921	Operations	$10,494,630
Charges for Services	18,057,456	Debt Service	9,370,351
Sewer Contracts (Amherst/Bedford/Campbell/Industrial)	3,276,767	Transfer to Sewer Capital Fund	1,500,000
Interest and Other	126,727	Ending Balance	9,740,890
Total	**$31,105,871**	**Total**	**$31,105,871**
STORMWATER FUND INCOME		**STORMWATER FUND EXPENDITURES**	
Beginning Balance	$1,160,974	Operations	$2,671,239
Charges for Services	3,149,400	Transfer to Capital Fund	1,150,000
State Categorical Aid	275,000	Ending Balance	821,413
Miscellaneous	57,278	**Total**	**$4,642,652**
Total	**$4,642,652**		
ASSET FORFEITURE FUND INCOME		**ASSET FORFEITURE FUND EXPENDITURES**	
Beginning Balance	$108,943	Operations	$48,296
Revenue	0	Ending Balance	60,647
Total	**$108,943**	**Total**	**$108,943**
COMPREHENSIVE SERVICES ACT FUND INCOME		**COMPREHENSIVE SERVICES ACT FUND EXPENDITURES**	
Beginning Balance	$423,103	Operations	$5,062,797
Miscellaneous	110,000	Ending Balance	423,103
Transfer from General Fund	1,238,852	**Total**	**$5,485,900**
Lynchburg City School Transfer	196,541		
Revenue from the Commonwealth	3,517,404		
Total	**$5,485,900**		
HOME FUND INCOME		**HOME FUND EXPENDITURES**	
Beginning Balance	$0	Operations	$305,985
Federal Entitlement	305,985	Ending Balance	0
Total	**$305,985**	**Total**	**$305,985**
LYNCHBURG BUSINESS DEVELOPMENT CENTRE INCOME		**LYNCHBURG BUSINESS DEVELOPMENT CENTRE EXPENDITURES**	
Beginning Balance	$125,385	Operations	$0
Revenue	0	Ending Balance	125,385
Total	**$125,385**	**Total**	**$125,385**

LEAF FUND INCOME	
Beginning Balance	$191,009
Pledges/Donations	0
Total	**$191,009**

LEAF FUND EXPENDITURES	
Operations	$0
Ending Balance	191,009
Total	**$191,009**

REGIONAL JUVENILE DETENTION CENTER FUND INCOME	
Beginning Balance	$100,000
Charges for Services	1,734,159
Intergovernmental	1,119,463
Total	**$2,953,622**

REGIONAL JUVENILE DETENTION CENTER FUND EXPENDITURES	
Operations	$2,723,269
Debt Service	130,353
Ending Balance	100,000
Total	**$2,953,622**

RISK MANAGEMENT FUND INCOME	
Beginning Balance	$2,338,290
Charges for Services	972,587
Interest	15,000
Subrogation	0
Total	**$3,325,877**

RISK MANAGEMENT FUND EXPENDITURES	
Operations	$287,131
Insurance and Claims	689,800
Ending Balance	2,348,946
Total	**$3,325,877**

SPECIAL WELFARE FUND INCOME	
Beginning Balance	$76,312
Donations and Restitutions	68,450
Interest	2,000
Revenue from the Commonw ealth	8,500
Total	**$155,262**

SPECIAL WELFARE FUND EXPENDITURES	
Operations	$104,700
Ending Balance	50,562
Total	**$155,262**

TECHNOLOGY FUND INCOME	
Beginning Balance	$1,868,694
Use of Money & Property	9,000
Transfer from General Fund	622,294
Total	**$2,499,988**

TECHNOLOGY FUND EXPENDITURES	
Operations	$844,875
Capital Outlay	102,000
Ending Balance	1,553,113
Total	**$2,499,988**

CITY/FEDERAL/STATE AID FUND INCOME	
Beginning Balance	$0
Revenue from the Federal Government	1,803,747
Revenue from the Commonw ealth	1,007,248
Other	106,160
In-Kind	23,706
Transfer from General Fund	97,121
Total	**$3,037,982**

CITY/FEDERAL/STATE AID FUND EXPENDITURES	
Operations	$3,037,982
Ending Balance	0
Total	**$3,037,982**

COMMUNITY DEVELOPMENT BLOCK GRANT INCOME	
Beginning Balance	$1,250,888
Federal Entitlement	686,040
Program Income	1,708
Total	**$1,938,636**

COMMUNITY DEVELOPMENT BLOCK GRANT EXPENDITURES	
Operations	$857,882
Ending Balance	1,080,754
Total	**$1,938,636**

Introduced: April 28, 2015

Adopted: May 26, 2015

Certified: Valeria P. Chambers

Clerk of Council

L. BE IT RESOLVED that by majority vote the revised FY 2016 - 2020 Capital Improvement Program is hereby adopted.

Adopted: April 28, 2015

Certified: Valeria P. Chambers
Clerk of Council

M. BE IT RESOLVED that by majority vote the FY 2016 Capital Budget proposed by the City Manager and revised by City Council is hereby adopted and said funds be appropriated from the funds and resources of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 in the total amount of $20,229,637 for the City Capital Projects Fund, $1,400,000 for the Airport Capital Projects Fund, $3,950,000 for the Water Capital Projects Fund, $2,320,000 for the Sewer Capital Projects Fund, and $2,855,275 for the Stormwater Capital Projects Fund.

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

N. BE IT RESOLVED that by majority vote in accordance with Section 15.2-1508 of the Code of Virginia, 1950, as amended, City Council authorizes, and subject to the availability of appropriated funds, the payment of monetary incentives, awards, and bonuses to City employees for exceptional services rendered by those employees. Such monetary incentives, awards, or bonuses may not exceed $5,000 or five percent of the employee's annual salary, whichever is greater. Such incentives, awards, and bonuses may be offered and paid for such exceptional services as defined in the procedural directives issued by the City Manager or his/her designee, including, but not necessarily limited to, any or all of the following purposes:

(1) Individual incentive awards,
(2) Special recognition awards,
(3) Outstanding performance awards, and
(4) Cost savings or revenue generating suggestion awards.

The Director of Human Resources shall administer the incentive award and bonus program. The types of incentives, awards, and bonuses and the types of exceptional services for which they may be granted; the amount of particular incentives, awards, and bonuses; and the selection criteria and process for particular incentives, awards, and bonuses shall be set forth in the procedural directives issued by the City Manager. The total amount paid in monetary incentives, awards, and bonuses shall not exceed $60,000 annually.

Adopted: April 28, 2015

Certified: Valeria P. Chambers
Clerk of Council

O. BE IT RESOLVED that FY 2016 General Fund Non-Departmental Poverty Initiative funds of $50,000 may only be spent upon approval by a majority vote of City Council.

Adopted: April 28, 2015

Certified: Valeria P. Chambers
Clerk of Council

P. BE IT RESOLVED that by majority vote $50,000 of the FY 2016 Reserve for Contingencies funding is appropriated for use by the City Manager for the fiscal year beginning July 1, 2015 through June 30, 2016.

Introduced: April 28, 2015 Adopted: May 26, 2015

Certified: Valeria P. Chambers
Clerk of Council

Q. BE IT RESOLVED that by majority vote in accordance with Section 14.2 (b) 2 of the Code of Virginia, 1950, as amended, the personal property tax relief rate for the fiscal year beginning July 1, 2015 through June 30, 2016 shall be set at 48.51%.

Adopted: April 28, 2015

Certified: Valeria P. Chambers
Clerk of Council

OFFICE OF THE
CITY MANAGER

CITY HALL, LYNCHBURG, VIRGINIA 24504 ● (434) 455-3990
FAX (434) 847-1536

TO: The Honorable City Council

FROM: L. Kimball Payne, III, City Manager

SUBJECT: *Proposed FY 2016 Budget*

DATE: March 10, 2015

Introduction

The *Proposed FY 2016 Budget* for the City of Lynchburg, which includes the General, Fleet, Capital, Airport, Water, Sewer, Stormwater, and other minor funds, as well as component units, minus beginning funds and transfers between funds, totals $330.4 million. For comparison, the *Adopted FY 2015 Budget* totaled $394.3 million and the *Adopted FY 2014 Budget* totaled $317.7 million. The decrease is mainly attributable to the appropriation, in FY 2015, for the construction of Heritage High School ($72.3 million) that is not repeated in FY 2016. General Fund expenditures for FY 2016 are projected to increase by about $8.3 million.

The *Proposed FY 2016 Budget* reflects a stabilizing economy and utilizes increased revenues to improve service delivery capabilities in some departments; in some case restoring cuts made during the recession and in other cases adding resources. In particular, the proposed budget recognizes revenue streams from consumption related taxes that were underestimated in the previous budget and provides additional funding for Public Safety and Public Works. The proposed budget funds increased debt service and supports an across-the-board pay increase of two percent (2%) for City and Schools employees. It also includes funding for new positions, or conversions from part-time to full-time, to support increased service demands.

The *Proposed FY 2016 Budget* complies with the fiscal policies adopted by City Council. It does not include any recommendation for tax increases and proposes only a small increase in Sewer Fund user fees.

Budget Development

In the abstract, budget development is shaped by a number of factors. They include Financial Management Policies, City Council's vision and priorities, and certain principles of budgeting.

Financial Management Policies

Financial Management Policies address such areas as adopting a balanced budget, the appropriate fund balance to maintain, restrictions on its use for recurring operating expenses, debt management, investments and the establishment of contingency reserves to address unexpected circumstances. If followed, sound financial management policies should do the following:

- Contribute significantly to the City's ability to insulate itself from fiscal crisis and economic disruption.
- Enhance short-term and long-term financial credit ability by helping to achieve the highest credit and bond ratings possible.
- Promote long-term financial stability by establishing clear and consistent guidelines.
- Direct attention to the total financial picture of the City rather than single issue areas.
- Promote the view of linking long-term financial planning with day-to-day operations.
- Provide City Council and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.
- Ensure that the organization is sufficiently resourced to perform mandated responsibilities.
- Provide a foundation for evaluating financial analysis and condition.

City Council first adopted Financial Management Policies in 1999 and has revised and reaffirmed them as appropriate, most recently in February 2013.

The Financial Management Policies are included in the General Information section of the budget document. The proposed budget complies with adopted Financial Management Policies.

City Council's Vision and Priorities

On October 8, 2013, City Council adopted a new vision statement and strategic plan for the Lynchburg community. The strategic plan was a natural evolution from the Sustainable Lynchburg Initiative that had been underway for several years and includes both a foundation and strategic pillars (core areas) that support the vision of Lynchburg as, ***"A Great Place to Live, Work and Play."***

Foundation: *Good Governance and Fiscal Responsibility are the foundation to achieving Council's vision of making Lynchburg "A Great Place to Live, Work and Play."*

Following are the pillars that support Council's Vision:

Arts and Culture: *Lynchburg is a place to discover and enjoy arts, history, and culture.*

Citizen Engagement and Social Capital: *Lynchburg citizens are engaged in participative democracy, interact with each other, learn from each other and together make the community more than the sum of its parts.*

Economic Development: *Lynchburg fosters an environment where businesses develop, thrive and compete in the global marketplace.*

Healthy and Active Living: *Lynchburg supports healthy and active living.*

Infrastructure: *Lynchburg will develop, renew and replace the City's infrastructure in a manner that is cost effective, efficient, and sensitive to the community's needs.*

Land Use: *Lynchburg optimizes the use of land and resources within its 50 square miles.*

Lifelong Learning: *Lynchburg is a community that values, encourages, and supports the pursuit of learning opportunities at all stages of life.*

Natural Resources: *Lynchburg protects, preserves, and restores the natural environment.*

Neighborhoods: *Lynchburg is a community of vibrant, healthy, and diverse neighborhoods.*

Safe Community: *Lynchburg supports a safe and vibrant community through partnerships, planning and prevention.*

Social Equity: *Lynchburg is a city where everyone is valued and respected, and has fair access to public resources.*

Transportation: *Lynchburg's transportation system is multi-modal, safe and accessible to all citizens.*

City Council's vision provides a baseline for City policy development and operational priorities. In December of 2013 Council identified an initial set of priorities, one under each pillar, to advance the implementation of the strategic plan. The plan will be reviewed annually, progress measured, and priorities adjusted as appropriate. City Council reviewed the results of a citizen and employee survey regarding implementation of the plan at its budget and planning session in February 2015.

Budget Principles

There are a number of operating principles important to the sound fiscal management of an organization that must meet mandated and contractual financial commitments while delivering quality services to the citizens of Lynchburg. Those principles include:

- Fund debt service
- Fund mandated programs
- Maintain a fund balance in accordance with fiscal policy
- Provide appropriate compensation for City employees
- Preserve employee benefits
- Replace essential equipment, especially vehicles and computers
- Maintain existing facilities and infrastructure
- Provide excellent core services
- Provide quality customer service

The proposed budget supports these principles.

Budget Preparation

Throughout the fiscal year budget personnel have closely monitored current revenues and expenditures compared to the *Adopted FY 2015 Budget*. They have gathered information on significant events that might affect either costs or revenues and have kept abreast of the State budget situation in

preparation for FY 2016 budget development. A number of issues or concerns impacting the budget were noted. They are:

- **Employee Compensation and Benefits:** With benefits costs relatively stable, there is a desire to provide an additional compensation adjustment for City and Schools employees. Particular attention needs to be paid to certain positions, particularly in Social Services and Parks and Recreation, which are compensated well below market and are experiencing high turnover.

- **Grant Funded Positions:** The Fire Department has been the recipient of funding for nine positions under a SAFER (Staffing for Adequate Fire and Emergency Response) grant. That funding is winding down and six of the positions have been eliminated through attrition. In addition, grant funding received by the Police Department for School Resource Officers in the middle schools is also declining.

- **Service Delivery:** Increasing service demands requires an examination of staffing levels and non-personnel expenditures. In some departments, and particularly in Public Works, cuts that were made during the recession have left inadequate resources to meet service needs.

- **Consumption Tax Revenues:** These revenues have performed better than budgeted in FY 2015 and can provide some resources to address budget priorities.

- **Property Tax Revenues:** Property tax revenues were anticipated to show some increase. There will be a general reassessment of Real Property effective July 1, 2015. The assessed value of Personal Property has shown recent growth.

- **State Funding:** State revenues suffered a reduction in FY 2014, primarily as a result of sequestration and reduced collections of capital gains taxes. As a result the McAuliffe administration and the General Assembly were exploring ways to reduce expenditures. One action was to reinstate the cuts to local funding for state-mandated/locally-delivered programs in an amount of $30 million statewide. The impact to Lynchburg was $325,447 in FY 2015 and was expected to be repeated in FY 2016; however, the latest news from the General Assembly is that this reduction will be eliminated. Although there was some improvement in state revenues in the first six months of FY 2015, the final impact of the state budget on local funding will not be known until after the General Assembly acts on the FY 2016 State Budget.

- **Infrastructure:** City and School buildings, public safety facilities, roads, bridges, parks, community centers and other components of the City's infrastructure continue to be an ongoing funding challenge. Maintenance of the current infrastructure requires a significant investment that cannot be fully covered by the annual pay-as-you-go financing. Major renovations and new facilities will require debt funding, however, the City's capacity to service additional debt is limited due to the construction of the new Heritage High School.

- **Schools Funding:** The Superintendent's proposed School Budget seeks additional local funding of $1.2 million to fund a 2% compensation increase, instructional assistants in kindergarten and positions related to mental health and poverty. Pay-as-you-go funding is also sought for school bus replacement.

In November, preliminary budget projections indicated that there would be approximately $2 million in additional resources available to address budget priorities. One such priority was a modest increase in compensation for City and Schools employees.

Budget instructions to City departments directed that an effort be made to maintain current levels of spending so that the additional resources could be applied to compensation. Nevertheless, approximately $4 million in additional requests were submitted. Fortunately, an improving revenue picture provided some relief.

After the receipt of departmental budget submissions, Budget Office staff conducted a thorough review of each budget submission. The City Manager, Deputy City Manager, Director of Financial Services and budget staff followed up with department heads to clarify issues. Information on the budget process to date was shared with City Council during its annual budget and planning session in February. Council asked that attention be made to addressing compensation disparities in Social Services and Parks and Recreation and that some funding be identified to finance an initiative on poverty.

The Budget Document

The budget document provides a complete description of the resources received by the City from all sources and their uses. All of the various funds utilized by the City are shown along with their proposed revenues, expenditures, and balances.

For major revenue categories generating in excess of $1 million annually, information is provided on the enabling legislation, rate history, the amount of revenue generated, the percent change from year to year, and a brief analysis of the FY 2016 estimate. Graphs are included to illustrate revenue history. This information can be found in the summary pages behind the General Fund tab.

Major categories within the General Fund are grouped substantially in accordance with guidance provided by the State Auditor of Public Accounts for comparative cost reporting. Under each General Fund department is information comparing the departmental submission to the proposed FY 2016 funding. This includes an increase/decrease column, subtotals for personnel and operating (non-personnel related) costs, and a description of significant changes from the *Adopted FY 2015 Budget*.

The department pages are presented in summary format using seven major categories:

Salaries – Compensation for direct labor of persons in the employment of the City. Salaries and wages paid to employees for full-time, part-time and temporary work, including overtime and automobile, clothing and tool allowances.

Employee Benefits – Employment related benefits provided to employees as part of their total compensation. Includes the following:

Group Life Insurance – Payments for both the employer's and employees' portions of premiums for employees' life insurance coverage.

Virginia Retirement System – Payments for the employer's portion of premiums for the employees' retirement program.

Employer's FICA Contribution – Payments for the employer's share of Social Security Program contribution.

Workers' Compensation Claims – Payments for authorized claims involving employees' work related injuries.

Health Benefit – Payments made for health insurance for full-time classified employees and other employees eligible under the Affordable Care Act.

Dental Benefit – Payments made for dental insurance for full-time classified employees and other employees eligible under the Affordable Care Act.

Vision Benefit – Payments made for vision insurance for all employees participating in the Wellness Program.

Virginia Local Disability Program – 0.6% of salary is budgeted to pay for third party administration of this State-mandated program that applies to all employees hired after January 1, 2014.

Affordable Care Act Fees – Fees total $65 per employee and are included in the cost of medical benefits.

Unemployment Compensation – Payments for benefits related to unemployment claims.

Tuition Reimbursements – Payments to employees to assist with costs for college or other courses related to City work functions.

Contractual Services – Services acquired on a fee basis or a fixed time contract basis from outside sources (e.g., private vendors, public authorities or other governmental entities). This includes maintenance and repairs for City equipment; facilities and infrastructure; legal, architectural, environmental testing, medical, auditing and financial professional services; information technology services and software purchases; dietary, advertising, and printing.

Internal Services – Charges to departments for services provided by Fleet Services.

Other Charges – This category includes various types of charges such as: supplies and materials; fuel and natural gas; chemicals; parts; and items for buildings, grounds, traffic and computer related maintenance. Safety, law enforcement and laboratory items as well as food, laundry and medical items are included. Utilities and telecommunication charges; postage; insurance premiums and claims; travel and training; dues and memberships; inventory purchases; payments to other funds for services; as well as contributions to other governmental, community and civic organizations are included.

Rentals and Leases – Charges to departments for rentals and leases.

Capital Outlay – Includes expenditures for the acquisition of fixed assets in excess of $5,000 excluding land, buildings and infrastructure which are major capital expenditures. Also includes equipment, furniture and fixtures, heavy equipment such as machinery and tools, computer and radio systems, and specific use equipment for public safety.

Performance Measures

Performance measures are meant to demonstrate the City's commitment to results oriented government that promotes the City's mission of providing services in the most efficient, effective, and equitable manner possible and improving the quality of life in Lynchburg. Just as overall financial

performance is measured against adopted policy goals, program performance can be measured against set objectives. An effort is being made to more closely align departmental performance measures with City Council's strategic plan and the priorities that were identified in each of the core areas. Each performance measure has been linked to a pillar or core service that supports City Council's vision of Lynchburg as "A Great Place to Live, Work, and Play".

General Fund Revenues

Total General Fund revenues for FY 2016 are projected to be $174.6 million, an increase of $6.1 million compared to the *Adopted FY 2015 Budget*. General Fund revenues consist of both Dedicated Revenues ($34.7 million) and Non-Dedicated Revenues ($139.9 million). Dedicated Revenues are slightly down from FY 2015 with Non-Dedicated Revenues showing a modest increase.

Dedicated Revenues

Dedicated revenues are revenues specifically designated by the federal, state or city government to be used for specific programs and include charges for services, fees, reimbursement for indirect costs from enterprise funds, and federal and state categorical aid and grants. Dedicated revenues in the *Proposed FY 2016 Budget* total $34.7 million, approximately $46,000 less than the current year.

Charges for Services are projected to increase by approximately $456,000. The major change is an increase in Off-Duty Police fees of $250,000, to more closely reflect historical revenues. Adjustments to stormwater charges allocated to General Fund departments, Community Development and Public Works ($121,000), and an increase from the new disposal bag program and related decals ($80,000), make up most of the remaining increase.

Recreation Revenues are projected to remain stable at $373,000.

Parking Revenues are projected to increase by about $83,000, to $515,000, due to new lease agreements related to the management of private parking facilities.

Miscellaneous Revenue totals approximately $2.3 million and is comprised mostly of indirect cost allocations to the Water, Sewer, Stormwater, Airport, Juvenile Services, and Detention Home Funds for services provided by General Fund departments. These allocations are programmed to decrease by about $552,000 and are partially offset by additional stormwater charges.

State Categorical Aid provides funding for Constitutional Officers, local law enforcement, juvenile corrections, highway maintenance, social services programs, and supports the public library. Funding is expected to total $20.8 million, a decrease of approximately $19,000. An anticipated increase in Highway Maintenance funding of $250,000 would be offset by a "Local Aid to the Commonwealth" payment of $325,000 if enacted in the State budget. The only other significant changes are an increase in funding for the Commonwealth Attorney ($36,000) and an increase in the E-911Wireless fee revenue ($24,000).

Federal Categorical Aid is primarily funding for social services programs and totals $6.6 million, essentially unchanged from the current year.

Non-Dedicated Revenues

Non-dedicated revenues, or revenues that can be used at the City's discretion, are projected to show an increase of approximately $6.2 million from the *Adopted FY 2015 Budget*.

In the proposed budget about eighty-nine percent (88.7%) of non-dedicated revenues and more than two-thirds (71.1%) of total General Fund revenues are generated by seven local taxes: the Real Property Tax ($56.5 million), the Personal Property Tax ($23.3 million, including the State reimbursement), the Local Sales Tax ($14.5 million), the Meals Tax ($13.5 million), the Business License Tax ($8.5 million), Consumer Utility Taxes ($4.4 million), and the Communications Sales and Use Tax ($3.3 million).

General Property Taxes

Revenues from the **Real Property Tax** are projected to total $56.5 million, an increase of approximately $800,000, less than one and a half percent (1.4%), from the *Adopted FY 2015 Budget*.

Real Property Tax revenue projections are adjusted for an historically uncollectible percentage of two percent (2.0%, about $1.1 million), rehabilitation tax credits ($483,000) and tax relief for the elderly ($700,000).

The Assessor's Office has completed the biennial reassessment of real property which will take effect on July 1, 2015. Notices to property owners were mailed on March 2nd. At this point, it is projected that the total assessed value of taxable real property in the City will increase by one percent (1.0%) compared to the July 1, 2014 value. This is a combination of an increase in total assessed value (+0.5%) since the last reassessment and slight growth (+0.5%) due to new construction. Some slight adjustment is possible depending on the results of appeals.

Adjusting the Real Property Tax rate to produce the same amount of revenue as during FY 2015 would require a reduction from $1.11 to $1.105 per hundred dollars of assessed value (the "equalized tax rate"). Such a reduction, which is not recommended in this budget, would require an adjustment of approximately $280,000 to estimated revenues and expenditures for FY 2016. Because the reassessment will not result in an increase of one percent or more in the total real property tax levied City Council is not required to hold a public hearing on the effective tax increase. (Reference, § 58.1-3321 of the Code of Virginia)

This budget proposes no change to the Real Property Tax rate. For budget discussions, each penny on the Real Property Tax rate will generate approximately $488,000. This revenue source represents approximately thirty-nine percent (38.7%) of General Fund non-dedicated revenues.

The Assessor's Office has projected the total real estate value of property in the City of Lynchburg to be over six and a half billion dollars ($6,575,624,600), an increase of approximately $82.3 million from last year. Nearly twenty-three percent (22.6%) of real estate in the City is tax-exempt. The total assessed value of taxable real property in the City is estimated to be just over five billion dollars ($5,090,443,700) as of July 1, 2015, about $50.4 million more than the previous year.

Personal Property Tax revenues are projected to increase by about $1.5 million, or about 9.2%, from FY 2015. An anticipated decrease in the assessed value of vehicles for FY 2015 did not occur; as

fuel costs have declined, used vehicles have held their value, and new car sales have increased. The local share of the Personal Property Tax category totals $17.8 million. The State reimbursement, which is accounted for as Non-Categorical Aid, will be $5.5 million.

The total statewide reimbursement for the Personal Property Tax has been fixed by the General Assembly at $950 million. Lynchburg's reimbursement, of approximately $5.5 million, is based on the amount of taxes collected by the City in 2005 in proportion to the total collected across the State. Because it is a fixed amount, when the value of personal property tax assessments grows, the State's share of individual personal property tax payments falls. The percentage of State reimbursement that makes up an individual's Personal Property Tax bill will be almost fifty percent (48.51%) for Calendar Year 2016. The State Code requires that the State relief percentage be determined with the adoption of the local budget.

The combination of the local and State portions of the Personal Property Tax represents about sixteen percent (16.7%) of General Fund non-dedicated revenues in the proposed budget.

Public Service Corporations Tax revenue is projected to decrease by about $75,000 to $2.2 million. The value of public service corporation real property in the City is assessed by the State.

Other Local Taxes

Local Sales Tax revenue is the third largest portion of non-dedicated revenues received by the City, representing just over ten percent (10.4%) of those funds. Sales Tax revenues have grown steadily, although slowly, since bottoming out in FY 2010. The FY 2015 Budget anticipated a slight decrease in sales tax revenue; however, there has been growth instead. The estimated revenue of about $14.5 million represents an increase of nearly seven percent (6.9% or $940,000) compared to the FY 2015 Budget. If this estimate holds true, sales tax revenues will have recovered to their pre-recession peak in FY 2007.

Electric and Gas Utility Consumption Tax revenues are projected to increase slightly, by about $194,000, to $4.4 million in FY 2016.

Communications Sales and Use Tax revenues are projected to continue their slow decline, falling $150,000 in FY 2016, to $3.3 million.

Meals Tax revenues, despite an anticipated decline, continue to grow and are projected to total $13.5 million compared to $12.1 million budgeted in FY 2015. Meals Tax revenue represents almost ten percent (9.7%) of General Fund non-dedicated revenues.

Business License Tax revenues of $8.5 million reflect an increase of $777,000 from the current year. This source makes up just over six percent (6.1%) of General Fund non-dedicated revenues.

Motor Vehicle License revenues are projected to increase a small amount to approximately $1.5 million.

Amusement Tax revenues are projected to increase slightly ($15,000) to $675,000.

Other revenues in this category make up approximately $4.8 million of the FY 2016 revenue stream. This category includes **Right-of-Way Fees** ($243,000), **Electricity and Gas Consumption**

Taxes ($340,000), **Bank Stock Taxes** ($650,000), **Recordation Taxes** ($450,000), **Tobacco Taxes** ($900,000), and **Lodging Tax** ($2.1 million). In combination, these revenues are projected to increase by about $415,000 in FY 2016 compared to FY 2015. The most significant change is a projected increase of $337,000 in the Lodging Tax.

Permits, Fees, and Licenses ($728,000) are projected to increase by about $11,000. **Fines and Forfeitures** ($482,000) are projected to remain at current levels. **Revenue from the Use of Money and Property** ($315,000) is expected to decrease by about $38,000 due to a reduced return on investments.

Charges for Services are projected to be $3.3 million, a slight increase of $24,000 from the current year. The majority of this ($2.75 million) will be from charges for Ambulance Services.

Non-Categorical State Aid totals $6.2 million and includes a number of sources. The largest is the State reimbursement for the Personal Property Tax Relief Act ($5.5 million) which is fixed by State law.

Miscellaneous Non-Dedicated Revenues are projected to be approximately $236,000.

General Fund Expenditures

The General Fund finances all government activities with the exception of those operations financed in the Airport, Water, Sewer, Stormwater, and other, smaller funds. All major funds contribute to the operations of the Fleet Services Fund.

Proposed General Fund expenditures of $184.7 million represent an increase of approximately $8.3 million, or just under five percent (4.7%), from the *Adopted FY 2015 Budget*.

The following chart compares proposed FY 2016 expenditures by categories to the *Adopted FY 2015 Budget* and shows the proportion of the General Fund utilized by each service area.

Proposed FY 2016 Expenditures Compared to Adopted FY 2015 and as a Percent of Total General Fund Expenditures

	Adopted FY 2015	Manager's Proposed FY 2016	Percent Increase/ (Decrease)	Percent of FY 2016 General Fund
GENERAL FUND EXPENDITURES				
Operations - Departmental				
General Government	$11,721,249	$12,536,736	7.0%	6.8%
Judicial Administration	4,787,587	4,826,762	0.8%	2.6%
Public Safety	34,375,460	35,090,450	2.1%	19.0%
Public Works	16,187,349	17,581,077	8.6%	9.5%
Health and Welfare	17,951,626	17,911,735	-0.2%	9.7%
Parks, Recreation, and Cultural	5,276,633	5,348,532	1.4%	2.9%
Community Development	4,195,849	4,321,539	3.0%	2.3%
Total Operations - Departmental	**$94,495,753**	**$97,616,831**	**3.3%**	
Operations - Non-Departmental/Other				
Non-Departmental	$6,003,844	$7,216,058	20.2%	3.9%
Transfers to Other Funds	952,834	1,301,196	36.6%	0.7%
Transfer to City Capital	4,914,676	7,098,325	44.4%	3.8%
Transfer to Schools Capital	2,425,000	0	-100.0%	0.0%
Schools Operations	38,924,147	41,064,276	5.5%	22.2%
Greater Lynchburg Transit Company	1,394,038	1,394,038	0.0%	0.8%
External Service Providers	8,168,948	8,176,728	0.1%	4.4%
Debt Service	16,907,302	17,211,443	1.8%	9.3%
Reserves	2,140,563	3,572,414	66.9%	1.9%
Total Operations - Non-Departmental/Other	**$81,831,352**	**$87,034,478**	**6.4%**	
TOTAL GENERAL FUND EXPENDITURES	**$176,327,105**	**$184,651,309**	**4.7%**	

General Government includes the Council/Manager Offices, the City Attorney, the City Assessor, the Commissioner of the Revenue, Financial Services, Human Resources, Information Technology, the Electoral Board, the Registrar, and the Treasurer. **Judicial Administration** includes the Circuit, General District, and Juvenile and Domestic Relations Courts; the Clerk of the Circuit Court; the Commonwealth's Attorney; the Magistrate's Office; the Sheriff; and the Court Services Unit. **Public Safety** includes the Police Department, the Fire and EMS Department, the Animal Warden, and Emergency Services. **Public Works** includes Engineering, Buildings and Grounds, Refuse, Snow and Ice Removal, and Streets. **Health and Welfare** includes the Human Services Department, with the divisions of Social Services and Juvenile Services. **Parks, Recreation, and Cultural** includes Parks and Recreation, the Library, and the Museum System. **Community Development** includes Planning, Inspections and Code Compliance, Zoning, Parking Management, Economic Development, Communications and Marketing, and Tourism.

External Service Providers are groups that provide services to the City outside of general government activities. Some activities, such as the regional jail, are mandated. The City has contractual relationships with other agencies. Funding of some organizations is discretionary. Some of the organizations historically funded in this area are non-profits that provide services through volunteers, private donations, and grants along with a supplement from the City. The services they provide are typically not offered by local government but may impact local government services indirectly.

Non-departmental includes those miscellaneous components of the City budget that generally do not fit nicely into an individual departmental budget but are widespread throughout, such as Workers' Compensation, retiree medical and dental costs and a general salary increase, if programmed. **Transfers** include payments from the General Fund to other funds, generally as a payment for services.

Significant Changes from FY 2015

Significant changes from the current year in the proposed General Fund budget include the following:

- A compensation increase of two percent for all City employees ($1.2 million).
- An increase in local funding for the operation of Lynchburg City Schools ($1.2 million) to support a two percent pay increase and new positions focused on early childhood education.
- A net increase in debt service costs of approximately $300,000 for City Stadium improvements, a new Juvenile Services Group Home and other capital projects.
- An increase of approximately $2 million in funding for pay-as-you-go capital projects including $822,000 to establish a Capital Maintenance Reserve and $950,000 for school buses utilizing excess fund balance from FY 2014.
- Increased funding to support operations in the Police and Fire departments ($694,000); specifically, in Animal Control, for Police officer overtime, off-duty time, and for the Fire Department to maintain a medic unit on power shift despite the loss of grant funding for staffing.
- Increased funding in the Public Works department to reflect actual expenditures for utilities, maintenance, equipment and supplies, and for new maintenance positions ($1.4 million).
- Funding of $300,000 for the Electoral Board to replace voting machines.
- Additional funding of approximately $582,000 for vehicle replacements in the Fleet Fund. Of significance is the planned procurement of a new public safety mobile command unit for emergency response.
- An additional $780,000 to complete the funding for furniture, fixtures and equipment for the new Heritage High School.
- Initial funding in the amount of $50,000 is set aside to support an exploration of how to address the issue of poverty in the community.
- Funding of $100,000 to procure the services of a Federal liaison to assist the City in seeking grant funding for major infrastructure projects.
- Compensation adjustments to improve the market competitiveness in Parks & Recreation and Social Services are funded ($100,000).
- Twelve (12) additional FTE positions in the General Fund and two (2) in the enterprise funds are funded as outlined below.

Personnel Changes:

- Funding is provided to restore an Animal Control Officer position that was eliminated during the recession.
- Communications and Marketing is funded to convert a Citizens First Representative from part-time to full-time.
- A Community Development Environmental Compliance Inspector position will be funded with a combination of Stormwater Management fees and General Fund resources.
- Two (2) Firefighter/EMT positions are funded to staff a medic unit during the power shift. The positions were previously funded through a SAFER grant.
- Two (2) positions in Information Technology, an Application Developer II and a Network Engineer are funded to address increasing demands in that department.
- An Assistant Community Market Manager is funded in the Parks and Recreation department through a combination of resources.
- Two (2) Grounds Maintenance Technicians are funded in the Public Works department to focus on downtown maintenance and cleanliness. The tipping point in the need for these positions is the completion of the Lower Bluffwalk pedestrian pathway.
- A Public Works Custodian III and two (2) part-time Custodian IIs for the Main Library are funded from savings to be realized by cancelling contractual services.
- Two new positions are proposed for the Administration Division of the Water Resources Department, a Work Planner position (an Administrative Support Associate II) to help manage the growing workload associated with water, sewer, and storm line maintenance and a GIS Analyst position to help manage the ever increasing inventory of assets and the condition of those assets. While the positions appear in the Water Fund, funding for the positions is split between the Water, Sewer, and Stormwater funds.
- An additional Public Safety Communications Specialist position is provided in the Department of Emergency Services (LynComm) due to the addition of two new wireless lines in the Public Safety Answering Point (PSAP). The position will help to ensure that emergency calls are answered in a timely manner.
- Full year funding is provided for a full-time Emergency Operations Center (EOC) Watch Officer that was approved during FY 2015 after budget adoption.

Other Changes of Note:

- The proposed budget utilizes Managed Vacancy Savings in the amount of $325,000. This means the budget assumes savings from less than full employment of all positions throughout the fiscal year.
- The Lynchburg Regional Airport will require no operating subsidy from the General Fund in FY 2016. This is the culmination of a long effort to make the airport self-sustaining.
- School bus replacements are funded from pay-as-you-go funds but are reflected in the Schools Operating Funds.

Local Contribution to City Schools

Local funding in an amount of $49.8 million is proposed for School Operations ($40.1 million), $950,000 for school bus replacements with pay-as-you-go funding, and Debt Service ($8.7 million). This represents an increase of $1.2 million in local funding for operations.

Every year, the State Superintendent's Office publishes information on the local match required by State law to meet the Standards of Quality (SOQ). That match is referred to as the Required Local Effort (RLE) and is compared to the actual local expenditures in the annual report. (The most current report is entitled, "2014-2015 Required Local Effort and Required Local Match," and was transmitted to the General Assembly on January 14, 2015.) The State Superintendent's Office has reported the following for Lynchburg:

For FY 2009, Lynchburg's RLE was $17,801,027 and the City actually funded $30,875,443, 73.45% more than the RLE. This compared to a First Cities average of 82.58%.

For FY 2010, Lynchburg's RLE was $15,730,049 and the City actually funded $33,769,049, 114.68% more than the RLE. This compared to a First Cities average of 113.80%.

For FY 2011, Lynchburg's RLE was $15,155,956 and the City actually funded $33,195,230, 119.02% more than the RLE. This compared to a First Cities average of 87.22%.

For FY 2012, Lynchburg's RLE was $15,255,668 and the City actually funded $31,942,103, 109.38% more than the RLE. This compared to a First Cities average of 98.83%.

For FY 2013, Lynchburg's RLE was $16,755,419 and the City actually funded $33,383,248 or 99.24% more than the RLE. This compared to a First Cities average of 109.55%

For FY 2014, Lynchburg's RLE was $16,865,432 and the City actually funded $34,293,481 or 103.34% more than the RLE. This compared to a First Cities average of 100.55%.

For FY 2015, Lynchburg's budgeted RLE was $18,328,714 and the City budgeted $39,641,147, or 116.28% more than the RLE. The state's report on RLE for FY 2015 has not yet been released so comparison to First Cities is not possible at this time.

As reported by the State Superintendent of Public Instruction, the FY 2016 Required Local Effort will be $18,719,987 based on the State budget approved by the General Assembly. This number could be modified by the Governor and/or adjusted by the General Assembly in the veto session. If it remains unchanged and the amount in the *Proposed FY 2016 Budget* for schools ($41,064,276) is approved, local funding for schools operations will be 119.36% more than the RLE.

As this message was being written, final information had not been received from the State Superintendent of Public Instruction and the School Board had not adopted its proposed budget for FY 2016.

With a projected enrollment of 8,310.15 students in FY 2016, local per student support for operations would increase from $4,926 to $4,941.

In the *Proposed FY 2016 Budget* total appropriations for Schools, including all activities and funding sources, is estimated to be $100.6 million.

Debt Service

The City finances a large component of the Capital Improvement Program (CIP) with general obligation bonds.

A $115,190,000 General Obligation Public Improvement and Refunding Bond, Series 2014, issuance was completed in July 2014. The largest portion of the issue will be General Fund debt for Heritage High School ($68.4 million), City Stadium ($8.1 million), Transportation projects ($7.1 million) a Juvenile Group Home ($4.2 million) and other General Governmental Improvement Projects ($4.1 million). Water and Sewer Improvement Projects account for $13.2 million of the bond offering. The rest of the offering was to refund the 2006 Series bonds following City Council policy for debt service savings. The related debt service for FY 2015 was $2.7 million over the Actual FY 2014 expenditure. For FY 2016, an additional $304,000 is required.

City Council's Debt Management Policy requires annual debt service expenditures for tax-supported debt not to exceed 10% of total General Fund expenditures plus School Component Unit expenditures, minus the transfer to Schools. FY 2016 debt service as a percent of expenditures is projected to be seven percent (7%).

Reserves

The City budget includes a number of reserve funds, described on the following page, either in anticipation of future expenses or as a contingency.

The *Proposed FY 2016 Budget* includes additional funding for the following reserves:

General Fund Reserve for Contingencies	$615,917
Other Post Employment Benefits (OPEB)	250,000
Parking	56,975
Capital Maintenance	822,204
Juvenile Services Group Home Capital Needs	100,000
Reserve for Snow, Streets, and Bridges *(in the CIP)*	250,000
Heritage High School Furniture, Fixtures and Equipment	1,727,318
	$3,822,414

The **General Fund Reserve for Contingencies** funds expenditures during the fiscal year that were unanticipated during budget development. Consistent with the financial management policy goal, $1.2 million is proposed for the General Fund Reserve for Contingencies. Any funds remaining in this reserve at the end of the fiscal year revert to the General Fund unassigned fund balance. As of March 1, 2015 it is projected that nearly $600,000 will be unspent in the General Fund Reserve for Contingencies at the end of the fiscal year. It is recommended those funds roll over into the FY 2016 Reserve for Contingencies. That, with slightly more than $600,000 in proposed funding, will maintain the reserve at $1.2 million.

Rules promulgated by the Governmental Accounting Standards Board (GASB) require localities to address the costs of Other Post-Employment Benefits (OPEB). In FY 2009, an **OPEB Reserve** was established to address that requirement. Due to budget restraints and the concern of setting aside funding

that offers no direct services to citizens, a phased in approach is being used to slowly build the reserve. For FY 2016 a General Fund contribution of $250,000, the same as in the current year, is proposed. The balance in the OPEB Reserve for General Fund activities will be $2,127,471 after the FY 2016 contributions.

The **Parking Program Reserve** was established in FY 2012 as a result of the revenues from the Parking Program exceeding expenditures. This reserve will be used as needed for maintaining the parking garages and lots. At the end of FY 2016, the balance in the Parking Program Reserve is projected to be $217,015.

A new **Capital Maintenance Reserve** will be established in FY 2016 with the intent to identify additional funding for the maintenance of City capital assets.

A new **Juvenile Services Group Home Capital Needs Reserve** will be established in FY 2016 as an additional contingency pending the receipt of project bids.

The **Reserve for Snow, Streets, and Bridges** serves as a contingency should the costs of snow removal exceed budgeted resources. These funds are transferred from the General Fund to the City Capital Projects Fund; any unspent funds are used for pay-as-you-go financing of street and bridge projects.

A **Heritage High School Furniture, Fixtures and Equipment Reserve** was established in FY 2015 with the intent to fund necessary furniture and equipment for the new school. The projected need of $4.5 million is fully funded with the FY 2016 contribution of $1,727,318.

There are other committed and assigned funds identified in the budget document that are reserved for specific purposes:

Detention Home Workers' Compensation	$100,000
Law Library	64,929
Debt Service - Solid Waste	340,615
Museums	52,681
Medical Benefits	960,005
Dental Benefits	150,000
Line of Duty Death Benefit	211,904
Line of Duty Health Claims	145,000
Greater Lynchburg Transit Company (GLTC)	543,860
Fire and EMS Department Equipment	94,380
Recreation Programs	74,298
Partners in Emergency Response (PIER)	49,232
Miscellaneous Reserves	7,366
	$2,794,270

The **Detention Home Workers' Compensation Reserve** was established to fund any workers' compensation claims at the detention home so participating localities would not see an increase in the per diem for these claims.

When the Law Library Fund was closed into the General Fund the **Law Library Reserve** was established for future needs.

The **Reserve for Solid Waste Fund Debt Service** was established when the City's landfill was sold to the Regional Authority. This reserve is used to pay the remainder of the annual debt service related to the landfill.

The **Museums Reserve** was created when the Museums Fund was closed into the General Fund. These funds will be used for future needs of the Museum System.

While no additional funding is provided in FY 2016, the previously established **Medical Benefits and Dental Benefits Reserves** will be maintained as an assigned fund balance reserve. The reserve was established to ameliorate the impact of increasing medical benefits costs.

A **Line of Duty Reserve** was established in FY 2013 to accrue funds in the event death benefits or survivor medical benefits need to be paid out. The creation of this reserve was necessary since the State shifted to the localities the costs of benefits provided by the Line of Duty Act. The current balance is $356,904.

A **Greater Lynchburg Transit Reserve** was established in FY 2014 as a contingency fund to assist with cash flow when there is a delay in reimbursements from federal and State grants. The goal is to maintain the reserve at approximately $500,000.

A **Fire and EMS Department Equipment Reserve** was established with the remaining department budget appropriations from FY 2014 to assist with the purchase of new and replacement equipment as needed.

The **Recreation Programs Reserve** is used to balance the Recreation Programs budget each year based on needs.

A **Partners in Emergency Response (PIER) Reserve** is used to purchase equipment as required.

In addition to the list of committed and assigned funds above, the City also maintains the **Schools' Reserve for Textbooks** ($1.4 million), **Health Insurance** ($1.4 million) and a **Special Education Reserve** ($321,000).

Fund Balance

City Council's Financial Management Policies require an Unassigned Fund Balance equal to 10% of General Fund revenues. In the event the Unassigned General Fund Balance is used to provide for temporary funding of unforeseen emergency needs, the fund balance shall be restored to 10% within five fiscal years. The proposed budget provides for a 10.2% fund balance, amounting to $17.9 million. It also recommends utilizing $7.1 million in fund balance for pay-as-you-go capital outlay. An additional

$950,000 of pay-as-you-go capital was used for schools buses and is included in the Schools – Operations Expenditure.

Personnel

As with any service based organization, the largest part of the City's operating budget, is devoted to personnel costs; salaries, wages, and benefits. Although the costs over the entire General Fund are approximately sixty-two percent (61.6%) of the budget, within the individual departmental budgets personnel costs can exceed ninety percent (90%) of expenditures. The point is that increasing or cutting services in the public sector often is reflected in personnel costs.

A stable and proficient workforce is the cornerstone of effective service delivery to the community and the operating budget reflects the investment made in the City's employees. The foundation of the City's compensation plan rests on the goal of attracting and retaining employees who are qualified, competent, and representative of the community through pay and benefits levels that are competitive with the relevant labor market. The Human Resources Department tracks recruitment and retention and regularly measures market competitiveness.

Continued efforts to promote workforce stability, particularly among sworn public safety employees may be reaping benefits as voluntary turnover is slightly lower than last year. Attraction and recruitment for vacant positions remains positive; however, retention challenges are becoming more pronounced in some departments and positions. Voluntary turnover in CY 2014 decreased slightly to just over six percent (6.33%), down over one half percent from CY 2013's rate of almost seven percent (6.94%), although still higher than CY 2012's rate of just over five percent (5.37%) Total turnover, separations for all reasons, decreased as well, by just over one and a half percent, to about ten percent (10.03%). While the rate of retirement continues to fall, to twenty-one percent of total turnover, resignations increased to sixty-three percent (63%) of all turnover, which may indicate that more employees are seeking other, better compensated opportunities outside of City employment. City-wide turnover is especially influenced by the rise and fall of public safety turnover, especially Police Department turnover. In CY 2014, Police Department voluntary turnover fell to under five percent (4.62%) and total public safety turnover fell to under nine percent (8.67%) from CY 2013's rate of over nine percent (9.44%).

Attention to public safety pay has resulted in average sworn employee wages that lead the market by ten percent (10.0%) while the average pay of the general workforce lags comparative market averages by approximately seven percent (7.0%). A two percent (2%) general wage increase, effective July 2, 2014, had little apparent impact on the overall comparison to the market averages for employees outside of public safety. Two years after City Council established a compensation goal of leading the market in public safety pay at the entry level, it is clear that regional localities have reacted by increasing both public safety pay ranges and actual pay. In some cases, comparison localities made public safety pay adjustments that "leapfrogged" Lynchburg's entry level pay. Market forces continue to exert pressure for more significant compensation adjustments in the general workforce, especially in Social Services, Parks and Recreation, and Public Works. Many positions in those departments continue to experience much higher than average turnover and significant gaps between actual pay and market averages exist for the same positions.

Limited resources continue to prevent the full realization of the goals in the City's *Compensation Philosophy*, adopted in 2003. The cost of a 1% adjustment to total General Fund salaries, with benefits, is approximately $600,000.

The *Proposed FY 2016 Budget* includes funds to support a two percent (2.0%) pay increase for all employees. For sworn public safety employees the increase will be applied as a general wage increase and a two percent (2.0%) structure increase that will raise starting salaries by two percent (2.0%). All current public safety employees will receive a two percent (2.0%) increase or have their pay moved to the new range minimum, whichever results in the bigger increase. This action is consistent with City Council's stated goal of maintaining market leadership in public safety pay. All other employees will see a two percent (2.0%) general wage increase without any adjustment to pay range starting salaries. If additional resources can be identified increases of greater than two percent and/or range adjustments may be made for selected positions that are well below market and are experiencing high turnover and difficulty recruiting.

The required local contribution toward employee retirement pensions and life insurance in the Virginia Retirement System (VRS) is calculated each biennium. For the second year of the current biennium, FY 2016, the City's blended VRS contribution rate will be 20.80%. An additional five percent (5.0%) of annual pay is contributed by individual employees. The blended rate funds the City's obligation for all of the various VRS pension programs. In addition, the City fully funds the Group Life Insurance rate of 1.19%. Most new non-public safety employees, hired after January 1, 2014, are covered by the VRS Hybrid Plan which includes a long term disability benefit. The administration of the new Local Disability Program by a third party administrator represented a new cost of nearly six tenths of a percent (0.59%) of covered payroll in FY 2015 and that cost will continue in subsequent years. Newly hired, non-public safety employees are normally hired under the VRS Hybrid Plan including a revised paid time off program that accrues generic paid leave in addition to holiday time off for employee use. When employees hired under the VRS Hybrid Plan achieve one year of service, they become eligible for short and long term disability in addition to paid time off.

Succession planning is a primary focus area for the City as fifty percent (50%) of the leadership team members are eligible to retire within three (3) years. A City-wide group of emerging leaders has been identified and a variety of developmental opportunities, such as tuition assistance, group learning and project work, is funded in the FY 2016 budget to support a more robust talent management system.

Overall, the City continues to effectively contain health care costs and there is no increase in City or employee contributions included in the FY 2016 budget. The City, however, is paying fees associated with the Affordable Care Act (ACA). The City continues to maintain its "grandfathered" status under the ACA, resulting in some ongoing differences between the City and Schools' medical plans. Ongoing collaboration continues to work toward full consolidation of medical plan design, similar contribution strategies and improved administrative efficiencies.

The Health Management Program (HMP) provides on-going efficiencies and savings in medical claims, while it also provides a resource for employees as they manage chronic disease. Almost ninety-eight percent (98%) of eligible employees are participating in the HMP. New employees typically enroll and complete a health risk assessment within the first thirty days of employment. Health reassessments for previously enrolled employees began in March and current members have been encouraged to complete their new assessments to receive updated personal medical information as one of the benefits of

HMP participation. Measured by lower claims and cost savings from the direct provision of medical services, the program continues to deliver an excellent return on investment.

The General Fund workforce supported by the *Proposed FY 2016 Budget* totals 1,096.21 Full Time Equivalent (FTE) employees, comprised of 948.33 full-time classified (compared to 934.28 in the *FY 2015 Adopted Budget*), 46.09 part-time classified, 2.00 grant full-time, 41.79 hourly, and 58 State-funded positions. The City's workforce in all funds totals 1,328.25 FTEs. This includes 1,139.43 full-time classified, 51.88 part-time classified, 29.47 grant full-time equivalents, 49.47 hourly, and 58 State-funded positions.

Fleet Services Fund

The Fleet Services Fund is an internal services fund that manages the City's fleet of over 700 vehicles and equipment. The Fleet Services Director reports to a Board of Directors consisting of representatives from various departments that utilize fleet services.

The total operating budget of $7.1 million for Fleet Services is an increase of twelve percent (12.3%) from FY 2015. The increase is a result of the need to replace an ambulance medic unit, large equipment in Refuse and Streets (a knuckle-boom truck, two (2) dump trucks, a street sweeper, and a tractor) and to fund a new mobile command unit for Public Safety in FY 2016. The proposed budget recommends replacing forty-two (42) vehicles and equipment in the General Fund, five (5) vehicles and equipment in the Water Fund, and one (1) vehicle in the Stormwater Fund.

Annually, Fleet Services, in consultation with each department, determines the most efficient fleet replacement program for the next year based on actual miles driven and maintenance costs. Vehicle and equipment depreciation is budgeted as a non-departmental expense in the General Fund and in the individual enterprise funds as contributions to the annual replacement costs in the Fleet Services Fund.

Capital Fund

The *Proposed FY 2016-2020 Capital Improvement Program* (CIP) includes $107.2 million for City capital projects and $8.0 million for school capital projects. An additional $950,000 for school bus replacements is budgeted in the Schools Operating Expenditures and is included in the Schools Required Local Effort (RLE) calculation. With the addition of the planned capital projects in the Airport, Water, Sewer, and Stormwater funds the proposed five year CIP totals $179.1 million. Adoption of the CIP is anticipated coincident with adoption of the annual budget.

Proposed capital project appropriations total approximately $19.1 million in FY 2016 for the City Capital Fund including contributions for major building repairs and roof replacements. FY 2016 Schools' major building repairs and roof replacement projects were funded in FY 2015 with the FY 2014 return of fund balance. The major transportation projects include the continued design of College Lake Dam Improvements, Fifth Street Streetscape Improvements, Phase III, construction of the realignment of the intersection at Timberlake Road and Logans Lane, Phase II, and repairs to the Main Street Bridge over the Expressway. The capital budget also supports continued investment in downtown revitalization.

A significant impact on the Capital Improvement Plan was the July 2014 bond issue to fund Heritage High School, improvements to City Stadium, and water system projects. The debt service, which started in FY 2015, has limited the ability of the City to issue further general obligation debt over the next five to ten years. As a result, the CIP has been substantially revised to consider alternative funding sources, to move some projects further out on the timeline, and to defer other projects. The Deferred Projects List includes the replacement of Miller Park Pool, a new Firing Range Training Facility, renovations to the interior of the Community Market, adding gymnasiums to five elementary schools and the major renovation of three elementary schools.

Ideally, a portion of the Capital Improvement Program should be funded each year on a "pay-as-you-go" basis. Beginning in FY 2001, a portion of the undesignated fund balance above the targeted ten percent (10%) of General Fund Revenues was allocated to pay-as-you-go capital construction for smaller projects and/or projects that have a life of less than 20 years. Subsequently, the following budget policy was adopted as a part of the City's Financial Management Policies: "Pay-as-you-go funding as a percentage of the City's Five-Year CIP shall not be less than ten percent (10%) with a goal of fifteen percent (15%)." For FY 2016, over fifty-six percent (56.4%) of the proposed appropriations are to be funded with pay-as-you-go funds and other cash sources.

The *Proposed FY 2016 Budget* provides $7.1 million for pay-as-you-go projects.

A list of proposed pay-as-you-go projects is provided on the next page.

FY 2016 PROPOSED GENERAL FUND
PAY-AS-YOU-GO CAPITAL PROJECTS

Buildings	
Major Building Repairs	$1,304,461
Monument Terrace Building Improvements	625,482
Parking Deck Repairs/Maintenance	475,000
Roof Replacement	317,830
Total Buildings	**$2,722,773**
Transportation	
Bridge Maintenance	$134,200
Community Market Plaza Deck Repairs / Renovation	250,000
Culvert Replacement	60,000
General Street Improvements	230,235
Public Transportation Improvements (GLTC)	35,617
Retaining Wall Replacement/Repair Program	225,000
Traffic Signal Replacement/Repair Program	205,000
Total Transportation	**$1,140,052**
Economic Development	
Downtown Redevelopment	$1,000,000
General Development Support	250,000
Street and Utility Extensions to Promote Economic Development	250,000
Total Economic Development	**$1,500,000**
Parks and Recreation	
City Stadium Park	$125,000
Community Park Investment Fund	75,000
Athletic Field Maintenance	415,000
General Park Maintenance	153,000
Lumos Fiber Optic Connections at Parks and Recreation	50,000
Parks Paving and Lighting/Reconstruction	476,000
Total Parks and Recreation	**$1,294,000**
Miscellaneous	
Radio Replacements	$191,500
Total Miscellaneous	**$191,500**
Reserves	
Snow, Streets and Bridges Reserve	$250,000
Total Reserves	**$250,000**
TOTAL GENERAL FUND PAY-AS-YOU-GO	**$7,098,325**

Airport Fund

The Lynchburg Regional Airport is budgeted as a separate fund to clearly delineate its financial operation and the support from the General Fund. Cost center revenues will cover total expenditures of $2.4 million. Airport passenger activity remains strong and revenues from landing fees, terminal rents, rental car concessions, parking and fuel sales are projected to be $134,500 higher for FY 2016 compared to the *Adopted FY 2015 Budget*. The increased revenue, coupled with good cost management, will allow for the elimination of the General Fund subsidy for airport operations. This is a financial milestone in the history of the airport, as annual subsidies from the General Fund to the airport have averaged over $400,000 a year since the airport became an enterprise fund in FY 1997, and it represents the culmination of a fifteen (15) year effort by the current airport management to gradually reduce and eventually eliminate the annual operating subsidy.

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. In fact, it makes payments to the General Fund through an indirect cost allocation for administrative support.

The City's water system is known for the quality of its product. The Water Resources Department has received the *Excellence in Waterworks Operations and Performance Award* from the Virginia Department of Health for eight straight years.

The City's water system can also be characterized as having low rates and ample capacity while being positioned for significant growth opportunities in its customer base. In addition to serving 22,628 City accounts, water is sold by contract to the counties of Amherst, Bedford, and Campbell and to two large industrial customers.

Overall demand for water service has fallen in recent years, primarily as a result in declining household consumption, and that trend is expected to continue. Since 2008 the average household water consumption has decreased by over 20%. Any reduction in consumption is of concern because of the high percentage of fixed costs in the water system.

Talks are ongoing with the Bedford Regional Water Authority regarding their plans to connect the Forest water system to a new water treatment plant at Smith Mountain Lake. The Authority and the City are close to agreement on a new contract, however, it is anticipated that by FY 2017 revenues from Bedford will be significantly less. As a result, water rate increases of at least 5% from FY 2017 through FY 2019 are projected.

As in previous years a significant concern related to the water systems is the age of the water lines. While the useful life of a water line varies depending upon size and material, a general guideline is that a water system should be renewed every one hundred years. This means that the City should be renewing 4.6 miles of its 460 mile distribution system each year. Over the past year only 2.4 miles were replaced. Water capital expenditures will average approximately $4.0 million per year through 2020 with nearly 75% of that earmarked for renewal and replacement of the distribution system network. In addition to the financial challenge of replacing one percent of the distribution system each year there are challenges associated with traffic disruption and staffing to manage the projects. As a result, the Department of

Water Resources utilizes asset management to prioritize the water lines to be replaced. Factors that are considered in a replacement schedule include: maintenance history, age, consequence of failure, and fire flow capacity. In the upcoming years priority will be given to the water system in the Central Business District.

Other important components of the water system that require ongoing maintenance and periodic upgrades include nine (9) pump stations and fourteen (14) water tanks. In FY 2015 a new water storage tank on Candlers Mountain was constructed to meet growing needs in the area of Liberty University and to be able to take the only tank currently existing in that pressure zone off line for periodic maintenance. Another important project that was recently completed was the Wards Ferry Road Pump Station Renovation. The pump station has not been used for over ten years and the renovation was a very cost effective way to supplement water to the higher elevations of the City. The condition of most of the above ground assets of the water system is considered to be good. A robust water tank maintenance program keeps all the City's water tanks in good condition. An electrical system upgrade of the Abert Water Filtration Plant is underway which will help ensure its reliability for decades to come.

Operating expenditures and debt service are projected to increase from $13.5 million to $13.9 million. Operating expenses are expected to total $9.6 million, with debt service of $4.3 million. There is an increase of $121,000 for salaries and benefits and $87,000 for Compensation Plan Adjustments. Two new positions are proposed for the Administration Division. A Work Planner position (an Administrative Support Associate II) is needed to help manage the growing workload associated with water, sewer, and storm line maintenance. A GIS Analyst position is also proposed to help manage the ever increasing inventory of assets and the condition of those assets. While the positions appear in the Water Fund, funding for the positions is split between the Water, Sewer, and Stormwater funds. The increased costs are offset by the $255,000 decrease in transfers to the General Fund for indirect costs mostly attributable to decreased engineering costs chargeable to the Water Fund. Additionally, Water Resources' billing and collection costs will be now be split evenly between the Water, Sewer and Stormwater Funds compared to prior year costs being allocated only between the Water and Sewer Funds. Debt Service is projected to increase from $3.9 million to $4.3 million. An additional capital transfer of $1.25 million is proposed for pay-as-you-go funding.

The unrestricted cash balance in the Water Fund is projected to be fifty percent (50%) of total fund expenditures for FY 2016, compared to City Council's policy to maintain a fund balance of between twenty-five and forty percent (25-40%). Council's policy also calls for a debt coverage ratio at least 1.2. The proposed budget would result in a projected debt coverage ratio of 1.24. The overall fiscal health of the fund is anticipated to be good for the upcoming year and as a result for the first time in over two decades there is no rate increase or fixed fee increase proposed.

Sewer Fund

Like the Water Fund, the Sewer Fund is managed by the Department of Water Resources, operates as an enterprise fund and requires no subsidy from the General Fund. It also provides payments to the General Fund through an indirect cost allocation for administrative support.

The City's sewer system serves Lynchburg and portions of the surrounding counties. Although operated by the City, the wastewater treatment plant is a regional asset with capital and operating costs shared proportionally by the participating localities. The City also has contracts with two large industrial

users. Wastewater flows have declined over the recent years, coincident with reduced demand in the water system.

As with the Water Fund, the Sewer Fund is challenged by an aging infrastructure, increasing regulation, and higher costs in a number of areas. Over the last twenty years the biggest challenge facing the Sewer Fund has been the requirement to eliminate overflows that occur during periods of high rainfall from the City's combined sewer/stormwater system. The effort to eliminate the overflows has required significant capital expenditure, with resulting debt service, and places a heavy burden on City utility users.

The City is subject to a Special Order with the Department of Environmental Quality (DEQ) that regulates efforts to eliminate the Combined Sewer Overflow (CSO) problem. The Special Order establishes a compliance schedule and project priorities for implementation of the City's CSO control plan.

The compliance schedule established by the Special Order does not contain fixed dates for implementing the CSO control plan, but rather provides for implementation based on three criteria that reflect the limits of the City's financial capability. These criteria are:

1. The City is required to maintain rates so that the annual sewer bill for the average residential customer, using 7 hundred cubic feet (hcf) a month, equals or exceeds 1.25% of median household income (MHI).
2. The City is required to maintain a sewer operating debt coverage ratio within a range of 1.15 to 1.5.
3. The City is required to have reserve funds equal to no more than 25% of the prior year's budgeted operating expenditures.

Since signing the Special Order in 1993 the City has eliminated 112 out of 132 overflow points and has reduced the pollution loading into the James River and its tributaries by over eighty percent (80%). Although the City has spent over $250 million on the CSO control program, the estimated cost to complete the remaining work, under the current approach, is over $280 million. The final phase of the largest overall project in the CSO Program, the James River Interceptor, is under construction and expected to be completed later this year. Once complete the total James River Interceptor Project will span over seven (7) miles at a cost of over $75 million.

For nearly six years, the Department of Water Resources has working on a significant initiative to revise the CSO Long Term Control Plan by evaluating the best and most economical approach for achieving water quality requirements. On September 5th, 2014, after nearly two years of negotiation, the Department of Environmental Quality (DEQ) approved the revised plan. Discussions with the DEQ are ongoing regarding a new Consent Order that reflects the changes in the Long Term Control Plan. The new plan focuses on capturing and treating the combined sewage and stormwater flow in the remaining CSO areas, conveying it to the wastewater treatment plant for treatment. While not entirely eliminating combined sewer overflows, the new plan will help the City to meet the water quality requirements associated with CSO much faster and at a much lower cost than the original plan. The cost of the new plan is approximately $60 million, of which $30 million will be funded through a State grant. This will result in a cost savings to the citizens of Lynchburg of nearly a quarter billion dollars.

In addition to CSO work, an increased emphasis is placed on the maintenance needs of the entire wastewater collection system. The Environmental Protection Agency is placing more pressure on utilities to adequately manage and maintain collection systems in order to prevent sanitary sewer overflows (SSO). This includes robust inspection and cleaning programs, capacity assurance, and programs such as Fats, Oils, and Grease (FOG) primarily directed at food establishments to adequately manage their discharges in order to minimize overflows associated with grease blockages.

The Department of Water Resources contracts annually with a utility rate consultant to review operating budget and capital program assumptions and to recommend if any rate adjustment is necessary, beyond that required by DEQ, in order to adequately finance Sewer Fund activities and to ensure compliance with the provisions of the Special Order.

The *Proposed FY 2016 Budget* for Sewer Fund total revenues are projected to increase by approximately $887,000 from $20.6 million to $21.5 million. The increase in revenues is primarily from a proposed volume rate increase of 3.2% and slightly higher sewer volume sales for inside city customers.

Projected total expenditures of $21.4 million include $10.5 million for operating expenditures, $9.4 million for debt service. A $1.5 million transfer to capital for pay-as-you-go funding in total is only $53,000 higher compared to the FY 2015 budget. Four expenditure line items with large changes include a $313,000 increase for contractual services, and a $410,000 increase in debt service offset by a $500,000 decrease in transfers to capital (from $2.0 million to $1.5 million) and a decreased transfer (by $336,000) to the General Fund for indirect costs , attributable to decreased engineering costs chargeable to the Sewer Fund. Additionally, Water Resources' billing and collection costs will be now be split with the Water, Sewer and Stormwater Funds compared to prior year costs being allocated only between the Water and Sewer Funds.

The unrestricted cash balance in the Sewer Fund is projected to be twenty-four percent (24%) of fund expenses for FY 2016 which complies with the Consent Special Order that limits the Sewer Operating Fund to retain no more than 25% of reserve funds compared to a subsequent year's operating expenditure budget. The debt coverage ratio is projected at 1.21, meeting council policy's minimum of 1.2. The annual sewer bill for the average residential customer is estimated to be 1.36% of median household income. These projections are based on the proposed 3.2% increase in rates.

Stormwater Fund

The Stormwater Fund was established in 2012 in response to increasing federal and state regulations and the significant costs required both for compliance and the maintenance of existing stormwater infrastructure. Responsibility for the fund and its activities was placed in the newly named Department of Water Resources which already had responsibility for water and wastewater operations.

Recently the Department of Water Resources was awarded a $1.7 million Stormwater Local Assistance Fund grant. This, along with a local match, will fund the construction of five water quality projects that will meet the current permit requirement to achieve 5% of the City's pollution reduction goals associated with the Chesapeake Bay TMDL (Total Maximum Daily Load). Over the next two permit cycles, or by 2023, the remaining 95% must be achieved at an estimated cost of up to $85 million. A requirement of the current stormwater permit is to map the entire stormwater system within four years. To that end, an extensive mapping and condition assessment effort is underway. As a result, numerous

storm system infrastructure issues have been discovered and planning is underway to begin addressing the most significant issues.

The *Proposed FY 2016 Budget* Stormwater Fund total revenues are projected to remain relatively the same as FY 2015 at $3.5 million primarily due to no change in the $4.00 per s.f.u. stormwater management fee and no change in the $275,000 transfer from General Fund to the Stormwater Fund to cover VDOT reimbursable stormwater expenses performed by Department of Water Resources.

Expenditures are projected to slightly increase from $3.7 million to $3.8 million. However, several expenditure line items have large increases and decreases that contribute to a net increase of $70,000. This net increase is a result of the following: (1) a $126,000 transfer to the Sewer Fund to reimburse for Stormwater Fund implementation costs, (2) a $100,000 increase in capital transfer, and (3) a $301,000 increase in Other Charges mostly due to increased reimbursement to the Water Fund for administrative personnel and other costs, an increased reimbursement to the General Fund/Community Development for the management of stormwater permits and inspections, and increased costs for materials to be used for maintenance and repairs. These increased costs are offset by a $371,000 decrease in capital outlay and a $142,000 decrease in contractual services.

[Note: More complete information about the Water, Sewer, and Stormwater Funds can be found in the Department of Water Resources, FY 2016 Rate Study and Annual Report that will be presented to City Council on March 24, 2015. It will be available on the City website.]

Outstanding Issues

There are several outstanding issues that may impact budget deliberations.

- Revenue projections in the *Proposed FY 2016 Budget* are based on an analysis of actual revenues and trends up to January 1, 2015. Staff will re-examine revenues after April 1, 2015, and recommend appropriate adjustments, if any.

- Staff is analyzing legislation adopted by the General Assembly to determine its impact on costs and revenues. The State budget approved by the General Assembly could also affect revenues. It appears that the adopted budget does not include the revenue reduction for state-mandated/locally-delivered services, also known as "Local Aid to the Commonwealth." If the budget is signed by Governor McAuliffe there will be additional resources of approximately $325,000 available. It is recommended that half of that be used to further address salary disparities in Parks & Recreation and Social Services.

Outlook

The *Proposed FY 2016 Budget* takes advantage of stable revenues that have exceeded previous year budget estimates and in some cases have returned to pre-recession levels. This allows for the restoration of some resources that were reduced during the recession and for the provision of some new resources to meet increasing demands for service. Continued expansion in the strong business sectors of higher education and health care, along with the City maintaining its position as the commercial and cultural hub of the region, should support continued revenue growth in taxes based on consumption.

However, recent announcements of the closing of Nationwide Insurance's facility in the City and of Sweet Briar College in Amherst County, coupled with rumors of job losses in other area businesses that have experienced large corporate losses, suggest that prudence is still the appropriate approach to the City budget. Accordingly, the proposed budget maintains a strong contingency fund and reserves.

The primary challenges facing the City remain infrastructure maintenance and replacement and providing a competitive compensation system to recruit and retain excellent City employees. In addition, there is a growing interest in taking steps to reduce the high poverty rate, and its repercussions, among City residents. Addressing any of these challenges will require careful planning, setting priorities, and making the difficult decisions regarding resource allocation.

The City's debt service capacity will remain limited for the next five to ten years as significant cash flow has been devoted to the new Heritage High School. At the same time, however, there are increasing concerns about the condition of public infrastructure, especially transportation facilities, public safety buildings, schools, and courts. Whether or not the City can wait ten years to address these facilities, with only piecemeal repairs in the meantime, is an open question. Until a plan to address these needs can be put into place, our focus in the short term will be on projects that meet certain criteria such as: they are required by regulation, are tied to other funding sources, have demonstrated revenue streams to cover debt service, or are absolutely necessary for safety or the long-term viability of the asset.

Additional funding provided to ensure that public safety compensation leads the regional market has resulted in strong recruitment fields and appears to have reduced turnover. In order to address other City positions that lag the market in compensation and are experiencing high turnover a similar investment will be necessary. The funds provided in the proposed budget to boost compensation in Parks & Recreation and Social Services will allow for only limited movement to competitive market averages; most positions will remain ten to twenty percent behind. Competitive salaries are increasingly important as employees have opportunities to work in other organizations, both public and private, that pay higher wages. This will be even more critical as key positions in the upper management of the City undergo significant turnover in the next few years. While the City is developing a robust Emerging Leaders program to ensure that current employees are competitive for higher positions in public service, it will be increasingly necessary for the City to offer competitive compensation if it hopes to achieve its goals for a successful succession in leadership that will sustain excellent service delivery and good governance.

A number of groups in the City and region are showing increased attention to the causes and ramifications of poverty in the community. What the role of City government should be in any community initiative is a question to be explored. It will also be important for all organizations interested in this issue to work collaboratively, to set clear goals, and to focus resources for measurable results in order to have a collective impact on poverty.

Conclusion

The *Proposed FY 2016 Budget* is offered for City Council consideration, deliberation, amendment, and adoption. Over the next several weeks, Council will have the opportunity to hear from and question the representatives of the various departments and agencies seeking funding in FY 2016. Work sessions will be held on Tuesday afternoons throughout the months of March and April.

A citizen information and engagement session is scheduled for March 17th, from 7:00 to 9:00 p.m., at the Miller Center. A public hearing on the proposed budget is scheduled for March 31, 2015, at 7:00 p.m., in Council Chambers.

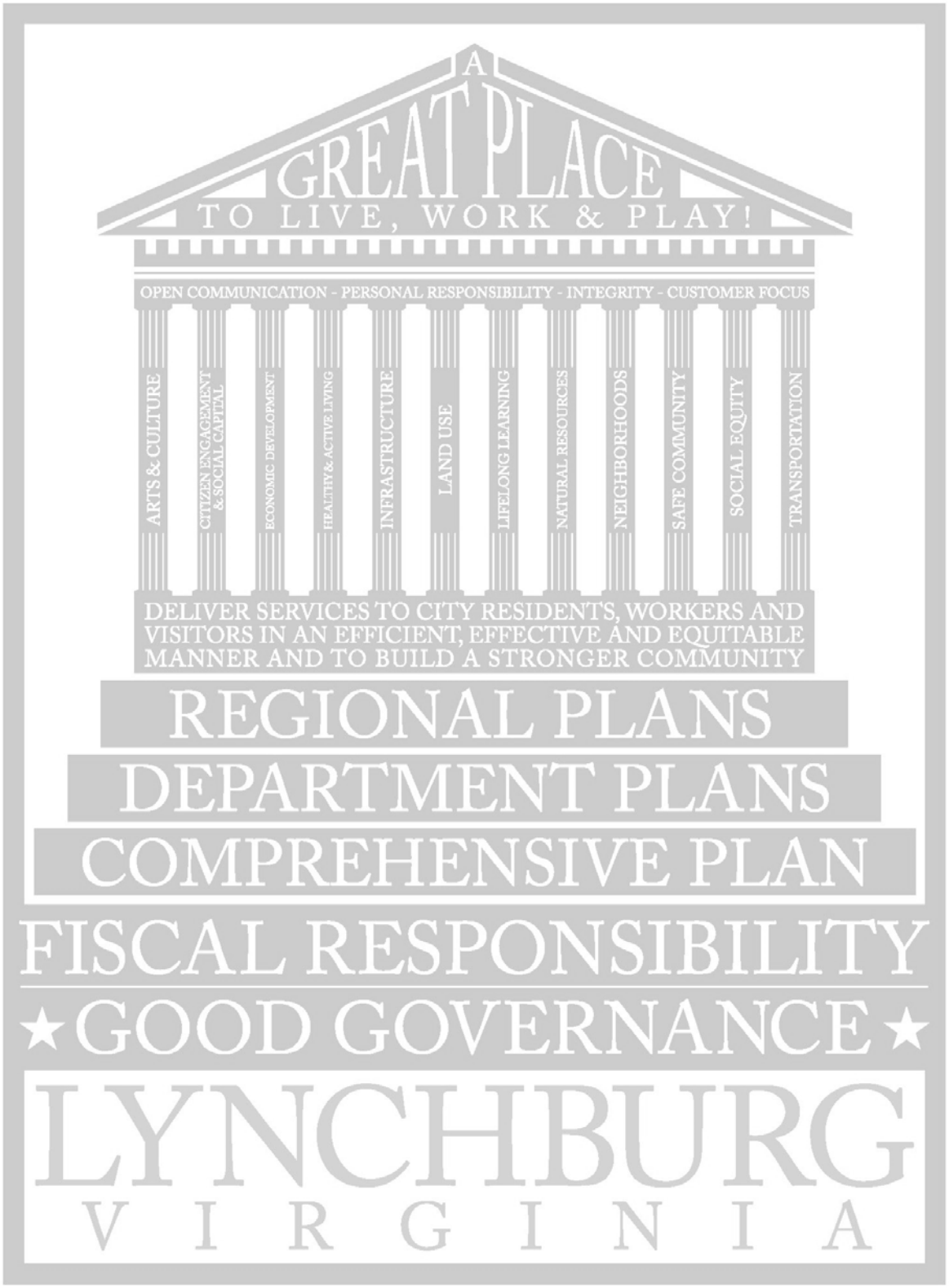
During Council's deliberations, staff is prepared to provide assistance and additional information as Council works through the difficult decisions necessary for budget adoption.

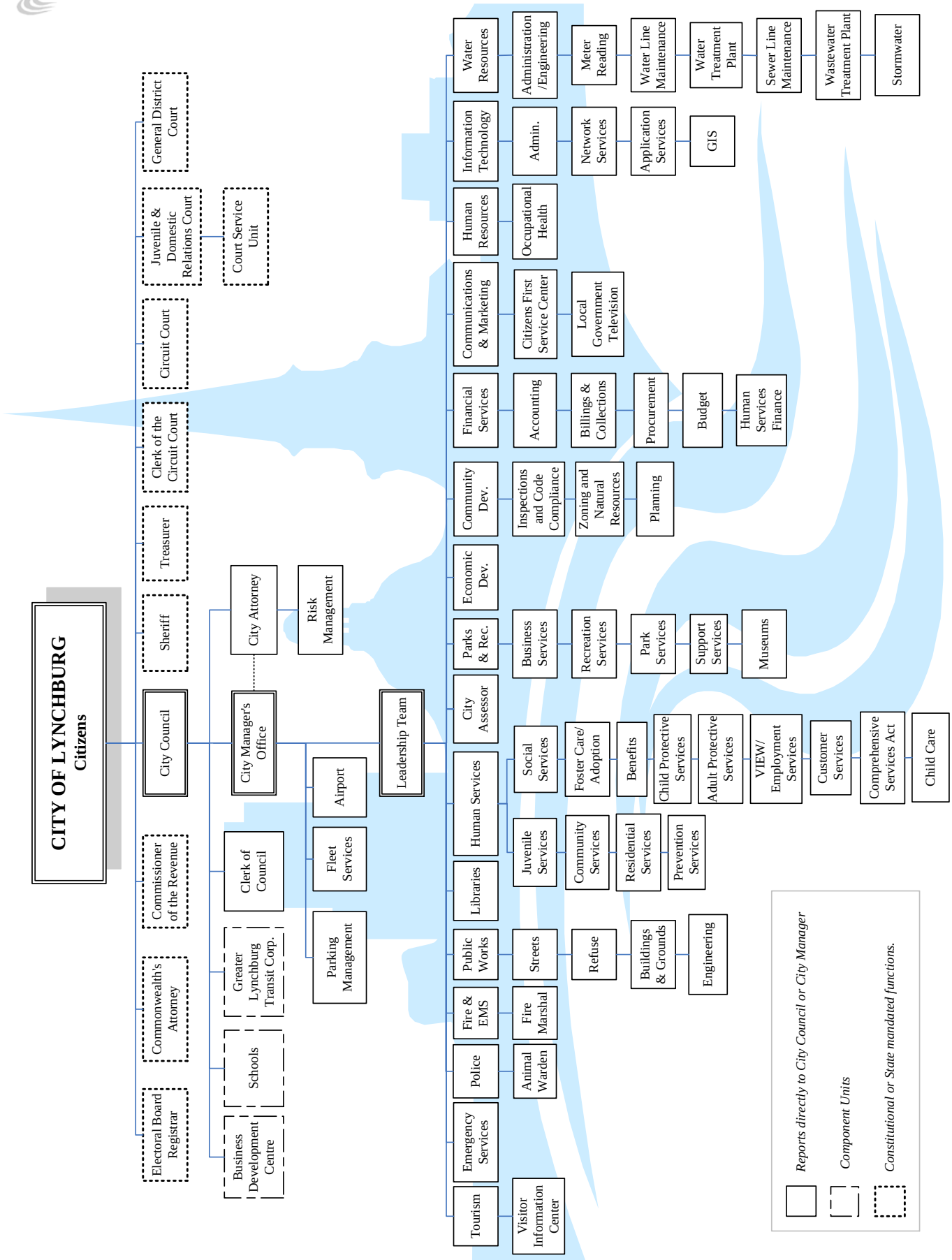
Copies of the *Proposed FY 2016 Budget* are available for public review at the main public library and the downtown branch as well as on the City's website at www.lynchburgva.gov.

Acknowledgements

I would like to acknowledge the hard work of City staff who developed and produced the *Proposed FY 2016 Budget*. Once again Deputy City Manager Bonnie Svrcek and Director of Financial Services Donna Witt provided outstanding leadership for the overall budget process. Michelle White, Megan Palmer, and Cindy Speck in the Budget Office provided valuable analysis, review, and logistical support in the development and production of the budget document. Human Resources Director Margaret Schmitt did important research for the Personnel section. Financial Services staff, Reid Lanham, Amanda Smith, Lee Waller, Toni Butler, La'Shonna Ross, Robin Mamola, Courtney Blankenstein, Kathy Collins, and Financial Services Assistant Director Rhonda Allbeck, also provided valuable input in budget development. Wes Campbell, John Rosser and Robin Meritt provided extensive input in the budget development of the Enterprise Funds and Internal Service Funds. This year, two individuals participating in the City's Emerging Leaders Program, Maggie Mace and William Perrow, served as budget analysts and provided valuable information and suggestions.

Finally, I want to recognize the directors and staff of the various City departments who are committed to our mission to deliver services to Lynchburg's residents, workers, and visitors in an efficient, effective, and equitable manner and to build a stronger community. Its employees are the City government's greatest assets and they do an outstanding job in making Lynchburg "A Great Place to Live, Work, and Play."

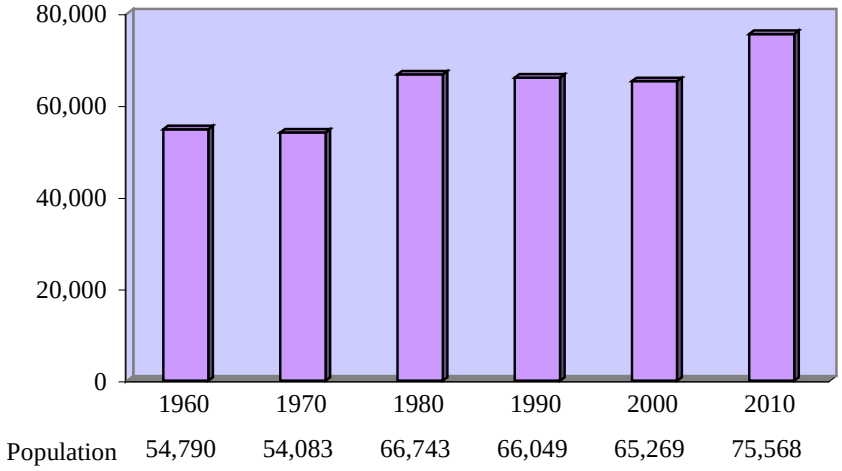

A
GREAT PLACE
TO LIVE, WORK & PLAY!
OPEN COMMUNICATION - PERSONAL RESPONSIBILITY - INTEGRITY - CUSTOMER FOCUS
ARTS & CULTURE
CITIZEN ENGAGEMENT & SOCIAL CAPITAL
ECONOMIC DEVELOPMENT
HEALTHY & ACTIVE LIVING
INFRASTRUCTURE
LAND USE
LIFELONG LEARNING
NATURAL RESOURCES
NEIGHBORHOODS
SAFE COMMUNITY
SOCIAL EQUITY
TRANSPORTATION
DELIVER SERVICES TO CITY RESIDENTS, WORKERS AND VISITORS IN AN EFFICIENT, EFFECTIVE AND EQUITABLE MANNER AND TO BUILD A STRONGER COMMUNITY
REGIONAL PLANS
DEPARTMENT PLANS
COMPREHENSIVE PLAN
FISCAL RESPONSIBILITY
★GOOD GOVERNANCE★
LYNCHBURG
VIRGINIA


CITY OF LYNCHBURG
Citizens
Electoral Board Registrar
Commonwealth's Attorney
Commissioner of the Revenue
City Council
Sheriff
Treasurer
Clerk of the Circuit Court
Circuit Court
Juvenile & Domestic Relations Court
General District Court
Court Service Unit
Business Development Centre
Schools
Greater Lynchburg Transit Corp.
Clerk of Council
City Manager's Office
City Attorney
Risk Management
Parking Management
Fleet Services
Airport
Leadership Team
Tourism
Emergency Services
Police
Fire & EMS
Public Works
Libraries
Human Services
City Assessor
Parks & Rec.
Economic Dev.
Community Dev.
Financial Services
Communications & Marketing
Human Resources
Information Technology
Water Resources
Visitor Information Center
Animal Warden
Fire Marshal
Streets
Social Services
Juvenile Services
Business Services
Inspections and Code Compliance
Accounting
Occupational Health
Admin.
Administration /Engineering
Foster Care/ Adoption
Community Services
Recreation Services
Zoning and Natural Resources
Billings & Collections
Citizens First Service Center
Network Services
Meter Reading
Refuse
Benefits
Residential Services
Park Services
Planning
Procurement
Local Government Television
Application Services
Water Line Maintenance
Buildings & Grounds
Child Protective Services
Prevention Services
Support Services
Budget
GIS
Water Treatment Plant
Engineering
Adult Protective Services
Museums
Human Services Finance
Sewer Line Maintenance
VIEW/ Employment Services
Customer Services
Wastewater Treatment Plant
Comprehensive Services Act
Stormwater
Child Care
Reports directly to City Council or City Manager
Component Units
Constitutional or State mandated functions.

Date of Incorporation
Lynchburg was founded by John Lynch in 1757; established as a town in October 1786; incorporated as a town on January 10, 1805; and received independent city status in 1852.

Area of City
The area of the City consists of 50.107 square miles.

Population by decade (U. S. Census Bureau)



Note: The most recent figure from the Weldon Cooper Center for Public Service (www.coopercenter.org) estimates the City's July 1, 2014, population to be 77,874.

Form of Government
Lynchburg has operated under a Council/Manager form of government since 1920. The City Council, comprised of seven members, is elected on either an at-large (3 members) or ward (4 members) representative basis for four-year staggered terms of office. From among the elected City Council members, they choose on or near July 1 of each election year by simple majority vote a Mayor and Vice Mayor to serve two-year terms.

Appointed by the City Council, the City Manager serves as the chief administrative officer of the municipal corporation. The City Manager performs the City's administrative and policy-related duties, directs business procedures and has the power of appointment and removal of the heads of all administrative departments as well as other employees of the City. The City Manager's primary focus is on helping Council set priorities; interpreting City Council's actions to the appropriate department, outside organizations, and citizens; and providing professional leadership in executing the adopted policies of City Council.

Segregation of Taxable Subjects for Local Taxation Only
By an Act of the General Assembly of Virginia, approved March 31, 1926, all real estate, tangible personal property, and machinery used for manufacturing purposes, were segregated to the City, and those subjects are not liable to any general tax except the City tax.

Assessments
The City Assessor appraises the market value of real estate on a biannual assessment cycle. The entire City is reviewed every other year (with values effective the first day of July of the odd years) and adjustments are made where necessary based upon market evidence indicating a change in the value.

The Commissioner of Revenue is required by the Code of Virginia to assess vehicles and motorcycles by means of a recognized pricing guide. For most other personal property, the assessed value is based on a percentage of original cost. The Commissioner is also required to assess tangible personal property and machinery and tools. The City prorates personal property on a monthly basis.

Lynchburg, Virginia is a city which remembers its past while focusing on the future - a vibrant central city fostering a strong sense of community, economic opportunity for all our citizens and responsive, results-oriented local government.

Lynchburg is a city of 50 square miles located near the geographic center of the state, bordered by the eastern edge of the beautiful Blue Ridge Mountains. It is located approximately 180 miles southwest of the nation's capital, Washington, D.C.

An active community boasting friendly residential neighborhoods, Lynchburg has a tradition of outstanding public education. Lynchburg operates one of the top school systems in the state and is recognized for its unique Partners in Education program that partners the business and government sector with the schools. The City is also home to five public/private colleges and universities.

A city with outstanding cultural, educational, and recreation opportunities, Lynchburg has over 900 acres of parkland and a nationally recognized urban trail system. The parks and trails provide a full range of recreation opportunities including tennis, basketball, recreational and competitive sports, horseshoes, hiking, biking, and Frisbee golf. Citizens and visitors alike can swim at an Olympic size swimming pool, take in a minor-league baseball game, launch a canoe on the James River, and participate in a recreation class or program at one of the eight community centers (including the Templeton Senior Center).

In October 2013, City Council adopted a Vision for the City – "A Great Place to Live, Work and Play!" along with goal statements for twelve pillars that support the Vision. The twelve pillars are Arts and Culture, Citizen Engagement and Social Capital, Economic Development, Healthy and Active Living, Infrastructure, Land Use, Lifelong Learning, Natural Resources, Neighborhoods, Safe Community, Social Equity, and Transportation.

In December 2013, City Council adopted the priorities related to each pillar that support the Vision. Following Council's adoption of these priorities, the Strategic Planning Action Team is meeting with internal and external stakeholders to identify the metrics that demonstrate progress and/or success with each priority. Within this document as an initial step to linking City functions to the Vision, departments associated pillars with performance measures where there was a connection.

From left to right, downtown Lynchburg is featured with the James River in the foreground; Hollins Mill Dam with a bike rider is in the middle of the collage; and at the end is a young lady in period costume writing in calligraphy at the James River Batteau Festival. Photographs courtesy of Nancy Blackwell-Marion

COUNCIL MISSION:

To deliver services to City residents, workers and visitors in an efficient, effective and equitable manner and to build a stronger community.

VALUES:

Open Communication ❧ Personal Responsibility ❧ Integrity ❧ Customer Focus

City Council FY 2015 Adopted Priorities

Lynchburg, VA: A Great Place to Live, Work and Play!

- **Arts & Culture:** Lynchburg is a place to discover and enjoy arts, history, and culture.
  Priority: Improve the City's role as facilitator and champion of local and regional efforts to promote preservation, the arts, and heritage development.

- **Citizen Engagement and Social Capital:** Lynchburg citizens are engaged in participative democracy, interact with each other, learn from each other and together make the community more than the sum of its parts.
  Priority: Promote active and effective participation in civic affairs, democratic process, and community improvement efforts.

- **Economic Development:** Lynchburg fosters an environment where businesses develop, thrive and compete in the global marketplace.
  Priority: Focus on areas that will directly impact economic growth and ensure Lynchburg is in a competitive position to attract, retain, and grow the types of companies and industries it desires.

- **Healthy & Active Living:** Lynchburg supports healthy and active living.
  Priority: Upgrade existing facilities in parks to meet current codes and to improve their appearance and function.

- **Infrastructure:** Lynchburg will develop, renew and replace the City's infrastructure in a manner that is cost-effective, efficient, and sensitive to the community's needs.
  Priority: Provide the citizens of Lynchburg with dependable, modern, high-quality roads, utilities and public spaces to meet the City's long-term requirements.

- **Land Use:** Lynchburg optimizes the use of land and resources within its 50 square miles.
  Priority: Promote public and private strategies that allow for transit and pedestrian-oriented, mixed-use development opportunities, especially within designated redevelopment areas.

- **Lifelong Learning:** Lynchburg is a community that values, encourages, and supports the pursuit of learning opportunities at all stages of life.
  Priority: Create partnerships with Lynchburg City Schools, private schools, universities, colleges and the business community to support workforce development.

- **Natural Resources:** Lynchburg protects, preserves, and restores the natural environment.
  Priority: Encourage development that maximizes the use of limited land resources, while being sensitive to cultural and natural resources and surrounding land uses.

- **Neighborhoods:** Lynchburg is a community of vibrant, healthy, and diverse neighborhoods.
  Priority: Support neighborhoods through infrastructure and public services.

- **Safe Community:** Lynchburg supports a safe and vibrant community through partnerships, planning and prevention.
  Priority: Foster a safe and vibrant community through conserving, stabilizing and revitalizing City neighborhoods.

- **Social Equity:** Lynchburg is a city where everyone is valued and respected, and has fair access to public resources.
  Priority: Promote activities which support the healthy development of the City's at-risk youth, adults and families.

- **Transportation:** Lynchburg's transportation system is multi-modal, safe and accessible to all citizens.
  Priority: Create a sustainable, multi-modal transportation system that minimizes and, where possible, reduces pollution and motor vehicle congestion while ensuring safe mobility and access for all.

FY 2014 Accomplishments and Recognitions

ECONOMIC DEVELOPMENT

Areva NP, with North American headquarters in Lynchburg, is the world's largest nuclear power plant designer, manufacturer and service provider and has built one-third of the three hundred plus plants in existence in the world. In December 2013, Areva announced plans to invest $26.3 million in its operations in Lynchburg and Campbell County. This capital infusion will support 1,900 jobs, procure additional advanced machinery and tools, and establish those facilities as its Operational Center of Excellence for Nuclear Products and Services in North America.

Other business sector growth includes Porter's Fabrication, a North Carolina-based manufacturer of sheet metal products. A former supplier to Diebold, Porter's acquired Diebold's Lynchburg plant, invested in new machinery, and retained 80 existing positions while creating 40 new jobs. Porter's invested $1.8 million in its Lynchburg facility.

Also, a major new retail development, Lakeside Crossing, opened in 2013 at the intersection of Lakeside Drive and the Lynchburg Expressway. Anchored by a Fresh Market grocery store, the 63,176 square-foot retail center opened with 95% occupancy and is expected to have a considerable impact on property tax and sales and meals tax receipts.

Liberty University (LU) announced plans in October 2013 to increase online and resident student population with an expanded "campus transformation" which increased construction costs from $250 million to $600 million. This transformation includes the $50 million Jerry Falwell Library which opened in January 2014, the completion of the $40 million Center for Medical and Health Sciences, and the first of six nine-story residence halls which opened for Fall Semester. A new 1,472 space parking garage was completed in Spring 2014, as well as, the ground breaking ceremony for the new Center for Music & the Worship Arts took place in April 2014.

Another academic institution in the City is also making significant capital investments. Lynchburg College held the formal opening in October 2014 for the completed $12 million renovation and expansion of the Drysdale Student Center. The expansion brings the Student Center to a total of 72,000 square feet and includes a welcome center, a fitness center, meeting rooms, multicultural center, a Commons space, veterans' lounge, dance and aerobics space, a game room, and additional food options.

LYNCHBURG CITY SCHOOLS

Lynchburg City Schools is actively engaged in programs and opportunities focused on growing student capacity in the areas of science, technology, engineering, and math (STEM). It is currently designated as the fiscal agent for two regional schools with a focus on science and technology, the Central Virginia Governor's School for Science and Technology (CVGS) and the newly established XLR8-Lynchburg Regional Governor's STEM Academy CVGS and XLR8 have industry advisory boards and internship programs to ensure curriculum is relevant to the targeted workforce needs and growth patterns of the region.

INFRASTRUCTURE

FY 2014 was a year of continued work on downtown redevelopment, the Combined Sewer Overflow (CSO) Program and transportation projects. The first phase of the Midtown Connector, which included the re-working of a major intersection, was completed earlier this year and the second phase of this project is well underway. Also underway is the $6 million renovation of the Miller Center which houses administrative offices for Parks and Recreation as well as a community center. The Miller Center is expected to re-open in November 2014 and will increase the delivery of recreation services by making the building 100% accessible as well as updating facilities for classes and community meetings. This project is funded with the use of State historical tax credits.

Final design and the Request for Proposals (RFP) were completed for the construction of a new Heritage High School. The total project costs are estimated at $77 million which includes demolition of the existing school, the construction of new athletic fields and a new field house. The school will be occupied in August 2016 with final completion of all project phases in July 2017.

TECHNOLOGY

The City continues to be a leader in using technology to assist in service delivery. e.Republic's Center for Digital Government and Digital Communities Program has ranked Lynchburg sixth among the top-ranked digital city governments in the 75,000 – 124,999 population categories in the 12th annual Digital Cities Survey. This is Lynchburg's tenth year of ranking in the top ten for communities of its size.

TRANSPORTATION

Greater Lynchburg Transit Company (GLTC) provides public bus service for Lynchburg citizens. A new LEED Certified bus transfer station opened in January 2013. Design has begun on a new bus maintenance and operations facility with plans to open in the next two years. These facilities are designed to improve convenience, amenities, and customer service.

The City is also served by the Lynchburg Regional Airport, an FAA-designated small non-hub commercial airport with significant general aviation flight and training activity. Airline service includes 6 daily departures provided by American Airlines with 80% passenger loads resulting in continuing increases in airport revenues. In FY 2014, Lynchburg Regional Airport was nearing completion on a $7.7 million two phase multi-year project to rehabilitate, reconfigure and expand several aprons, ramps, and taxiways to improve the safety and utility of the airport.

The Lynchburg Regional Airport has two fixed base operators (FBO's) which provide a full range of aeronautical services such as fueling, maintenance, flight training, and charter services. In addition, Liberty University's rapidly growing Aeronautical Program is based at the airport.

FINANCIAL SERVICES

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Lynchburg for its CAFR for the fiscal year ended June 30, 2013. This is the City's seventeenth consecutive year in receiving this award.

GFOA also awarded the Distinguished Budget Presentation Award to the City of Lynchburg for its FY 2013 Adopted Budget. This is the City's ninth consecutive year in receiving this award.

UNDERSTANDING THE BUDGET

Purpose of the Lynchburg Operating Budget and Capital Improvement Program

Lynchburg's operating budget provides information about the annual financial plan of the City. Included in this budget document is information on the General Fund, Enterprise Funds, and other funds. The document has program descriptions that explain the function of City departments, performance measures and financial tables that show the revenues, expenses, and other fiscal details of the City's programs and activities.

The five-year Capital Improvement Program is both a financial plan and planning document to guide new and ongoing building, transportation, parks and recreation, economic development, and school projects.

What is an Operating Budget and Capital Improvement Program?

An operating budget shows how much money the City will collect to pay for the normal costs of doing its work and how much it will spend. The proposed operating budget is the City Manager's recommendation to the City Council on how the City should collect and spend money during a fiscal year (July 1 through June 30).

The Capital Improvement Program includes the cost of investing in major capital assets, such as a new building, infrastructure and maintenance of existing assets. The first year of the five-year Capital Improvement Program appears in the appropriated budget. City Council only has the authority to appropriate funds on an annual basis. The costs of the normal work of using and maintaining capital assets appear in the operating budget.

Legal Requirements for the Operating Budget

Section 14 of the City Charter requires the City Manager to act as Budget Commissioner, and as such to prepare and submit an annual budget to the City Council. Further, Section 14 states that "At such time as the Council may direct, but not later than forty-five days before the end of each fiscal year, the City Manager shall prepare and submit to the Council for informative and fiscal planning purposes only, an annual budget for the ensuing year, based upon detailed estimates furnished by the several departments and other divisions in the City government according to a classification as nearly uniform as possible. The budget shall contain such other information as may be prescribed by Council." (Act 1960, Ch. 479, Sec. 1, p. 740)

Budget Process

The budget process is responsive to the overall budget needs of the entire City government, including the fiscal policy concerns of the Council, the financial management responsibility of City staff, the day-to-day operating requirements of City agencies and the needs of citizens for information concerning the budget.

Budget Timetable

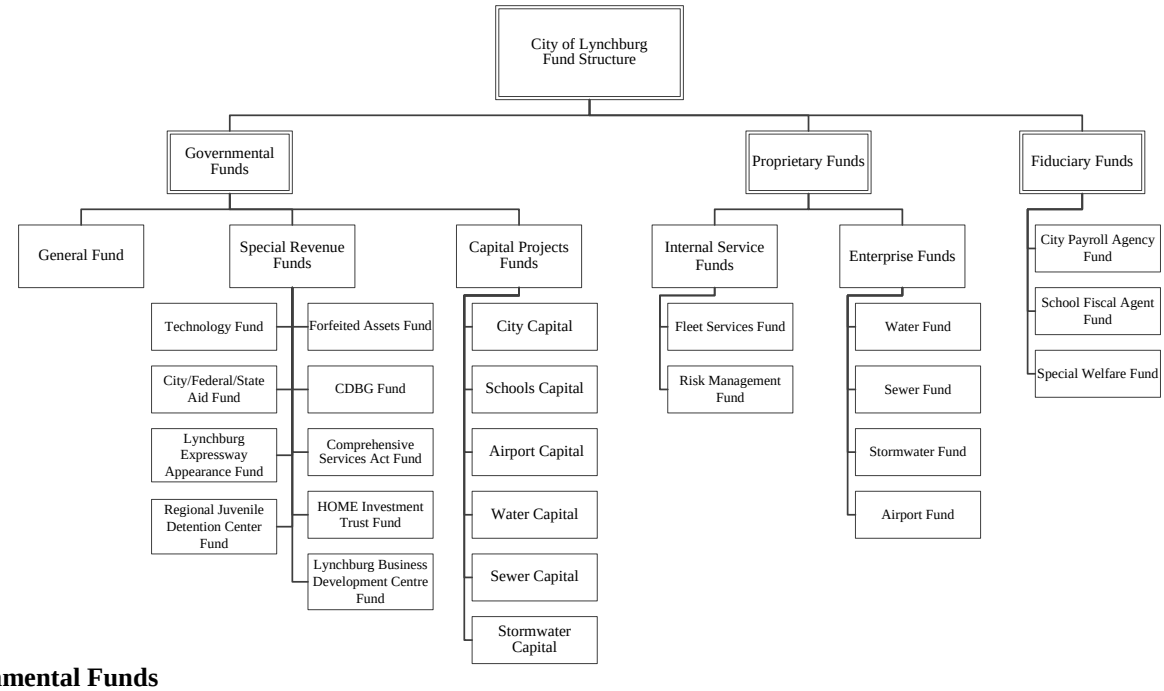
Typically, in early March, the City Manager submits to the City Council a proposed operating budget for the fiscal year starting July 1 and ending June 30 of the following year. The City Manager includes a budget message that explains budget issues and presents recommendations. The operating budget includes proposed expenditures and the means of financing them. Council studies the proposed budget at work sessions throughout the months of March and April and holds a public hearing to receive citizens' comments. In addition, citizen engagement meetings are held concurrently during the months of March and April to receive citizen input in a more informal environment. The Council makes final budget decisions and adopts the budget through passage of an appropriations resolution during the month of May. By July 1st, the beginning of the fiscal year, the City Manager prepares and distributes the adopted budget based on City Council deliberations and adoption of a budget resolution.

DESCRIPTION OF CITY FUNDS

For accounting purposes, a local government is not treated as a single, integral entity. Rather, a government is viewed instead as a collection of smaller, separate entities known as "funds". The Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards (Codification)*, Section 1300, defines a fund as:

> "A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations."

All of the funds used by a government must be classified into one of eleven "fund types." Five of these fund types are used to account for a state or local government's "governmental-type" activities and are known as "governmental funds." Two of these fund types are used to account for a government's "business-type" activities and are known as "proprietary funds." Finally, the remaining four fund types are reserved for a government's "fiduciary activities."



Governmental Funds

Three fund types are used to account for City governmental-type activities: General Fund, Special Revenue Funds, and Capital Funds.

General Fund

The General Fund is used to account for most of the day-to-day operations of the City, which are financed from taxes and other general revenues. Activities financed by the General Fund include those of line and staff departments within the City except for activities of the Proprietary Funds.

Special Revenue Funds

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. These revenues are either legally restricted by outside parties such as Federal and State governments for grants or the local governing body imposes restrictions. The City has the following Special Revenue Funds:

- Forfeited Assets Fund – Accounts for revenues received from the sale of confiscated assets, which are related to illegal drug sales and are used for law enforcement activities.
- Community Development Block Grant Fund – Accounts for revenues received from the Department of Housing and Urban Development, which are used for various development projects to accomplish the goals of the block grant program.
- Comprehensive Services Act Fund – Accounts for revenues received and expenditures made to support the Comprehensive Services Act for At-Risk Youth and Families adopted by the Virginia General Assembly.

DESCRIPTION OF CITY FUNDS (CONTINUED)

- HOME Investment Trust Fund – Accounts for revenues received from the Department of Housing and Urban Development for support of affordable housing needs in the City.
- Lynchburg Business Development Centre Fund – Accounts for revenues received to support a local business incubator and for monies received from the Economic Development Administration for a revolving loan fund and certain other economic development assistance.
- Lynchburg Expressway Appearance Fund (LEAF) – Accounts for the revenues and expenditures associated with beautification of the Lynchburg Expressway.
- Regional Juvenile Detention Center Fund – Accounts for revenues received and expenditures made to support the operations of the City's Juvenile Detention Home.
- Technology Fund – Accounts for revenues received to support the acquisition of computer equipment and maintaining network equipment, servers and the AS400.
- City/Federal/State Aid Fund – Accounts for the City's various federal and state grants for such purposes as building projects, certain social service and community development programs and public safety.

Capital Projects Funds
The Capital Projects Fund accounts for all resources used for the acquisition and/or construction of capital equipment and facilities by the City except those financed by the Enterprise Funds and Trust Funds. These funds consist of City, Schools, Airport, Water, Sewer, and Stormwater Capital Projects Funds.

Proprietary Funds

Two fund types are used to account for a government's business-type activities (activities that receive a significant portion of their funding through user fees). These are the enterprise funds and the internal service fund.

Enterprise Funds
Water, Sewer, Stormwater and Airport Funds are used to account for the acquisition, operation and maintenance of City-owned water and sewer facilities, stormwater facilities and airport operations. These funds are entirely or predominantly self-supported by user charges. The operations of these funds are accounted for in such a manner as to show a profit or loss similar to comparable private enterprises. The Airport Fund receives some support from the General Fund in the form of an interfund transfer for debt service.

Internal Service Fund
Internal Service Fund accounts for the financing of goods and services supplied to other funds of the City and to other governments, on a cost-reimbursement basis the Fleet Services Fund contains funding for maintaining the City's equipment and vehicle fleet. Each department using Fleet Services contains funding to pay for the actual cost of maintaining vehicles utilized by the department. Fleet Services bills departments on a monthly basis for their fleet related expenses. The depreciation of fleet vehicles and equipment is accounted for in non-departmental.

The Risk Management Fund is used to account for the self-insurance related activities including property/casualty and liability insurance.

Fiduciary Funds

These funds are used when a government holds or manages financial resources in a trustee or agency capacity; therefore, these resources cannot be used to support government programs. There are four fund types to account for various types of fiduciary obligations. These are pension trust funds, investment trust funds, private purpose trust funds and agency funds.

The City's Agency Funds are custodial in nature (assets equal liabilities). These funds consist of the City Payroll Agency Fund (which includes health and dental claims), School Fiscal Agent Fund, and Special Welfare Fund.

Lynchburg City Schools

Federal, State, and City funds support the operating needs of the Lynchburg City Schools. Capital construction needs of the schools are primarily supported by City funds with additional State funding as approved by the General Assembly.

The Lynchburg City Schools operates one pre-school, eleven elementary schools, three middle schools, and two high schools in the City. The Schools are fiscally dependent on the City and are prohibited from issuing bonded debt without approval of City Council.

BUDGET PROCESS

Basis of Accounting:

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both "measurable" and "available." Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 45 days of the end of the fiscal period for most revenues. Accordingly, real and personal property tax revenues are recorded as revenues principally on the cash basis until year end, at which time current property tax receipts received within 45 days of year end are accrued. Property taxes not collected within 45 days after year-end, net of allowances for uncollectible accounts are reflected as deferred revenues.

Intergovernmental revenues, consisting principally of categorical aid from federal and state agencies are recognized when earned or at the time of the specific expenditure. Sales, public utility, and Communications Sales and Use taxes, which are collected by the Commonwealth of Virginia and public utilities, respectively, and subsequently remitted to the City, are recognized as revenues and receivables when measurable and available.

Expenditures in governmental funds are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. The exceptions to this general rule are principal and interest on general long-term debt, which are recognized when due.

Proprietary fund types utilize the accrual basis of accounting. Revenues are recognized when earned, including unbilled utility receivables, and expenses are recognized when incurred.

Basis of Budgeting:

The budgets for the General, Airport, Sewer, Water, Stormwater, Capital Projects and all Special Revenue Funds are prepared in accordance with the City Charter on a modified accrual basis of accounting. Encumbrances are treated as a reservation of fund equity and reappropriated in the next fiscal year. Revenues, expenditures, and transfers related to internal service type functions are included for budget purposes. The budget for the Lynchburg City Schools (School Operating Fund) is prepared on the modified accrual basis of accounting.

Project budgets are utilized in the Capital Project Funds. All Operating Budget appropriations which are not encumbered lapse at year-end. Appropriations for the Capital Project Funds are continued until completion of applicable projects, even when projects extend for more than one fiscal year, or until repealed.

Encumbrances:

Encumbrance accounting is a process in which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the appropriation for future expenditure. Encumbrances are treated as a reservation of fund equity and re-appropriated in the next fiscal year.

Amending the Budget:

The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total budget amounts and/or appropriations of any fund require an amendment to the budget. The Code of Virginia requires that City Council approve any amendment. If the total of the proposed amendment exceeds one percent of the total expenditures shown in the currently adopted budget, the proposed amendment must be advertised and a public hearing must be held before City Council can act. After the public hearing, City Council can act on the proposed amendment.

The Relationship between the Budget and the Capital Improvement Program:

The City also prepares a five-year Capital Improvement Program (CIP) for City Capital Projects, School Capital Projects, Water, Sewer, Stormwater, and Airport funds. The CIP specifies capital improvement or construction projects, which are tentatively identified for funding during the next five years, with the first year of the plan serving as the capital budget. General obligation bonds, revenue bonds, grants and low interest as well as no-cost loans from the State government are the primary means for funding capital improvements. Additionally, "pay-as-you-go financing" (cash) is used to provide capital funding. Restricted sources from user fees such as the Passenger Facility Charge on airfares are another source of funding for Airport Capital Improvements. A debt service schedule for all bonds and loans is included in the Budget and CIP summaries by Fund.

CITY OF LYNCHBURG

BUDGET CALENDAR

FY 2016

July 1, 2014	Capital Improvement Program (CIP) Instructions sent to General Fund Departments and Schools
July 28, 2014	*Prioritized* CIP submissions due to Budget Office (General Fund and Schools)
August 4, 2014	Development Coordination Committee (DCC) Meeting to prioritize bond funded General Fund and Schools Projects
August 19, 2014	DCC Meeting to prioritize pay-as-you-go funded General Fund and Schools Projects
August 27, 2014	City Manager meet with DCC on prioritized General Fund and Schools Projects
September 15, 2014	Debt Numbers due to Budget Office from Finance
September 29, 2014	City Council Retreat - FY 2016 Budget Preview
October 3, 2014	Preliminary Benefit Rates Due to Budget Office from Human Resources
October 14, 2014	Council Meeting - Carry forward and First Quarter Adjustments Public Hearing
October 16, 2014	First Draft of Financial Projections (Expenditures/Revenues/Debt) completed by Budget Office
October 27, 2014	Budget Instructions to Departments
October 28, 2014	Council Meeting - Carry forward and First Quarter Adjustments Adoption
November 19, 2014	Budget Request and Personnel Services Due - First Wave
November 26, 2014	Budget Request and Personnel Services Due - Second Wave
December 1, 2014	Request for Annual Audit sent to FY 2015 Adopted Budget External Service Providers
December 3, 2014	Budget Request and Personnel Services Due - Third Wave
January 21, 2015	Complete General Fund Summary to determine Pay-As-You-Go availability; Expenditure Base for Projections/Budgets Updated in Module; Revenue Projections to City Manager; Schools Operating Budget Due, Budget Submission and Fund Summaries Due for Water Resources
January 27, 2015	Meet with Departments to clarify budget requests
January 29-30, 2015	Budget Balancing with Deputy City Manager
February 4, 2015	Budget Balancing with City Manager
February 10, 2015	Council Budget Retreat
February 23, 2015	Draft Proposed Budget Posted on Intranet for Departments to Review
February 25, 2015	Department Changes to Proposed Document Due to Budget Office by 5PM
March 2, 2015	Manager's Proposed Budget Book to Printer
March 10, 2015	Regular Council Work Session - Budget Message; Regular Work Session Items Send Third Quarter Letter to Departments
March 11, 2015	Ad for Budget Public Hearing to Communications & Marketing
March 17, 2015	Council Budget Work Session - Begin to walk through FY 2016 Proposed Budget Citizen Budget Forum
March 20, 2015	Third Quarter Requests Due from departments to Budget Office
March 24, 2015	Regular Council Work Session - Continue to walk through FY 2016 Proposed Budget, CIP, Schools; Regular Work Session Items, Ad for Budget Public Hearing
March 30, 2015	Ad for 3rd Quarter Public Hearing (if necessary) to Communications & Marketing
March 31, 2015	Budget Open House and Public Hearing
April 14, 2015	Regular Council Work Session - Budget Balancing Council Meeting - 3rd Quarter Public Hearing
April 21, 2015	Resolution for Manager Approval
April 28, 2015	Council Meeting - First Reading of the Budget; 3rd Quarter Adoption
May 26, 2015	Council Meeting - Second Reading of the Budget and Adoption of the Budget
June 24, 2015	Adopted Budget Book to Printer
July 1, 2015	FY 2016 Adopted Budget available online and in libraries

DEFINITION OF TERMS

accrual basis of accounting – Method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

Adopted budget – The budget approved by City Council and enacted through a budget appropriation resolution.

Affordable Care Act (ACA) – Federal legislation that mandates certain health benefit requirements.

Airport Fund – Supports the operation and maintenance of the Lynchburg Regional Airport. This fund is intended to operate on a self-sustaining or enterprise basis.

American Recovery and Reinvestment Act (ARRA) – The American Recovery and Reinvestment Act of 2009, abbreviated ARRA and commonly referred to as the Stimulus, is an economic stimulus package enacted by the 111th United States Congress in February 2009.

appropriation – The legal authority granted by City Council to expend or obligate funds for a specific purpose. Appropriations may be adjusted during the fiscal year, either up or down, by amendment of City Council.

assessment – The official valuation of property for purposes of taxation.

assessment ratio – The ratio which the assessed value of a taxed item bears to market value of that item. In the City of Lynchburg, real estate is assessed every other year at market value.

balanced budget – Occurs when total revenues equal total expenditures for a fiscal year; fund balance dollars above the Financial Policy limit of ten percent may be used to offset non-recurring expenditures.

basis of accounting – A term used to indicate when revenues, expenditures, expenses and transfers, as well as the related assets and liabilities are recognized in the accounts and reported in the financial statements.

beginning balance – Unexpended funds from the previous fiscal year, which may be used to fund one-time expenditures during the current fiscal year. This is also referred to as fund balance.

Blue Ridge Regional Jail Authority (BRRJA) – The Blue Ridge Regional Jail Authority, (the "Authority"), was created by member jurisdictions for the purpose of developing and operating a regional jail system by acquiring, renovating and expanding certain existing jail facilities and constructing additional jail facilities. The member jurisdictions are the City of Lynchburg and the Counties of Amherst, Appomattox, Bedford, Campbell, and Halifax. The Authority began operating the existing jail facilities in the member jurisdiction on July 1, 1998. The City sold its existing jail facilities to the Authority during fiscal year 1997. A new central jail facility was constructed in Lynchburg and opened in FY 2000. It is owned and operated by the Authority. Each member jurisdiction pays a per diem charge for each day that one of its prisoners is at any Regional Jail Facility. In accordance with the Service Agreement, the Authority has divided the per diem charge into an operating component and a debt service component. The per diem charge is based on an agreed upon number of prisoner days, and is subject to adjustment at the end of each fiscal year.

bond – A written promise to pay a specified sum of money (called the principal) at a specified date in the future, together with periodic interest at a specified rate. In the budget document, these payments are identified as debt service. Bonds may be used as an alternative to tax receipts to secure funding for long-term capital improvements. General Obligation Bonds are debt approved by City Council to which the full faith and credit of the City is pledged. The State Constitution mandates that taxes on real property be sufficient to pay the principal and interest of such bonds.

budget – A plan for the acquisition and allocation of resources to accomplish specified purposes. A plan of financial operations comprising an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures (revenues). The term may be used to describe special purpose fiscal plans or parts of a fiscal plan, such as "the budget of the Police Department or the Capital Budget" or may relate to a fiscal plan for an entire jurisdiction, such as "the budget of the City of Lynchburg."

budget adoption – The official enactment by City Council to establish authority for the obligation and expenditure of resources.

budget document – The official written statement that outlines the annual budget.

Budget Message – A general discussion of the proposed budget presented to City Council by the City Manager as a part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years, and presents recommendations made by the City Manager.

budget schedule – The key dates or milestones that the City follows in preparing, considering and adopting the budget.

budgetary control – A mechanism whereby expenditures are monitored to ensure compliance with legal provisions embodied in the annual appropriated budget approved by City Council.

calendar year – Twelve months beginning January 1 and ending December 31.

capital assets – Assets of long-term character which are intended to continue to be held or used by the City, including land, buildings, machinery and other equipment.

capital expenditure – An expenditure that results in the creation of an asset beyond the year in which that asset is provided.

Capital Improvement Program (CIP) – A five-year plan for public facilities, which results in construction or acquisition of capital assets, primarily buildings and infrastructure needs such as street re-paving. The program also includes funding for parks, sewers, sidewalks, major equipment and major items of capital equipment related to the new facilities. The following funds are included in the capital improvement program: City Capital Projects, School Capital Projects, Airport, Sewer, Stormwater and Water funds.

capital project funds – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise funds or trust funds.

cash management – A conscious effort to manage cash flows in such a way that interest and penalties paid are minimized and interest earned is maximized. Checks received are deposited the same day, bills are paid no sooner that the due date unless discounts can be obtained by paying earlier, future needs for cash are determined with exactness and cash-on-hand not needed immediately is invested in short-term interest-bearing investments.

Component Unit – A legally separate organization that a primary government must include as part of its financial reporting entity for fair presentation in conformity with generally accepted accounting principles.

Comprehensive Plan – Presents a vision of what the community will be like in the future and identifies the steps required to move toward that vision. The 2002-2020 Comprehensive Plan was adopted by City Council in FY 2003, updated in FY 2010, and can be found on the City's website at www.lynchburgva.gov.

debt service – Principal and interest payments on bond and capital lease long term debt.

dedicated revenue – Revenue specifically designated by the Federal or State government to be used for specific programs in the City.

department – An entity within the City organization established either by State Code or identified need, for the administration of specifically related duties or responsibilities. A department head is responsible for all expenditures and other activities assigned to that department.

depreciation – The systematic and rational distribution of the cost of a tangible capital asset (less salvage value) over its estimated useful life.

disbursement – A cash payment to an outside party, or a transfer of funds to another accounting entity within the City's financial system.

division – For manageability and accounting purposes, some departments are further divided into smaller units of control, called divisions. For example, the Streets Division is part of the Department of Public Works.

Economic Development Authority (EDA) – Under the Code of Virginia, City Council passed an ordinance on March 14, 1967, which created the Industrial Development Authority of the City of Lynchburg (the "IDA"). The IDA was established to promote industry and develop trade within the City. The IDA is governed by a board of seven directors appointed by City Council. City Council, however, is not financially accountable for the IDA. In 2008 City Council changed the name from the Industrial Development Authority (IDA) to an Economic Development Authority (EDA) to more accurately reflect the work of the Authority beyond the focus of industrial development.

encumbrance – A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been entered into for an item, but prior to the cash payment actually being disbursed.

enterprise fund – A type of proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

expenditure – The authorized payment of City funds for goods and services. Expenditures include payment in cash for current operating expenses, capital improvement and debt service.

fiscal year (FY) – A year-long accounting period. For the City of Lynchburg, the fiscal year is from July 1 to June 30 of the following year.

fringe benefits – The fringe benefit expenditures included in the budget are the City's share of an employee's fringe benefits. Fringe benefits provided by the City include: FICA taxes (Social Security), health insurance, life insurance, retirement, unemployment insurance and worker's compensation insurance.

fund – A fiscal and accounting entity with a self-balancing set of accounts, which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

fund balance – GASB 54 identifies the following as Fund Balance classifications:

Nonspendable Fund Balance – Nonspendable Fund balance includes amounts that cannot be spent because they are either not in spendable form such as inventories and prepaids or they are legally or contractually required to be maintained intact.

Restricted Fund Balance – Restricted Fund balance includes amounts that have constraints placed on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – Committed Fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision making authority – City Council. Formal Council action includes the annual adoption of the City's Budget Resolution, Council Resolutions appropriating funds and/or resources, Budget amendments appropriating funds and resources from third quarter adjustments and Budget amendments to carry forward appropriations that were unexpended at fiscal year-end.

Assigned Fund Balance – Assigned Fund balance includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity (which includes the issuance of a purchase order), or by the City Manager or his designee.

Unassigned Fund Balance – Unassigned Fund balance is the positive fund balance within the General fund which has not been classified as Restricted, Committed or Assigned and negative fund balances in other governmental funds. These funds are not appropriated for expenditure. The Unassigned Fund balance is targeted at approximately 10% of net operating revenues.

General Accepted Accounting Principles (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practices.

General Fund – A fund type used to account for all revenues and expenditures of the City not required to be accounted for in other funds. Revenues are derived primarily from property taxes, local sales tax, utility taxes, licenses, permits, user fees and other sources. General Fund expenditures finance the daily operations of the City and include the costs of general government activities, transfers to other funds and debt service requirements. Included in the General Fund are the groups and programs discussed in that section of this budget.

governmental funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

intergovernmental revenues – Revenues from other governments, such as the State and Federal government in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

internal service fund – A type of proprietary fund used to account for the financing of goods or services provided to other funds of the City, or to other governments, on a cost-reimbursement basis.

investment earnings – Revenue earned on investments with a third party. The City uses a pooled cash system, investing the total amount of cash regardless of fund boundaries. The interest earned is then allocated back to individual funds by average cash balance in that fund.

lease-purchase agreement – An agreement that conveys the right to property or equipment for a stated period of time. It allows the City to spread the cost of the acquisition over several budget years.

line item – A specific expenditure category within a department budget. For example: supplies and materials, utilities or gasoline/diesel.

maturities – The dates on which the principal or stated values of investments or debt obligations become due and/or may be reclaimed.

non-dedicated revenue – Revenue that can be used at the City's discretion.

operating expenses – The portion of the budget pertaining to the daily operations that provides basic governmental services. Expenditures such as supplies and materials, utilities and gasoline/diesel fuel are considered operating expenditures.

operating transfers – Authorized amounts transferred between funds in the city's financial records that are not related to the provision of a specific service.

performance measures – Indicators that help define effective service delivery.

personnel (FTE) – Full-time equivalents; the total count of full-time and part-time classified as well as hourly personnel in a department or sub-department. Part-time classified and temporary personnel are shown as a percentage of a full-time position.

personnel services – A category of expenditures which primarily covers wages, salaries, overtime and fringe benefit costs paid to or on behalf of City employees.

position – A group of duties and responsibilities, as prescribed by an office or agency, to be performed by a person on a full-time, part-time, or temporary basis.

Proposed budget – The budget recommended for adoption by the City Manager to City Council.

proprietary funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

public assistance payments – Payments made to individuals or organizations providing goods or services for individuals in accordance with the requirements of the federal and state public assistance programs.

real property – Real estate, including land and improvements (buildings, fences, pavements, etc.) classified for assessment.

Regional Services Authority (RSA) – Established in 2008, the RSA serves the City of Lynchburg and Campbell County residents and businesses, as well as participating localities (Appomattox County and Nelson County), that transfer solid waste to the regional landfill.

reserve – These accounts contain funds that have been set-aside for a specific purpose or use.

revenue – Government income including but not limited to taxes, permits, fees, licenses, fines, and grants, and also payments from other governmental entities.

Sewer Fund – Consists of the operating budget of the sewer and wastewater treatment programs of the City. Revenues from the operation, such as user fees finance this fund.

special revenue funds – Governmental fund type used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.

Stadium Fund – Consists of revenue and expenditures for the baseball stadium including operating costs and debt service.

Stormwater Fund – Consists of the operating budget of the stormwater program of the City. Revenues from user fees and other governmental revenue finance this fund.

tax base – The aggregate value of the items being taxed. The base of the City's real property tax is the assessed value of all real estate in the City.

tax rate – The level of taxation stated in terms of either a dollar amount (e.g., $1.11 per $100 assessed valuation), or a percentage of the value of the tax base (e.g., 5.3 percent sales tax).

unencumbered balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for expenditures.

Water Fund – Consists of the operating budget of the water program of the City. This fund depends on the specific revenues generated by this operation, such as user fees or contracts to supply water to entities.

BUDGET CATEGORIES

Salaries – Compensation for direct labor of persons in the employment of the City. Salaries and wages paid to employees for full-time, part-time and temporary work, including overtime and automobile, clothing and tool allowances.

Employee Benefits – Employment related benefits provided to employees as part of their total compensation. Includes the following:

Group Life Insurance – Payments for both employer's and employees' portions of premiums for employees' life insurance coverage.

Virginia Retirement System – Payments for the employer's portion of premiums for the employees' retirement program.

Employer's FICA Contribution – Payments for the employer's share of Social Security Program contribution.

Workers' Compensation Claims – Payments for authorized claims involving employees' work related injuries.

Health Benefit – Payments made for health insurance for full-time classified employees and other employees eligible under the Affordable Care Act.

Dental Benefit – Payments made for dental insurance for full-time classified employees and other employees eligible under the Affordable Care Act.

Vision Benefit – Payments made for vision insurance for all employees participating in the Wellness Program.

Virginia Local Disability Program – 0.6% of salary is budgeted to pay for third party administration of this State-mandated program that applies to all employees hired after January 1, 2014.

Affordable Care Act Fees – Fees total $65 per employee and are included in the cost of medical benefits.

Unemployment Compensation – Payments for benefits related to unemployment claims.

Tuition Reimbursements – Payments to employees to assist with costs for college or other courses related to City work functions.

Contractual Services – Services acquired on a fee basis or a fixed time contract basis from outside sources (e.g., private vendors, public authorities or other governmental entities). Includes maintenance and repairs for City equipment; facilities and infrastructure; legal, architectural, environmental testing, medical, auditing and financial professional services; information technology services and software purchases; dietary, advertising, printing; and payments to the Economic Development Authority.

Internal Services – Charges to departments for services provided by Fleet Services.

Other Charges – This category includes various types of charges such as: supplies and materials items for the office including books, publications; fuel and natural gas; chemicals; parts; and items for buildings, grounds, traffic and computer related maintenance. Safety, law enforcement and laboratory items as well as food, laundry and medical items are included. Utilities, telecommunication charges; postage; insurance premiums and claims; travel and training; dues and memberships; inventory purchases; payments to other funds for services, rentals and leases; as well as contributions to other governmental, community and civic organizations are included.

Rentals and Leases – Includes expenditures associated with the rental or lease of buildings, real property, and equipment.

Capital Outlay – Includes expenditures for the acquisition of capital assets in excess of $5,000 excluding land, buildings and infrastructure which are major capital expenditures. Includes equipment, furniture and fixtures, heavy equipment such as machinery and tools, computer and radio systems, and specific use equipment for public safety.

FINANCIAL MANAGEMENT POLICIES

Policy I	***Fund Balance***	**Adopted August 10, 1999** **Reaffirmed November 14, 2000** **Revised October 29, 2002** **Reaffirmed September 28, 2004** **Reaffirmed December 12, 2006** **Reaffirmed December 9, 2008** **Reaffirmed November 23, 2010** **Revised May 10, 2011** **Revised February 26, 2013**
Policy II	***Debt Management***	**Adopted August 10, 1999** **Reaffirmed November 14, 2000** **Revised October 29, 2002** **Reaffirmed September 28, 2004** **Revised December 12, 2006** **Revised December 9, 2008** **Revised November 23, 2010** **Revised February 26, 2013**
Policy III	***Budget***	**Adopted November 14, 2000** **Revised October 29, 2002** **Reaffirmed September 28, 2004** **Revised December 12, 2006** **Revised December 9, 2008** **Reaffirmed November 23, 2010** **Revised February 26, 2013**
Policy IV	***Investment***	**Adopted September 25, 2001** **Revised October 29, 2002** **Reaffirmed September 28, 2004** **Revised December 12, 2006** **Revised December 9, 2008** **Reaffirmed November 23, 2010** **Revised February 26, 2013**

BASIS FOR SOUND FINANCIAL MANAGEMENT POLICIES

The primary objective of sound financial management policies is for the City Council to create a framework within which financial decisions can be made. These policies are a statement of the guidelines and goals that influence and guide the financial management practices of the City of Lynchburg. Financial management policies that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management. Sound financial management policies:

- Contribute significantly to the City's ability to insulate itself from fiscal crisis and economic disruption.
- Enhance short-term and long-term financial credit ability by helping to achieve the highest credit and bond ratings possible.
- Promote long-term financial stability by establishing clear and consistent guidelines.
- Direct attention to the total financial picture of the City rather than single-issue areas.
- Promote the view of linking long-term financial planning with day-to-day operations.
- Provide the City Council and citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.
- Ensure that the organization has sufficient resources to perform mandated responsibilities.
- Provide a foundation for evaluating financial analysis and condition.

FINANCIAL MANAGEMENT POLICIES

Policy I - Fund Balance

General Fund

Unassigned Fund Balance

- The City of Lynchburg's Unassigned General Fund Balance will be maintained at a level to provide the City with sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.
- The City shall not use the Unassigned General Fund Balance to finance recurring operating expenditures.
- The City will maintain an Unassigned General Fund Balance (UGFB) equal to 10% of General Fund revenues. In the event the UGFB is used to provide for temporary funding of unforeseen emergency needs, the City shall restore the Unassigned General Fund Balance to the minimum of 10% over five years.
- Funds in excess of the targeted 10% fund balance may be considered to supplement "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or as additions to fund balance.

Committed Fund Balance

- Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision making authority - City Council. Formal Council action includes the annual adoption of the City's Budget Resolution, Council Resolutions appropriating funds and/or resources, Budget amendments appropriating funds and resources from third quarter adjustments and Budget amendments to carry forward appropriations that were unexpended at fiscal year-end.

Assigned Fund Balance

- Assigned fund balance includes amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. Fund Balance may be assigned either through the encumbrance process as a result of normal purchasing activity (which includes the issuance of a purchase order), or by the City Manager or his designee.

Restricted Fund Balance

- Restricted fund balance includes amounts that have constraints placed on their use by external sources such as creditors, grantors, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Non-Spendable Fund Balance

- Non-spendable Fund Balance includes amounts that cannot be spent because they are either not in spendable form such as inventories and prepaids or they are legally or contractually required to be maintained intact.

Policy on the order of spending resources

- The City considers restricted fund balance to be spent when an expenditure is incurred for purposes for which restricted and unrestricted fund balance are available unless prohibited by legal documents or contracts. When an expenditure is incurred for purposes for which committed, assigned or unassigned amounts are available, the City considers committed fund balance to be spent first, then assigned fund balance, and lastly unassigned fund balance.

Enterprise Funds

Water Fund

- Minimum ending fund balance shall not be less than 25% of total fund appropriations with a target balance of 40% of total fund appropriations.
- Funds in excess of the annual requirements may be considered for "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or funding of necessary reserves.
- A rate review will be conducted at least every two years.

Sewer Fund

- In accordance with the Virginia Department of Environmental Quality Special Order for the correction of the Combined Sewer Overflows, the maximum ending fund balance shall not exceed 25% of total fund appropriations; however, the City shall endeavor to maintain a fund balance as close to 25% as practicable.
- As provided by the Special Order, any excess funds will be directed to "pay-as-you-go" capital outlay expenditures.
- A rate review will be conducted at least every two years.

Policy II - Debt Management

Tax-Supported Debt

Tax-supported obligations are those that are expected to be repaid from the General Fund tax revenue of the City of Lynchburg. These include general obligation bonds (except self-supporting bonds) and capital leases. General obligation bonds issued for self-supporting enterprise funds are not included in calculations of tax-supported bonds.

- The City will not use long-term debt to fund current operations.
- The City will not use short-term borrowing to fund current operations.
- Whenever the City finds it necessary to issue tax-supported bonds, the following policy will be adhered to:
    1. The City will never borrow more than it has the capacity to repay.
    2. The term of any bond issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.
    3. Annual debt service expenditures for tax-supported debt should not exceed 10% of total General Fund Expenditures plus School Component Unit Expenditures minus the General Fund Transfer to Schools.

4. Total tax-supported debt will not exceed 4.50% of the net assessed valuation of taxable property in the City of Lynchburg.
5. Total tax-supported debt per capita should be maintained at a reasonable level.
6. The 10-Year Principal Payout Ratio shall not be less than 60% at the end of each adopted five-year Capital Improvement Program for Tax-Supported General Obligation Indebtedness.

Revenue-Supported Debt

Revenue-supported obligations are those for which the debt service is payable solely from the revenue generated from the operation of the project being financed or a category of facilities (i.e. water, sewer). These are not considered tax-supported debt of the City. Whenever the City finds it necessary to issue revenue-supported bonds, the following guidelines will be adhered to:

1. The term of any revenue-supported bond issue will not exceed the useful life of the capital project/facility or equipment for which borrowing is intended.
2. Revenue-supported bonds will be structured to allow equal or declining annual debt service payments over a term not to exceed the life of the project being financed. For those revenue-supported bonds issued through the Virginia Revolving Loan Fund, annual debt service payments shall not exceed thirty years.
3. For any enterprise fund issuing revenue-supported bonds, net revenues available for debt service shall not be less than 1.2 times annual debt service for each fiscal year. Net revenues available for debt service will be calculated as operating income, plus depreciation and amortization and plus interest income. Debt service will include all debt service paid by the respective fund; however, the principal portion of any bond anticipation notes or other short-term financing should be excluded.

Refinancing of Debt

- The City shall issue refunding bonds to achieve debt service savings, eliminate onerous covenants or provisions in outstanding bond documents, or to respond to a financial emergency.
- The City shall continually monitor its outstanding debt to identify instances where the City may achieve savings through an advance refunding or current refunding transaction.
- The City shall receive a written refunding analysis indicating the amount of net present value savings from its financial advisor prior to selling bonds to refund any outstanding bonds.
- A refunding transaction to achieve debt service savings should only be undertaken when the net present value of the savings, net of issuance costs, will be at least 3% of the principal amount of the refunded bonds. Refunding transactions for revenue bonds can be structured so that savings are realized over the life of the refunding bonds or up-front, depending on the results of a cost-benefit analysis.

General Debt Policies

- The City will maintain communication with bond rating agencies to keep them abreast of its financial condition and will provide them with information on a timely basis including the City's *Comprehensive Annual Financial Report*, *Annual Adopted Budget* and *Capital Improvement Program*.
- The City shall comply with all of its undertakings in accordance with Securities and Exchange Commission Rule 15c2-12 and will follow the Government Finance Officers' Association and Securities and Exchange Commission requirements for continuing disclosure.
- The City may use the Virginia Public School Authority (VPSA) or State Literary Fund loans to finance school capital projects. City bonds sold to the VPSA and Literary Fund loans constitute general obligation debt of the City. City Council shall approve any application to the VPSA or the Department of Education for a Literary Fund loan. City Council shall approve the issuance of the bonds as required by the Public Finance Act. The School Board shall recommend such financings before a proposed financing is brought to City Council for approval.

Policy III - Budget

Principles

- Public participation in the budgetary process will be encouraged.
- The City will avoid dedicating revenue to a specific project or program because of the constraint this may place on flexibility in resource allocation except in instances where programs are expected to be self-sufficient or where revenue is dedicated to a program for statutory or policy reasons.
- The budget process will be coordinated in a way that major policy issues are identified for City Council several months prior to consideration of budget approval. This will allow adequate time for appropriate decisions and analysis of financial impacts.

Policies

- City Council shall adopt a balanced budget in accordance with all legal requirements.
- A structured budget preparation and formulation process shall be used for all departments and agencies receiving funding from the City.
- Departmental budgets shall be managed within the total appropriated budget for each fiscal year.
- All operating budget appropriations shall lapse at the end of the fiscal year to the extent that they are not expended or encumbered, with the exception of year-end carry-forward items approved by City Council.
- The budget shall be adopted by the favorable vote of a majority of members of City Council.
- The Vision and priorities established by City Council as well as the *Comprehensive Plan* will serve as the framework for the budget proposed by the City Manager.
- The fiscal year for the City is July 1 through June 30 as defined by the *City Code*, Section 18-1.
- One-time revenues shall be used for one-time expenditures only.
- A General Fund Reserve for Contingencies of $1.2 million shall be used as a source of funding for unanticipated expenditures during the budget year. The Reserve for Contingencies is limited to one-time expenditures and shall not be considered a source for recurring financing.

Process

- The City Manager shall annually prepare a *Proposed Budget* for City Council review. The *Proposed Budget* shall serve as a financial plan for the upcoming fiscal year and shall contain the following information:
    1. A budget message that outlines the proposed revenue and expenditures for the upcoming fiscal year together with an explanation of any major changes from the previous fiscal year. The budget message should also include any proposals for major changes in financial policy.
    2. Charts indicating the major revenues and expenditures in each major fund (General, Water, Sewer, Airport) as well as changes in fund balance for all funds.
    3. Summaries of proposed expenditures by function, department and activity for all funds proposed to be expended in a fiscal year.
    4. A schedule of estimated requirements for the principal and interest of each bond issue.
    5. A three-year history of revenues and expenditures to include the prior year actual, current year adopted, amended, and proposed budgets for each major fund.
    6. The proposed budget appropriation resolution, including the tax levy.
- The City Council shall hold a public hearing on the budget submitted by the City Manager and all interested citizens shall be given an opportunity to be heard on issues related to the proposed budget, including the *Capital Improvement Program*.
- Following the public hearing on the *Proposed Budget*, City Council may make adjustments. In instances where City Council increases the total proposed expenditures, it shall also identify a source of funding at least equal to the proposed expenditures.

Capital Improvement Program

- A five-year *Capital Improvement Program (CIP)* that serves as the basis for annual capital appropriations and debt financing requirements shall be prepared and updated annually.
- The *CIP* shall include descriptions, timeline, cost estimates, and a schedule of expected expenditures for each project.
- Debt service requirements and funding needs for schools and City government shall be determined based on the *Adopted CIP*.
- Long-term borrowing shall be confined to major capital improvements and equipment purchases.
- Short-term borrowing shall be limited to bond anticipation notes and equipment leasing, where feasible, with a life of less than 8 years.
- Capital project appropriations shall lapse upon project completion, allowing for an adequate warranty period. Lapsed appropriations shall remain in the Capital Fund for reallocation to other projects.
- Incremental operating costs associated with capital projects shall be funded in the operating budget after being identified and approved in the Capital Improvement Program.
- Pay-as-you-go funding shall not be less than 10% with a goal of 15% as a percentage of the City's 5-Year CIP.

Quarterly Financial Reporting

The City Manager will present to the City Council's Finance Committee (with copies to the remainder of Council) quarterly financial reports identifying meaningful trends in revenues and expenditures for the General, Water and Sewer, Airport, Stormwater, Comprehensive Services Act, and Juvenile Detention Funds.

Third Quarter Review

In mid-March, City staff will evaluate all expenditures and revenues as compared to budget and make recommendations to City Council regarding possible adjustments. Section 15.2-2507 of the *Code of Virginia* requires that a public hearing be held prior to City Council action when the potential increases in the appropriation exceed one percent of the total expenditures shown in the currently adopted budget.

Policy IV - Investment

I. Policy Statement

It is the policy of The City of Lynchburg, Virginia ("the City") that the investment and administration of its funds be made in accordance with the Code of Virginia Investment of Public Funds Act, the applicable provisions of any outstanding bond indebtedness, and this policy. The City shall be in complete compliance with all applicable federal, state and local laws, and other regulations and statutes governing the investment of public funds. Within those parameters, the goal of this policy is to achieve the highest rate of return that is reasonable. The City will establish an Investment Committee consisting of the City Manager, Deputy City Manager, and Director of Financial Services. This Committee will provide broad policy oversight over investments. This policy will be reviewed on an annual basis. Any changes must be approved by the Investment Committee and be reaffirmed by City Council. See Appendix 1 for a Glossary of Investment Terms.

II. Scope

This policy applies to the investment of all the financial assets and funds held by the City. Specific requirements or limitations imposed upon the investment of Bond Proceeds, Debt Service Funds and Debt Service Reserve Funds are located in Section X of this Policy. These Funds are accounted for in the City of Lynchburg's Comprehensive Annual Financial Report and include the General, Special Revenue, Capital Projects, and Proprietary Funds.

III. Objectives

Funds shall be invested in only those investments permitted by Federal, State and local law as it relates to public funds, as well as any contractual agreements entered into by the City.

All of the City's funds, regardless of term, shall be invested with the following objectives listed in the order of priority:

1. *Safety* - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will:

    a. seek to avoid realizing any loss through the sale or disposal of an investment; and

    b. seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.

2. *Liquidity* - The investment portfolio shall remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This shall be accomplished by structuring the portfolio in the following manner:

    a. The City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity;

    b. A portion of City Funds will be maintained in cash equivalents, including money market funds, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and

    c. The portfolio will consist largely of investments with active secondary markets.

3. *Yield* - The City's investment portfolio shall be designed with the objective of maximizing a fair rate of return consistent with the investment risk constraints and cash flow characteristics of the portfolio. The Investment Committee shall establish suitable benchmarks for the measurement of the portfolio's return.

IV. Delegation of Authority

Under the guidance of the Investment Committee, the City's Director of Financial Services is the official charged with collecting, safeguarding and disbursing City funds. In this capacity, and with consensus from the Investment Committee, the Director of Financial Services is responsible for establishing staff roles and responsibilities, considering the quality and capability of staff, selecting investment advisors and consultants involved in investment management, and developing and maintaining appropriate administrative procedures for the operation of the investment program. Examples of key staff roles and responsibilities include, but are not limited to, solicitation of investment offerings, placement of purchase and sell orders, confirmation of trades, and preparation of reports and other activities as required for the daily operations of the investment area. The Director of Financial Services is also charged with developing written standard Investment procedures and an asset allocation plan consistent with this policy. Such procedures shall be reviewed and approved by the Investment Committee. Subject to the approval of the Investment Committee and City Council, the Director of Financial Services may employ financial consultants on a contractual basis to assist in the development and implementation of investment procedures and policies, to monitor the effectiveness and continued compliance with such policies and procedures, and to provide guidance in investment matters.

V. Standards of Care

The standard of prudence to be used by investment personnel shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The "prudent person" standard states:

> "Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The Director of Financial Services, and those delegated investment authority under this Policy, when acting in accordance with written procedures and this Investment Policy and exercising due diligence, shall be relieved of personal responsibility for an

individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

VI. Ethics and Conflicts of Interest

Officers and employees of the City involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Office of the Clerk of Council any material interests in financial institutions with which they conduct business and any personal investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. Officers and employees are required to abide by the provisions of the Virginia Conflict of Interests Act. The Act prohibits City officers and employees from seeking or accepting money or any other thing of value for the performance of their duties, using confidential information for their own benefit and having a personal interest in a company with which the City is doing business. "Officer" means any person appointed or elected to the City's government whether or not he/she receives compensation or other emolument of office. "Employee" means all persons employed by the City.

VII. Collateral and Safekeeping Arrangements

The City's investments shall be held in safekeeping by a third party and evidenced by safekeeping receipts. As required by Virginia Code, all security holdings with maturities over 30 days may not be held in safekeeping with the "counterparty" to the investment transaction. The Code refers to a counterparty as the issuer or seller of the security and any repurchase agreement provider. All securities purchased or sold will be transferred when possible only under "delivery vs. payment method" to ensure that funds or securities are not released until all criteria relating to the specific transaction are met.

VIII. Competitive Selection of Investment Instruments

It is desirable to select investments on a competitive basis when possible to ensure that the City receives the best price available on a particular investment and avoids paying excessive fees, mark-ups or other compensation to the provider. A list will be maintained of approved financial institutions and security broker/dealers selected by creditworthiness (*e.g.*, a minimum capital requirement of $10,000,000 and at least five years of operations). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions will supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the City of Lynchburg Investment Policy

Under the guidance and oversight of the Investment Committee, the Director of Financial Services shall adhere to the following procedures, with assistance from the City's Investment Advisor where appropriate, when funds become available for investment to the extent practical:

1. The Director of Financial Services shall determine the class of investment and maturity range most appropriate for investment of the funds available, based upon the anticipated expenditure schedule of the City, the desired asset allocation of the City's portfolio and the City's Investment Plan.
2. Offers will be solicited for the selected investment from the list of pre-approved providers as noted above.

3. The Director of Financial Services will accept the offer (or bid, if the City is selling an investment) which provides the highest rate of return or which is otherwise deemed most suitable while complying with this Policy and any other criteria specified in the solicitation of offers.

The City shall retain a record of the offers received, the instruments chosen, and the rationale for making the decision.

From time to time, certain investment dealers may present the City with offers that are attractive for investment. Although the City should endeavor to verify (and document) that the price is "fair," it may occasionally purchase such a security without a competitive process if the investment is for $500,000 or less.

Additionally, a competitive process shall not be required for the investment of funds in money market funds, investment pools and overnight securities. However, it shall be the responsibility of the Director of Financial Services to be aware of the yields being offered by various highly liquid investments, and to invest the City's overnight funds in the vehicle(s) which provide a competitive return to the City while complying with this policy and any other criteria established by the Investment Committee or City Council.

IX. Suitable and Authorized Investments – Without Exception, Only the Following Investments Are Suitable and Authorized

1. Treasury Securities
Bonds, Notes and Bills issued by the United States Treasury or certificates representing ownership of treasury bond principal or coupons.

2. Agency Securities (FHLB, FNMA, FFCB, FHLMC, GNMA)
Obligations issued and guaranteed as to principal and interest by the Federal Home Loan Bank, the Federal National Mortgage Association, the Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, or the Government National Mortgage Association, maturing within five years of the date of purchase.

3. Prime Commercial Paper
Commercial Paper maturing within 270 days of the day of purchase rated P-1 or higher by Moody's and A-l or higher by Standard & Poor's, provided that the issuing domestic corporation has a net worth of $50 million and its long-term debt is rated A or better by Moody's and Standard & Poor's.

4. Certificates of Deposit
Certificates of Deposit maturing within one year and issued by domestic banks rated P-l by Moody's and A-l by Standard & Poor's.

5. Banker's Acceptances
Banker's Acceptances maturing within 180 days rated P-l or higher by Moody's and A-l or higher by Standard & Poor's, provided the issuer is a major domestic bank or the domestic office of an international bank rated AA category or higher by Moody's and Standard & Poor's.

6. Commonwealth of Virginia and Virginia Local Government Obligations
General Obligations, Insured Obligations or Revenue Bonds secured by Debt Service Reserve Funds not subject to annual appropriation rated AA category or higher by Moody's or Standard & Poor's.

7. Repurchase Agreements
Repurchase Agreements collateralized by securities approved for investment herein, provided that the counterparty is rate A or better by Moody's and Standard & Poor's and the collateral is held by an independent third party. All Repurchase Agreements are purchased with a Master Repurchase Agreement in place with a third-party custodian.

8. Open-End Investment Funds
Open-end Investment Funds registered under the Securities Act of the Commonwealth or the Federal Investment Company Act of 1940, provided that they invest only in securities approved for investment herein.

9. Virginia Local Government Investment Pool

10. Virginia State Non-Arbitrage Program or Other Authorized Arbitrage Investment Management Programs

X. Suitable and Authorized Investments – Restricted Funds

Funds defined as sinking funds under the Virginia Code may be invested in items listed in Section IX.1 and IX.6 above, repurchase agreements collateralized by those investments, and in the Virginia State Non-Arbitrage Program or other authorized Arbitrage Investment Management programs.

XI. Internal Controls

Under the guidance of the Investment Committee, the Director of Financial Services will establish and maintain an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure will be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management. The Internal Audit Department shall add this Policy and related Procedures to their Audit Universe for audit consideration. The internal control structure will address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery of securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

XII. Reporting

Under the guidance of the Investment Committee, the Director of Financial Services will ensure that a Management Report will be prepared on a quarterly basis. The information from this Report may be derived from the Investment Advisor and/or the Safekeeping Agent, or both, where appropriate. This Report will include information that provides an analysis of the status of the current investment portfolio and whether investment activities during the reporting period have conformed to the investment policy herein. The Report will be presented to City Council for information and comment. To the extent practical, the report detail may include such items as the following:

- Listing of securities held at the end of the reporting period
- Realized and unrealized gains or losses resulting from appreciation or depreciation
- Average weighted yield to maturity of portfolio on investments compared to benchmarks
- Listing of investment by maturity type
- Percentage of the total portfolio which each type of investment represents

XIII. Diversification

The City will endeavor to diversify its investment portfolio to avoid incurring unreasonable risks regarding (i) security type, (ii) individual financial institution or issuing entity, and (iii) maturity. Target asset allocation strategies shall be developed by the Investment Committee to provide guidance as to appropriate levels of diversification. With the exception of U. S. Treasury securities and authorized pools, no more than 50% of the City's total investment will be the obligations of a single financial institution.

XIV. Maximum Maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than one year from the date of purchase.

Appendix 1: Glossary of Investment Terms

accrued interest – The accumulated interest due on a bond as of the last interest payment made by the issuer.

agency – A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSA's) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of a federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

amortization – The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

average life – The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

basis point – A unit of measurement used in the valuation of fixed -income securities equal to l/l00 of 1 percent of yield, e.g., "one-quarter" of 1 percent is equal to 25 basis points.

bid – The indicated price at which a buyer is willing to purchase a security or commodity.

book value – The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

call price – The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

call risk – The risk to a bondholder that a bond may be redeemed prior to maturity.

callable bond – A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

cash sale/purchase – A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

collateralization – Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

commercial paper – An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

convexity – A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

coupon rate – The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

credit quality – The measurement of the financial strength of a bond issuer to help an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

credit risk – The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

current yield (Current Return) – A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

delivery versus payment (DVP) – A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

discount – The amount by which the par value of a security exceeds the price paid for the security.

diversification – A process of investing assets among a range of security types by sector, maturity, and quality rating.

duration – A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

fair value – The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

federal funds (Fed Funds) – Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

federal funds rate – Interest rate charged by one institution lending federal funds to the other.

government securities – An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market See "Treasury Bills, Notes, and Bonds."

interest rate – See "Coupon Rate."

interest rate risk – The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

internal controls – An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. Control of collusion - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of transaction authority from accounting and record keeping - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial safekeeping - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery securities - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written confirmation of transactions for investments and wire transfers -Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. Development of a wire transfer agreement with the lead bank and third-party custodian – The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

inverted yield curve – A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

Investment Company Act of 1940 – Federal legislation which sets the standards by which investment such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

investment policy – A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

liquidity – An asset that can be converted easily and quickly into cash.

Local Government Investment Pool (LGIP) – An investment by local governments in which their money is pooled as a method for managing local funds.

mark-to-market – The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

market risk – The risk that the value of a security will rise or decline as a result of changes in market conditions.

market Value – Current market price of a security.

maturity – The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See 'Weighted Average Maturity."

Money Market Mutual Fund – Mutual funds that invest, solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

mutual fund – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

mutual fund statistical services – Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

National Association of Securities Dealers (NASD) – A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

net asset value – The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.) [(Total assets) - (Liabilities)] / (Number of shares outstanding)

no load fund – A mutual fund which does not levy a sales charge on the purchase of its shares.

nominal yield – The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or 'interest rate."

offer – An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the "Ask price."

par – Face value or principal value of a bond, typically $1,000 per bond.

positive yield curve – A chart formation that illustrates short-term securities having lower yields than long-term securities.

premium – The amount by which the price paid for a security exceeds the security's par value.

prime rate – A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

principal – The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

prospectus – A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements.

Prudent Person Rule – An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

regular way delivery – Securities settlement that calls for delivery and payment on the third business day following the trade date (T+3); payment on a T+l basis is currently under consideration. Mutual funds are settled on a same day basis; government securities are settled on the next business day.

reinvestment risk – The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

repurchase agreement (repo or RP) – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

reverse repurchase agreement (Reverse Repo) – An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Rule 2a-7 of the Investment Company Act – Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit and a 90-day average maturity on investments, to help maintain a constant net asset value of one dollar ($1.00).

safekeeping – Holding of assets (e.g., securities) by a financial institution.

serial bond – A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

sinking fund – Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

swap – Trading one asset for another.

term bond – Bonds comprising a large part or all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

total return – The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return.

Treasury Bills – Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of $10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Bonds – Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of $1,000. Currently, the longest outstanding maturity for such securities is 30 years.

Treasury Notes – Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from $1,000 to $1 million or more.

Uniform Net Capital Rule – SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

volatility – A degree of fluctuation in the price and valuation of securities.

"Volatility Risk" Rating – A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bonds funds. The ratings for bond funds range from those that have extremely low sensitivity to changing market conditions and offer the greatest stability of the returns ("AAA" by S&P; "V- 1" by Fitch) to those that are highly sensitive with currently identifiable market volatility risk ("CCC"- S&P, "V-10" by Fitch).

Weighted Average Maturity (WAM) **–** The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

when issued (WI) **–** A conditional transaction in which an authorized new security has not been issued. All "when issued' transactions are settled when the actual security is issued.

yield – The current rate of return on an investment security generally expressed as a percentage of the security's current price.

yield curve – A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

yield-to-call (YTC) **–** The rate of return an investor earns on a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

yield-to-maturity – The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

zero-coupon securities – Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

MISCELLANEOUS STATISTICS

Date of Incorporation	1805
Date of Independent City Status	1852
2014 City Population [1]	77,874
Metropolitan Statistical Area Population [1]	259,487
Composition of Population [1]	
White	65.7%
Black	29.1%
Other	5.2%
Median Household Income, 2 Person Family [2]	$38,138
Form of Government	Council-Manager
Number of Employees – All Funds (excluding Police and Fire):	
Full and Part-Time FTE	828.63
Hourly FTE	54.30
City of Lynchburg Facilities and Services:	
Miles of Streets	379
Number of Street Lights	10,287
Number of Traffic Signals	120
Culture and Recreation:	
Community Centers	7
Senior Centers	1
Parks	21
Park acreage	948
Swimming Pools	2
Tennis Courts	40
Gymnasiums	7
Fire and Emergency Medical Services (EMS):	
Number of Stations	8
Number of Fire Personnel and Officers	195.45
Number of Calls Answered per month [3]	268
Number of Inspections Conducted	291
Number of EMS Calls	20,113
Police protection:	
Number of Stations	1
Number of Police Personnel and Officers [4]	235.4
Number of Patrol Units	57
Number of Law Violations:	
Physical Arrests	5,927
Traffic Violations	10,366
Parking Violations	4,854
Sewage System:	
Number of Service Connections	19,057
Daily Average Treatment in Gallons	12 million
Maximum Daily Capacity of Treatment Plant in Gallons	39 million
Water System:	
Number of Service Connections	19,057
Number of Fire Hydrants	3,204
Daily Average Consumption in Gallons	10 million
Maximum Daily Capacity of Plant in Gallons	26 million
Education:	
Number of Elementary Schools	11
Number of Secondary Schools	5
Number of Teachers and Administrators	850
Number of Community Colleges	1
Number of Universities or Colleges	4
Facilities and Service not included in the Reporting Entity:	
Hospitals:	
Number of Hospitals	2
Number of Patient Beds	519

[1] *Weldon Cooper Center for Public Service, University of Virginia; www.coopercenter.org*
[2] *U.S. Census Bureau: State and County QuickFacts; quickfacts.census.gov*
[3] *Fire calls only, not EMS*
[4] *Includes Emergency Services*

PRINCIPAL PROPERTY TAXPAYERS IN 2014

Taxpayer	Type of Business	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
AEP	Utility	$ 78,645,671	1	1.34 %
Areva NP Inc.	Nuclear Power Design & Fuel	55,972,591	2	0.96
Frito Lay, Inc.	Food Manufacturer	54,326,409	3	0.93
River Ridge, Ltd.	Shopping Mall	46,604,400	4	0.80
Verizon Va, Inc.	Utility	45,476,587	5	0.78
Genworth Financial, Inc.	Life Insurance	41,379,941	6	0.71
Wal-Mart Real Estate Business Trust	Retail	37,582,648	7	0.64
R R Donnelly (fmr Meredith-Burda)	Periodical Publication Printing	32,167,203	8	0.55
C.B. Fleet Co.	Pharmaceuticals	19,579,716	9	0.33
CCRC, Inc.	Nursing Home/Assisted Living	18,802,100	10	0.32
Columbia Gas of Virginia, Inc.	Utility	18,724,800	11	0.32
LU Candlers Station Holdings LLC	Shopping Mall	17,588,400	12	0.30
Total		$ 466,850,466		7.98 %
Total Assessed Valuation:		$ 5,851,178,528		

DEMOGRAPHIC AND ECONOMIC STATISTICS, LAST TEN CALENDAR YEARS

Fiscal Year	Population [1]	Personal Income (thousands of dollars) [2]	Per Capita Personal Income [3]	Median Age [4]	School Enrollment [5]	Unemployment Rate [6]
2005	69,340	2,043,034	$ 29,464	35.1	8,620	5.2
2006	70,491	2,191,424	31,088	35.1	8,808	4.0
2007	72,331	2,340,270	32,355	35.1	8,883	4.3
2008	73,834	2,458,451	33,297	35.1	8,715	5.6
2009	75,204	2,459,020	32,698	35.1	8,634	9.3
2010	75,826	2,505,746	33,046	30.3	8,597	9.2
2011	76,448	2,624,766	34,334	30.3	8,646	9.1
2012	77,203	2,720,865	35,243	30.3	8,688	8.9
2013	77,376	*	*	30.3	8,576	8.2
2014	77,376	*	*	30.3	8,583	7.7

Source: Director of Financial Services, City of Lynchburg, Virginia.

[1] Weldon Cooper Center for Public Service, University of Virginia www.coopercenter.org
Figures given are the final estimate for that year. Since the estimate for the current fiscal year is not available at this time, the prior year data is given. 2010, 2011 and 2012 are all based on a July 1st estimate published on January 27, 2014.

[2] U.S. Department of Commerce, Economic and Statistic Administration, Bureau of Economic Analysis per Capita Personal Income multiplied by Population. Annual dollars revised due to revisions in Per Capita Personal Income (see note 3 below).

[3] U.S. Department of Commerce, Economic and Statistic Administration, Bureau of Economic Analysis Report CA1-3 - Personal Income Summary - www.bea.gov/regional/docs/income
The information was last updated May 30, 2014. Estimates for 2010-2012 reflect population estimates available as of March 2013.
The Table has been revised to reflect these changes.

[4] United States Census - 2010

[5] Virginia Department of Education reported by Lynchburg City Schools. Enrollment as of September 30 for each year presented.
These figures were previously reported based on preliminary information provided by Lynchburg City Schools and have been updated with the information available from the Virginia Department of Education. The figures given are as of September 30 of the prior year.

[6] Virginia Employment Commission & U.S. Department of Labor, Bureau of Labor Statistics, as of June 2014
2013 Unemployment Rate has been adjusted to reflect the most current data available.

***** Information unavailable

PRINCIPAL EMPLOYERS,
CURRENT YEAR AND NINE YEARS AGO

	2014		2005	
Employer	**Ownership**	**Employees [5]**	**Ownership**	**Employees [6]**
Centra Health, Inc.	Public	5000+	Public	4,500
Liberty University [4]	Private	5000+		
Areva [2]	Public	1500-1999	Public	1,512
Lynchburg City Schools	Local Government	1500-1999	Local Government	1,500
City of Lynchburg	Local Government	1000-1499	Local Government	1,309
Genworth Financial Inc. [1]	Public	1000-1499	Public	1,240
J. Crew Outfitters	Private	1000-1499	Private	800
Harris Corp. [8]	Public	500-999	Public	500
Horizon Behavioral Health [3]	Local Government	500-999	Private	466
Kroger	Public	500-999	Public	550
Lynchburg College	Private	500-999	Private	599
Tri-Tech Laboratories, Inc.	Private	500-999	Public	217
Walmart	Public	500-999	Public	545
Frito Lay	Public	250-499	Public	482
R.R. Donnelley	Public	250-499	Public	550
Thomas Road Baptist Church [7]			Private	3,321

Employed Civilian Labor Force (June 2014) Lynchburg City - Virginia Employment Commission	32,406
Employed Civilian Labor Force (June 2004) Lynchburg City - Virginia Employment Commission	29,343

Source: FY 2014 numbers are derived from Office of Economic Development, City of Lynchburg, VA, or employer contact, as of June 30, 2014.

Source: FY 2005 numbers are derived from Official Statement for bond issue dated February 15, 2005.

[1] Formerly First Colony Life Insurance Co. and GE Financial Assurance

[2] Formerly Framatome

[3] Formerly Central Virginia Community Services

[4] Liberty University operates an online higher education institution, and as a result a number of employees live outside of the City.

[5] Beginning in FY 2013 ranges will be used for employee count due to privacy issues as well as availabilty of data from employers.

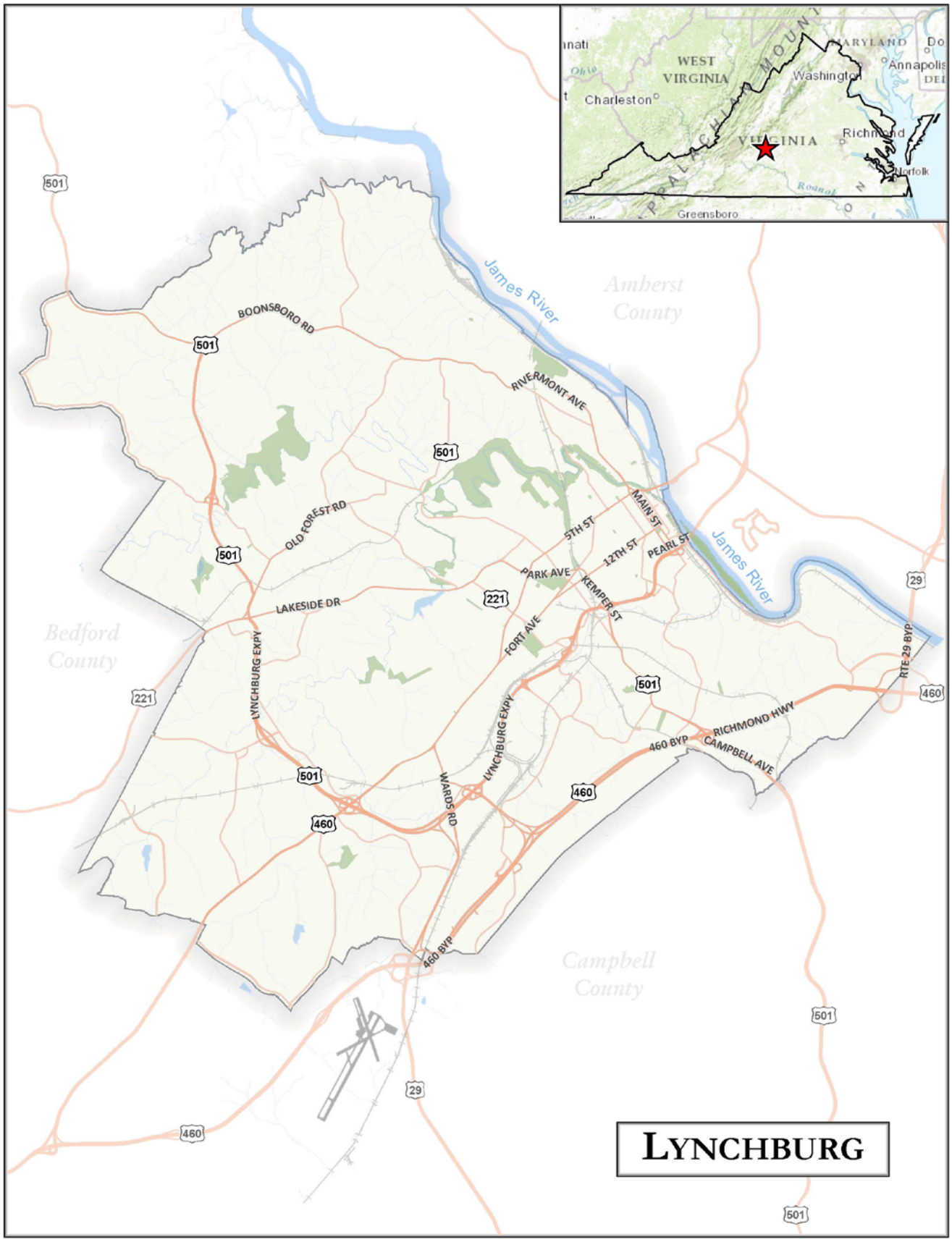
[6] Numbers as reported as approximate in the Official Statement.

[7] Combined numbers for Thomas Road Baptist Church and Liberty University

[8] Formerly M/A-Com

Identification of Acronyms and Initialisms

ACA	Affordable Care Act
ALS	Advanced Life Support
AMR	Automated Meter Reading
APA	Auditor of Public Accounts
BABs	Build America Bonds
BJA	Byrne Justice Assistance
BLS	Basic Life Support
BOE	Board of Equalization
CAD	Computer-Aided Dispatch
CAFR	Comprehensive Annual Financial Report
CCL	Citizens for a Clean Lynchburg
CDAC	Community Development Advisory Committee
CDBG	Community Development Block Grant
CHDO	Community Housing Development Organization
CIP	Capital Improvement Program
CPM	Center for Performance Measurement
CPMT	Community Policy Management Team
CSA	Comprehensive Services Act
CSI	Cost Savings Initiative
CVRCB	Central Virginia Radio Communications Board
CY	Calendar Year
DARE	Drug Abuse Resistance Education
DEQ	Department of Environmental Quality (Virginia)
DHCD	Department of Housing and Community Development (Virginia)
DMV	Department of Motor Vehicles
DOE	Department of Education (U.S.)
DOE	Department of Energy (U.S.)
EDA	Economic Development Authority
EECBG	Energy Efficiency and Conservation Block Grant
EMS	Emergency Medical Services
EPA	Environmental Protection Agency (U.S.)
EZ	Enterprise Zone
FAPT	Family and Planning Assessment Team
FTE	Full-time equivalents
FY	Fiscal Year
GAAP	General Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GLTC	Greater Lynchburg Transit Company
HUD	Department of Housing and Urban Development (U.S.)
ICMA	International City/County Management Association
J&DR	Juvenile and Domestic Relations (District Court)
JAG	Justice Assistance Grant
LEAF	Lynchburg Expressway Appearance Fund
LEDA	Lynchburg Economic Development Authority
LPA	Lynchburg Parking Authority
LRHA	Lynchburg Redevelopment and Housing Authority
LWIA	Local Workforce Investment Area
MHI	Median Household Income
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NADA	National Automobile Dealers Association
OPEB	Other Post-Employment Benefits
OSHA	Occupational Safety and Health Administration
PDC	Planning District Commission
PIER	Partners in Emergency Response
PPTRA	Personal Property Tax Relief Act
PSAP	Public Safety Answering Point
RIF	Reduction-In-Force
RLE	Required Local Effort
RSA	Region 2000 Services Authority
SOQ	Standards of Quality
SRO	School Resource Officer
SUV	Sport Utility Vehicle
SWAC	Stormwater Advisory Committee
TANF	Temporary Assistance for Needy Families
TRT	Technical Rescue Team
TY	Tax Year
USDA	U. S. Department of Agriculture
VAWA	Violence Against Women Act
VFC	Virginia First Cities
VLDP	Virginia Local Disability Program
VML	Virginia Municipal League
VPSA	Virginia Public School Authority
VRA	Virginia Resources Authority
VRS	Virginia Retirement System
WIA	Workforce Investment Act
WWTP	Wastewater Treatment Plant

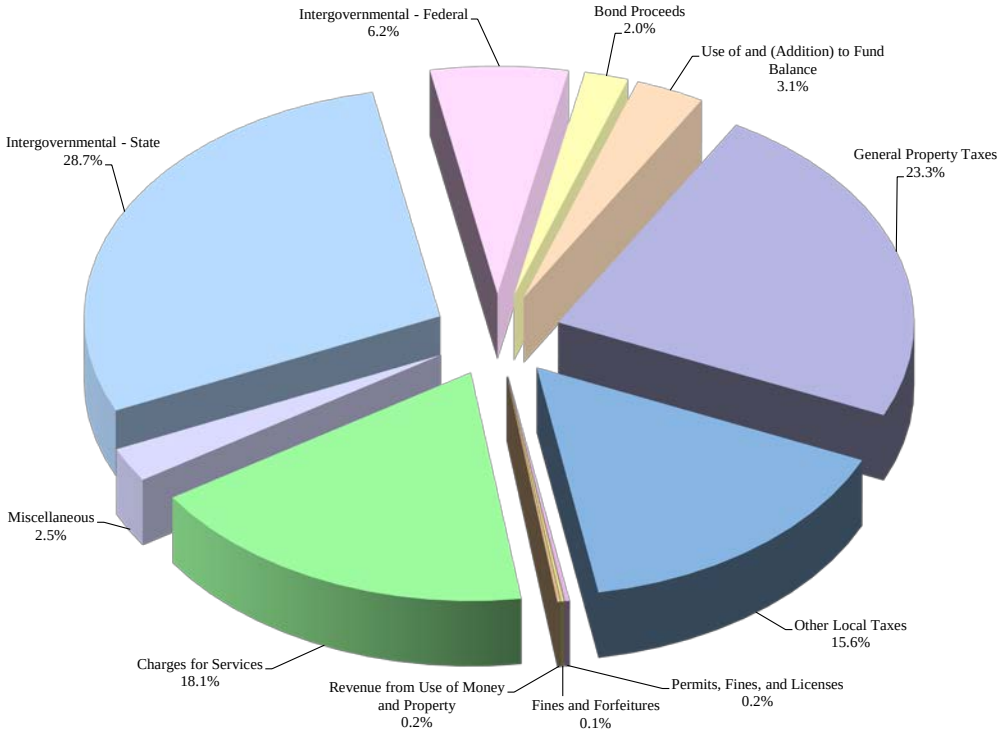

LYNCHBURG
James River
Amherst County
Bedford County
Campbell County
BOONSBORO RD
RIVERMONT AVE
OLD FOREST RD
LAKESIDE DR
LYNCHBURG EXPY
MAIN ST
5TH ST
12TH ST
PEARL ST
PARK AVE
KEMPER ST
FORT AVE
WARDS RD
460 BYP
RICHMOND HWY
CAMPBELL AVE
RTE 29 BYP
501
221
460
29
Charleston
WEST VIRGINIA
Washington
Annapolis
Richmond
Norfolk
Greensboro

SUMMARY OF ALL FUNDS BY REVENUES AND EXPENDITURES

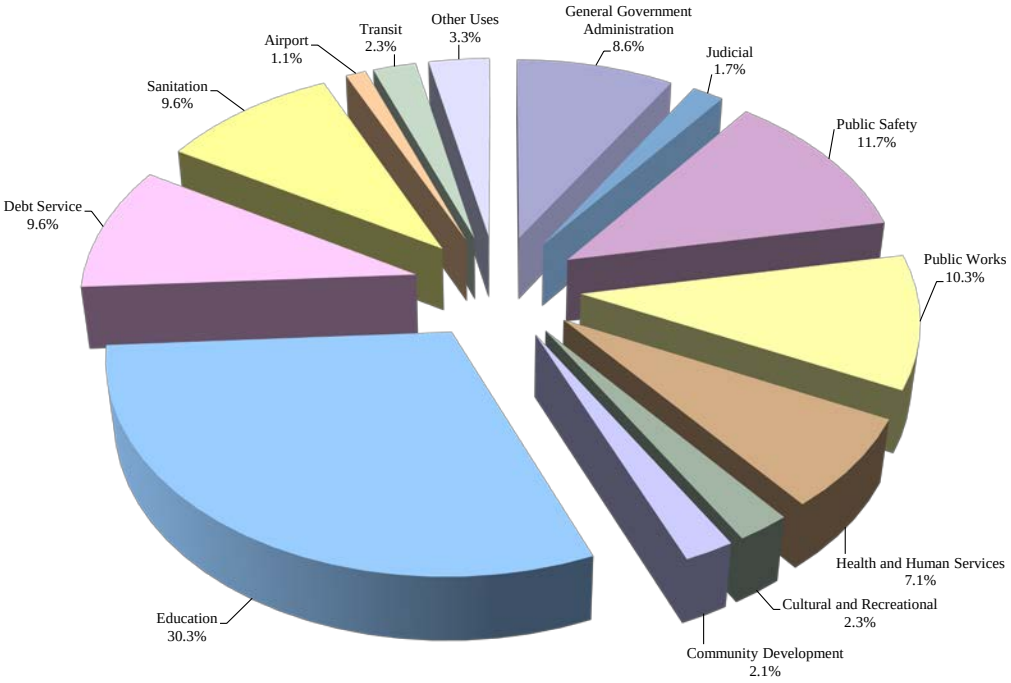
ALL FUNDS	Actual FY 2014	Adopted FY 2015	Adopted FY 2016
BEGINNING FUNDS	**$60,791,319**	**$50,228,235**	**$52,395,686**
REVENUES			
General Property Taxes	$75,338,736	$74,766,839	$77,220,620
Other Local Taxes	49,898,296	47,778,667	51,532,711
Permits, Fines, and Licenses	833,273	717,150	728,133
Fines and Forfeitures	526,566	476,000	442,500
Revenue from Use of Money and Property	680,139	589,018	492,961
Charges for Services	58,882,149	57,772,460	59,782,590
Miscellaneous	7,428,290	14,482,953	8,066,835
Intergovernmental - State	82,026,682	89,636,210	95,125,000
Intergovernmental - Federal	26,857,164	20,503,176	20,677,565
Bond Proceeds	7,943,170	81,732,953	6,616,208
Operating Transfers In	53,021,643	53,896,088	56,940,432
Use of and (Addition) to Fund Balance	1,959,951	5,823,890	10,384,343
TOTAL REVENUES	**$365,396,059**	**$448,175,404**	**$388,009,898**
Less Interfund Transfers	(53,021,643)	(53,896,088)	(56,940,432)
TOTAL REVENUES NET OF TRANSFERS	**$312,374,416**	**$394,279,316**	**$331,069,466**
TOTAL AVAILABLE RESOURCES NET OF TRANSFERS	**$373,165,735**	**$444,507,551**	**$383,465,152**
EXPENDITURES			
General Government Administration	$24,446,986	$26,943,819	$28,437,900
Judicial	5,110,766	5,779,578	5,718,011
Public Safety	37,298,393	37,367,416	38,665,487
Public Works	31,290,918	35,842,884	33,949,056
Health and Human Services	22,886,446	22,698,755	23,374,321
Cultural and Recreational	6,272,687	7,503,856	7,551,152
Community Development	7,543,957	3,864,615	7,088,358
Education	99,992,633	171,928,346	100,373,319
Debt Service	27,007,952	30,550,568	31,643,312
Interfund Transfers	53,021,643	53,896,088	56,940,432
Sanitation	31,608,921	30,505,723	31,894,390
Airport	2,548,790	3,803,816	3,690,466
Transit	7,392,840	7,091,143	7,747,809
Other Uses	8,973,127	10,398,797	10,935,885
TOTAL EXPENDITURES	**$365,396,059**	**$448,175,404**	**$388,009,898**
Less Interfund Transfers	(53,021,643)	(53,896,088)	(56,940,432)
TOTAL EXPENDITURES NET OF TRANSFERS	**$312,374,416**	**$394,279,316**	**$331,069,466**
ENDING FUND BALANCES	$60,791,319	$50,228,235	$52,395,686
TOTAL EXPENDITURES AND FUND BALANCES NET OF TRANSFERS	**$373,165,735**	**$444,507,551**	**$383,465,152**

SUMMARY OF ALL FUNDS BY REVENUES AND EXPENDITURES (CONTINUED)

REVENUES – ALL FUNDS
$331,069,466



EXPENDITURES – ALL FUNDS
$331,069,466

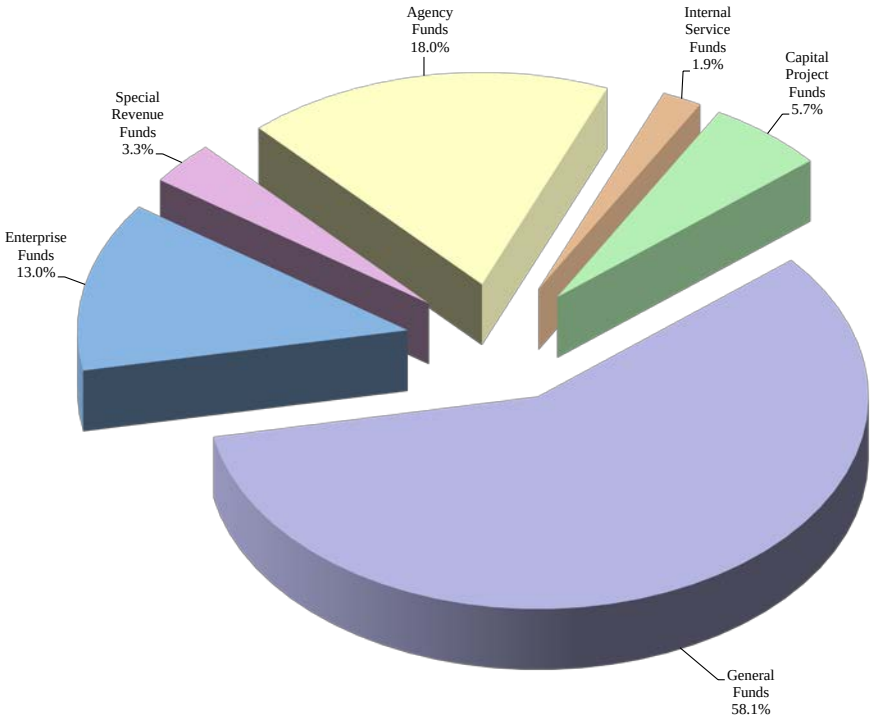


SUMMARY OF REVENUES AND EXPENDITURES BY FUND TYPE

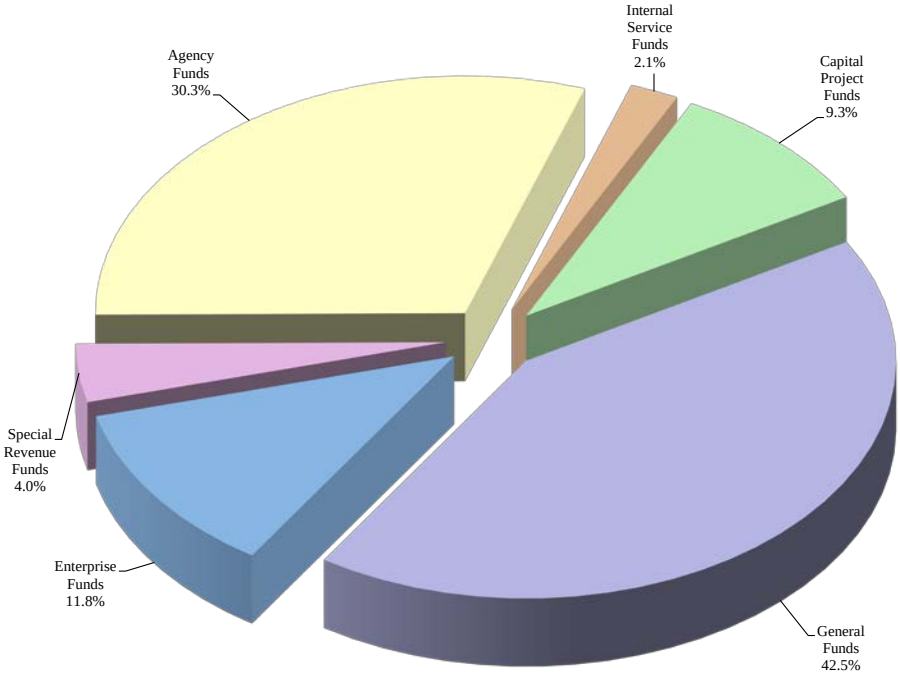
BUDGET SUMMARY BY FUND TYPE FOR FISCAL YEAR 2016	General Funds	Enterprise Funds	Special Revenue Funds	Agency Funds	Internal Service Funds	Capital Project Funds	Grand Total
BEGINNING FUNDS	**$29,330,881**	**$17,844,143**	**$4,068,022**	**$76,312**	**$1,076,328**	**$0**	**$52,395,686**
REVENUES							
General Property Taxes	$77,220,620	$0	$0	$0	$0	$0	$77,220,620
Other Local Taxes	51,532,711	0	0	0	0	0	51,532,711
Permits, Fines, and Licenses	728,133	0	0	0	0	0	728,133
Fines and Forfeitures	442,500	0	0	0	0	0	442,500
Revenue from Use of Money and Property	329,734	152,227	9,000	2,000	0	0	492,961
Charges for Services	11,061,268	41,046,253	1,734,159	0	5,940,910	0	59,782,590
Miscellaneous	3,538,855	446,644	239,866	1,981,470	250,000	1,610,000	8,066,835
Intergovernmental - State	28,778,460	383,750	5,644,115	49,780,500	0	10,538,175	95,125,000
Intergovernmental - Federal	8,692,021	107,500	2,797,480	7,820,564	0	1,260,000	20,677,565
Bond Proceeds	0	0	0	0	0	6,616,208	6,616,208
Operating Transfers In	1,394,038	0	2,154,808	41,064,276	596,781	11,730,529	56,940,432
Use of Fund Balance	9,911,250	650,513	534,011	25,750	262,819	(1,000,000)	10,384,343
TOTAL REVENUES	**$193,629,590**	**$42,786,887**	**$13,113,439**	**$100,674,560**	**$7,050,510**	**$30,754,912**	**$388,009,898**
Less Interfund Transfers	(1,394,038)	0	(2,154,808)	(41,064,276)	(596,781)	(11,730,529)	(56,940,432)
TOTAL REVENUES NET OF TRANSFERS	**$192,235,552**	**$42,786,887**	**$10,958,631**	**$59,610,284**	**$6,453,729**	**$19,024,383**	**$331,069,466**
TOTAL AVAILABLE RESOURCES NET OF TRANSFERS	**$221,566,433**	**$60,631,030**	**$15,026,653**	**$59,686,596**	**$7,530,057**	**$19,024,383**	**$383,465,152**
EXPENDITURES							
General Government Administration	$20,914,725	$0	$946,875	$0	$6,576,300	$0	$28,437,900
Judicial	4,826,762	0	891,249	0	0	0	5,718,011
Public Safety	35,145,550	0	3,328,437	0	0	191,500	38,665,487
Public Works	17,657,871	0	0	0	0	16,291,185	33,949,056
Health and Human Services	16,681,428	0	6,588,193	104,700	0	0	23,374,321
Cultural and Recreational	5,368,732	0	38,420	0	0	2,144,000	7,551,152
Community Development	4,321,539	0	1,163,867	0	0	1,602,952	7,088,358
Education	0	0	0	100,373,319	0	0	100,373,319
Debt Service	17,211,443	13,827,306	130,353	0	474,210	0	31,643,312
Interfund Transfers	52,828,891	3,900,000	15,000	196,541	0	0	56,940,432
Sanitation	0	22,769,115	0	0	0	9,125,275	31,894,390
Airport	0	2,290,466	0	0	0	1,400,000	3,690,466
Transit	7,747,809	0	0	0	0	0	7,747,809
Other Uses	10,924,840	0	11,045	0	0	0	10,935,885
TOTAL EXPENDITURES	**$193,629,590**	**$42,786,887**	**$13,113,439**	**$100,674,560**	**$7,050,510**	**$30,754,912**	**$388,009,898**
Less Interfund Transfers	(52,828,891)	(3,900,000)	(15,000)	(196,541)	0	0	(56,940,432)
TOTAL EXPENDITURES NET OF TRANSFERS	**$140,800,699**	**$38,886,887**	**$13,098,439**	**$100,478,019**	**$7,050,510**	**$30,754,912**	**$331,069,466**
ENDING FUND BALANCES	29,330,881	17,844,143	4,068,022	76,312	1,076,328	0	52,395,686
TOTAL EXPENDITURES AND FUND BALANCES NET OF TRANSFERS	**$170,131,580**	**$56,731,030**	**$17,166,461**	**$100,554,331**	**$8,126,838**	**$30,754,912**	**$383,465,152**

SUMMARY OF REVENUES AND EXPENDITURES BY FUND TYPE (CONTINUED)

REVENUES BY FUND TYPE
$331,069,466



EXPENDITURES BY FUND TYPE
$331,069,466



Personnel Summary

FY 2016 Benefit Rates: Retirement – 20.80% Life – 1.19% Health – $5,107/yr Dental – $336/yr

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
FUND PERSONNEL SUMMARY					
General Government Administration					
Council/Manager Offices	6.00	6.00	6.00	6.00	6.00
City Assessor					
Full-Time	9.00	9.00	9.00	9.00	9.00
Hourly	0.60	0.60	0.60	0.60	0.60
City Attorney	6.90	6.90	6.90	6.90	6.90
Commissioner of the Revenue					
City Full-Time	4.00	4.00	4.00	4.00	4.00
City Hourly	0.40	0.40	0.40	0.40	0.40
State Full-Time	6.00	6.00	6.00	6.00	6.00
Financial Services - Office of the Director	6.00	6.00	6.00	6.00	6.00
Financial Services - Accounting	10.00	10.00	10.00	10.00	10.00
Financial Services - Billings and Collections					
Full-Time	19.00	19.00	19.00	19.00	19.00
Part-Time	0.00	0.00	0.73	0.73	0.73
Hourly	0.73	0.73	0.00	0.00	0.00
Financial Services - Budget	2.00	2.00	2.00	2.00	2.00
Financial Services - Procurement					
Full-Time	4.00	4.00	4.00	4.00	4.00
Financial Services - Human Services Financial					
Full-Time	6.00	5.00	5.00	5.00	5.00
Part-Time	0.00	0.00	0.73	0.73	0.73
Hourly	0.00	0.73	0.00	0.00	0.00
Human Resources					
Full-Time	8.00	8.00	8.00	8.00	8.00
Hourly	0.50	0.50	0.50	0.50	0.50
Human Resources - Occupational Health					
Full-Time	1.00	1.00	1.00	1.00	1.00
Hourly	0.50	0.13	0.13	0.13	0.13
Information Technology Administration	4.00	4.00	4.00	4.00	4.00
Information Technology Application Services					
Full-Time	10.00	11.00	12.00	12.00	12.00
Full-Time (Stormwater Fund)	1.00	0.00	0.00	0.00	0.00
Information Technology Geographic Informatn System	3.00	3.00	3.00	3.00	3.00
Information Technology Network Services	12.00	12.00	13.00	13.00	13.00
Registrar and Electoral Board					
City Full-Time	1.00	1.00	1.00	1.00	1.00
City Part-Time	0.50	0.50	0.50	0.50	0.50
State Full-Time	1.00	1.00	1.00	1.00	1.00
State Treasurer					
State Full-Time	2.00	2.00	2.00	2.00	2.00
State Hourly	0.02	0.00	0.00	0.00	0.00
General Government Administration Total FTEs	**125.15**	**124.49**	**126.49**	**126.49**	**126.49**

Personnel Summary (continued)

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
FUND PERSONNEL SUMMARY					
Judicial Administration					
Circuit Court Clerk					
State Full-Time	13.00	13.00	13.00	13.00	13.00
Circuit Court Judges	2.00	2.00	2.00	2.00	2.00
Commonwealth Attorney					
City Full-Time	2.80	2.88	2.93	2.93	2.93
State Full-Time	14.90	13.90	14.00	14.00	14.00
Sheriff					
City Full-Time	2.00	2.00	2.00	2.00	2.00
City Hourly	6.60	6.60	6.35	6.35	6.35
State Full-Time	22.00	22.00	22.00	22.00	22.00
Judicial Administration Total FTEs	**63.30**	**62.38**	**62.28**	**62.28**	**62.28**
Public Safety					
Police Department					
Sworn Full-Time	170.00	170.00	170.00	170.00	170.00
Civilian Full-Time	23.00	23.00	23.00	23.00	23.00
Part-Time	1.40	1.40	1.40	1.40	1.40
Animal Control Unit					
Civilian Full-Time	3.00	3.00	4.00	4.00	4.00
Part-Time	1.70	1.70	1.73	1.73	1.73
Off-Duty					
Hourly	0.70	0.70	0.70	0.70	0.70
Emergency Services					
Full-Time	35.00	35.00	36.00	36.00	36.00
Hourly	0.60	0.60	0.60	0.60	0.60
Fire Department					
Sworn Full-Time	177.00	177.00	179.00	179.00	179.00
Civilian Full-Time	8.00	8.00	8.00	8.00	8.00
Part-Time	0.00	0.00	0.95	0.95	0.95
Hourly	1.45	1.45	0.50	0.50	0.50
Civilian Full-Time Not Funded	1.00	1.00	1.00	1.00	1.00
Public Safety Total FTEs	**422.85**	**422.85**	**426.88**	**426.88**	**426.88**
Public Works					
Public Works Administration					
Full-Time	10.00	10.00	10.00	10.00	10.00
Hourly	0.00	0.00	0.73	0.73	0.73
Buildings Maintenance					
Full-Time	39.00	39.00	40.00	40.00	40.00
Part-Time	0.50	0.50	1.44	1.44	1.44
Hourly	0.95	0.95	0.83	0.83	0.83
Parks and Grounds Maintenance					
Full-Time	29.00	29.00	31.00	31.00	31.00
Part-Time	1.44	0.72	0.95	0.95	0.95
Hourly	1.44	2.16	0.00	0.00	0.00
Engineering					
Full-Time	27.50	28.52	28.52	28.52	29.52
Part-Time	1.70	0.50	0.49	0.49	0.49
Hourly	0.50	2.20	2.20	2.20	2.20
Full-Time (Water Fund)	1.00	0.00	0.00	0.00	0.00

Personnel Summary (continued)

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
FUND PERSONNEL SUMMARY					
Public Works (continued)					
Street Maintenance					
Full-Time	26.00	26.00	26.00	26.00	26.00
Part-Time	1.20	0.72	0.76	0.76	0.76
Hourly	1.40	1.88	0.60	0.60	0.60
Refuse					
Full-Time	16.00	17.00	17.00	17.00	17.00
Part-Time	2.16	1.44	1.89	1.89	1.89
Hourly	0.69	1.41	0.00	0.00	0.00
Public Works Total FTEs	**160.48**	**162.00**	**162.41**	**162.41**	**163.41**
Health and Welfare					
Human Services - Juvenile Services					
Full-Time	25.00	25.00	25.00	25.00	25.00
Part-Time	1.13	1.13	0.40	0.40	0.40
Hourly	3.60	6.03	6.76	6.76	6.76
Grant Full-Time	3.00	2.00	2.00	2.00	2.00
Human Services - Social Services Administration					
Full-Time	126.00	126.00	126.00	126.00	126.00
Part-Time	1.96	1.96	1.96	1.96	1.96
Hourly	9.38	3.38	3.38	3.38	3.38
Health and Welfare Total FTEs	**170.07**	**165.50**	**165.50**	**165.50**	**165.50**
Parks, Recreation, and Cultural					
Public Library					
Full-Time	20.00	20.00	20.00	20.00	20.00
Part-Time	5.09	5.09	9.11	9.11	9.11
Hourly	4.25	4.25	0.00	0.00	0.00
Law Library					
Hourly	0.31	0.31	0.28	0.28	0.28
Parks and Recreation					
Full-Time	30.00	31.00	33.00	33.00	33.00
Part-Time	9.78	6.56	9.92	9.92	9.92
Hourly	5.86	7.39	6.17	6.17	6.17
Recreation Programs					
Part-Time	4.77	2.61	3.36	3.36	3.36
Hourly	3.42	5.89	4.89	4.89	4.89
Community Market					
Full-Time	2.00	2.00	2.00	3.00	3.00
Part-Time	3.02	2.64	3.02	2.26	2.26
Hourly	0.00	0.38	0.00	0.00	0.00
Museums					
Full-Time	4.00	4.00	4.00	4.00	4.00
Part-Time	4.92	2.16	5.04	5.04	5.04
Hourly	0.00	2.91	0.03	0.03	0.03
Parks, Recreation, and Cultural Total FTEs	**97.42**	**97.19**	**100.82**	**101.06**	**101.06**

Personnel Summary (continued)

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
FUND PERSONNEL SUMMARY					
Community Development					
Community Development - Office of the Director	3.50	3.00	3.00	3.00	3.00
Inspections and Code Compliance					
Full-Time	11.50	11.48	11.48	11.48	11.48
Part-Time	0.75	0.75	0.75	0.75	0.75
Hourly	0.30	0.30	0.30	0.30	0.30
Planning	4.00	4.00	4.00	4.00	4.00
Zoning and Natural Resources	2.00	2.50	3.50	3.50	3.50
Economic Development	3.00	3.00	3.00	3.00	3.00
Parking Management					
Full-Time	5.00	5.00	5.00	5.00	5.00
Part-Time	0.00	0.00	0.72	0.72	0.72
Communications and Marketing	4.00	4.00	4.00	4.00	4.00
Citizens First Customer Service Center					
Full-Time	2.00	2.00	3.00	3.00	3.00
Part-Time	1.00	0.50	0.00	0.00	0.00
Hourly	0.00	0.50	0.00	0.00	0.00
Local Government Channel	2.00	2.00	2.00	2.00	2.00
Tourism					
Full-Time	0.50	5.00	5.00	5.00	5.00
Tourism - Visitor Information Center					
Part-Time	0.00	0.00	1.00	1.00	1.00
Hourly	3.42	6.84	5.84	5.84	5.84
Community Development Total FTEs	**42.97**	**50.87**	**52.59**	**52.59**	**52.59**
TOTAL GENERAL FUND FTEs	**1,082.24**	**1,085.28**	**1,096.97**	**1,097.21**	**1,098.21**
FLEET SERVICES FUND					
Full-Time	10.00	10.00	10.00	10.00	10.00
Part-Time	0.50	0.00	0.50	0.50	0.50
Hourly	0.00	0.50	0.50	0.50	0.50
TOTAL FLEET SERVICES FUND FTEs	**10.50**	**10.50**	**11.00**	**11.00**	**11.00**
AIRPORT FUND					
Administration					
Full-Time	4.00	4.00	4.00	4.00	4.00
Part-Time	0.70	0.70	0.70	0.70	0.70
Terminal	6.00	6.00	6.00	6.00	6.00
Airfield	3.00	3.00	3.00	3.00	3.00
General Aviation	1.00	1.00	1.00	1.00	1.00
Police and Fire Services					
Grant Hourly	3.00	3.00	3.00	3.00	3.00
TOTAL AIRPORT FUND FTEs	**17.70**	**17.70**	**17.70**	**17.70**	**17.70**

Personnel Summary (continued)

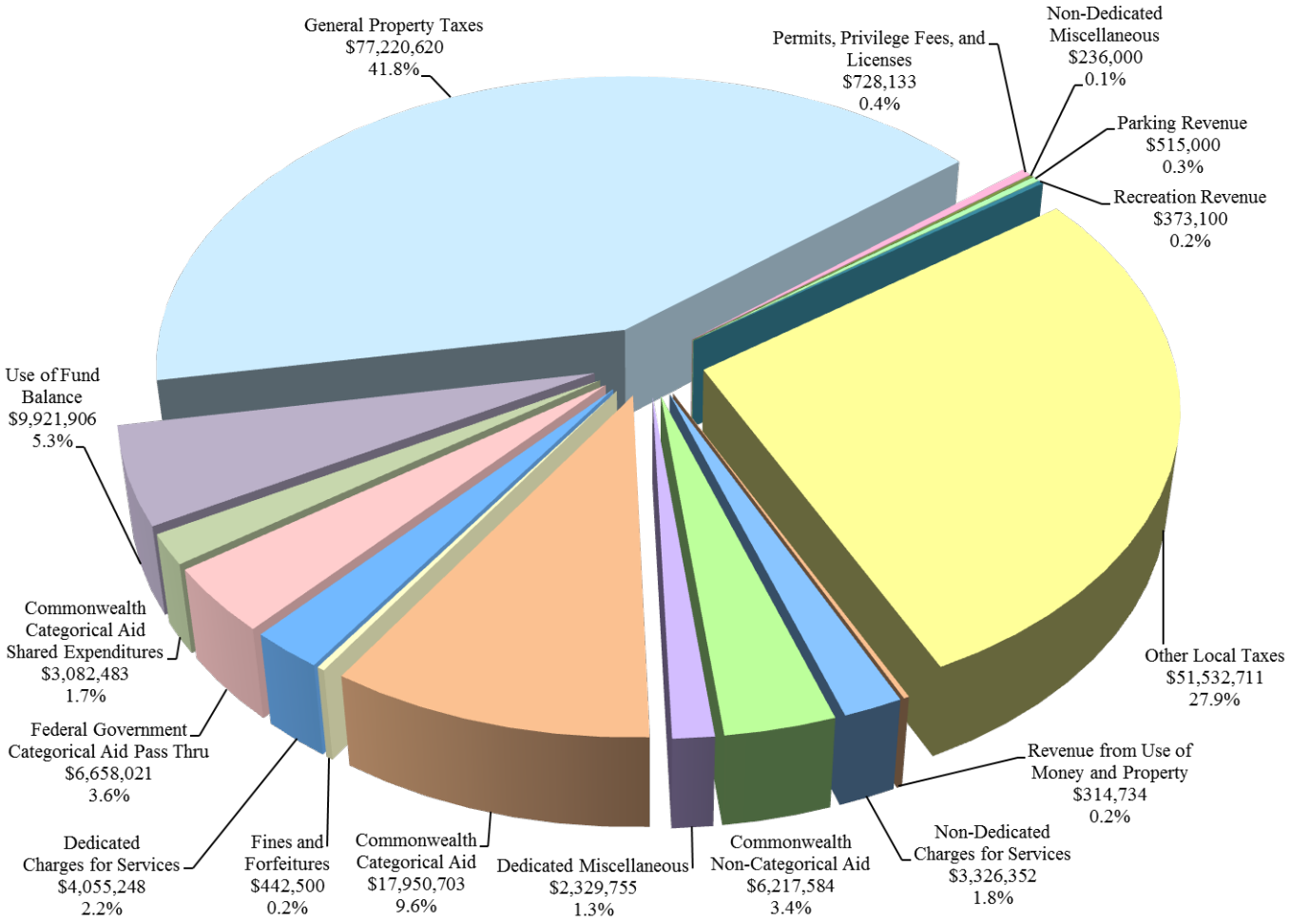
	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
FUND PERSONNEL SUMMARY					
WATER FUND					
Administration/Engineering					
Full-Time	22.00	22.00	24.00	24.00	24.00
Part-Time	0.60	0.60	0.60	0.60	0.60
Meter Reading					
Full-Time	7.00	7.00	7.00	7.00	7.00
Part-Time	0.73	0.63	0.00	0.00	0.00
Water Line Maintenance	14.75	14.75	14.75	14.75	14.75
Water Treatment Plant	24.00	24.00	24.00	24.00	24.00
TOTAL WATER FUND FTEs	**69.08**	**68.98**	**70.35**	**70.35**	**70.35**
SEWER FUND					
Sewer Line Maintenance	15.45	15.45	15.45	15.45	15.45
Wastewater Treatment Plant					
Full-Time	34.00	34.00	35.00	35.00	35.00
Part-Time	0.60	0.60	0.60	0.60	0.60
Hourly	2.40	2.40	2.40	2.40	2.40
TOTAL SEWER FUND FTEs	**52.45**	**52.45**	**53.45**	**53.45**	**53.45**
STORMWATER FUND					
Full-Time	5.80	6.80	6.80	6.80	6.80
Hourly	0.00	0.00	0.25	0.25	0.25
TOTAL STORMWATER FUND FTEs	**5.80**	**6.80**	**7.05**	**7.05**	**7.05**
OTHER FUNDS					
Comprehensive Services Act (CSA) Fund					
Grant Full-Time	1.00	1.00	1.00	1.00	1.00
Regional Juvenile Detention Center Fund					
Full-Time	38.00	38.00	38.00	38.00	38.00
Part-Time	4.62	4.62	2.59	2.59	2.59
Hourly	2.50	2.50	4.53	4.53	4.53
Risk Management Fund					
Full-Time	2.10	2.10	2.10	2.10	2.10
Part-Time	0.87	0.87	0.80	0.80	0.80
Community Development Block Grant (CDBG) Fund					
Grant Full-Time	0.50	0.50	0.50	0.50	0.50
Grant Part-Time	0.60	0.60	0.60	0.60	0.60
HOME Investment Trust Fund					
Grant Part-Time	0.20	0.20	0.20	0.20	0.20

Personnel Summary (continued)

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
FUND PERSONNEL SUMMARY					
OTHER FUNDS (continued)					
City/Federal/State Aid Fund					
Office of the Commonwealth's Attorney Grants					
Grant Full-Time	5.55	5.22	4.07	4.07	4.07
Grant Part-Time	1.54	2.14	1.40	1.40	1.40
Grant Hourly	0.30	0.00	0.00	0.00	0.00
Emergency Services Grants					
Grant Full-Time	0.00	0.00	1.00	1.00	1.00
Grant Hourly	0.50	0.00	0.00	0.00	0.00
Fire Department Grants					
Grant Sworn Full-Time	9.00	9.00	3.00	3.00	3.00
Police Department Grants					
Grant Sworn Full-Time	0.00	0.00	3.00	3.00	3.00
Human Services - Social Services Grants					
Grant Full-Time	1.00	1.00	1.00	1.00	1.00
Community Corrections and Pre-Trial Svcs Grants					
Grant Full-Time	8.00	8.00	8.00	8.00	8.00
Grant Hourly	0.73	0.73	0.70	0.70	0.70
TOTAL OTHER FUNDS FTEs	**77.01**	**76.48**	**72.49**	**72.49**	**72.49**
TOTAL FULL TIME EQUIVALENTS	**1,314.78**	**1,318.19**	**1,329.01**	**1,329.25**	**1,330.25**

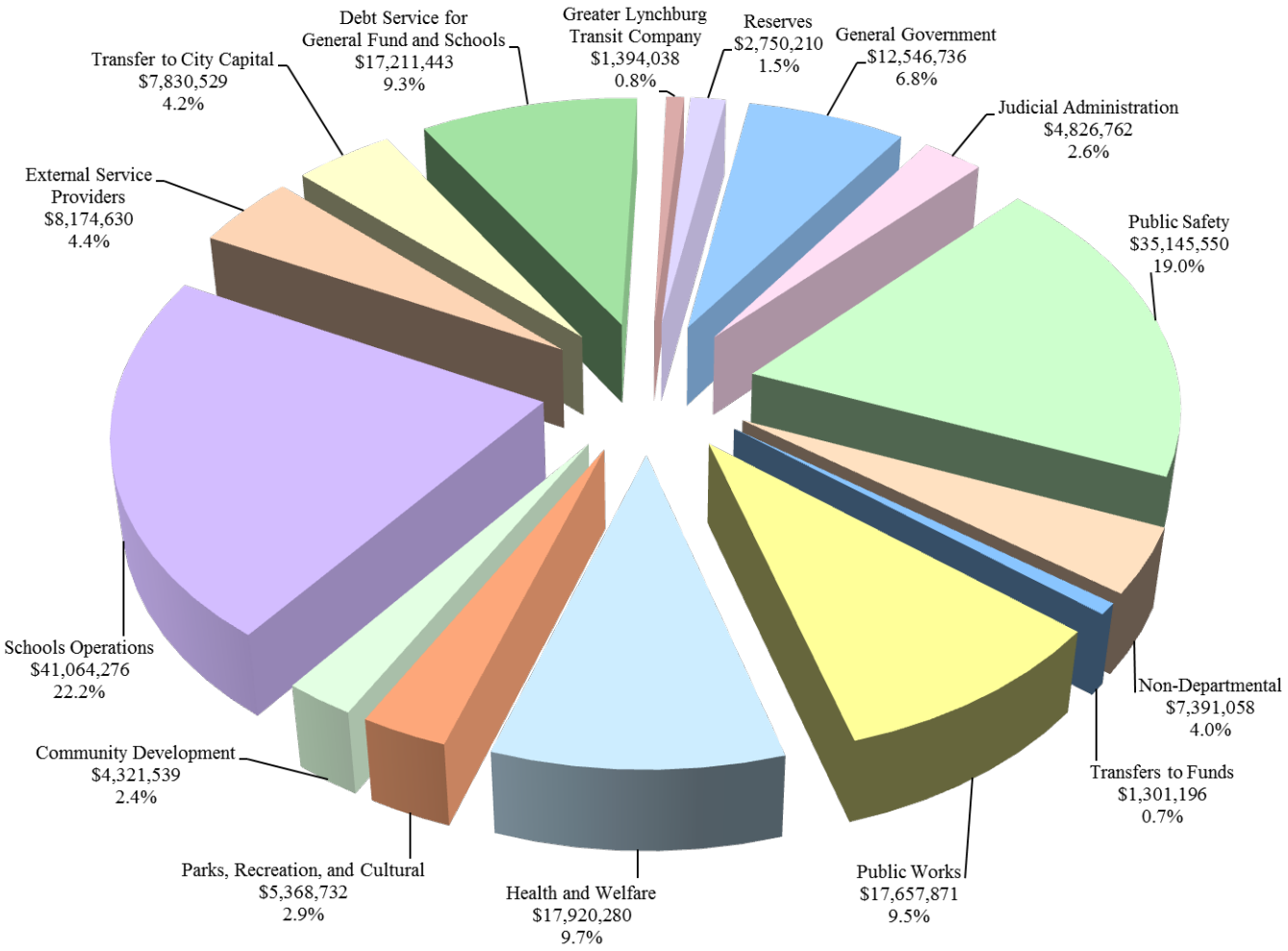
FY 2016 REVENUES AND USE OF FUND BALANCE

$184,904,850



FY 2016 EXPENDITURES, RESERVES, AND TRANSFERS

$184,904,850



General Fund Financial Summary

	Actual FY 2014	Adopted FY 2015	Revised Estimate FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING UNASSIGNED FUND BALANCE	**$31,673,717**	**$24,439,822**	**$33,878,485**	**$27,533,911**	**$26,992,591**
REVENUES					
Non-dedicated Revenue	$137,544,086	$133,735,156	$138,275,886	$139,895,834	$140,018,634
Dedicated Revenue	35,637,291	34,786,095	35,649,592	34,740,435	34,964,310
TOTAL REVENUES	**$173,181,377**	**$168,521,251**	**$173,925,478**	**$174,636,269**	**$174,982,944**
Other Financing Sources	$57,465	$0	$14,614,036	$0	$0
Use of Committed/Assigned Fund Balance	2,902,765	466,178	1,907,258	365,040	365,040
Additions Committed/Assigned Fund Balance	(5,330,783)	0	0	0	0
TOTAL REVENUES AND USE OF COMMITTED/ASSIGNED FUND BALANCE	**$170,810,824**	**$168,987,429**	**$190,446,772**	**$175,001,309**	**$175,347,984**
Use of (Additions to) Unassigned Fund Balance	$0	$0	($1,093,782)	$2,551,675	$1,726,337
Use of Unassigned Fund Balance - Capital	9,734,151	7,339,676	7,979,676	7,098,325	7,830,529
TOTAL REVENUES AND USE OF FUND BALANCE	**$180,544,975**	**$176,327,105**	**$197,332,666**	**$184,651,309**	**$184,904,850**
EXPENDITURES					
Operating - Departmental	$91,076,317	$94,495,753	$97,452,819	$97,616,831	$97,787,470
Operating - Non-Departmental	16,126,778	14,172,792	14,618,938	15,392,786	15,565,688
Transfers To Other Funds	1,087,141	952,834	1,160,997	1,301,196	1,301,196
General Fund - Debt Service	7,528,656	8,101,419	19,492,265	8,515,623	8,515,623
Greater Lynchburg Transit Company	833,808	1,394,038	1,394,038	1,394,038	1,394,038
Schools - Operations	35,639,012	38,924,147	38,999,147	41,064,276	41,064,276
Schools - Debt Service	6,580,193	8,805,883	12,256,106	8,695,820	8,695,820
Reserves					
Capital Maintenance	$0	$0	$0	$822,204	$0
Heritage High School Furniture, Fixtures and Equipment	0	1,251,988	878,459	1,727,318	1,727,318
Juvenile Services Group Home Captital Needs	0	0	0	100,000	100,000
Post Employment Benefits	0	250,000	250,000	250,000	250,000
Parking	0	38,575	38,575	56,975	56,975
Contingencies	0	600,000	984,728	615,917	615,917
TOTAL EXPENDITURES	**$158,871,905**	**$168,987,429**	**$187,526,072**	**$177,552,984**	**$177,074,321**
TRANSFER TO CAPITAL FUNDS					
School Capital Projects Fund	$4,024,731	$1,385,000	$1,385,000	$0	$0
School Capital Projects Fund - School Buses	1,002,460	1,040,000	1,040,000	0	0
City Capital Projects Fund	4,706,960	4,914,676	7,381,594	7,098,325	7,830,529
TOTAL TRANSFER TO CAPITAL	**$9,734,151**	**$7,339,676**	**$9,806,594**	**$7,098,325**	**$7,830,529**
TOTAL EXPENDITURES, RESERVES & TRANSFERS	**$168,606,056**	**$176,327,105**	**$197,332,666**	**$184,651,309**	**$184,904,850**
UNASSIGNED FUND BALANCE	**$33,878,485**	**$17,100,146**	**$26,992,591**	**$17,883,911**	**$17,435,725**
COMMITTED/ASSIGNED FUND BALANCE RESERVES *(detail on next page)*	**$15,074,420**	**$13,354,248**	**$15,584,722**	**$17,720,179**	**$16,852,275**
TOTAL FUND BALANCE	**$48,952,905**	**$30,454,394**	**$42,577,313**	**$35,604,090**	**$34,288,000**

Note: Use of Fund Balance is consistent with Financial Policies adopted by City Council.

Committed and Assigned Fund Balance Reserves

COMMITTED FUND BALANCE	Actual FY 2014	Adopted FY 2015	Revised Estimate FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
Encumbrances	$470,011	$0	$0	$0	$0
Contingencies	0	600,000	1,117,617	615,917	615,917
Technology Fund	48,044	0	0	0	0
Detention Home Workers' Compensation	100,000	100,000	100,000	100,000	100,000
Medical Benefits	695,467	677,017	695,467	695,467	695,467
Lynchburg City Schools - Textbooks	1,432,254	1,432,254	1,432,254	1,432,254	1,432,254
Lynchburg City Schools - Health Insurance	1,440,608	1,440,608	1,440,608	1,440,608	1,440,608
Other Post Employment Benefits (OPEB)	1,627,471	1,864,510	1,877,471	2,127,471	2,127,471
Juvenile Services Group Home Capital Needs	0	0	0	100,000	100,000
Debt Service - Solid Waste	841,605	587,281	587,281	340,615	340,615
Future Landfill Post-Closure	0	604,284	0	0	0
Capital Maintenance	0	0	0	822,204	0
Debt Service - Heritage High School (recurring)	1,894,223	0	0	0	0
Heritage High School Furniture, Fixtures and Equipment	0	3,146,211	2,772,682	4,500,000	4,500,000
Lynchburg City Schools - Special Education	321,000	321,000	321,000	321,000	321,000
Armstrong	250,000	0	0	0	0
GLTC	904,291	543,860	543,860	543,860	543,860
Public Safety Compensation Adjustments	13,968	0	0	0	0
Debt Service - Central Virginia Regional Radio Board	5,929	0	0	0	0
Sub-total Committed Fund Balance	**$10,044,871**	**$11,317,025**	**$10,888,240**	**$13,039,396**	**$12,217,192**
ASSIGNED FUND BALANCE					
Encumbrances	$143,365	$0	$0	$0	$0
Lynchburg City Schools - Return of School Funding	3,349,440	279,818	3,349,440	3,349,440	3,349,440
Law Library	64,929	74,885	64,929	64,929	64,929
Museums	50,028	50,028	50,028	50,028	50,028
Recreation Programs	234,629	20,133	142,672	74,298	74,298
Partners in Emergency Response (PIER)	49,232	19,658	49,232	49,232	49,232
Dental Benefits	150,000	150,000	150,000	150,000	150,000
Medical Benefits	364,538	364,538	264,538	264,538	264,538
Future Landfill Post-Closure	0	567,755	0	0	0
Fire Equipment	144,380	0	98,680	94,380	48,680
Line of Duty Death Benefit	211,904	211,904	211,904	211,904	211,904
Line of Duty Health Claims	145,000	145,000	145,000	145,000	145,000
Parking	112,085	110,139	160,040	217,015	217,015
Point of Honor	2,653	2,653	2,653	2,653	2,653
Police Range Operations	1,889	569	1,889	1,889	1,889
Fire Restitution	50	50	50	50	50
Public Works - Snow	0	34,498	0	0	0
Adopt-A-Bed Program	3,113	3,281	3,113	3,113	3,113
Virginia Land Conservation	2,314	2,314	2,314	2,314	2,314
Sub-total Assigned Fund Balance	**$5,029,549**	**$2,037,223**	**$4,696,482**	**$4,680,783**	**$4,635,083**
TOTAL COMMITTED AND ASSIGNED FUND BALANCE RESERVES	**$15,074,420**	**$13,354,248**	**$15,584,722**	**$17,720,179**	**$16,852,275**

Changes to Committed and Assigned Fund Balance Reserves

COMMITTED AND ASSIGNED FUND BALANCE RESERVES	REVISED ESTIMATE FY 2015	ADOPTED FY 2016	CHANGE BETWEEN FY 2015 and FY 2016	REASON FOR CHANGE
Contingencies	$0	$615,917	$615,917	Funds set aside for unanticipated expenditures outside of budget development
Heritage High School Furniture, Fixtures and Equipment	2,772,682	4,500,000	1,727,318	Funds set aside for furniture, fixtures and equipment purchases
Debt Service - Solid Waste	587,281	340,615	(246,666)	Amount proposed to fund Solid Waste Debt Payment
Juvenile Services Group Home Captital Needs	0	100,000	100,000	Funds set aside for expenditures related to construction of new group home
Fire Equipment	98,680	48,680	(50,000)	Funds are proposed to be used toward the purchase of a mobile command center
Other Post Employment Benefits (OPEB)	1,877,471	2,127,471	250,000	Funds set aside for payment of future health benefits for retirees
Parking	160,040	217,015	56,975	Funds set aside for future parking expenditures
Recreation Programs	142,672	74,298	(68,374)	Amount proposed to fund recreation program expenditures

General Fund Revenue Summary by Category

REVENUE SUMMARY BY CATEGORY	Actual FY 2014	Adopted FY 2015	Revised FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
NON-DEDICATED REVENUE					
General Property Taxes	$75,338,736	$74,766,839	$76,256,985	$77,220,620	$77,220,620
Other Local Taxes	49,898,296	47,778,667	50,745,001	51,399,911	51,532,711
Permits, Privilege Fees, and Licenses	833,273	717,150	710,300	728,133	728,133
Fines and Forfeitures	526,566	476,000	482,500	482,500	442,500
Revenue from Use of Money and Property	465,776	353,064	324,664	314,734	314,734
Charges for Services	3,382,364	3,271,852	3,297,852	3,296,352	3,326,352
Miscellaneous	858,642	224,000	236,000	236,000	236,000
Revenue from the Commonwealth Non-Categorical Aid	6,240,433	6,147,584	6,222,584	6,217,584	6,217,584
TOTAL NON-DEDICATED REVENUE	$137,544,086	$133,735,156	$138,275,886	$139,895,834	$140,018,634
DEDICATED REVENUE					
Charges for Services	$4,433,065	$3,599,381	$3,691,381	$4,055,248	$4,055,248
Recreation Revenue	423,649	377,100	377,100	373,100	373,100
Parking Revenue	447,033	431,800	431,800	515,000	515,000
Miscellaneous	2,236,060	2,881,838	2,898,288	2,329,755	2,329,755
Interfund Transfers	4,761	0	0	0	0
Revenue from the Commonwealth					
Categorical Aid for State Shared Expenditures	3,034,618	3,047,794	3,047,794	3,082,483	3,082,483
Categorical Aid	17,363,977	17,802,722	17,477,275	17,748,828	17,950,703
Revenue from the Federal Government					
Federal Categorical Aid Pass Thru	7,694,128	6,645,460	6,623,460	6,636,021	6,658,021
TOTAL DEDICATED REVENUE	$35,637,291	$34,786,095	$34,547,098	$34,740,435	$34,964,310
TOTAL REVENUES	$173,181,377	$168,521,251	$172,822,984	$174,636,269	$174,982,944

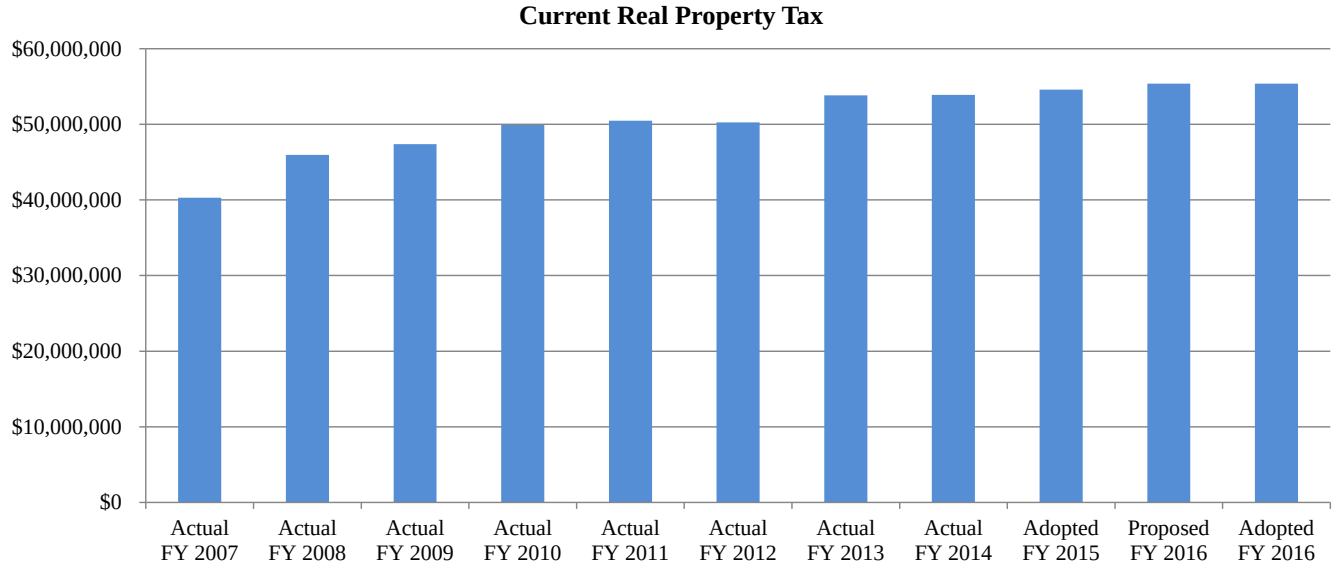
Current Real Property Tax

Fiscal Year	Tax Rate	Amount	Percent Change
2007	$1.11 per $100 assessed value	$40,281,964	
2008	$1.05 per $100 assessed value	$45,969,063	14.1%
2009	$1.05 per $100 assessed value	$47,380,606	3.1%
2010	$1.05 per $100 assessed value	$49,900,321	5.3%
2011	$1.05 per $100 assessed value	$50,494,608	1.2%
2012	$1.05 per $100 assessed value	$50,268,152	(0.4%)
2013	$1.11 per $100 assessed value	$53,837,603	7.1%
2014	$1.11 per $100 assessed value	$53,899,619	0.1%
2015 Adopted	$1.11 per $100 assessed value	$54,578,339	1.3%
2016 Proposed	$1.11 per $100 assessed value	$55,383,720	1.5%
2016 Adopted	**$1.11 per $100 assessed value**	**$55,383,720**	**0.0%**

Enabling Legislation and Rate Changes:

Section 58.1-3200 through 58.1-3389 of the Virginia Code authorizes localities to levy taxes on real property. This tax includes land, buildings, and improvements on such buildings. There is no cap on this tax. Reassessments are completed on a biennial basis and revenues are projected based on information received from the City Assessor.

Real estate taxes are levied as of the first day of July each year. Supplemental real estate taxes are levied throughout the year to reflect construction in progress during the fiscal year. Real estate taxes are payable in four installments on November 15, January 15, March 15, and May 15. If paid thereafter, a 10% penalty and interest at the rate of 10% per annum is added.



FY 2016 Analysis:

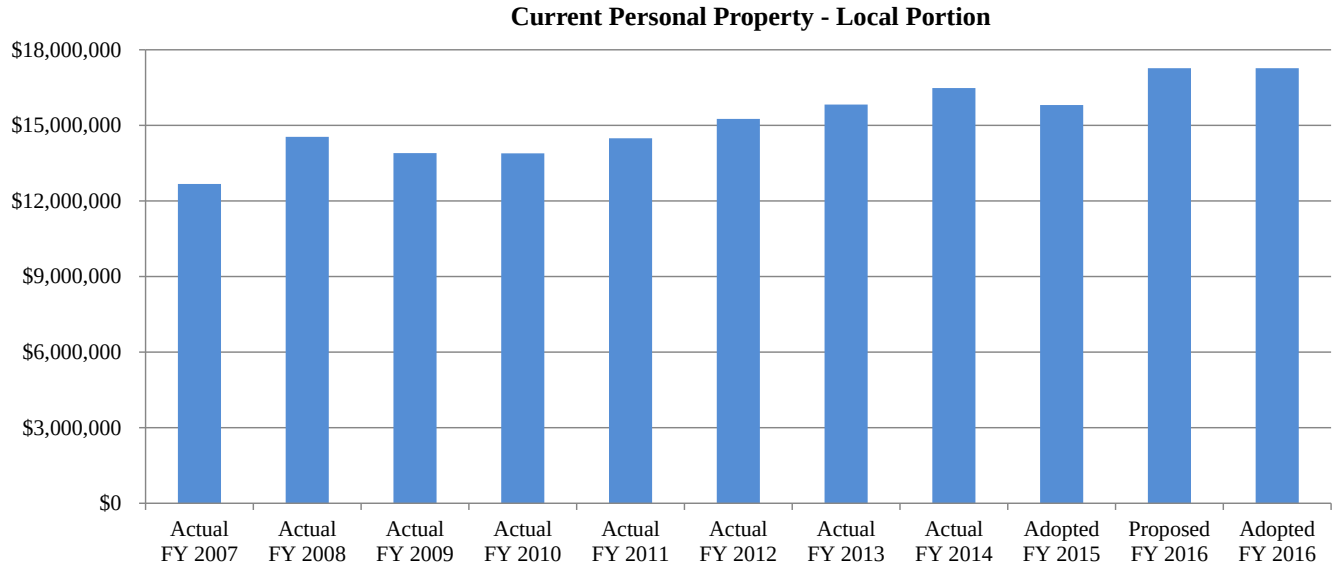
The Net Current Real Property figure includes the real property tax less allowances for the tax relief program, the rehab program, and an anticipated percentage of uncollectible accounts. At this time, the City Assessor is projecting the FY 2016 reassessment will result in a 1.0% increase in values over the final July 1, 2014 land book (Revised FY 2015). The City Assessor will reevaluate this projection in the coming months as the land book is finalized.

Current Personal Property Tax – Local Portion

Fiscal Year	Tax Rate	Amount	Percent Change
2007	$3.80 per $100 assessed value	$12,676,129	
2008	$3.80 per $100 assessed value	$14,541,089	14.7%
2009	$3.80 per $100 assessed value	$13,895,531	(4.4%)
2010	$3.80 per $100 assessed value	$13,887,974	(0.1%)
2011	$3.80 per $100 assessed value	$14,488,805	4.3%
2012	$3.80 per $100 assessed value	$15,256,027	5.3%
2013	$3.80 per $100 assessed value	$15,821,976	3.7%
2014	$3.80 per $100 assessed value	$16,483,231	4.2%
2015 Adopted	$3.80 per $100 assessed value	$15,805,000	(4.1%)
2016 Proposed	$3.80 per $100 assessed value	$17,266,000	9.2%
2016 Adopted	**$3.80 per $100 assessed value**	**$17,266,000**	**0.0%**

Enabling Legislation and Rate Changes:
Sections 58.1-3500 and 58.1 3531 of the Virginia Code allows cities to levy a tax on tangible personal property of businesses and individuals. There is no cap on the tax rate. The Commonwealth allocates $5.5 million to the City to be utilized in providing tax relief for automobiles owned by individuals and used for personal use.

Personal property taxes are due in two installments on June 5 and December 5 each year. Supplemental billings for personal property acquisitions will be due March 5 and September 5.

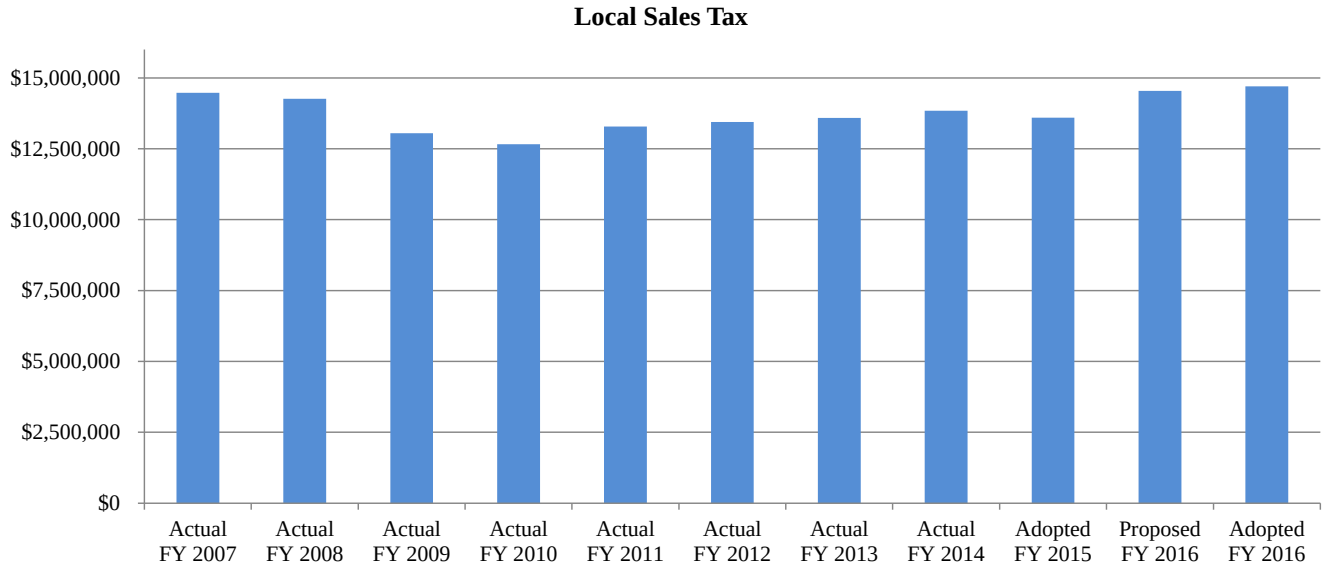


FY 2016 Analysis:
Personal Property Tax revenue has increased every year since FY 2010, ranging from a 3.7% increase to a 5.3% increase. The Actual FY 2014 revenue is greater than the FY 2015 Adopted; therefore, FY 2015 is revised to include a 1.7% increase over FY 2014 Actual, or a 6.1% increase over FY 2015 Adopted. The Projected FY 2016 revenue reflects a 2.9% increase from Revised FY 2015 to FY 2016. These projections are based on anticipated NADA values (the Commissioner of Revenue expects to have final numbers in late April), consumer friendly gas prices, and a favorable resolution to a significant refund request.

Local Sales Tax

Fiscal Year	Tax Rate	Amount	Percent Change
2007	1% + 4.0% VA tax	$14,475,896	
2008	1% + 4.0% VA tax	$14,260,830	(1.5%)
2009	1% + 4.0% VA tax	$13,050,834	(8.5%)
2010	1% + 4.0% VA tax	$12,656,929	(3.0%)
2011	1% + 4.0% VA tax	$13,284,506	5.0%
2012	1% + 4.0% VA tax	$13,440,973	1.2%
2013	1% + 4.0% VA tax	$13,589,747	1.1%
2014	1% + 4.3% VA tax	$13,842,292	1.9%
2015 Adopted	1% + 4.3% VA tax	$13,600,000	(1.8%)
2016 Proposed	1% + 4.3% VA tax	$14,540,000	6.9%
2016 Adopted	**1% + 4.3% VA tax**	**$14,700,000**	**1.1%**

Enabling Legislation and Rate Changes:
Section 58.1-603 of the Virginia Code authorizes the imposition of a sales tax on the purchase price of retail products. Section 58.1-605 of the Virginia Code allows cities to levy a general retail sales tax of 1% to provide revenue to the General Fund. Section 36-188 of the City Code enables the City to collect the 1% sales tax; the State component of the sales tax was increased from 4.0% to 4.3% in FY 2014.



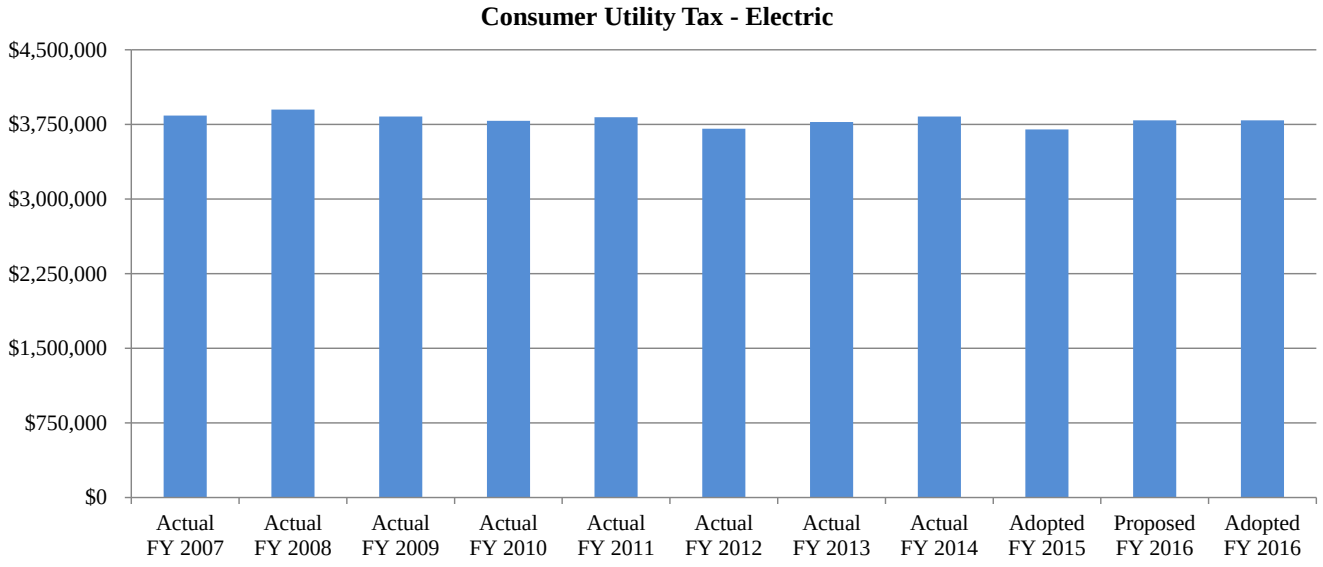
FY 2016 Analysis:
Sales Tax revenue has increased slightly each year after the recession ended in FY 2011. The Actual FY 2014 revenue is greater than the FY 2015 Adopted; therefore, FY 2015 is revised to include a 4% increase over FY 2014 Actual, or a 5.9% increase over FY 2015 Adopted. A full year of operation of the Fresh Market Complex and slight growth in other areas of the City (Cornerstone, Timberlake, Wards, Downtown) have contributed to this increase. As of FY 2016, the proposed Sales Tax revenue is projected to exceed the pre-recession level of FY 2007.

Consumer Utility Tax Electric

Fiscal Year	Tax Rate	Amount	Percent Change
2007	See below	$3,837,889	
2008	See below	$3,898,549	1.6%
2009	See below	$3,830,068	(1.8%)
2010	See below	$3,785,732	(1.2%)
2011	See below	$3,821,263	0.9%
2012	See below	$3,706,119	(3.0%)
2013	See below	$3,773,583	1.8%
2014	See below	$3,828,305	1.5%
2015 Adopted	See below	$3,700,000	(3.4%)
2016 Proposed	See below	$3,790,000	2.4%
2016 Adopted	**See below**	**$3,790,000**	**0.0%**

Residential (R): The greater of: $0.0046 for the first 1,000 kwh (or a fraction thereof) plus $0.0026 for each kwh over the first 1,000 kwh, *or* 7% of the minimum monthly charge.
Commercial (C): The greater of: $0.0048 for the first 1,000 kwh (or a fraction thereof) plus $0.0092 for each kwh over the first 1,000 kwh, *or* 7% of the minimum monthly charge.
Industrial (I): The greater of: $0.00375 for the first 1,000 kwh (or a fraction thereof) plus $0.0026 for each kwh over the first 1,000 kwh, *or* 7% of the minimum monthly charge.

Enabling Legislation and Rate Changes:
Section 58.1-3814 of the Virginia Code allows localities to impose a local utility tax on the consumers of public utilities. These utilities include electric, gas, and water. The percentage of the tax varies based on residential (R), commercial (C), or industrial (I) classification. In 2001, the General Assembly changed the rate of the electric tax to a consumption tax. This tax is now based on kilowatt hours of electricity used by the consumer.

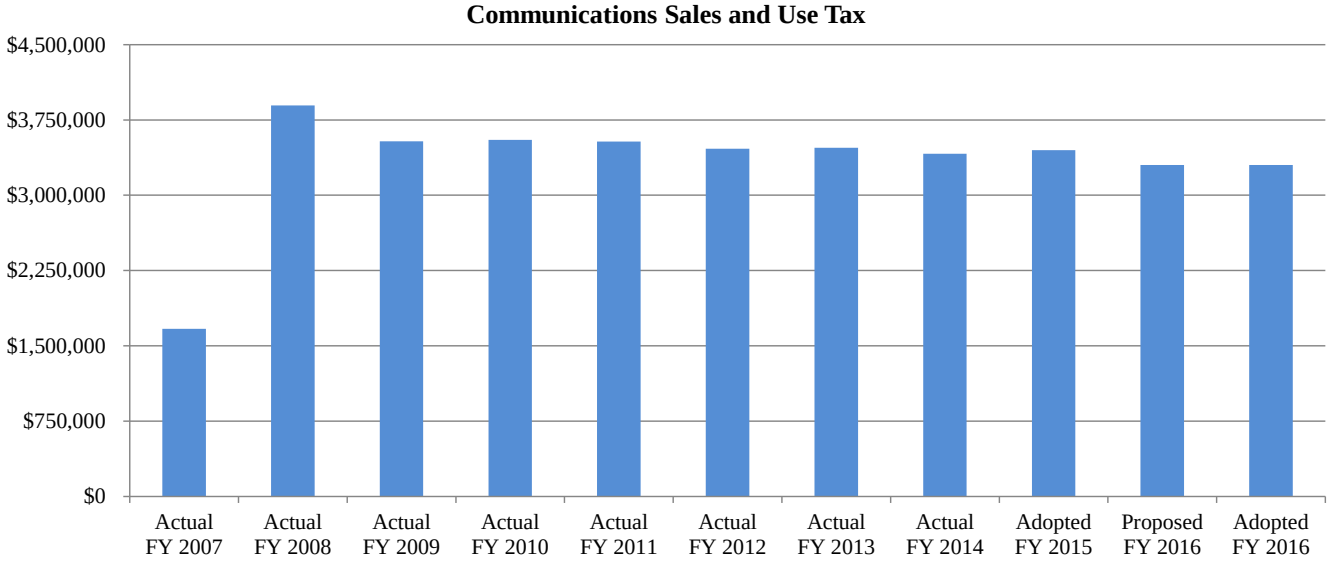


FY 2016 Analysis:
Electric and Gas Consumer Utility tax revenue aligns with weather patterns. Recognizing the first six months of FY 2015 were mild and January and February much colder, FY 2015 is revised to be slightly less (1%) than Actual FY 2014 but 2.4% more than FY 2015 Adopted. The FY 2016 revenue is projected flat with FY 2015 Revised.

Communications Sales and Use Tax

Fiscal Year	Tax Rate	Amount	Percent Change
2007	See below	$2,765,483	
2008	See below	$3,893,158	40.8%
2009	See below	$3,537,283	(9.1%)
2010	See below	$3,552,028	0.4%
2011	See below	$3,534,449	(0.5%)
2012	See below	$3,462,621	(2.0%)
2013	See below	$3,471,805	0.3%
2014	See below	$3,412,734	(1.7%)
2015 Adopted	See below	$3,450,000	1.1%
2016 Proposed	See below	$3,300,000	(4.3%)
2016 Adopted	**See below**	**$3,300,000**	**(0.0%)**

Enabling Legislation and Rate Changes:
Section 58.1-662 of the Virginia Code allows the State to collect this tax. The tax is then allocated and distributed monthly according to the percentage of telecommunications and television cable funds (local consumer utility tax on landlines and wireless, E-911, business license tax in excess of 0.5%, video programming excise tax and local consumer utility tax on cable television) received by the locality in Fiscal Year 2006 from local tax rates adopted on or before January 1, 2006. This legislation became effective January 1, 2007 and is intended to be revenue neutral for localities.

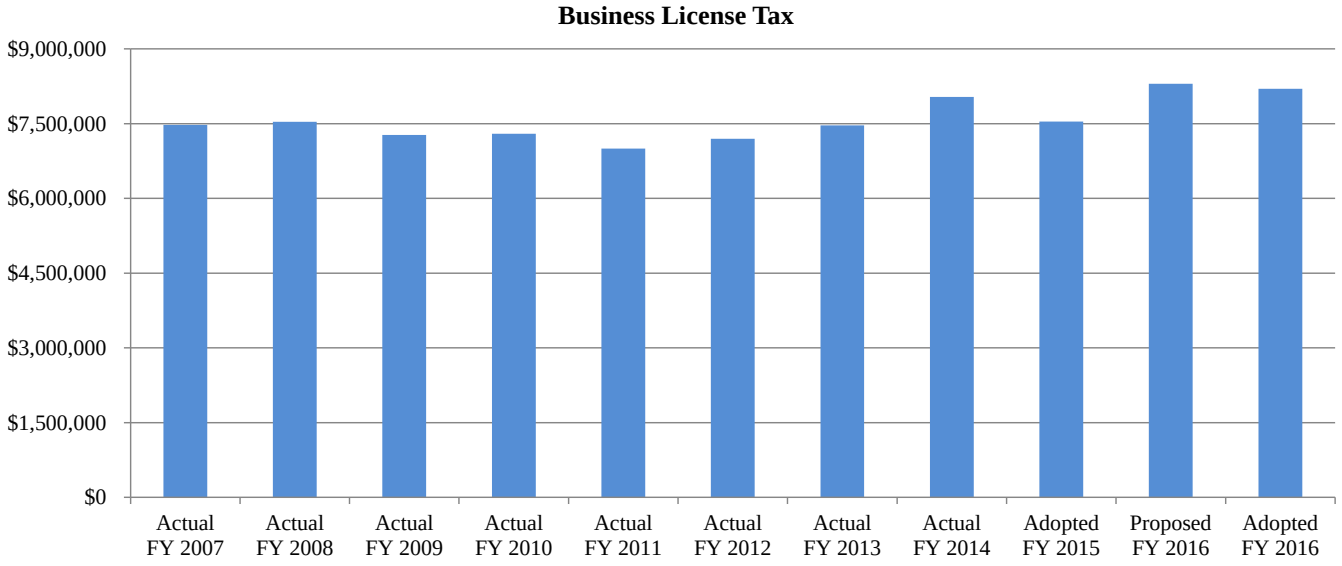


FY 2016 Analysis:
Communication Sales and Use Tax continues to decline; the reduction in land line use and the lower cost for telecommunication services has affected the revenue generated through this stream. The Projected FY 2016 figure reflects the continued reduction in revenue.

Business Licenses

Fiscal Year	Tax Rate	Amount	Percent Change
2007	See below	$7,474,759	
2008	See below	$7,537,805	0.8%
2009	See below	$7,271,043	(3.5%)
2010	See below	$7,297,765	0.4%
2011	See below	$6,999,206	(4.1%)
2012	See below	$7,197,936	2.8%
2013	See below	$7,463,878	3.7%
2014	See below	$8,037,473	7.7%
2015 Adopted	See below	$7,542,720	(6.2%)
2016 Proposed	See below	$8,297,964	10.0%
2016 Adopted	**See below**	**$8,200,764**	**(1.2%)**

Enabling Legislation and Rate Changes:
Sections 58.1-3700 through 58.1-3735 of the Virginia Code authorizes localities to impose a local license tax on businesses, professions, and occupations. The tax rate varies depending on the type of business as well as gross receipts/purchases. For gross receipts/purchases greater than $100,000 the tax rate per $100 is: $0.16 on contracting; $0.20 on retail; $0.36 on repair, personal, and business services; $0.58 on financial real estate; and $0.28 plus a $20 fee for wholesale merchants. These rates are the maximum allowed by State law. Business License taxes are due on May 1.

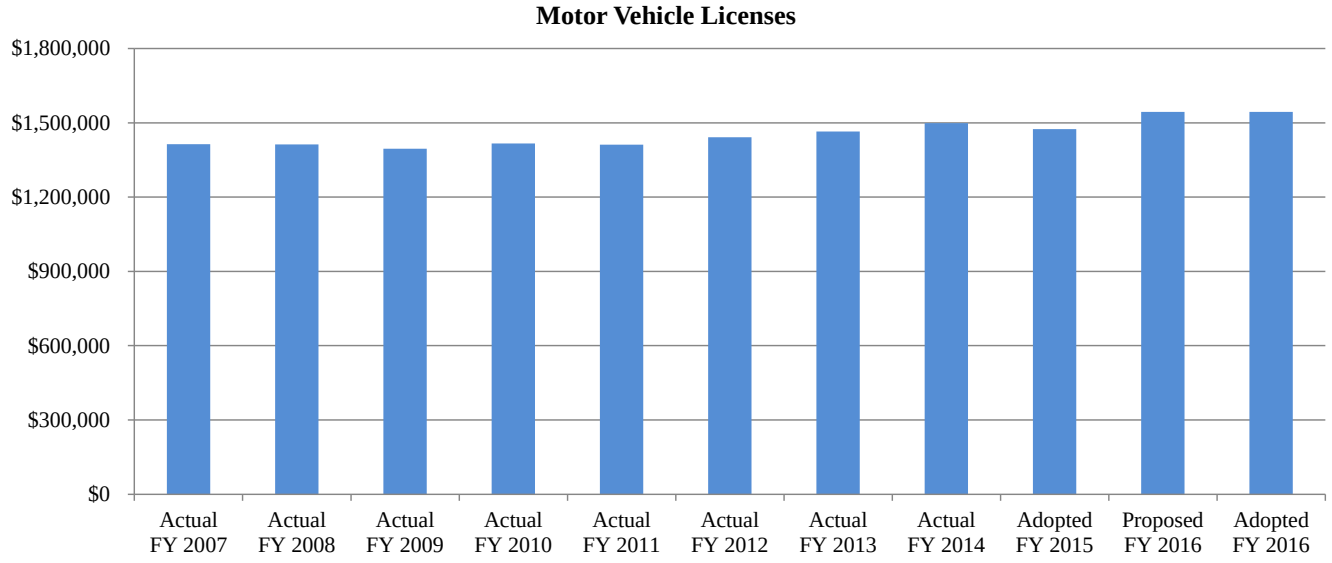


FY 2016 Analysis:
While FY 2014 reflects a significant increase from FY 2013, FY 2015 will see some growth offset by previously private medical practices/services shifting to non-profit status. A full year of operation of the Fresh Market complex, slight growth in Cornerstone, Timberlake, Wards, and Downtown commercial areas, and anticipated new hotels are positive impacts on this revenue stream. The FY 2016 projection reflects a 2% increase over FY 2015 Revised.

Motor Vehicle Licenses

Fiscal Year	Tax Rate	Amount	Percent Change
2007	$29.50/$34.50	$1,413,309	
2008	$29.50/$34.50	$1,413,142	0.0%
2009	$29.50/$34.50	$1,395,208	(1.3%)
2010	$29.50/$34.50	$1,416,389	1.5%
2011	$29.50/$34.50	$1,411,996	(0.3%)
2012	$29.50/$34.50	$1,441,546	2.1%
2013	$29.50/$34.50	$1,464,608	1.6%
2014	$29.50/$34.50	$1,498,930	2.3%
2015 Adopted	$29.50/$34.50	$1,475,000	(1.6%)
2016 Proposed	$29.50/$34.50	$1,544,000	4.7%
2016 Adopted	**$29.50/$34.50**	**$1,544,000**	**0.0%**

Enabling Legislation and Rate Changes:
Section 46.2-752 of the Virginia Code authorizes cities to levy a license tax on motor vehicles, trailers, and semi-trailers. In 2004 the City of Lynchburg increased the Motor Vehicle Tax from $25.00 to $29.50 for vehicles weighing 4,000 pounds or less, and $34.50 for vehicles weighing greater than 4,000 pounds. The City cannot charge more than the State fee for a license plate.



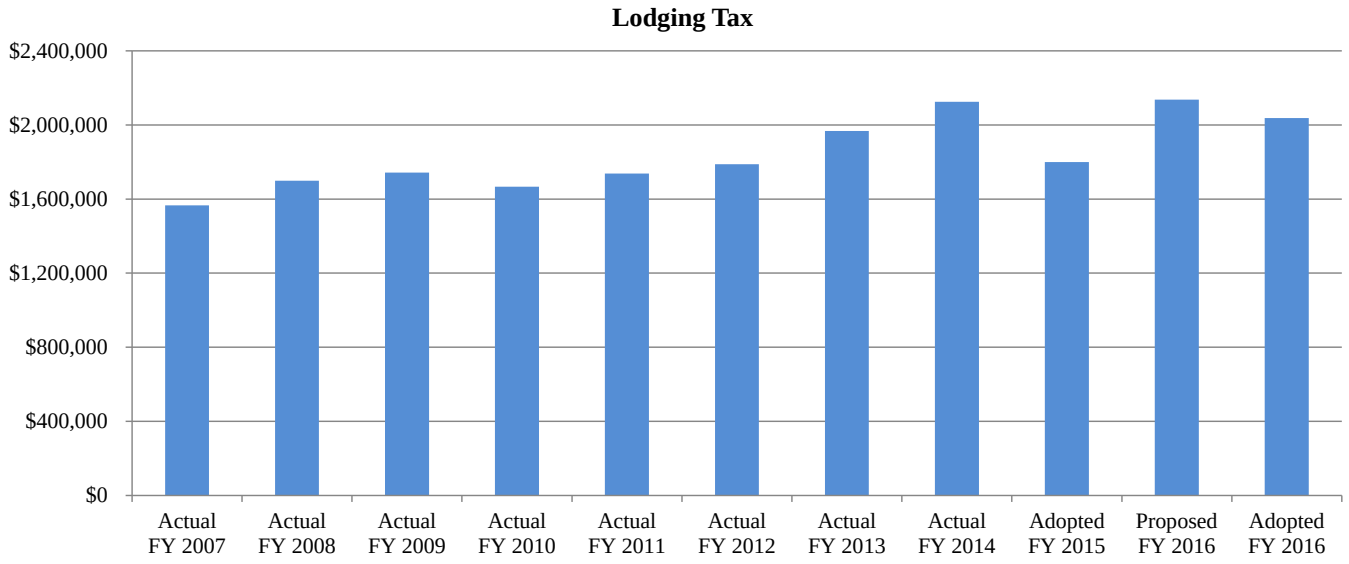
FY 2016Analysis:
From FY 2007 to FY 2011, Motor Vehicle Licenses revenue was relatively constant at $1.4 million. Within the last few years, this revenue stream has experienced increases between 1.6% and 2.3%. Based on this trend, FY 2015 is revised to include a 1.5% increase, or a 3.1% increase over FY 2015 Adopted; FY 2016 is projected to include the same.

Note: Unlike the Personal Property tax, State code authorizes cities to levy a Motor Vehicle License tax on all motor vehicles, trailers, and semi-trailers without exemption.

Lodging Tax

Fiscal Year	Tax Rate	Amount	Percent Change
2007	5.5% + $1 per room/night	$1,565,191	
2008	5.5% + $1 per room/night	$1,698,848	8.5%
2009	5.5% + $1 per room/night	$1,742,232	2.6%
2010	5.5% + $1 per room/night	$1,667,064	(4.3%)
2011	5.5% + $1 per room/night	$1,738,042	4.3%
2012	5.5% + $1 per room/night	$1,787,719	2.9%
2013	5.5% + $1 per room/night	$1,967,393	10.1%
2014	5.5% + $1 per room/night	$2,125,145	8.0%
2015 Adopted	5.5% + $1 per room/night	$1,800,000	(15.3%)
2016 Proposed	5.5% + $1 per room/night	$2,137,000	18.7%
2016 Adopted	**5.5% + $1 per room/night**	**$2,037,000**	**(4.7%)**

Enabling Legislation and Rate Changes:
Section 58.1-3819 of the Virginia Code allows for a lodging tax to be imposed on rooms intended for dwelling or sleeping. The City of Lynchburg has a lodging tax of 5.5%. In FY 2001, Lynchburg changed the lodging tax from 5.5% to 5.5% plus $1 per room per night. Currently, this tax is not capped by the State.

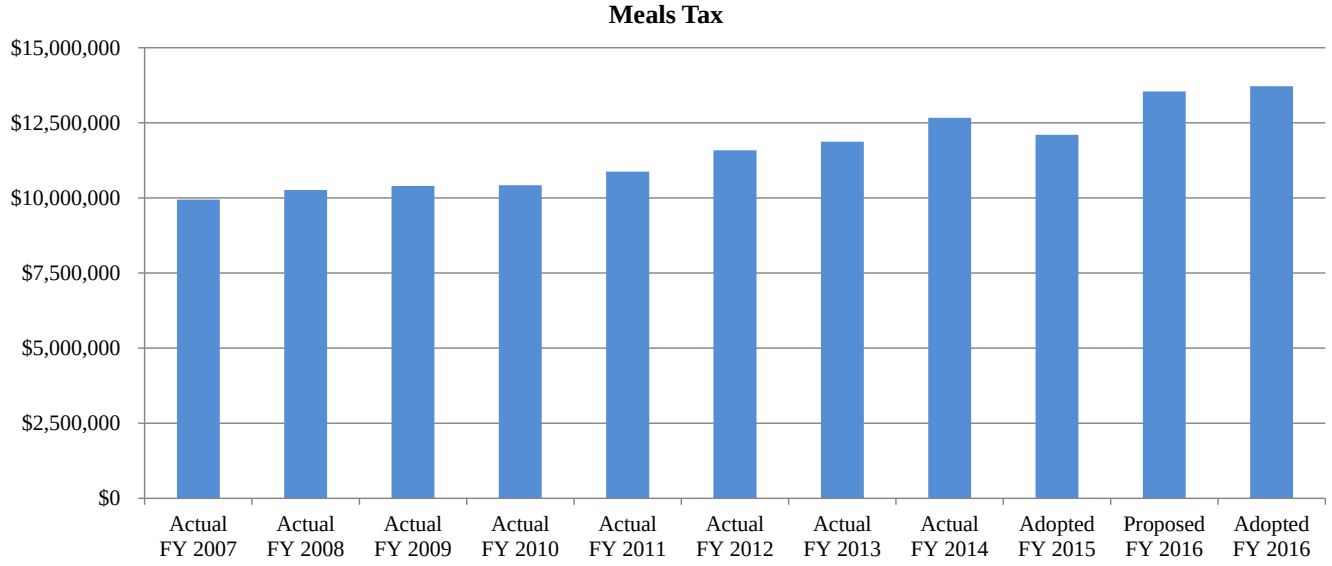


FY 2016 Analysis:
Lodging Tax revenue has increased every year since the end of the recession in FY 2011. While some of this growth is related to an increase in the room per night rate, new hotels have been built in the City. Actual FY 2014 is greater than the FY 2015 Adopted; therefore, FY 2015 is revised to include a 1.5% increase over FY 2014 Actual or 16.9% over FY 2015 Adopted. The FY 2016 projection reflects a 1.5% increase over FY 2015 Revised. The new Microtel is open and a concept for a new hotel is in early development.

Meals Tax

Fiscal Year	Tax Rate	Amount	Percent Change
2007	6.5%	$9,947,175	
2008	6.5%	$10,264,150	3.2%
2009	6.5%	$10,403,618	1.4%
2010	6.5%	$10,422,049	0.2%
2011	6.5%	$10,876,035	4.4%
2012	6.5%	$11,585,083	6.5%
2013	6.5%	$11,874,579	2.5%
2014	6.5%	$12,666,743	6.7%
2015 Adopted	6.5%	$12,100,000	(4.5%)
2016 Proposed	6.5%	$13,545,000	11.9%
2016 Adopted	**6.5%**	**$13,715,000**	**1.3%**

Enabling Legislation and Rate Changes:
Section 58.1-3833 of the Virginia Code allows for a city or county with general taxing powers to levy a meals tax. In 2005, Lynchburg raised the meals tax by one-half percent. There is no State cap.



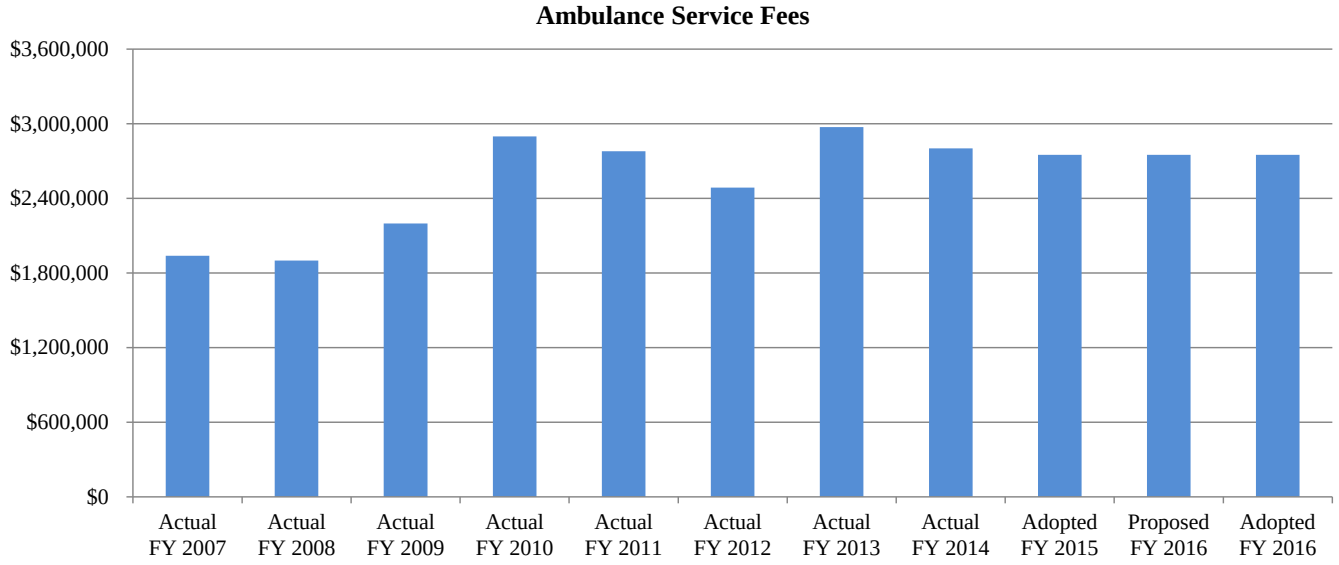
FY 2016 Analysis:
Meals Tax revenue continues to increase. Over the first 5 months of FY 2015, Meals Tax collections exceed FY 2014 by an average of $42,000 per month, or 4.0%. Revising the FY 2015 revenue to $13,150,000 equates to averaging just over $40,000 more per month over FY 2014. The FY 2016 projection reflects a 3.0% increase over the FY 2015 Revised.

Ambulance Service Fees

Fiscal Year	Fee Schedule	Amount	Percent Change
2007	See below	$1,938,536	
2008	See below	$1,900,243	(2.0%)
2009	See below	$2,197,504	15.6%
2010	See below	$2,898,419	31.9%
2011	See below	$2,778,840	(4.1%)
2012	See below	$2,486,568	(10.5%)
2013	See below	$2,973,257	19.6%
2014	See below	$2,802,031	(5.8%)
2015 Adopted	See below	$2,750,000	(1.9%)
2016 Proposed	See below	$2,750,000	0.0%
2016 Adopted	**See below**	**$2,750,000**	**0.0%**

Enabling Legislation and Rate Changes:

Section 32.1-11.14 of the Virginia Code enables localities to charge for ambulance services. The City of Lynchburg has five different rates for these services. The first two are grouped under the classification of Basic Life Service. If, under this service, the incident is classified as an emergency, the fee is $425. In addition to this base charge, there shall be a charge of $9 for each mile the patient is transported. If it is classified as a non-emergency, then it will cost $325. The other three rates are grouped under the classification of Advanced Life Support. If, under this service, the incident is classified as an emergency, the fee is $500; if it is a non-emergency the fee is $425. A fee of $700 is charged if three or more different medications combined with at least one Advanced Life Support procedure are administered. Additionally, a fee of $100 will be charged to a patient who receives emergency medical services, but does not require transport.



FY 2016 Analysis:

Ambulance Service Fees are collected for the City by EMS-MC; the City pays the company 5.75% of total collections for this service. EMS-MC performed an analysis of collections and estimated a $2.85 million collection in FY 2016. The FY 2016 Projection is at $2.75 million based on current year collections as well as the uncertainty of the impact of the Affordable Care Act on ambulance services.

Revenue Detail	Actual FY 2014	Adopted FY 2015	Revised FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
NON-DEDICATED REVENUE					
General Property Taxes					
Current Real Property	$53,899,619	$55,692,183	$55,971,209	$56,514,000	$56,514,000
Real Property Tax Relief Program	(702,395)	(730,000)	(680,000)	(700,000)	(700,000)
Real Property Housing Rehab Program	(488,730)	(490,500)	(483,100)	(483,100)	(483,100)
Allowance for Uncollectible Real Property (2.0%)		(1,113,844)	(1,119,424)	(1,130,280)	(1,130,280)
Delinquent Real Property Taxes	1,652,116	1,400,000	1,575,000	1,575,000	1,575,000
Current Public Service Corporation (PSC)	2,313,392	2,300,000	2,268,000	2,225,000	2,225,000
Penalty PSC Taxes	1,395	0	0	0	0
Current Personal Property - Local portion	16,483,231	16,293,814	17,290,000	17,800,000	17,800,000
Delinquent Personal Property Tax	1,089,091	950,000	950,000	950,000	950,000
Allowance for Uncollectible Personal Property (3.0%)		(488,814)	(518,700)	(534,000)	(534,000)
Penalty on Delinquent Tax	651,305	600,000	625,000	625,000	625,000
Interest on Delinquent Taxes	433,776	350,000	375,000	375,000	375,000
Miscellaneous General Property Taxes	5,936	4,000	4,000	4,000	4,000
Total General Property Taxes	**$75,338,736**	**$74,766,839**	**$76,256,985**	**$77,220,620**	**$77,220,620**
Other Local Taxes					
Local Sales Tax	$13,842,292	$13,600,000	$14,400,000	$14,540,000	$14,700,000
Consumer Utility Tax - Electric	3,828,305	3,700,000	3,790,000	3,790,000	3,790,000
Consumer Utility Tax - Gas	653,585	550,000	654,000	654,000	654,000
Communications Sales and Use Tax	3,412,734	3,450,000	3,378,000	3,300,000	3,300,000
Right of Way Fees	256,453	243,000	243,000	243,000	243,000
Business License Tax	8,037,473	7,760,000	8,370,000	8,537,000	8,437,000
Allowance for Uncollectible Business License (2.8%)		(217,280)	(234,360)	(239,036)	(236,236)
Electric Consumption Tax [1]	319,852	306,420	306,420	306,420	306,420
Gas Consumption Tax [1]	34,664	35,000	34,000	34,000	34,000
Penalty on Business License Tax	96,545	55,000	90,000	90,000	90,000
Motor Vehicle Licenses	1,498,930	1,475,000	1,521,414	1,544,000	1,544,000
Delinquent Motor Vehicle Licenses	173,697	165,000	174,000	174,000	174,000
Bank Stock Tax	769,284	650,000	650,000	650,000	650,000
Recordation Tax - City	469,462	400,000	450,000	450,000	450,000
Probate Tax	16,859	15,000	15,000	15,000	15,000
Tobacco Tax	975,078	975,000	900,000	900,000	900,000
Amusement Tax	662,453	660,000	669,000	675,000	675,000
Penalty/Interest - Amusement Tax	2,235	0	0	0	0
Lodging Tax	2,125,145	1,800,000	2,105,000	2,137,000	2,037,000
Penalty/Interest - Lodging Tax	3,500	2,000	0	0	0
Meals Tax	12,666,743	12,100,000	13,150,000	13,545,000	13,715,000
Penalty/Interest - Meals Tax	53,007	50,000	75,000	50,000	50,000
Franchise License Tax MCI	0	4,027	4,027	4,027	4,027
Franchise License Tax Sprint	0	500	500	500	500
Total Other Local Taxes	**$49,898,296**	**$47,778,667**	**$50,745,001**	**$51,399,911**	**$51,532,711**

[1] Formerly referred to as a business license tax.

Revenue Detail	Actual FY 2014	Adopted FY 2015	Revised FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
NON-DEDICATED REVENUE (continued)					
Permits, Privilege Fees, and Licenses					
Animal Licenses	$10,630	$15,000	$10,000	$10,000	$10,000
Land Disturbing Fees	21,196	15,500	15,500	17,000	17,000
Transfer Fees	1,778	1,600	1,600	1,600	1,600
Site Plans - Planning	17,026	18,000	18,000	19,686	19,686
Building Plan Review	43,779	37,500	37,500	40,000	40,000
Conditional Use Permits	5,768	4,800	4,800	4,800	4,800
Rezoning Fees - Planning	13,342	10,000	10,000	5,000	5,000
Subdivision Plats	7,170	6,000	6,000	6,000	6,000
Inspection Permit Fee - Building	503,769	425,000	425,000	445,000	445,000
Inspection Permit Fee - Signs	9,850	6,000	5,000	5,000	5,000
Demolition Fees	9,855	10,000	10,000	10,000	10,000
False Alarm Assessment and Permit Fees	123,794	100,000	100,000	100,000	100,000
Rental Inspection Fee - Annual/Periodic	5,300	9,000	9,000	8,000	8,000
Concealed Weapons Permits	21,244	20,000	20,000	20,000	20,000
Legal Notice Advertising	6,080	9,600	9,600	7,247	7,247
Taxicab Application Fees	5,050	3,500	3,500	4,000	4,000
Elevator Administration Fee	20,324	20,200	20,200	20,200	20,200
Miscellaneous Permits, Privilege Fees, and Licenses	7,318	5,450	4,600	4,600	4,600
Total Permits, Privilege Fees, and Licenses	**$833,273**	**$717,150**	**$710,300**	**$728,133**	**$728,133**
Fines and Forfeitures					
Court Fines and Forfeitures	$523,768	$461,000	$480,000	$480,000	$440,000
Criminal Court Fees	2,798	15,000	2,500	2,500	2,500
Total Fines and Forfeitures	**$526,566**	**$476,000**	**$482,500**	**$482,500**	**$442,500**
Revenue from Use of Money and Property					
Interest on Investments	$242,490	$85,000	$15,000	$15,000	$15,000
Interest - City Capital	40,423	22,000	30,000	30,000	30,000
Interest - School Capital	558	200	200	200	200
Interest - Health Insurance	18,451	18,000	18,000	18,000	18,000
Interest - Other Post Employment Benefits (OPEB)	(12,962)	12,000	4,000	4,000	4,000
Interest - Market Value Gain/Loss	(71,569)	0	0	0	0
Interest - State Non-Arbitrage Program (SNAP) Incom	5,421	9,400	15,000	15,000	15,000
General Government Property Rent	94,470	60,000	85,000	85,000	85,000
Public Safety Property Rent	24,464	24,464	24,464	24,464	24,464
Public Works Property Rent	6,000	6,000	6,000	6,000	6,000
Health Department Property Rent	100,000	100,000	100,000	100,000	100,000
Cultural and Recreation Property Rent	15,070	15,000	26,000	15,070	15,070
Property Rental Stadium	2,960	1,000	1,000	2,000	2,000
Total Revenue from Use of Money and Property	**$465,776**	**$353,064**	**$324,664**	**$314,734**	**$314,734**

Revenue Detail	Actual FY 2014	Adopted FY 2015	Revised FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
NON-DEDICATED REVENUE (continued)					
Charges for Services					
Collection and Tax Lien Fees	$16,082	$16,000	$19,000	$19,000	$19,000
DMV Administration Fee	225,752	200,000	225,000	225,000	225,000
DMV Select Agency	27,516	20,000	20,000	20,000	20,000
Payroll Deduction Fees	6,695	6,500	6,500	6,500	6,500
Fees for Court Officers	7,244	7,244	7,244	7,244	7,244
Commonwealth Attorney Fees	7,829	7,000	7,000	7,000	7,000
Commonwealth Atty Fines and Fees - Non-Dedicated	54,515	54,758	54,758	53,258	53,258
Ambulance Service Fees	2,802,031	2,750,000	2,750,000	2,750,000	2,750,000
Delinquent Ambulance Bills > 120 days	116,573	100,000	100,000	100,000	100,000
Wards Crossing West	103,016	105,000	103,000	103,000	133,000
Miscellaneous Charges for Services	15,111	5,350	5,350	5,350	5,350
Total Charges for Services	**$3,382,364**	**$3,271,852**	**$3,297,852**	**$3,296,352**	**$3,326,352**
Revenue from the Commonwealth for State Non-Categorical Aid					
Rolling Stock Taxes	$103,507	$103,000	$98,000	$93,000	$93,000
Deeds of Conveyance	127,933	120,000	120,000	120,000	120,000
Recordation Taxes	195,575	140,000	200,000	200,000	200,000
Auto Rental Tax - DMV	268,504	240,000	260,000	260,000	260,000
Personal Property Tax Relief	5,543,584	5,543,584	5,543,584	5,543,584	5,543,584
Mobile Home Titling Taxes	1,330	1,000	1,000	1,000	1,000
Total State Non-Categorical Aid	**$6,240,433**	**$6,147,584**	**$6,222,584**	**$6,217,584**	**$6,217,584**
Miscellaneous Non-Dedicated					
Payment in Lieu of Tax - Westminster	$52,902	$50,000	$50,000	$50,000	$50,000
Drop-Off Recycling	12,029	0	0	0	0
Payment in Lieu of Tax - LRHA	25,353	27,000	25,000	25,000	25,000
Regional Services Authority Profit Sharing	354,051	0	0	0	0
Train Derailment	44,943	0	0	0	0
Train Derailment - Social Services	5,754	0	0	0	0
Sale of Real Property	250,000	0	0	0	0
Credit Card Rebate	84,476	80,000	94,000	94,000	94,000
Miscellaneous Revenue	29,134	67,000	67,000	67,000	67,000
Total Miscellaneous Non-Dedicated	**$858,642**	**$224,000**	**$236,000**	**$236,000**	**$236,000**
TOTAL NON-DEDICATED REVENUES	**$137,544,086**	**$133,735,156**	**$138,275,886**	**$139,895,834**	**$140,018,634**

Revenue Detail	Actual FY 2014	Adopted FY 2015	Revised FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
DEDICATED REVENUE					
Charges for Services					
Network Services - Schools Share	$95,377	$0	$0	$0	$0
Document Reproduction Fee	8,599	13,000	13,000	13,000	13,000
Legal Service Charges - Schools	20,000	20,000	20,000	20,000	20,000
Probation Supervision Fee	18,976	15,000	15,000	15,000	15,000
Police - Schools Resource Officer (SRO) Program	135,092	108,500	108,500	108,500	108,500
Police Report Sales	13,890	12,500	12,500	13,500	13,500
Off-Duty Police Fee	735,635	550,000	550,000	800,000	800,000
Off-Duty Police Fee Penalty and Interest	3,426	0	0	0	0
Range Use Fee	14,600	15,000	15,000	15,000	15,000
Sheriff's Fee Courtroom Services	106,835	110,000	110,000	110,000	110,000
Commonwealth Atty Fines and Fees - Dedicated	58,645	62,442	62,442	62,442	62,442
Engineering Service Charges - Water Resources	114,050	0	0	0	0
Community Development Stormwater Charges	388,873	430,235	430,235	499,003	499,003
Public Works Administrative Stormwater Charges	368,605	0	0	161,947	161,947
Public Works Engineering Stormwater Charges	3,198	44,000	44,000	19,500	19,500
Public Works Streets Stormwater Charges	543,888	264,000	264,000	179,152	179,152
Public Works Grounds Stormwater Charges	1,504	0	0	0	0
Residential Disposal - Decals	540,002	510,000	715,000	715,000	715,000
Residential Disposal - Bags - City	3,237	0	0	0	0
Residential Disposal - Bags - Vendor	82,984	275,000	0	0	0
Trash Bag Service	41,884	0	150,000	150,000	150,000
Building Maintenance - Other	10,142	5,000	17,000	10,000	10,000
Juvenile Service Providers	853,264	876,404	876,404	876,404	876,404
Court Order Fee	1,383	0	0	0	0
Library Fines and Fees	77,694	74,000	74,000	74,000	74,000
Lost/Damaged Library Property	4,481	5,000	5,000	5,000	5,000
Law Library Fees	38,844	60,000	60,000	60,000	60,000
Delinquent Library Charges	14,696	14,800	14,800	18,800	18,800
Point of Honor Admission	11,675	10,000	10,000	10,500	10,500
Lynchburg Museum Admission	14,106	17,000	17,000	14,000	14,000
PIER Outside Contract Agreements	32,500	32,500	32,500	32,500	32,500
PIER Internal Contract Agreements	50,000	50,000	50,000	50,000	50,000
Weed Ordinance Program	24,980	25,000	25,000	22,000	22,000
Total Charges for Services	**$4,433,065**	**$3,599,381**	**$3,691,381**	**$4,055,248**	**$4,055,248**
Recreation Revenue					
Swimming Pool Fees	$24,447	$24,000	$24,000	$24,000	$24,000
City-Wide Centers	64,246	70,000	70,000	70,000	70,000
Neighborhood Centers	9,782	10,000	10,000	10,000	10,000
RecQuest Outreach Programs	14,740	17,000	17,000	0	0
Aquatics	12,475	10,000	10,000	10,000	10,000
Recreation General Administration	1,415	1,100	1,100	1,100	1,100
Athletics	100,722	70,000	70,000	70,000	70,000
Park Services	57,969	53,000	53,000	60,000	60,000
Business Services	24,250	20,000	20,000	20,000	20,000
Naturalist Program	15,944	18,000	18,000	18,000	18,000
Community Market Co-op Program	97,659	84,000	84,000	90,000	90,000
Total Recreation Revenue	**$423,649**	**$377,100**	**$377,100**	**$373,100**	**$373,100**

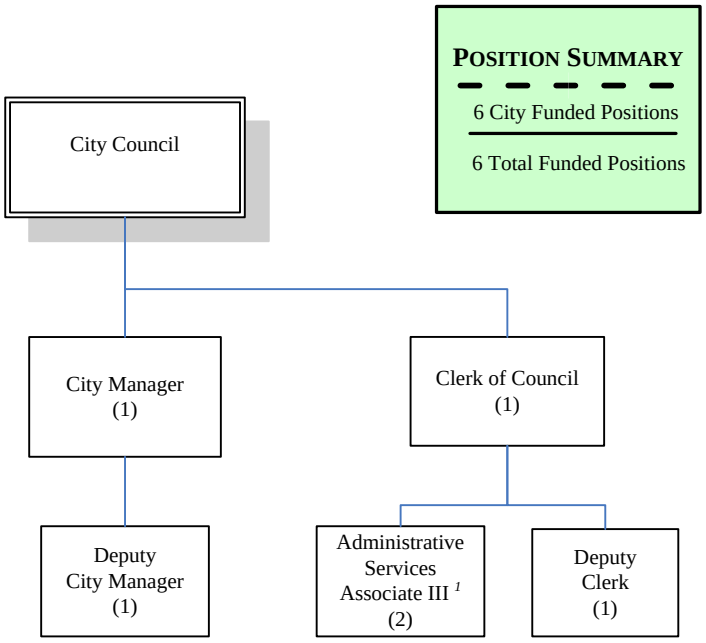
Revenue Detail	Actual FY 2014	Adopted FY 2015	Revised FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
DEDICATED REVENUE (continued)					
Parking Revenue					
Downtown Parking Deck Lease	$78,600	$82,800	$82,800	$90,000	$90,000
Hourly Parking Fees	25,517	25,000	25,000	35,000	35,000
Permit Parking Fees - City Owned	234,997	214,000	149,000	199,000	199,000
Permit Parking Fees - Lease Agreement	0	0	65,000	81,000	81,000
Fines	107,919	110,000	110,000	110,000	110,000
Total Parking Revenue	**$447,033**	**$431,800**	**$431,800**	**$515,000**	**$515,000**
Miscellaneous Revenue					
Indirect Costs and Services - Water	$852,890	$1,099,940	$1,099,940	$845,105	$845,105
Indirect Costs and Services - Sewer	203,812	342,794	342,794	404,344	404,344
Indirect Costs and Services - WWTP	488,021	767,680	767,680	369,985	369,985
Indirect Costs and Services - Stormwater	81,807	107,986	107,986	107,328	107,328
Indirect Costs and Services - Airport	113,489	118,303	118,303	111,591	111,591
Indirect Costs and Services - Detention Home	237,218	250,435	250,435	252,343	252,343
Indirect Costs and Services - Juvenile Services	15,000	15,000	15,000	15,000	15,000
Miscellaneous Subrogation	(16,513)	0	0	0	0
Derecho Insurance	26,543	0	0	0	0
Parks and Recreation Special Events Sponsorship	3,568	4,500	4,500	4,500	4,500
USA Softball Ticket Sales	46,480	0	0	0	0
Property Rental Market	84,078	80,000	80,000	90,000	90,000
Property Rental Market - Penalty and Interest	282	0	0	0	0
Friends of the Lynchburg Library	14,500	14,500	7,250	7,250	7,250
Visitor Center Merchandise	9,005	0	23,700	23,700	23,700
Special Welfare Recoupment	2,852	30,000	30,000	30,000	30,000
Reimbursement - Point of Honor/Carriage House	28,674	20,000	20,000	27,411	27,411
Digg's Trust (Lynchburg Museum System)	42,240	30,000	30,000	40,398	40,398
Other Miscellaneous Dedicated Revenue	2,114	700	700	800	800
Total Miscellaneous Revenue	**$2,236,060**	**$2,881,838**	**$2,898,288**	**$2,329,755**	**$2,329,755**
Revenue from the Commonwealth					
State Categorical Aid for State Shared Expenditures					
Commissioner of the Revenue	$167,496	$171,092	$171,092	$172,577	$172,577
State Treasurer	98,352	99,638	99,638	99,638	99,638
Registrar/Electoral Board	46,111	53,455	53,455	53,455	53,455
Clerk of Court (includes Technology Trust Fund)	547,464	548,524	548,524	546,176	546,176
Sheriff	1,220,527	1,217,709	1,217,709	1,217,709	1,217,709
Commonwealth Attorney	954,668	957,376	957,376	992,928	992,928
Total Categorical Aid-State Shared Expenditures	**$3,034,618**	**$3,047,794**	**$3,047,794**	**$3,082,483**	**$3,082,483**

Revenue Detail	Actual FY 2014	Adopted FY 2015	Revised FY 2015	Manager's Proposed FY 2016	Adopted FY 2016
DEDICATED REVENUE (continued)					
Intergovernmental: State Categorical Aid					
Juvenile Correction Block Grant	$247,716	$247,716	$247,716	$247,716	$247,716
Recovery - E-911 Wireless	256,865	263,000	263,000	286,600	286,600
Highway Maintenance	7,179,012	7,114,754	7,114,754	7,364,956	7,364,956
FY 2012 Derecho Reimbursement	7,383	0	0	0	0
Local Law Enforcement Funding (House Bill 599)	2,930,792	3,054,362	3,054,362	3,054,362	2,930,790
Social Services Administration	1,451,923	2,025,496	2,025,496	2,020,159	2,020,159
Social Services Finance Unit	141,041	111,916	111,916	115,004	115,004
Social Services Programs	4,863,369	4,810,245	4,810,245	4,810,245	4,810,245
Public Library	153,233	153,233	153,233	153,233	153,233
Parks and Recreation Healthy Youth Grant	7,513	0	0	0	0
SNAP Program Reimbursements	13,712	12,000	12,000	12,000	12,000
SNAP Grant Programs	0	10,000	10,000	10,000	10,000
Health Department Funding	111,418	0	0	0	0
Local Aid to Virginia - Contra Revenue	0	0	(325,447)	(325,447)	0
Total State Categorical Aid	**$17,363,977**	**$17,802,722**	**$17,477,275**	**$17,748,828**	**$17,950,703**
Intergovernmental: Federal Categorical Aid Pass Thru					
Build America Bond Interest Subsidy - City	$60,487	$60,000	$60,000	$60,000	$60,000
Build America Bond Interest Subsidy - Schools	209,845	211,000	211,000	211,000	211,000
Social Services Administration	3,742,456	3,242,455	3,242,455	3,240,542	3,240,542
Social Services Finance Unit	204,394	162,198	162,198	166,672	166,672
Social Services Programs	2,969,906	2,415,021	2,415,021	2,415,021	2,415,021
Human Services Capital Lease	109,008	129,786	129,786	129,786	129,786
Human Services Building and Grounds	45,182	25,000	25,000	35,000	35,000
FY 2012 Derecho Reimbursement	(25,065)	0	0	0	0
Indirect Cost Reimbursement	377,915	400,000	378,000	378,000	400,000
Total Federal Categorical Aid Pass Thru	**$7,694,128**	**$6,645,460**	**$6,623,460**	**$6,636,021**	**$6,658,021**
Interfund Transfers					
CSA Operations	$4,761	$0	$0	$0	$0
Total Interfund Transfers	**$4,761**	**$0**	**$0**	**$0**	**$0**
TOTAL DEDICATED REVENUES	**$35,637,291**	**$34,786,095**	**$34,547,098**	**$34,740,435**	**$34,964,310**
TOTAL GENERAL FUND REVENUES	**$173,181,377**	**$168,521,251**	**$172,822,984**	**$174,636,269**	**$174,982,944**

Expenditure Detail	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
DEPARTMENTAL EXPENDITURE DETAIL SUMMARY					
General Government					
Council/Manager Offices	$846,449	$888,192	$888,192	$1,019,283	$1,029,283
City Attorney	639,554	675,807	675,807	675,807	675,807
Self-Insurance	505,356	505,356	524,817	524,817	524,817
State Treasurer	146,921	149,580	150,743	150,743	150,743
Commissioner of the Revenue	648,933	704,658	704,658	704,658	704,658
City Assessor	711,796	736,577	726,906	726,906	726,906
Office of the Director of Financial Services	646,005	658,674	666,141	666,141	666,141
Billing and Collections Division	1,222,023	1,304,986	1,302,127	1,302,127	1,302,127
Procurement Division	286,565	308,848	308,622	308,622	308,622
Accounting Division	820,525	843,846	885,424	885,424	885,424
Budget Division	161,032	166,821	167,291	167,291	167,291
Human Services Financial Division	334,972	322,307	324,968	324,968	324,968
Human Resources	674,243	726,956	747,323	747,323	747,323
Occupational Health	100,599	121,972	128,256	128,256	128,256
Application Services Division	1,156,161	1,300,953	1,403,325	1,403,325	1,403,325
Network Services Division	1,324,635	1,368,516	1,540,519	1,540,519	1,540,519
Information Technology (IT) Administration Division	426,760	453,008	442,749	442,749	442,749
Geographic Information System (GIS) Division	257,523	268,757	276,211	276,211	276,211
Registrar	160,745	171,566	171,757	171,757	171,757
Electoral Board	63,792	43,869	369,809	369,809	369,809
TOTAL GENERAL GOVERNMENT	**$11,134,589**	**$11,721,249**	**$12,405,645**	**$12,536,736**	**$12,546,736**
Judicial Administration					
Circuit Court Judges (24th Judicial District)	$88,831	$163,408	$163,408	$163,408	$163,408
General District Court	65,566	68,723	69,023	69,023	69,023
Juvenile and Domestic Relations (J&DR) District Court	12,088	15,409	15,409	15,409	15,409
Court Service Unit (24th Judicial District)	1,115	1,550	1,550	1,550	1,550
Office of the Commonwealth's Attorney	1,512,196	1,537,202	1,578,828	1,578,828	1,578,828
Magistrate	2,181	4,193	4,183	4,183	4,183
Circuit Court Clerk (24th Judicial District)	785,865	816,978	814,237	814,237	814,237
Sheriff's Office	2,119,208	2,180,124	2,180,124	2,180,124	2,180,124
TOTAL JUDICIAL ADMINISTRATION	**$4,587,050**	**$4,787,587**	**$4,826,762**	**$4,826,762**	**$4,826,762**
Public Safety					
Police Department	$15,112,715	$15,441,947	$15,735,620	$15,682,340	$15,682,340
Animal Control Unit	233,326	282,925	319,208	319,208	319,208
Range Operations	13,477	15,000	15,000	15,000	15,000
Off-Duty	693,687	550,692	800,000	800,000	800,000
Emergency Services	2,375,132	2,518,502	2,539,356	2,539,356	2,594,456
Fire and EMS Department	14,782,637	15,483,894	15,652,046	15,652,046	15,652,046
Technical Rescue Team/PIER Program	52,927	82,500	82,500	82,500	82,500
TOTAL PUBLIC SAFETY	**$33,263,901**	**$34,375,460**	**$35,143,730**	**$35,090,450**	**$35,145,550**

Expenditure Detail	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
DEPARTMENTAL EXPENDITURE DETAIL SUMMARY					
Public Works					
Public Works Administration	$682,474	$766,330	$842,475	$842,475	$842,475
Engineering	3,248,112	3,392,285	3,671,539	3,661,539	3,738,333
Street Maintenance	2,824,952	3,161,323	3,219,757	3,217,257	3,217,257
Snow and Ice Removal	260,880	192,254	241,601	197,627	197,627
Refuse	2,643,925	2,557,601	2,855,628	2,805,397	2,805,397
Parks and Grounds Maintenance	2,510,861	2,507,486	2,763,806	2,734,758	2,734,758
Baseball Stadium Maintenance	102,524	93,063	116,749	116,749	116,749
Building Maintenance	3,509,021	3,308,624	3,796,892	3,796,892	3,796,892
Human Services Building	241,072	208,383	208,383	208,383	208,383
TOTAL PUBLIC WORKS	**$16,023,821**	**$16,187,349**	**$17,716,830**	**$17,581,077**	**$17,657,871**
Health and Welfare					
Human Services - Juvenile Services	$3,377,970	$3,550,696	$3,651,736	$3,540,636	$3,540,636
Human Services - Social Services Administration	6,581,052	6,986,282	6,956,451	6,956,451	6,956,451
Human Services - Social Services Public Assistance	7,988,869	7,414,648	7,414,648	7,414,648	7,423,193
TOTAL HEALTH AND WELFARE	**$17,947,891**	**$17,951,626**	**$18,022,835**	**$17,911,735**	**$17,920,280**
Parks, Recreation, and Cultural					
Parks and Recreation	$2,885,138	$3,237,342	$3,370,418	$3,393,551	$3,393,551
Public Library	1,410,150	1,558,497	1,457,745	1,472,745	1,492,945
Law Library	22,651	33,770	33,850	33,850	33,850
Museums	413,539	447,024	448,386	448,386	448,386
TOTAL PARKS, RECREATION, AND CULTURAL	**$4,731,478**	**$5,276,633**	**$5,310,399**	**$5,348,532**	**$5,368,732**
Community Development					
Office of the Director of Community Development	$310,623	$312,458	$310,852	$310,852	$310,852
Planning Division	377,773	336,677	337,273	337,273	337,273
Inspections and Code Compliance Division	772,160	834,232	831,651	831,651	831,651
Zoning and Natural Resources Division	151,947	188,850	231,351	231,351	231,351
Office of Economic Development	512,099	405,669	436,703	436,703	436,703
Parking Management	314,302	360,353	420,964	420,964	420,964
Communications and Marketing	367,628	446,170	456,404	431,904	431,904
Citizens First Customer Service Center	110,863	121,438	131,429	131,429	131,429
Local Government Channel	209,454	188,105	187,515	187,515	187,515
Tourism	260,738	1,001,897	1,001,897	1,001,897	1,001,897
TOTAL COMMUNITY DEVELOPMENT	**$3,387,587**	**$4,195,849**	**$4,346,039**	**$4,321,539**	**$4,321,539**
OPERATING - DEPARTMENTAL	$91,076,317	$94,495,753	$97,772,240	$97,616,831	$97,787,470
OPERATING - NON-DEPARTMENTAL	$16,126,778	$14,172,792	$15,609,586	$15,392,786	$15,565,688
TRANSFER TO OTHER FUNDS	$1,087,141	$952,834	$1,600,696	$1,301,196	$1,301,196
DEBT SERVICE - GENERAL FUND	$7,528,656	$8,101,419	$8,515,623	$8,515,623	$8,515,623
DEBT SERVICE - SCHOOLS	$6,580,193	$8,805,883	$8,695,820	$8,695,820	$8,695,820
SCHOOLS	$35,639,012	$38,924,147	$40,114,276	$41,064,276	$41,064,276
GREATER LYNCHBURG TRANSIT COMPANY	$833,808	$1,394,038	$1,394,038	$1,394,038	$1,394,038
RESERVES	$0	$2,140,563	$3,234,293	$3,572,414	$2,750,210
TRANSFER TO CAPITAL - GENERAL FUND	$4,706,960	$4,914,676	$7,098,325	$7,098,325	$7,830,529
TRANSFER TO CAPITAL - SCHOOLS	$5,027,191	$2,425,000	$950,000	$0	$0
TOTAL EXPENDITURES, RESERVES & TRANSFERS	**$168,606,056**	**$176,327,105**	**$184,984,897**	**$184,651,309**	**$184,904,850**

COUNCIL/MANAGER OFFICES



[1] *The two Administrative Services Associate IIIs are supervised by the Clerk of Council; however, they provide administrative support to the entire staff in the City Manager's Office and to City Council.*

Council/Manager Offices. Consists of the City Council, Clerk of Council, and City Manager. The Council is the City's legislative body elected to accomplish City Charter-prescribed responsibilities. The Clerk is appointed by City Council to maintain and preserve the official records of City Council proceedings. The City Manager is the City's chief administrative officer who oversees the day-to-day operations of the City and who studies and proposes solutions for community needs and programs; prepares the annual budget; interprets City Council actions for operating departments, outside organizations, and citizens; and provides leadership in executing Council policies.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	6	6	6	6	6
TOTAL FTE	**6**	**6**	**6**	**6**	**6**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$577,639	$598,028	$598,028	$622,012	$622,012
Employee Benefits	174,524	189,707	189,707	196,814	196,814
Subtotal Personnel Services	***$752,163***	***$787,735***	***$787,735***	***$818,826***	***$818,826***
Operating					
Contractual Services	$8,241	$9,684	$7,500	$107,500	$107,500
Internal Service Charges	172	0	0	0	0
Other Charges	85,873	90,773	92,957	92,957	102,957
Subtotal Operating	***$94,286***	***$100,457***	***$100,457***	***$200,457***	***$210,457***
TOTAL CITY COST	**$846,449**	**$888,192**	**$888,192**	**$1,019,283**	**$1,029,283**

Council/Manager Offices Budget Description

The Department Submitted FY 2016 Council/Manager Offices budget of $888,192 represents no change compared to the Adopted FY 2015 budget.

Major items proposed by the City Manager not included in the original department submission:

- ✦ $31,091 in Salaries and Employee Benefits compared to the adopted budget.
- ✦ $100,000 in Contractual Services reflecting the addition of a Federal Relations Liaison.

The Proposed FY 2016 Council/Manager Offices budget was adopted by City Council with the following change:

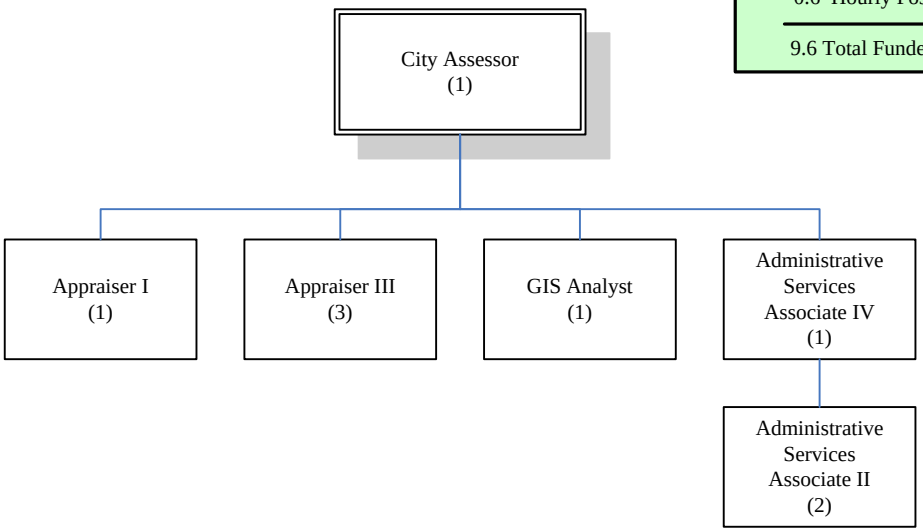
- ♦ $10,000 increase in Other Charges reflecting Council training and travel.

CITY ASSESSOR

POSITION SUMMARY

9.0 City Funded Positions
0.6 Hourly Positions

9.6 Total Funded Positions



City Assessor. Maintains and updates ownership and physical characteristic records for approximately 31,600 parcels and provides assessments for the properties. New construction and additions to properties are recorded and valued by the appraisers. The City Assessor also administers the Land Use Program and the Real Estate Rehabilitation Program. Staff provides assistance to the public, other City departments, and various local, state and federal agencies. This department has substantial information and resources that are utilized by those in the real estate profession, economic development, and related fields.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	9.0	9.0	9.0	9.0	9.0
City Funded Hourly	0.6	0.6	0.6	0.6	0.6
TOTAL FTE	**9.6**	**9.6**	**9.6**	**9.6**	**9.6**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$463,731	$484,455	$481,586	$481,586	$481,586
Employee Benefits	171,125	187,357	186,833	186,833	186,833
Subtotal Personnel Services	***$634,856***	***$671,812***	***$668,419***	***$668,419***	***$668,419***
Operating					
Contractual Services	$39,662	$26,290	$29,550	$29,550	$29,550
Internal Service Charges	5,827	7,777	6,675	6,675	6,675
Other Charges	29,639	28,898	19,462	19,462	19,462
Rentals and Leases	1,812	1,800	2,800	2,800	2,800
Subtotal Operating	***$76,940***	***$64,765***	***$58,487***	***$58,487***	***$58,487***
TOTAL CITY COST	**$711,796**	**$736,577**	**$726,906**	**$726,906**	**$726,906**

City Assessor Budget Description

The Department Submitted FY 2016 City Assessor budget of $726,906 represents a 1.3% decrease of $9,671 compared to the Adopted FY 2015 budget of $736,577.

Highlights of the Department Submitted FY 2016 budget include:

- $3,393 decrease in Salaries and Employee Benefits reflecting savings in filling vacant positions.
- $3,260 increase in Contractual Services reflecting an increase in Software Maintenance Agreements.
- $9,436 decrease in Other Charges reflecting a savings in postage costs due to FY 2016 not being a reassessment year.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 City Assessor budget was adopted by City Council without changes.

City Assessor Performance Measures

Goal 1:
To achieve a reasonable assessment-to-sale value ratio by assessing all real property within the City fairly and equitably.

Objective:
Completion of the general reassessment, appeals, and Board of Equalization (BOE) hearings with values based on real estate market trends and sales.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Assessment-to-Sale Value Ratio	98.0%	97.5%	97.0%	99.0%

Analysis of the Data:
Annually the Virginia Department of Taxation conducts an assessment-to-sale ratio study and monitors the results. The City reassesses real property every other year. In a reassessment year, the Assessor's target assessment-to-sale ratio is 98% - 100%. In FY 2016, this ratio is expected to move closer to 100% since the reassessment will be effective July 1, 2015. The ratio indicates, on average, how close the assessment is to the actual market value City-wide.

FISCAL RESPONSIBILITY

Goal 2:
Assess fairly and equitably all real property within the City at fair-market value by having accurate data with a recent on-site inspection.

Objective:
Review property to verify the data is accurate.

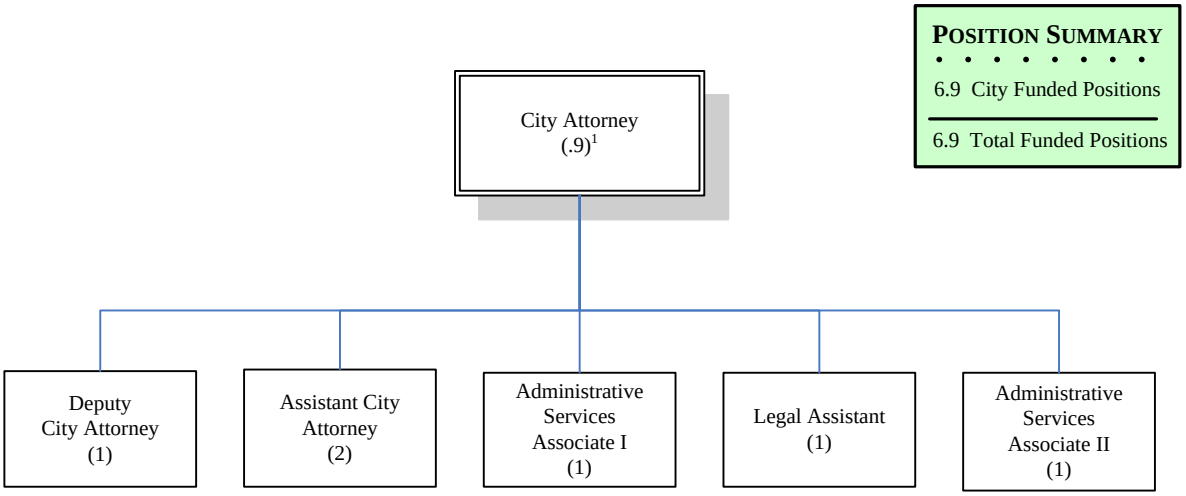
Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Property Reviews Completed	85%	100%	100%	25%

Analysis of the Data:
It is a standard of the International Association of Assessing Officers (IAAO) to review all properties at least once every five years. While this project is very time consuming, it is necessary to achieve a high quality reassessment. In FY 2015 the Assessor's Office completed the cycle of review; therefore, FY 2016 begins a new cycle with the Office projecting it will review a quarter of the City's properties.

FISCAL RESPONSIBILITY

Benchmark Localities:
Charlottesville, Danville, Hampton, Norfolk, Richmond, Roanoke

CITY ATTORNEY



[1] *Additional 0.1 FTE for the City Attorney is assigned to the Risk Management Budget.*

City Attorney. Provides legal services to City Council, the City Manager, City departments and agencies as well as the Lynchburg School Board. Services include rendering formal and informal opinions; recommending appropriate legal changes in the City Code, regulations and policies; advising of changes in law which affect the City; drafting ordinances, resolutions, Charter revisions, proposed legislation, contracts, deeds, leases and other legal documents; handling real estate matters, including necessary title examinations, negotiations and closings; prosecuting and defending lawsuits on behalf of the City; supervising the City's Risk Management activities and the Self-Insurance Plan; and reviewing legislation which concerns the City.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	6.9	6.9	6.9	6.9	6.9
TOTAL FTE	**6.9**	**6.9**	**6.9**	**6.9**	**6.9**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$445,750	$459,303	$459,280	$459,280	$459,280
Employee Benefits	157,277	173,329	173,085	173,085	173,085
Subtotal Personnel Services	***$603,027***	***$632,632***	***$632,365***	***$632,365***	***$632,365***
Operating					
Contractual Services	$0	$3,750	$3,000	$3,000	$3,000
Other Charges	36,527	39,425	40,442	40,442	40,442
Subtotal Operating	***$36,527***	***$43,175***	***$43,442***	***$43,442***	***$43,442***
TOTAL EXPENDITURES	**$639,554**	**$675,807**	**$675,807**	**$675,807**	**$675,807**
DEDICATED REVENUES					
Legal Service Charges - Schools	$20,000	$20,000	$20,000	$20,000	$20,000
TOTAL DEDICATED REVENUES	**$20,000**	**$20,000**	**$20,000**	**$20,000**	**$20,000**
TOTAL CITY COST	**$619,554**	**$655,807**	**$655,807**	**$655,807**	**$655,807**

City Attorney Budget Description

The Department Submitted FY 2016 City Attorney budget of $675,807 represents no change compared to Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 City Attorney budget was adopted by City Council without changes.

Self-Insurance. The City's self-insurance program is an alternative to the routine procurement of general liability and automobile liability insurance policies from commercial insurance companies. The program is funded through annual contributions from the General Fund, Water Resources Funds, Airport Fund, Regional Juvenile Detention Fund and Self-Insurance Fund interest income. The claims placed in this fund are expended in lieu of insurance to settle liability claims filed against the City.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Other Charges	$505,356	$505,356	$524,817	$524,817	$524,817
Subtotal Operating	***$505,356***	***$505,356***	***$524,817***	***$524,817***	***$524,817***
TOTAL CITY COST	**$505,356**	**$505,356**	**$524,817**	**$524,817**	**$524,817**

Self-Insurance Budget Description

The Department Submitted FY 2016 Self-Insurance budget of $524,817 represents a 3.9% increase of $19,461 compared to the Adopted FY 2015 budget of $505,356.

Highlights of the Department Submitted FY 2016 budget include:

- $19,461 increase in Other Charges reflecting the cost of premiums.

All major items submitted were proposed by the City Manager for funding.

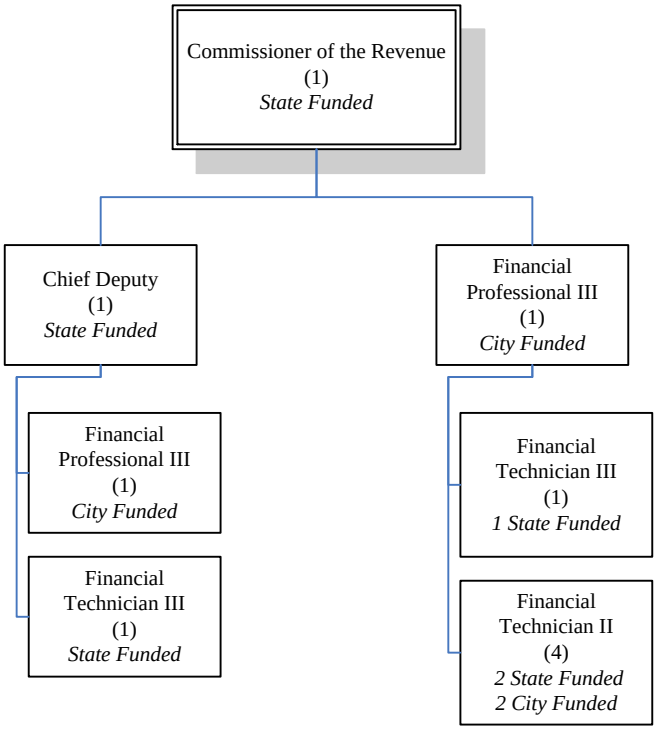
The Proposed FY 2016 Self-Insurance budget was adopted by City Council without changes.

COMMISSIONER OF THE REVENUE

POSITION SUMMARY

6.0 State Funded Positions
4.0 City Funded Positions
0.4 City Hourly Positions

10.4 Total Funded Positions



Commissioner of the Revenue. A State Constitutional Office elected by City residents, the Commissioner assesses personal property, machinery/tools, business/professional licenses, bank stock tax, public service corporations, meals, lodging, amusement, and income taxes. The Commissioner prepares and audits State income tax returns, administers tax relief for the elderly, furnishes information on local and State tax issues, and maintains the automotive vehicle license file. Also, in partnership with the Billings and Collections Division of Financial Services, the Office provides DMV Select Services including vehicle registrations and renewals, titling, driver transcripts, issuance of plates and placards, and collection of sales tax.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	4.0	4.0	4.0	4.0	4.0
City Funded Hourly	0.4	0.4	0.4	0.4	0.4
State Funded Full-Time	6.0	6.0	6.0	6.0	6.0
TOTAL FTE	**10.4**	**10.4**	**10.4**	**10.4**	**10.4**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$448,016	$481,087	$481,087	$481,087	$481,087
Employee Benefits	168,890	195,709	195,709	195,709	195,709
Subtotal Personnel Services	***$616,906***	***$676,796***	***$676,796***	***$676,796***	***$676,796***
Operating					
Contractual Services	$11,075	$10,031	$10,031	$10,031	$10,031
Internal Service Charges	162	0	0	0	0
Other Charges	17,936	14,996	14,996	14,996	14,996
Rentals and Leases	2,854	2,835	2,835	2,835	2,835
Subtotal Operating	***$32,027***	***$27,862***	***$27,862***	***$27,862***	***$27,862***
TOTAL EXPENDITURES	**$648,933**	**$704,658**	**$704,658**	**$704,658**	**$704,658**
DEDICATED REVENUES					
Commonwealth Aid for Shared Expenditures	$167,496	$171,092	$172,577	$172,577	$172,577
TOTAL DEDICATED REVENUES	**$167,496**	**$171,092**	**$172,577**	**$172,577**	**$172,577**
TOTAL CITY COST	**$481,437**	**$533,566**	**$532,081**	**$532,081**	**$532,081**

Commissioner of the Revenue Budget Description

The Department Submitted FY 2016 Commissioner of Revenue budget of $704,658 represents no change compared to Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Commissioner of the Revenue budget was adopted by City Council without changes.

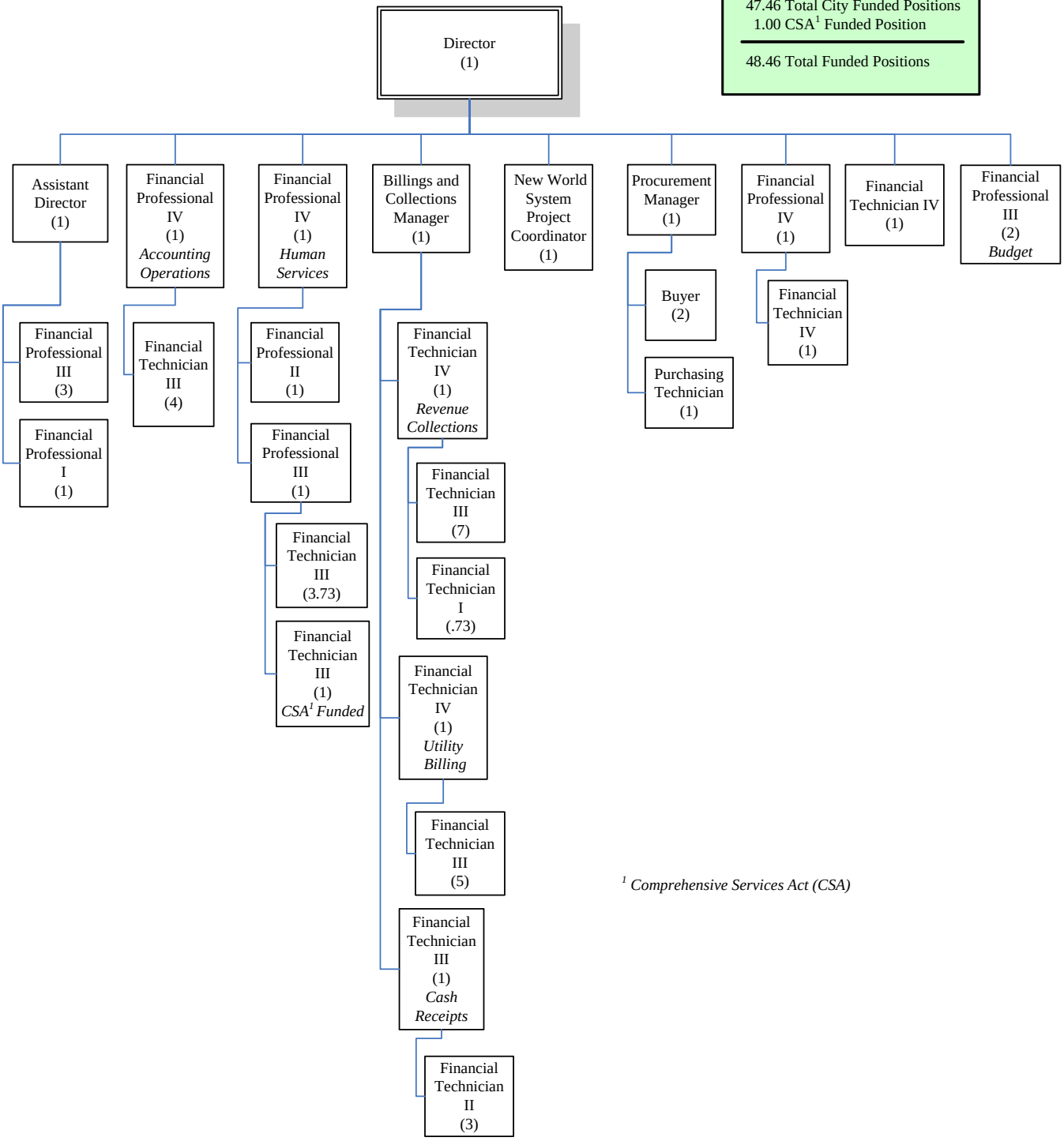
FINANCIAL SERVICES

POSITION SUMMARY

47.46 City Funded Positions

47.46 Total City Funded Positions
1.00 CSA[1] Funded Position

48.46 Total Funded Positions



[1] *Comprehensive Services Act (CSA)*

Financial Services

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	47.00	46.00	46.00	46.00	46.00
City Funded Part-Time	0.00	0.00	1.46	1.46	1.46
City Funded Hourly	0.73	1.46	0.00	0.00	0.00
Grant Funded Full-Time [1]	1.00	1.00	1.00	1.00	1.00
TOTAL FTE	**48.73**	**48.46**	**48.46**	**48.46**	**48.46**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$2,122,051	$2,178,117	$2,179,495	$2,179,501	$2,179,501
Employee Benefits	825,175	888,533	888,426	888,428	888,428
Subtotal Personnel Services	***$2,947,226***	***$3,066,650***	***$3,067,921***	***$3,067,929***	***$3,067,929***
Operating					
Contractual Services [2]	$190,321	$197,375	$239,375	$239,375	$239,375
Internal Service Charges	1,077	0	600	600	600
Other Charges	324,483	331,606	337,377	337,369	337,369
Rentals and Leases	8,015	9,851	9,300	9,300	9,300
Subtotal Operating	***$523,896***	***$538,832***	***$586,652***	***$586,644***	***$586,644***
TOTAL EXPENDITURES	**$3,471,122**	**$3,605,482**	**$3,654,573**	**$3,654,573**	**$3,654,573**
DEDICATED REVENUES					
Federal Categorical Aid - Social Services [3]	$204,394	$162,198	$166,672	$166,672	$166,672
State Categorical Aid - Social Services [3]	141,041	111,916	115,004	115,004	115,004
Juvenile Correction Block Grant	12,000	12,000	12,000	12,000	12,000
TOTAL DEDICATED REVENUES	**$357,435**	**$286,114**	**$293,676**	**$293,676**	**$293,676**
TOTAL CITY COST	**$3,113,687**	**$3,319,368**	**$3,360,897**	**$3,360,897**	**$3,360,897**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

[2] Includes recovery from Judicial Sales of Real Estate Property.

[3] In FY 2014 revenues from Federal Categorical Aid ($30,158) and State Categorical Aid ($20,809) that should have been allocated for Social Services Administration were allocated to the Human Services Finance Division.

Financial Services – Office of the Director. Responsible for ensuring compliance with City Council's adopted Financial Policies and providing leadership to prudently manage financial operations. In addition, long-range financial planning, debt management and coordination of the annual audit are major responsibilities of the Office of the Director.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	6	6	6	6	6
TOTAL FTE	**6**	**6**	**6**	**6**	**6**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$430,681	$438,486	$438,480	$438,486	$438,486
Employee Benefits	151,525	162,913	162,911	162,913	162,913
Subtotal Personnel Services	***$582,206***	***$601,399***	***$601,391***	***$601,399***	***$601,399***
Operating					
Contractual Services	$43,599	$47,000	$53,500	$53,500	$53,500
Internal Service Charges	$203	$0	$0	$0	$0
Other Charges	19,997	10,275	11,250	11,242	11,242
Subtotal Operating	***$63,799***	***$57,275***	***$64,750***	***$64,742***	***$64,742***
TOTAL CITY COST	**$646,005**	**$658,674**	**$666,141**	**$666,141**	**$666,141**

Financial Services – Office of the Director Budget Description

The Department Submitted FY 2016 Financial Services - Office of the Director budget of $666,141 represents a 1.1% increase of $7,467 compared to the Adopted FY 2015 budget of $658,674.

Highlights of the Department Submitted FY 2016 budget include:

- $6,500 increase in Contractual Services reflecting the cost of the biannual actuarial evaluation.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Financial Services – Office of the Director budget was adopted by City Council without changes.

Financial Services – Accounting Division. Administers the financial, payroll, accounts payable and fixed assets systems and processes for all funds, the largest of which is the General Fund. The Division also prepares financial analysis for City Council, administration and departments, as well as required reports for federal/State/local and other regulatory agencies, auditors, and private sector financial entities. In addition, the Division accounts for federal and/or State funded grants/projects, performs cash management/investment functions, administers the debt portfolio, and compiles all the information necessary to complete the annual independent audit.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	10	10	10	10	10
TOTAL FTE	**10**	**10**	**10**	**10**	**10**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$469,649	$483,612	$487,678	$487,678	$487,678
Employee Benefits	181,911	198,252	199,458	199,458	199,458
Subtotal Personnel Services	***$651,560***	***$681,864***	***$687,136***	***$687,136***	***$687,136***
Operating					
Contractual Services	$149,518	$139,904	$176,450	$176,450	$176,450
Other Charges	19,447	22,078	21,838	21,838	21,838
Subtotal Operating	***$168,965***	***$161,982***	***$198,288***	***$198,288***	***$198,288***
TOTAL CITY COST	**$820,525**	**$843,846**	**$885,424**	**$885,424**	**$885,424**

Financial Services – Accounting Division Budget Description

The Department Submitted FY 2016 Financial Services - Accounting Division budget of $885,424 represents a 4.9% increase of $41,578 compared to the Adopted FY 2015 budget of $843,846.

Highlights of the Department Submitted FY 2016 budget include:

- $36,546 increase in Contractual Services reflecting the cost of banking services charges and the annual audit.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Financial Services – Accounting Division budget was adopted by City Council without changes.

Financial Services – Billings and Collections Division. Primarily responsible for the billing and collection, both current and delinquent, of substantially all City revenues. This division provides for the billing and collection of real estate taxes, personal property taxes, business license taxes, water and sewer bills, parking tickets, delinquent ambulance bills, trash tags, and a variety of other revenues due the City.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	19.00	19.00	19.00	19.00	19.00
City Funded Part-Time	0.00	0.00	0.73	0.73	0.73
City Funded Hourly	0.73	0.73	0.00	0.00	0.00
TOTAL FTE	**19.73**	**19.73**	**19.73**	**19.73**	**19.73**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$680,107	$707,406	$702,353	$702,353	$702,353
Employee Benefits	281,242	309,773	308,502	308,502	308,502
Subtotal Personnel Services	***$961,349***	***$1,017,179***	***$1,010,855***	***$1,010,855***	***$1,010,855***
Operating					
Contractual Services [1]	($4,389)	$9,721	$8,725	$8,725	$8,725
Internal Service Charges	461	0	600	600	600
Other Charges	261,648	274,235	278,647	278,647	278,647
Rentals and Leases	2,954	3,851	3,300	3,300	3,300
Subtotal Operating	***$260,674***	***$287,807***	***$291,272***	***$291,272***	***$291,272***
TOTAL CITY COST	**$1,222,023**	**$1,304,986**	**$1,302,127**	**$1,302,127**	**$1,302,127**

[1] Includes recovery from Judicial Sales of Real Estate Property.

Financial Services – Billings and Collections Division Budget Description

The Department Submitted FY 2016 Financial Services – Billings and Collections Division budget of $1,302,127 represents a 0.2% decrease of $2,859 compared to the Adopted FY 2015 budget of $1,304,986.

Highlights of the Department Submitted FY 2016 budget include:

- $6,324 decrease in Salaries and Employee Benefits compared to the adopted budget.
- $4,412 increase in Other Charges reflecting a one cent per piece increase for processing utility bills.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Financial Services – Billings and Collections Division budget was adopted by City Council without changes.

Financial Services – Budget Division. Responsible for working with the City Manager's Office to develop the annual operating budget and capital improvement program. This Division assists City departments, agencies, and citizens with budget matters and questions; as well as preparing and managing both the operating budget and capital improvement programs. The Division also provides research, data compilation, and various management reports related to budget matters.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	2	2	2	2	2
TOTAL FTE	**2**	**2**	**2**	**2**	**2**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$115,879	$117,897	$117,897	$117,897	$117,897
Employee Benefits	42,694	45,929	45,929	45,929	45,929
Subtotal Personnel Services	***$158,573***	***$163,826***	***$163,826***	***$163,826***	***$163,826***
Operating					
Contractual Services	$1,267	$500	$600	$600	$600
Other Charges	1,192	2,495	2,865	2,865	2,865
Subtotal Operating	***$2,459***	***$2,995***	***$3,465***	***$3,465***	***$3,465***
TOTAL CITY COST	**$161,032**	**$166,821**	**$167,291**	**$167,291**	**$167,291**

Financial Services – Budget Division Budget Description

The Department Submitted FY 2016 Financial Services – Budget Division budget of $167,291 represents no significant change compared to Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Financial Services – Budget Division budget was adopted by City Council without changes.

Financial Services – Procurement Division. Provides a full range of services to internal and external customers in the acquisition of goods and services, including construction and professional services; recordation and disposition of City owned surplus property; administration of the procurement card; provision of mail services to City departments; and maintenance of City Hall copiers. Additionally, this division is responsible for procurement services for City Schools.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	4	4	4	4	4
TOTAL FTE	**4**	**4**	**4**	**4**	**4**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$188,453	$201,528	$201,528	$201,528	$201,528
Employee Benefits	73,287	81,697	81,697	81,697	81,697
Subtotal Personnel Services	***$261,740***	***$283,225***	***$283,225***	***$283,225***	***$283,225***
Operating					
Contractual Services	$51	$250	$100	$100	$100
Internal Service Charges	413	0	0	0	0
Other Charges	19,300	19,373	19,297	19,297	19,297
Rentals and Leases	5,061	6,000	6,000	6,000	6,000
Subtotal Operating	***$24,825***	***$25,623***	***$25,397***	***$25,397***	***$25,397***
TOTAL CITY COST	**$286,565**	**$308,848**	**$308,622**	**$308,622**	**$308,622**

Financial Services – Procurement Division Budget Description

The Department Submitted FY 2016 Financial Services – Procurement Division budget of $308,622 represents no significant change compared to Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Financial Services – Procurement Division budget was adopted by City Council without changes.

Financial Services – Human Services Financial Division. Provides financial services to Juvenile and Social Services, the Detention Home Fund, and the Comprehensive Services Act Fund. Services include accounting for all State, federal, and local revenues within these funds.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	6.00	5.00	5.00	5.00	5.00
City Funded Part-Time	0.00	0.00	0.73	0.73	0.73
City Funded Hourly	0.00	0.73	0.00	0.00	0.00
Grant Funded Full-Time [1]	1.00	1.00	1.00	1.00	1.00
TOTAL FTE	**7.00**	**6.73**	**6.73**	**6.73**	**6.73**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$237,282	$229,188	$231,559	$231,559	$231,559
Employee Benefits	94,516	89,969	89,929	89,929	89,929
Subtotal Personnel Services	***$331,798***	***$319,157***	***$321,488***	***$321,488***	***$321,488***
Operating					
Contractual Services	$275	$0	$0	$0	$0
Other Charges	2,899	3,150	3,480	3,480	3,480
Subtotal Operating	***$3,174***	***$3,150***	***$3,480***	***$3,480***	***$3,480***
TOTAL EXPENDITURES	**$334,972**	**$322,307**	**$324,968**	**$324,968**	**$324,968**
DEDICATED REVENUES					
Federal Categorical Aid - Social Services [2]	$204,394	$162,198	$166,672	$166,672	$166,672
State Categorical Aid - Social Services [2]	141,041	111,916	115,004	115,004	115,004
Juvenile Correction Block Grant	12,000	12,000	12,000	12,000	12,000
TOTAL DEDICATED REVENUES	**$357,435**	**$286,114**	**$293,676**	**$293,676**	**$293,676**
TOTAL CITY COST	**($22,463)**	**$36,193**	**$31,292**	**$31,292**	**$31,292**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

[2] In FY 2014 revenues from Federal Categorical Aid ($30,158) and State Categorical Aid ($20,809) that should have been allocated for Social Services Administration were allocated to the Human Services Finance Division.

Financial Services – Human Services Financial Division Budget Description

The Department Submitted FY 2016 Financial Services – Human Services Financial Division budget of $324,968 represents a 0.8% increase of $2,661 compared to the Adopted FY 2015 budget of $322,307.

Highlights of the Department Submitted FY 2016 budget include:

- $2,331 increase in Salaries and Employee Benefits compared to the adopted budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Financial Services – Human Services Financial Division budget was adopted by City Council without changes.

Financial Services Performance Measures

FISCAL RESPONSIBILITY

Goal:
To ensure vendor, customer, and citizen trust through sound financial management (of all City funds).

Objective 1:
Place the City in the best financial position possible by maintaining a AA category bond rating and receiving the Government Finance Officers' Association (GFOA) awards of excellence.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Bond rating	Fitch: AA+ Moody's: Aa[2] Standard and Poor's (S & P): AA+	Fitch: AA+ Moody's: Aa[2] S & P: AA+	Fitch: AA+ Moody's: Aa[2] S & P: AA+	Fitch: AA+ Moody's: Aa[2] S & P: AA+
Financial presentation awards	FY 2013 CAFR and FY 2014 Budget Presentation awards from GFOA	FY 2014 CAFR and FY 2015 Budget Presentation awards from GFOA	FY 2015 Budget Presentation award; application for the 2014 CAFR award has been submitted	FY 2015 CAFR and FY 2016 Budget Presentation awards from GFOA
Audit findings	0	0	N/A	0

Analysis of the Data:
Due to the City's ongoing economic development and redevelopment, which continues to diversify the economy and expand the tax base, Lynchburg maintains a high AA category rating.
Receiving awards from the Government Finance Officers' Association (GFOA) for the Comprehensive Annual Financial Report (CAFR) and the Budget document reflect a recognition of strong and prudent financial management, which is noted by rating agencies and indicates continued compliance with City Council's Financial Policies. It is expected the City will maintain its highly favorable bond rating and recognition of excellence in financial reporting.

Objective 2:
Make the payment of taxes and fees by citizens and businesses as economically efficient as possible.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Percent of payments made electronically	28%	32%	31%	34%

Analysis of the Data:
An increase in the percentage of electronic payments is expected as staff continues to advertise and encourage the use of e-bills and e-checks.

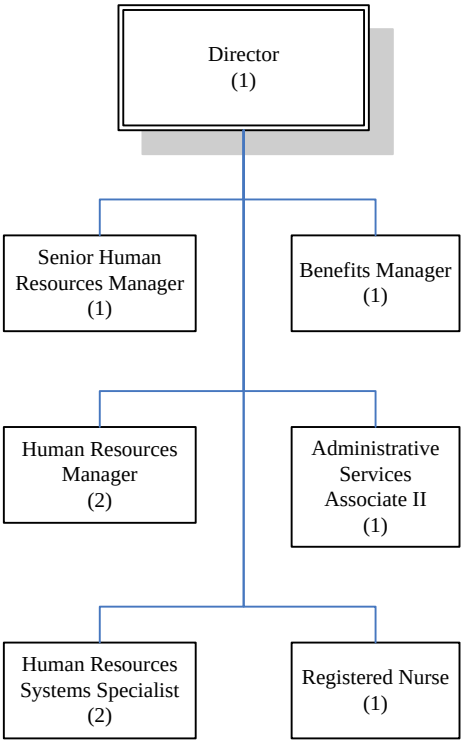
Benchmark Localities:
City of Roanoke, Roanoke County, and City of Charlottesville, VA

HUMAN RESOURCES
(includes Occupational Health)

POSITION SUMMARY

9.00 City Funded Positions
0.63 Hourly Positions

9.63 Total Funded Positions



Human Resources and Occupational Health

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	9.00	9.00	9.00	9.00	9.00
City Funded Hourly	1.00	0.63	0.63	0.63	0.63
TOTAL FTE	**10.00**	**9.63**	**9.63**	**9.63**	**9.63**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$496,926	$525,939	$542,533	$542,533	$542,533
Employee Benefits	183,935	201,806	206,723	206,723	206,723
Subtotal Personnel Services	***$680,861***	***$727,745***	***$749,256***	***$749,256***	***$749,256***
Operating					
Contractual Services	$67,651	$94,500	$96,700	$96,700	$96,700
Other Charges	24,474	24,403	27,343	27,343	27,343
Rentals and Leases	1,856	2,280	2,280	2,280	2,280
Subtotal Operating	***$93,981***	***$121,183***	***$126,323***	***$126,323***	***$126,323***
TOTAL CITY COST	**$774,842**	**$848,928**	**$875,579**	**$875,579**	**$875,579**

Human Resources. Provides a full range of human resource services for internal and external customers. Services include recruitment and placement, compensation, benefits management, human resources information system development and maintenance, employee relations, employee and management counseling, training and employee development.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	8.0	8.0	8.0	8.0	8.0
City Funded Hourly	0.5	0.5	0.5	0.5	0.5
TOTAL FTE	**8.5**	**8.5**	**8.5**	**8.5**	**8.5**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$444,607	$469,094	$485,499	$485,499	$485,499
Employee Benefits	165,141	180,682	185,544	185,544	185,544
Subtotal Personnel Services	***$609,748***	***$649,776***	***$671,043***	***$671,043***	***$671,043***
Operating					
Contractual Services	$48,063	$57,200	$57,200	$57,200	$57,200
Other Charges	14,576	17,700	16,800	16,800	16,800
Rentals and Leases	1,856	2,280	2,280	2,280	2,280
Subtotal Operating	***$64,495***	***$77,180***	***$76,280***	***$76,280***	***$76,280***
TOTAL CITY COST	**$674,243**	**$726,956**	**$747,323**	**$747,323**	**$747,323**

Human Resources Budget Description

The Department Submitted FY 2016 Human Resources budget of $747,323 represents a 2.8% increase of $20,367 compared to the Adopted FY 2015 budget of $726,956.

Highlights of the Department Submitted FY 2016 budget include:

- $21,267 increase in Salaries and Employee Benefits compared to the adopted budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Human Resources budget was adopted by City Council without changes.

Human Resources Performance Measures

Goal 1:
Provide excellent customer service to the workforce.

Objective:
Based on the annual Employee Satisfaction Survey, respondents are primarily satisfied or very satisfied with Human Resources' (HR) services overall.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Percent of respondents satisfied or very satisfied with HR services overall	96%	NA - survey is conducted bi-annually	NA - survey is conducted bi-annually	96%

Analysis of the Data:
Ongoing interaction with employees and managers and a focus on responsiveness and communication, combined with effective training opportunities, contribute to high satisfaction ratings. The overall satisfaction response is reflected on a 100-point scale. Generally, the survey is completed every other year.

GOOD GOVERNANCE

Goal 2:
Support effective recruitment processes.

Objective:
In a timely manner, following the posting close date, develop and deliver to hiring officials a list of certified (qualified) applicants for non-public safety positions within 6.0 days.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Average number of work days to screen and deliver a certified list	10.7 days	6.0 days	6.2 days	5.0 days

Analysis of the Data:
HR supports a quick and effective recruitment process by evaluating applicants and referring the most qualified to departments in a timely manner. Theoretically, the quicker a department has a list of certified candidates, the faster it can begin the selection process, thereby reducing non-productive time. The average number of days to screen and deliver a list to hiring officials is expected to decrease due to newer staff members having developed expertise in the systems and gained departmental knowledge. In addition, technical staff is assisting more regularly in recruitment processes than in the past.

FISCAL RESPONSIBILITY

Human Resources – Occupational Health. Occupational Health provides onsite medical services to employees and post-offer applicants. Services include the initial assessment and treatment of work related injuries and illnesses, pre-employment and periodic public safety physical exams, pre-employment and random drug and alcohol testing, treatment of minor personal illnesses, follow-up treatment and vaccinations. The program links medical care with the City's benefit and safety programs to help manage costs and provide effective services to employees.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	1.00	1.00	1.00	1.00	1.00
City Funded Hourly	0.50	0.13	0.13	0.13	0.13
TOTAL FTE	**1.50**	**1.13**	**1.13**	**1.13**	**1.13**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$52,319	$56,845	$57,034	$57,034	$57,034
Employee Benefits	18,794	21,124	21,179	21,179	21,179
Subtotal Personnel Services	***$71,113***	***$77,969***	***$78,213***	***$78,213***	***$78,213***
Operating					
Contractual Services	$19,588	$37,300	$39,500	$39,500	$39,500
Other Charges	9,898	6,703	10,543	10,543	10,543
Subtotal Operating	***$29,486***	***$44,003***	***$50,043***	***$50,043***	***$50,043***
TOTAL CITY COST	**$100,599**	**$121,972**	**$128,256**	**$128,256**	**$128,256**

Human Resources – Occupational Health Budget Description

The Department Submitted FY 2016 Human Resources – Occupational Health budget of $128,256 represents a 5.2% increase of $6,284 compared to the Adopted FY 2015 budget of $121,972.

Highlights of the Department Submitted FY 2016 budget include:

- $2,200 increase in Contractual Services for professional guidance to the Occupational Health Registered Nurse offset by savings in other services created by establishing new processes.
- $3,840 increase in Other Charges for medical supplies based on historical spending and additional training.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Human Resources – Occupational Health budget was adopted by City Council without changes.

Human Resources – Occupational Health Performance Measures

FISCAL RESPONSIBILITY

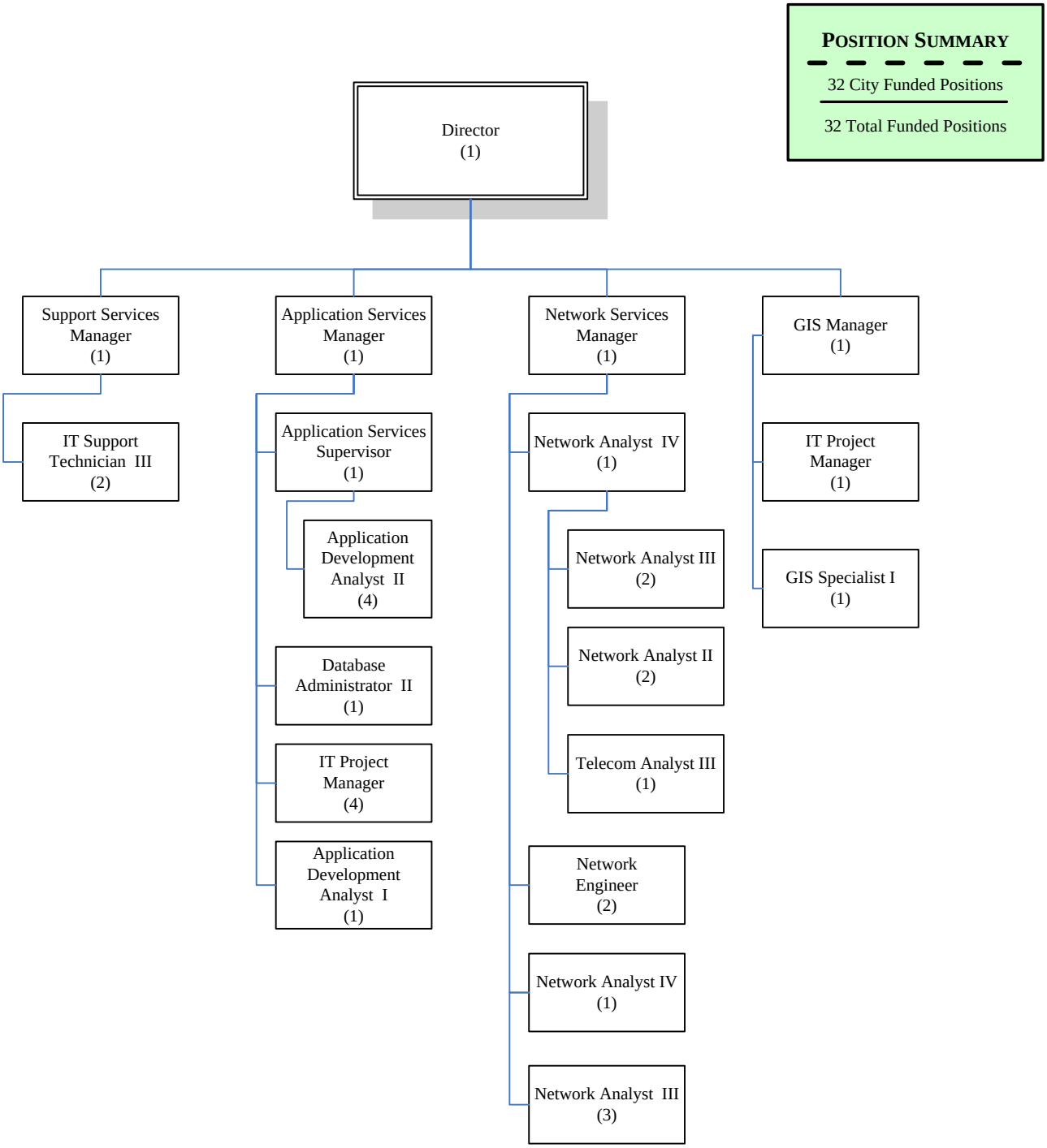
Goal 1:
Deliver efficient job-related medical services to the workforce.

Objective:
The value of services provided exceeds the costs of the program.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Value of services compared to actual resources expended.	$1.50 value for every $1.00 expended	$1.25 value for every $1.00 expended	N/A	$1.35 value for every $1.00 expended

Analysis of the Data:
On-site occupational health services continue to provide an excellent value compared to the cost of comparable services performed by other providers. In addition to the tangible savings, the City also benefits from time savings and cost avoidance by delivering work-related medical services in-house. An increase in the FY 2014 savings occurred as a new employee took over the program and made significant changes in processes and the associated costs. While still projecting savings into the future, the rate is expected to be lower as new services are implemented, a Medical Review Physician is fully funded and costs to update equipment are realized. New processes such as streamlined use of physicians time and changing the provider for lab work will continue. The results are compiled at the end of the fiscal year.

INFORMATION TECHNOLOGY



Information Technology (IT)

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	29	30	32	32	32
City Funded Full-Time (Stormwater Fund) [1]	1	0	0	0	0
TOTAL FTE	**30**	**30**	**32**	**32**	**32**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries [1]	$2,019,621	$2,124,096	$2,308,497	$2,308,497	$2,308,497
Employee Benefits [1]	718,543	794,734	862,646	862,646	862,646
Subtotal Personnel Services	***$2,738,164***	***$2,918,830***	***$3,171,143***	***$3,171,143***	***$3,171,143***
Operating					
Contractual Services	$238,495	$252,745	$252,881	$252,881	$252,881
Internal Service Charges	2,370	4,974	5,005	5,005	5,005
Other Charges	183,640	212,805	231,895	231,895	231,895
Rentals and Leases	2,410	1,880	1,880	1,880	1,880
Subtotal Operating	***$426,915***	***$472,404***	***$491,661***	***$491,661***	***$491,661***
TOTAL EXPENDITURES	$3,165,079	$3,391,234	$3,662,804	$3,662,804	$3,662,804
DEDICATED REVENUES					
Network Services - Schools Share	$95,377	$0	$0	$0	$0
TOTAL DEDICATED REVENUES	**$95,377**	**$0**	**$0**	**$0**	**$0**
TOTAL CITY COST	**$3,069,702**	**$3,391,234**	**$3,662,804**	**$3,662,804**	**$3,662,804**

[1] In FY 2015, the General Fund assumed direct salary and employee benefit costs associated with the position previously funded by the Stormwater Fund; services provided by this position to the Stormwater Fund are captured in the indirect cost payment.

Information Technology – Administration Division. Provides management and administration for the department, Help Desk services, computer operations, and oversight for the cable TV and telecommunications franchises.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	4	4	4	4	4
TOTAL FTE	**4**	**4**	**4**	**4**	**4**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$296,520	$308,360	$300,954	$300,954	$300,954
Employee Benefits	104,035	113,363	111,560	111,560	111,560
Subtotal Personnel Services	***$400,555***	***$421,723***	***$412,514***	***$412,514***	***$412,514***
Operating					
Contractual Services	$18,982	$19,900	$19,000	$19,000	$19,000
Other Charges	4,813	9,505	9,355	9,355	9,355
Rentals and Leases	2,410	1,880	1,880	1,880	1,880
Subtotal Operating	***$26,205***	***$31,285***	***$30,235***	***$30,235***	***$30,235***
TOTAL CITY COST	**$426,760**	**$453,008**	**$442,749**	**$442,749**	**$442,749**

Information Technology – Administration Division Budget Description

The Department Submitted FY 2016 Information Technology – Administration Division budget of $442,749 represents a 2.3% decrease of $10,259 compared to the Adopted FY 2015 budget of $453,008.

Highlights of the Department Submitted FY 2016 budget include:

- $9,209 decrease in Salaries and Employee Benefits compared to the adopted budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Information Technology – Administration Division budget was adopted by City Council without changes.

Information Technology – Application Services Division. Provides business process and technical services to the users of the City's computer systems. Services include operational support, system specification and procurement, system management, system customization, programming, training, troubleshooting, and consulting.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	10	11	12	12	12
City Funded Full-Time (Stormwater Fund) [1]	1	0	0	0	0
TOTAL FTE	**11**	**11**	**12**	**12**	**12**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries [1]	$719,415	$792,082	$867,256	$867,256	$867,256
Employee Benefits [1]	255,672	295,546	323,718	323,718	323,718
Subtotal Personnel Services	***$975,087***	***$1,087,628***	***$1,190,974***	***$1,190,974***	***$1,190,974***
Operating					
Contractual Services	$176,704	$192,775	$192,311	$192,311	$192,311
Other Charges	4,370	20,550	20,040	20,040	20,040
Subtotal Operating	***$181,074***	***$213,325***	***$212,351***	***$212,351***	***$212,351***
TOTAL CITY COST	**$1,156,161**	**$1,300,953**	**$1,403,325**	**$1,403,325**	**$1,403,325**

[1] In FY 2015, the General Fund will assume direct salary and employee benefit costs associated with the position previously funded by the Stormwater Fund; services provided by this position to the Stormwater Fund are captured in the indirect cost payment.

Information Technology – Application Services Division Budget Description

The Department Submitted FY 2016 Information Technology – Application Services Division budget of $1,403,325 represents a 7.9% increase of $102,372 compared to the Adopted FY 2015 budget of $1,300,953.

Highlights of the Department Submitted FY 2016 budget include:

- $103,346 increase in Salaries and Employee Benefits reflecting the addition of an Application Developer II position.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Information Technology – Application Services Division budget was adopted by City Council without changes.

Information Technology – Geographic Information System (GIS) Division. Provides business process and technical services to the users of the City GIS. The division is responsible for maintaining base data layers for topography, hydrology, and planimetric features as well as orthophotography to support City departments in planning and decision making. The data is also available for use by citizens and outside organizations.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	3	3	3	3	3
TOTAL FTE	**3**	**3**	**3**	**3**	**3**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$154,338	$157,292	$162,811	$162,811	$162,811
Employee Benefits	58,695	63,145	64,730	64,730	64,730
Subtotal Personnel Services	***$213,033***	***$220,437***	***$227,541***	***$227,541***	***$227,541***
Operating					
Contractual Services	$42,809	$40,070	$40,570	$40,570	$40,570
Other Charges	1,681	8,250	8,100	8,100	8,100
Subtotal Operating	***$44,490***	***$48,320***	***$48,670***	***$48,670***	***$48,670***
TOTAL CITY COST	**$257,523**	**$268,757**	**$276,211**	**$276,211**	**$276,211**

Information Technology – Geographic Information System Division Budget Description

The Department Submitted FY 2016 Information Technology – Geographic Information System Division budget of $276,211 represents a 2.8% increase of $7,454 compared to the Adopted FY 2015 budget of $268,757.

Highlights of the Department Submitted FY 2016 budget include:

- $7,104 increase in Salaries and Employee Benefits compared to the adopted budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Information Technology – Geographic Information System Division budget was adopted by City Council without changes.

Information Technology – Network Services Division. Provides services to engineer and operate the City's local and wide area networks. This includes managing and supporting all of the communications devices and services along with the software required to provide these networks. Other services provided and supported include e-mail, Internet access, remote network access, application-specific server operation, desktop user support, hardware and software standards, and centralized purchasing of the City's personal computers.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	12	12	13	13	13
TOTAL FTE	**12**	**12**	**13**	**13**	**13**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$849,348	$866,362	$977,476	$977,476	$977,476
Employee Benefits	300,141	322,680	362,638	362,638	362,638
Subtotal Personnel Services	***$1,149,489***	***$1,189,042***	***$1,340,114***	***$1,340,114***	***$1,340,114***
Operating					
Contractual Services	$0	$0	$1,000	$1,000	$1,000
Internal Service Charges	2,370	4,974	5,005	5,005	5,005
Other Charges	172,776	174,500	194,400	194,400	194,400
Subtotal Operating	***$175,146***	***$179,474***	***$200,405***	***$200,405***	***$200,405***
TOTAL CITY COST	**$1,324,635**	**$1,368,516**	**$1,540,519**	**$1,540,519**	**$1,540,519**

Information Technology – Network Services Division Budget Description

The Department Submitted FY 2016 Information Technology – Network Services Division budget of $1,540,519 represents a 12.6% increase of $172,003 compared to the Adopted FY 2015 budget of $1,368,516.

Highlights of the Department Submitted FY 2016 budget include:

- $151,072 increase in Salaries and Employee Benefits reflecting the addition of a Network Engineer position and other personnel adjustments.
- $19,900 increase in Other Charges reflecting the addition of a second Internet circuit serving all City departments and adjustments for historical expenditures.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Information Technology – Network Services Division budget was adopted by City Council without changes.

Information Technology Performance Measures

Goal 1:
Overall employee satisfaction with Information Technology (IT) services.

Objective:
To provide excellent delivery of information technology services, as measured by achieving at least a 3.50 rating on overall satisfaction with IT services on the annual customer satisfaction survey.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Annual survey rating: 4 = Excellent 3 = Good 2 = Fair 1 = Poor	3.71	>3.50	NA - survey occurs in April	>3.50

Analysis of the Data:
The objective for this measure is to be near "Excellent" in the delivery of IT services. The results for FY 2014 exceeded the target rating of 3.50, continuing the trend over recent years. Since this measurement was instituted, employee satisfaction with IT services has never been rated below the 3.50 target.

GOOD GOVERNANCE

Goal 2:
Maximum availability of critical network services.

Objective:
To provide network availability during normal general government business hours (8:30 a.m. - 5:00 p.m., M-F) for at least 99.95% of the year.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Network availability of Priority 1 devices	99.95%	99.97%	100.00%	99.95

Analysis of the Data:
The goal for this measure is to ensure that business critical applications, devices, and systems are available during the core business hours of 8:30 a.m. to 5:00 p.m. on Monday through Friday. Availability in the first half of FY 2015 was excellent. The full year FY 2015 projected result reflects anticipated performance for the remainder of the year, factoring in past experience related to power issues normally experienced with spring and summer storms.

GOOD GOVERNANCE

Goal 3:
Service requests completed on time.

Objective:
To meet the due date of Service Requests at least 90% of the time.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Percentage of Incidents and Small Projects completed on time	98.6%	97.0%	99.0%	95.0%

Analysis of the Data:
The goal for this measure is to provide timely technology services, meeting commitments for when work will be done. Performance in the first half of FY 2015 was excellent, despite a significant workload backlog and staffing shortages. Performance for the remainder of FY 2015 is expected to continue to be excellent, but could dip some due to the consuming work effort to implement the new Financial, HR, and Payroll systems in the spring and summer.

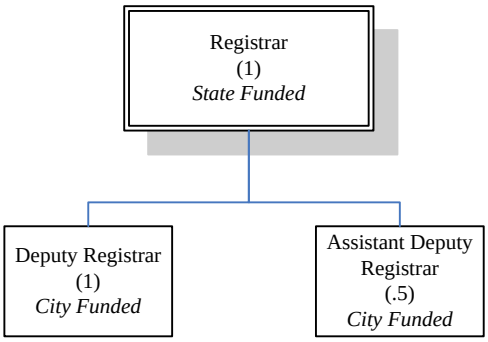
GOOD GOVERNANCE

REGISTRAR AND ELECTORAL BOARD

POSITION SUMMARY

1.0 State Funded Position
1.5 City Funded Position

2.5 Total Funded Positions



Registrar. A State-mandated activity. Appointed by the Electoral Board, the Registrar maintains the active voter list, arranges facilities for voter registration and voting, and conducts elections. Two general elections are scheduled for FY 2016 with the possibility of primaries in March and June.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	1.0	1.0	1.0	1.0	1.0
City Funded Part-Time	0.5	0.5	0.5	0.5	0.5
State Funded Full-Time	1.0	1.0	1.0	1.0	1.0
TOTAL FTE	**2.5**	**2.5**	**2.5**	**2.5**	**2.5**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$109,298	$110,057	$110,051	$110,051	$110,051
Employee Benefits	38,549	41,152	41,199	41,199	41,199
Subtotal Personnel Services	***$147,847***	***$151,209***	***$151,250***	***$151,250***	***$151,250***
Operating					
Contractual Services	$782	$150	$300	$300	$300
Internal Service Charges	230	0	0	0	0
Other Charges	9,861	18,707	18,707	18,707	18,707
Rentals and Leases	2,025	1,500	1,500	1,500	1,500
Subtotal Operating	***$12,898***	***$20,357***	***$20,507***	***$20,507***	***$20,507***
TOTAL EXPENDITURES	**$160,745**	**$171,566**	**$171,757**	**$171,757**	**$171,757**
DEDICATED REVENUES					
Revenues from the Commonwealth	$37,465	$43,431	$43,431	$43,431	$43,431
TOTAL DEDICATED REVENUES	**$37,465**	**$43,431**	**$43,431**	**$43,431**	**$43,431**
TOTAL CITY COST	**$123,280**	**$128,135**	**$128,326**	**$128,326**	**$128,326**

Registrar Budget Description

The Department Submitted FY 2016 Registrar budget of $128,326 represents no significant change compared to Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Registrar budget was adopted by City Council without changes.

Electoral Board. Consists of three members appointed by the Circuit Court Judge. Members are appointed for staggered three-year terms and are responsible for overseeing general and primary elections and ensuring the maintenance and security of voting machines. The Electoral Board must also canvass the vote the day after an election to decide the validity of provisional ballots and confirm the results of the election.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Contractual Services	$46,591	$25,620	$50,660	$50,660	$50,660
Other Charges	17,201	18,249	319,149	319,149	319,149
Subtotal Operating	***$63,792***	***$43,869***	***$369,809***	***$369,809***	***$369,809***
TOTAL EXPENDITURES	**$63,792**	**$43,869**	**$369,809**	**$369,809**	**$369,809**
DEDICATED REVENUES					
Revenues from the Commonwealth	$8,646	$10,024	$10,024	$10,024	$10,024
TOTAL DEDICATED REVENUES	**$8,646**	**$10,024**	**$10,024**	**$10,024**	**$10,024**
TOTAL CITY COST	**$55,146**	**$33,845**	**$359,785**	**$359,785**	**$359,785**

Electoral Board Budget Description

The Department Submitted FY 2016 Electoral Board budget of $369,809 represents a 743.8% increase of $325,940 compared to the Adopted FY 2015 budget of $43,869.

Highlights of the Department Submitted FY 2016 budget include:

- $25,040 increase in Contractual Services reflecting election official pay for two elections.
- $300,900 increase in Other Charges reflecting the replacement of voting machines.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Electoral Board budget was adopted by City Council without changes.

STATE TREASURER

POSITION SUMMARY

2 State Funded Positions

2 Total Funded Positions

State Treasurer
(1)
State Funded

Deputy Treasurer
(1)
State Funded

State Treasurer. A State Constitutional Office, housed by the City, elected by City residents, the State Treasurer pays jurors and collects State income tax, estimated State income tax, capital tax, and State license fees as well as issues State cigarette stamps.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
State Funded Full-Time	2.00	2.00	2.00	2.00	2.00
State Funded Hourly	0.02	0.00	0.00	0.00	0.00
TOTAL FTE	**2.02**	**2.00**	**2.00**	**2.00**	**2.00**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$105,423	$105,522	$105,522	$105,522	$105,522
Employee Benefits	39,148	42,258	42,258	42,258	42,258
Subtotal Personnel Services	***$144,571***	***$147,780***	***$147,780***	***$147,780***	***$147,780***
Operating					
Other Charges	$2,350	$1,800	$2,963	$2,963	$2,963
Subtotal Operating	***$2,350***	***$1,800***	***$2,963***	***$2,963***	***$2,963***
TOTAL EXPENDITURES	**$146,921**	**$149,580**	**$150,743**	**$150,743**	**$150,743**
DEDICATED REVENUES					
Commonwealth Aid for Shared Expenditures	$98,352	$99,638	$99,638	$99,638	$99,638
TOTAL DEDICATED REVENUES	**$98,352**	**$99,638**	**$99,638**	**$99,638**	**$99,638**
TOTAL CITY COST	**$48,569**	**$49,942**	**$51,105**	**$51,105**	**$51,105**

State Treasurer Budget Description

The Department Submitted FY 2016 State Treasurer budget of $150,743 represents a 0.8% increase of $1,163 compared to the Adopted FY 2015 budget of $149,580.

Highlights of the Department Submitted FY 2016 budget include:

- $1,163 increase in Other Charges reflecting the need to update office computers.

All major items submitted were proposed by the City Manager for funding.

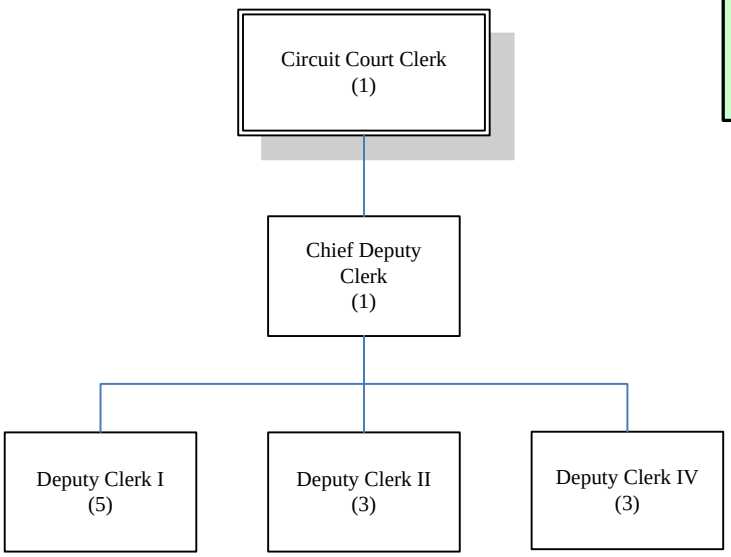
The Proposed FY 2016 State Treasurer budget was adopted by City Council without changes.

CIRCUIT COURT CLERK (24TH JUDICIAL DISTRICT)

POSITION SUMMARY

13 State Funded Positions

13 Total Funded Positions



Circuit Court Clerk (24th Judicial District). A State Constitutional Office, elected by City residents, the Clerk is the chief administrative officer of the Court of Record. The Clerk keeps all permanent records concerning real estate, estates, marriages, and divorces, and has the authority to probate wills, grant administration of estates, and appoint guardians.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
State Funded Full-Time	13	13	13	13	13
TOTAL FTE	**13**	**13**	**13**	**13**	**13**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$521,448	$523,524	$521,176	$521,176	$521,176
Employee Benefits	208,270	226,554	226,161	226,161	226,161
Subtotal Personnel Services	***$729,718***	***$750,078***	***$747,337***	***$747,337***	***$747,337***
Operating					
Contractual Services	$28,102	$29,650	$29,650	$29,650	$29,650
Other Charges	18,165	24,250	24,250	24,250	24,250
Rentals and Leases	9,880	13,000	13,000	13,000	13,000
Subtotal Operating	***$56,147***	***$66,900***	***$66,900***	***$66,900***	***$66,900***
TOTAL EXPENDITURES	**$785,865**	**$816,978**	**$814,237**	**$814,237**	**$814,237**
DEDICATED REVENUES					
Commonwealth Aid for Shared Expenditures	$547,464	$548,524	$546,176	$546,176	$546,176
Document Reproduction Fee	8,599	13,000	13,000	13,000	13,000
TOTAL DEDICATED REVENUES	**$556,063**	**$561,524**	**$559,176**	**$559,176**	**$559,176**
TOTAL CITY COST	**$229,802**	**$255,454**	**$255,061**	**$255,061**	**$255,061**

Circuit Court Clerk (24th Judicial District) Budget Description

The Department Submitted FY 2016 Circuit Court Clerk budget of $814,237 represents a 0.3% decrease of $2,741 compared to the Adopted FY 2015 budget of $816,978.

Highlights of the Department Submitted FY 2016 budget include:

- $2,741 decrease in Salaries and Employee Benefits compared to the adopted budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Circuit Court Clerk budget was adopted by City Council without changes.

CIRCUIT COURT JUDGES (24TH JUDICIAL DISTRICT)

POSITION SUMMARY

2 City Funded Positions

2 Total Funded Positions

Judicial Assistant
(2)

Circuit Court Judges (24th Judicial District). This Court operates at the jury level and has jurisdiction for criminal and civil cases in City of Lynchburg, Town of Bedford, as well as Amherst, Bedford, Campbell, and Nelson Counties.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	2	2	2	2	2
TOTAL FTE	**2**	**2**	**2**	**2**	**2**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$39,554	$79,293	$79,293	$79,293	$79,293
Employee Benefits	16,560	34,716	34,716	34,716	34,716
Subtotal Personnel Services	***$56,114***	***$114,009***	***$114,009***	***$114,009***	***$114,009***
Operating					
Contractual Services	$19,585	$23,706	$23,706	$23,706	$23,706
Other Charges	9,250	21,808	21,808	21,808	21,808
Rentals and Leases	3,882	3,885	3,885	3,885	3,885
Subtotal Operating	***$32,717***	***$49,399***	***$49,399***	***$49,399***	***$49,399***
TOTAL CITY COST	**$88,831**	**$163,408**	**$163,408**	**$163,408**	**$163,408**

Circuit Court Judges (24th Judicial District) Budget Description

The Department Submitted FY 2016 Circuit Court Judges budget of $163,408 represents no change compared to the Adopted FY 2015 budget.

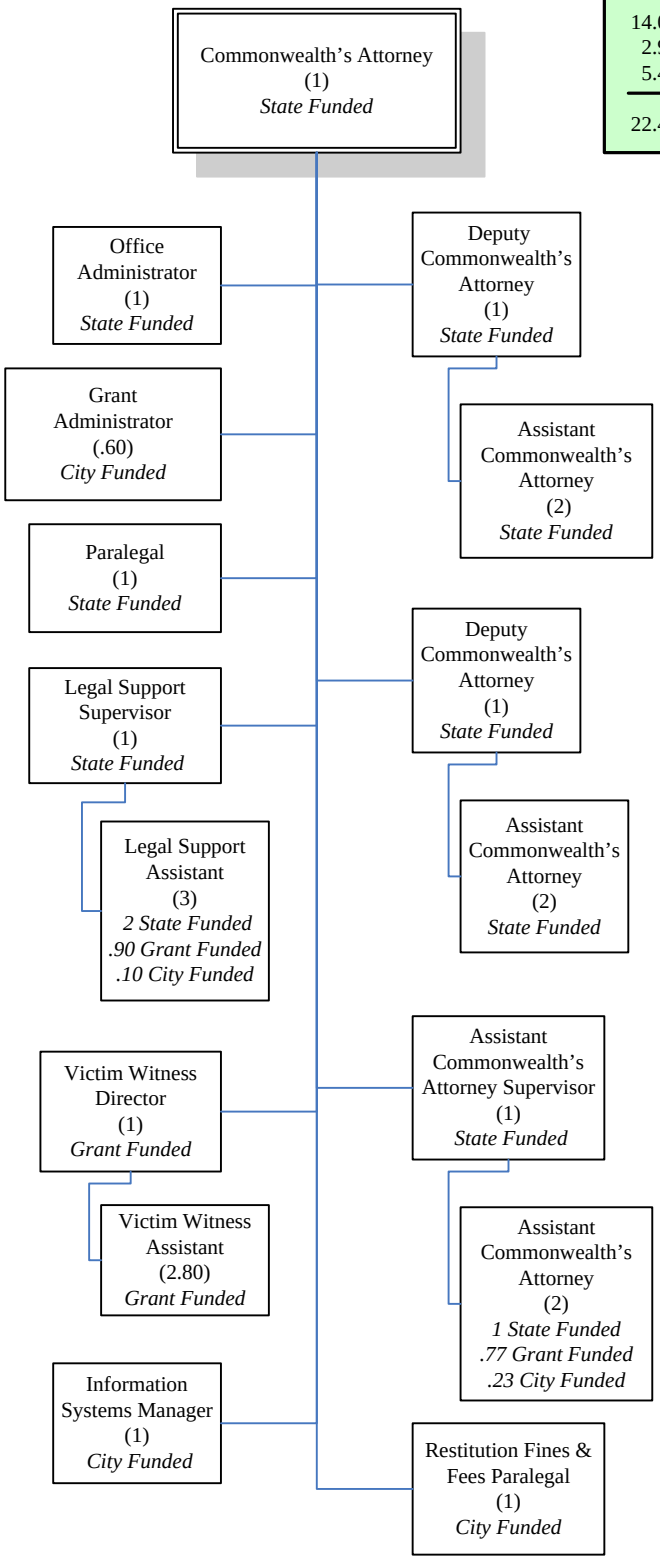
All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Circuit Court Judges budget was adopted by City Council without changes.

COMMONWEALTH'S ATTORNEY

POSITION SUMMARY

14.00	State Funded Positions
2.93	City Funded Positions
5.47	Grant Funded Positions
22.40	Total Funded Positions



Office of the Commonwealth's Attorney and Fines and Fees

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	2.80	2.88	2.93	2.93	2.93
State Funded Full-Time	14.90	13.90	14.00	14.00	14.00
Grant Funded Full-Time	5.55	5.22	4.07	4.07	4.07
Grant Funded Part-Time	1.54	2.14	1.40	1.40	1.40
Grant Funded Hourly	0.30	0.00	0.00	0.00	0.00
TOTAL FTE	**25.09**	**24.14**	**22.40**	**22.40**	**22.40**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,086,411	$1,083,811	$1,122,287	$1,122,287	$1,122,287
Employee Benefits	382,405	413,326	425,595	425,595	425,595
Subtotal Personnel Services	***$1,468,816***	***$1,497,137***	***$1,547,882***	***$1,547,882***	***$1,547,882***
Operating					
Contractual Services	$5,261	$5,850	$2,800	$2,800	$2,800
Other Charges	36,682	32,777	23,924	23,924	23,924
Rentals and Leases	1,437	1,438	4,222	4,222	4,222
Subtotal Operating	***$43,380***	***$40,065***	***$30,946***	***$30,946***	***$30,946***
Total General Fund Expenditures	**$1,512,196**	**$1,537,202**	**$1,578,828**	**$1,578,828**	**$1,578,828**
Total Grant Expenditures [1]	$523,716	$510,713	$367,490	$367,490	$367,490
TOTAL DEPARTMENT EXPENDITURES	**$2,035,912**	**$2,047,915**	**$1,946,318**	**$1,946,318**	**$1,946,318**
DEDICATED REVENUES					
Commonwealth Aid for Shared Expenditures	$954,668	$957,376	$992,928	$992,928	$992,928
Federal Grants	347,037	334,062	245,617	245,617	245,617
State Grants	152,973	152,945	98,167	98,167	98,167
In-Kind Grant Match	23,706	23,706	23,706	23,706	23,706
Fines and Fees - Dedicated	58,645	62,442	62,442	62,442	62,442
TOTAL DEDICATED REVENUES	**$1,537,029**	**$1,530,531**	**$1,422,860**	**$1,422,860**	**$1,422,860**
TOTAL CITY COST	**$498,883**	**$517,384**	**$523,458**	**$523,458**	**$523,458**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Office of the Commonwealth's Attorney. A State Constitutional Office, elected by City residents. The Commonwealth's Attorney investigates crimes in the City and prosecutes criminal law violations. The Commonwealth's Attorney also investigates criminal misconduct; prosecutes all warrants, indictments, or information charging a felony; and prosecutes misdemeanors or other violations of State law and City ordinances.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	1.80	1.88	1.93	1.93	1.93
State Funded Full-Time	14.90	13.90	14.00	14.00	14.00
Grant Funded Full-Time	5.55	5.22	4.07	4.07	4.07
Grant Funded Part-Time	1.54	2.14	1.40	1.40	1.40
Grant Funded Hourly	0.30	0.00	0.00	0.00	0.00
TOTAL FTE	**24.09**	**23.14**	**21.40**	**21.40**	**21.40**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,049,183	$1,046,683	$1,085,159	$1,085,159	$1,085,159
Employee Benefits	367,151	396,830	409,099	409,099	409,099
Subtotal Personnel Services	***$1,416,334***	***$1,443,513***	***$1,494,258***	***$1,494,258***	***$1,494,258***
Operating					
Contractual Services	$2,711	$3,100	$800	$800	$800
Other Charges	34,506	28,147	18,544	18,544	18,544
Rentals and Leases	0	0	2,784	2,784	2,784
Subtotal Operating	***$37,217***	***$31,247***	***$22,128***	***$22,128***	***$22,128***
Total General Fund Expenditures	**$1,453,551**	**$1,474,760**	**$1,516,386**	**$1,516,386**	**$1,516,386**
Total Grant Expenditures [1]	$523,716	$510,713	$367,490	$367,490	$367,490
TOTAL DEPARTMENT EXPENDITURES	**$1,977,267**	**$1,985,473**	**$1,883,876**	**$1,883,876**	**$1,883,876**
DEDICATED REVENUES					
Commonwealth Aid for Shared Expenditures	$954,668	$957,376	$992,928	$992,928	$992,928
Federal Grants	347,037	334,062	245,617	245,617	245,617
State Grants	152,973	152,945	98,167	98,167	98,167
In-Kind Grant Match	23,706	23,706	23,706	23,706	23,706
TOTAL DEDICATED REVENUES	**$1,478,384**	**$1,468,089**	**$1,360,418**	**$1,360,418**	**$1,360,418**
TOTAL CITY COST	**$498,883**	**$517,384**	**$523,458**	**$523,458**	**$523,458**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Office of the Commonwealth's Attorney Budget Description

The Department Submitted FY 2016 Office of the Commonwealth's Attorney budget of $1,516,386 represents a 2.8% increase of $41,626 compared to the Adopted FY 2015 budget of $1,474,760.

Highlights of the Department Submitted FY 2016 budget include:

- $50,745 increase in Salaries and Employee Benefits reflecting salary adjustments granted by the State Compensation Board.
- $9,603 decrease in Other Charges reflecting adjustments based on historical spending.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Office of the Commonwealth's Attorney budget was adopted by City Council without changes.

Office of the Commonwealth's Attorney – Fines and Fees. Pursuant to Section 19.2-349, *Code of Virginia*, the Office of the Commonwealth's Attorney exercises its authority to pursue in-house collections of delinquent fines and fees exceeding forty-five days.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	1	1	1	1	1
TOTAL FTE	**1**	**1**	**1**	**1**	**1**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$37,228	$37,128	$37,128	$37,128	$37,128
Employee Benefits	15,254	16,496	16,496	16,496	16,496
Subtotal Personnel Services	***$52,482***	***$53,624***	***$53,624***	***$53,624***	***$53,624***
Operating					
Contractual Services	$2,550	$2,750	$2,000	$2,000	$2,000
Other Charges	2,176	4,630	5,380	5,380	5,380
Rentals and Leases	1,437	1,438	1,438	1,438	1,438
Subtotal Operating	***$6,163***	***$8,818***	***$8,818***	***$8,818***	***$8,818***
TOTAL DEPARTMENT EXPENDITURES	**$58,645**	**$62,442**	**$62,442**	**$62,442**	**$62,442**
DEDICATED REVENUES					
Fines and Fees - Dedicated	$58,645	$62,442	$62,442	$62,442	$62,442
TOTAL DEDICATED REVENUES	**$58,645**	**$62,442**	**$62,442**	**$62,442**	**$62,442**
TOTAL CITY COST	**$0**	**$0**	**$0**	**$0**	**$0**

Office of the Commonwealth's Attorney – Fines and Fees Budget Description

The Department Submitted FY 2016 Office of the Commonwealth's Attorney – Fines and Fees budget of $62,442 represents no change compared to the Adopted FY 2015.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Office of the Commonwealth's Attorney – Fines and Fees budget was adopted by City Council without changes.

General District Court. Processes and hears traffic violations and criminal misdemeanor cases as well as preliminary hearings for most felonies. This court conducts hearings for civil claims up to $15,000. This Court also provides information and assistance to the general public, attorneys, defendants, witnesses and law-enforcement agencies.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Contractual Services	$48,250	$57,000	$57,000	$57,000	$57,000
Other Charges	11,870	6,223	6,223	6,223	6,223
Rentals and Leases	5,446	5,500	5,800	5,800	5,800
Subtotal Operating	***$65,566***	***$68,723***	***$69,023***	***$69,023***	***$69,023***
TOTAL CITY COST	**$65,566**	**$68,723**	**$69,023**	**$69,023**	**$69,023**

General District Court Budget Description

The Department Submitted FY 2016 General District Court budget of $69,023 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 General District Court budget was adopted by City Council without changes.

Juvenile and Domestic Relations (J&DR) District Court. Hears and determines cases involving juveniles, including delinquency-status offenses, custody, support, child abuse and neglect, and adult criminal cases (misdemeanors and preliminary felony hearings) when a child or family member is the alleged victim.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Contractual Services	$2,360	$3,000	$3,000	$3,000	$3,000
Other Charges	4,108	6,719	6,719	6,719	6,719
Rentals and Leases	5,620	5,690	5,690	5,690	5,690
Subtotal Operating	***$12,088***	***$15,409***	***$15,409***	***$15,409***	***$15,409***
TOTAL CITY COST	**$12,088**	**$15,409**	**$15,409**	**$15,409**	**$15,409**

Juvenile and Domestic Relations (J&DR) District Court Budget Description

The Department Submitted FY 2016 Juvenile and Domestic Relations (J&DR) District Court budget of $15,409 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Juvenile and Domestic Relations (J&DR) District Court budget was adopted by City Council without changes.

Magistrate. A judicial officer, the Magistrate reviews complaints by law enforcement officers and citizens before issuing arrest warrants, summonses, subpoenas, search warrants, civil warrants, mental emergency custody orders, and emergency protective orders. The Magistrate conducts bail hearings in criminal cases and accepts payments for certain traffic infractions and misdemeanors.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Contractual Services	$52	$0	$0	$0	$0
Other Charges	1,147	3,000	2,990	2,990	2,990
Rentals and Leases	982	1,193	1,193	1,193	1,193
Subtotal Operating	***$2,181***	***$4,193***	***$4,183***	***$4,183***	***$4,183***
TOTAL CITY COST	**$2,181**	**$4,193**	**$4,183**	**$4,183**	**$4,183**

Magistrate Budget Description

The Department Submitted FY 2016 Magistrate budget of $4,183 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

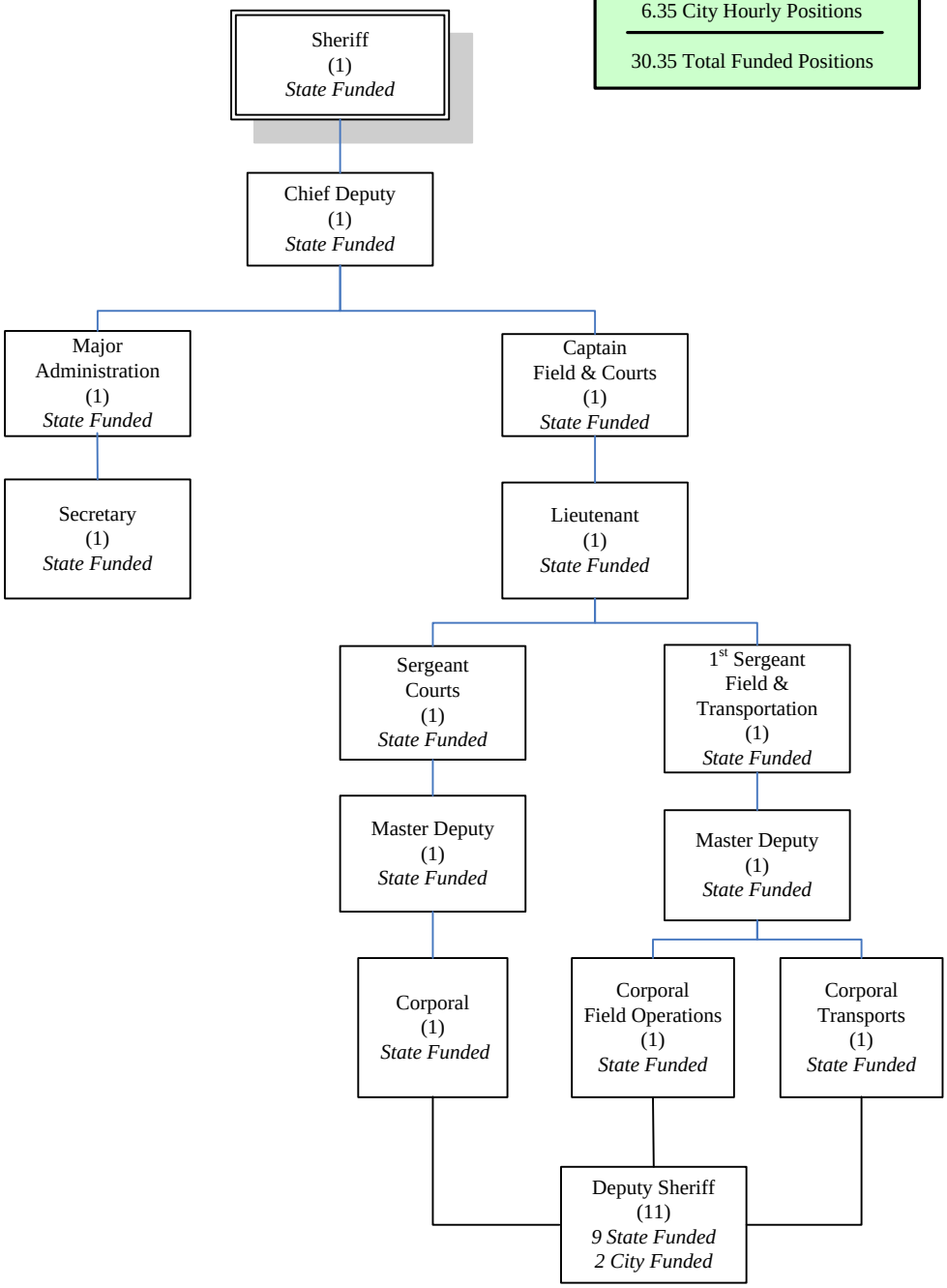
The Proposed FY 2016 Magistrate budget was adopted by City Council without changes.

SHERIFF

POSITION SUMMARY

22.00 State Funded Positions
2.00 City Funded Positions
6.35 City Hourly Positions

30.35 Total Funded Positions



Sheriff's Office. A State Constitutional Office, elected by City residents. The Sheriff enforces court orders, issues summonses for witnesses and jurors in civil cases, and furnishes bailiffs to courts.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	2.00	2.00	2.00	2.00	2.00
City Funded Hourly	6.60	6.60	6.35	6.35	6.35
State Funded Full-Time	22.00	22.00	22.00	22.00	22.00
TOTAL FTE	**30.60**	**30.60**	**30.35**	**30.35**	**30.35**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,440,767	$1,470,001	$1,470,001	$1,470,001	$1,470,001
Employee Benefits	481,858	515,648	518,126	518,126	518,126
Subtotal Personnel Services	***$1,922,625***	***$1,985,649***	***$1,988,127***	***$1,988,127***	***$1,988,127***
Operating					
Contractual Services	$29,232	$34,810	$31,680	$31,680	$31,680
Internal Service Charges	80,804	86,565	86,817	86,817	86,817
Other Charges	86,547	73,100	73,500	73,500	73,500
Subtotal Operating	***$196,583***	***$194,475***	***$191,997***	***$191,997***	***$191,997***
TOTAL EXPENDITURES	**$2,119,208**	**$2,180,124**	**$2,180,124**	**$2,180,124**	**$2,180,124**
DEDICATED REVENUES					
Commonwealth Aid for Shared Expenditures	$1,220,527	$1,217,709	$1,217,709	$1,217,709	$1,217,709
Sheriff's Fee Courtroom Services	106,835	110,000	110,000	110,000	110,000
TOTAL DEDICATED REVENUES	**$1,327,362**	**$1,327,709**	**$1,327,709**	**$1,327,709**	**$1,327,709**
TOTAL CITY COST	**$791,846**	**$852,415**	**$852,415**	**$852,415**	**$852,415**

Sheriff's Office Budget Description

The Department Submitted FY 2016 Sheriff's Office budget of $2,180,124 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Sheriff's Office budget was adopted by City Council without changes.

Court Service Unit (24th Judicial District). A State required activity housed by the City. Provides intake services for the Lynchburg 24th Judicial District Juvenile and Domestic Relations Court. These include intake services for delinquency; children in need of service or supervision; juvenile mental commitments; child abuse and neglect petitions; and domestic violence matters. In addition, the Unit prepares predisposition reports for the Court and provides probation and parole supervision for those juveniles under the jurisdiction of the Court. The Court Service Unit is also responsible for preparing custody investigations and supervising special placements.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Contractual Services	$255	$0	$0	$0	$0
Other Charges	860	1,550	1,550	1,550	1,550
Subtotal Operating	***$1,115***	***$1,550***	***$1,550***	***$1,550***	***$1,550***
TOTAL CITY COST	**$1,115**	**$1,550**	**$1,550**	**$1,550**	**$1,550**

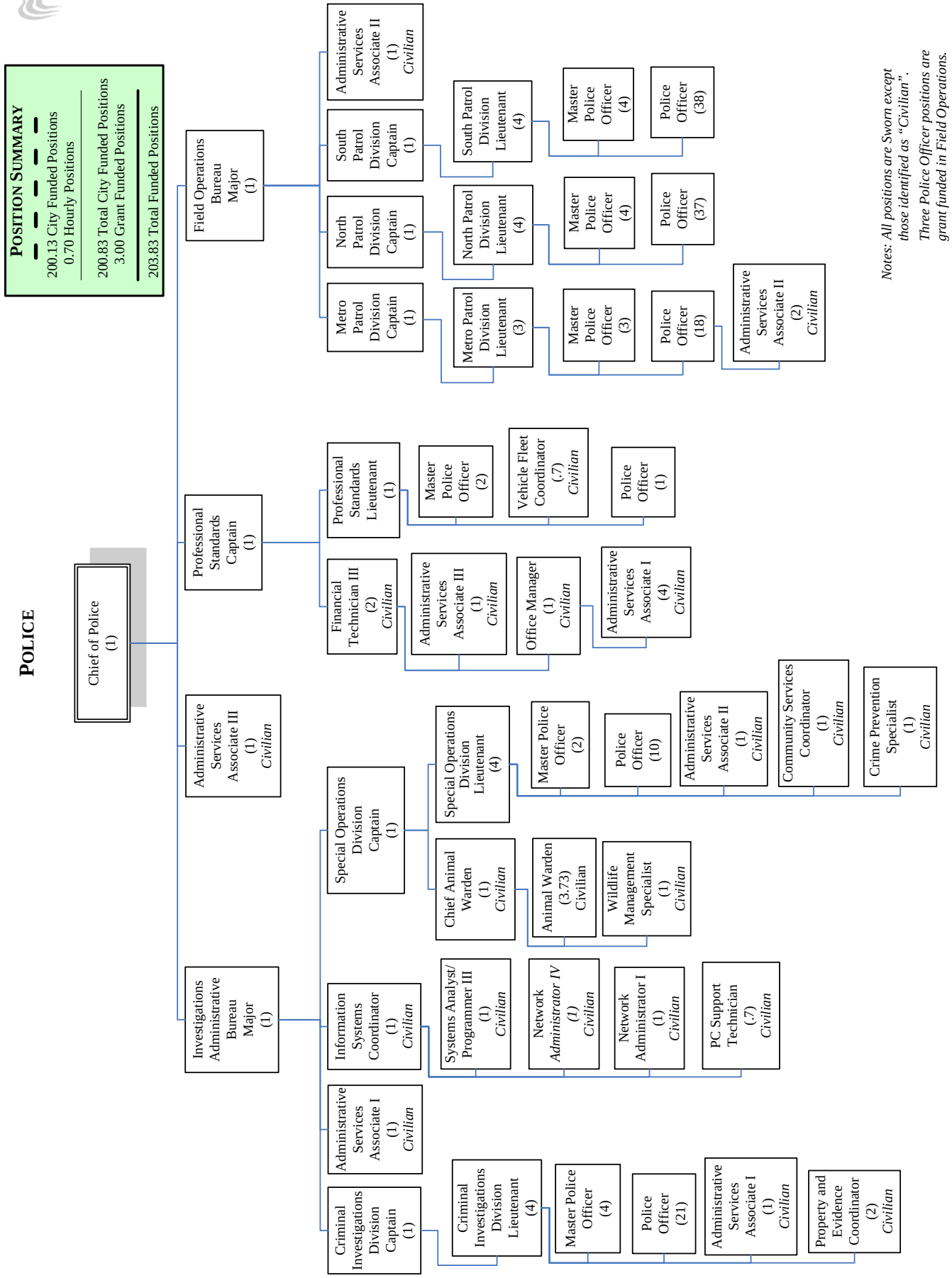
Court Service Unit (24th Judicial District) Budget Description

The Department Submitted FY 2016 Court Service Unit budget of $1,550 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Court Service Unit budget was adopted by City Council without changes.

POLICE


POSITION SUMMARY
200.13 City Funded Positions
0.70 Hourly Positions
200.83 Total City Funded Positions
3.00 Grant Funded Positions
203.83 Total Funded Positions
Chief of Police (1)
Field Operations Bureau Major (1)
Administrative Services Associate II (1) Civilian
South Patrol Division Captain (1)
South Patrol Division Lieutenant (4)
Master Police Officer (4)
Police Officer (38)
North Patrol Division Captain (1)
North Patrol Division Lieutenant (4)
Master Police Officer (4)
Police Officer (37)
Metro Patrol Division Captain (1)
Metro Patrol Division Lieutenant (3)
Master Police Officer (3)
Police Officer (18)
Administrative Services Associate II (2) Civilian
Professional Standards Captain (1)
Professional Standards Lieutenant (1)
Master Police Officer (2)
Vehicle Fleet Coordinator (.7) Civilian
Police Officer (1)
Financial Technician III (2) Civilian
Administrative Services Associate III (1) Civilian
Office Manager (1) Civilian
Administrative Services Associate I (4) Civilian
Administrative Services Associate III (1) Civilian
Special Operations Division Captain (1)
Special Operations Division Lieutenant (4)
Master Police Officer (2)
Police Officer (10)
Administrative Services Associate II (1) Civilian
Community Services Coordinator (1) Civilian
Crime Prevention Specialist (1) Civilian
Chief Animal Warden (1) Civilian
Animal Warden (3.73) Civilian
Wildlife Management Specialist (1) Civilian
Investigations Administrative Bureau Major (1)
Information Systems Coordinator (1) Civilian
Systems Analyst/ Programmer III (1) Civilian
Network Administrator IV (1) Civilian
Network Administrator I (1) Civilian
PC Support Technician (.7) Civilian
Administrative Services Associate I (1) Civilian
Criminal Investigations Division Captain (1)
Criminal Investigations Division Lieutenant (4)
Master Police Officer (4)
Police Officer (21)
Administrative Services Associate I (1) Civilian
Property and Evidence Coordinator (2) Civilian
Notes: All positions are Sworn except those identified as "Civilian".
Three Police Officer positions are grant funded in Field Operations.

Police Department including Range Operations, Off-Duty, and Animal Control Unit

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Sworn Full-Time	170.00	170.00	170.00	170.00	170.00
City Funded Civilian Full-Time	26.00	26.00	27.00	27.00	27.00
City Funded Part-Time	3.10	3.10	3.13	3.13	3.13
City Funded Hourly	0.70	0.70	0.70	0.70	0.70
Grant Funded Sworn Full-Time [1]	0.00	0.00	3.00	3.00	3.00
TOTAL FTE	**199.80**	**199.80**	**203.83**	**203.83**	**203.83**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$10,534,544	$10,293,082	$10,647,569	$10,598,076	$10,598,076
Employee Benefits	3,605,241	3,865,075	3,884,450	3,880,663	3,880,663
Subtotal Personnel Services	***$14,139,785***	***$14,158,157***	***$14,532,019***	***$14,478,739***	***$14,478,739***
Operating					
Contractual Services	$417,353	$406,534	$556,867	$556,867	$556,867
Internal Service Charges	612,738	735,546	709,650	709,650	709,650
Other Charges	789,480	895,697	944,985	944,985	944,985
Rentals and Leases	59,851	59,630	62,502	62,502	62,502
Capital Outlay	33,998	35,000	63,805	63,805	63,805
Subtotal Operating	***$1,913,420***	***$2,132,407***	***$2,337,809***	***$2,337,809***	***$2,337,809***
Total General Fund Expenditures	**$16,053,205**	**$16,290,564**	**$16,869,828**	**$16,816,548**	**$16,816,548**
Total Grant Expenditures [2]	$0	$0	$162,324	$162,324	$162,324
TOTAL EXPENDITURES	**$16,053,205**	**$16,290,564**	**$17,032,152**	**$16,978,872**	**$16,978,872**
DEDICATED REVENUES					
Police - Schools Resource Officer Program	$135,092	$108,500	$108,500	$108,500	$108,500
Local Law Enforcement Funding (House Bill 599)	2,930,792	3,054,362	3,054,362	3,054,362	2,930,790
Off-Duty Police Fee	735,635	550,000	800,000	800,000	800,000
Off-Duty Police Fee Penalty and Interest	3,426	0	0	0	0
Police Report Sales	13,890	12,500	13,500	13,500	13,500
Range Use Fee	14,600	15,000	15,000	15,000	15,000
State Grants	0	0	84,685	84,685	84,685
Locality/Other Reimbursements	0	0	50,000	50,000	50,000
Range Operations Assigned Fund Balance Reserve	(1,123)	0	0	0	0
TOTAL DEDICATED REVENUES	**$3,832,312**	**$3,740,362**	**$4,126,047**	**$4,126,047**	**$4,002,475**
TOTAL CITY COST	**$12,220,893**	**$12,550,202**	**$12,906,105**	**$12,852,825**	**$12,976,397**

[1] Council adopted a resolution to amend the FY 2015 Adopted Budget and accept the grant for three School Resource Officers.

[2] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Police Department. Preserves the peace, maintains order, and provides critical homeland defense by preventing crime and protecting people and property; investigating criminal activity and apprehending criminals; and promoting traffic safety. The department works cooperatively to educate community partners and solve neighborhood problems, fosters positive relationships within the community, and promotes neighborhood self-sufficiency. The department includes the Bureau of Field Operations and the Bureau of Administration and Investigation. The department follows a community policing operation strategy to accomplish its mission. The department also offers community service and educational initiatives such as crime prevention, personal safety programs, school resource officer programs, Citizen's Police Academy, and crime prevention through environmental design.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Sworn Full-Time	170.0	170.0	170.0	170.0	170.0
City Funded Civilian Full-Time	23.0	23.0	23.0	23.0	23.0
City Funded Part-Time	1.4	1.4	1.4	1.4	1.4
Grant Funded Sworn Full-Time [1]	0.0	0.0	3.0	3.0	3.0
TOTAL FTE	**194.4**	**194.4**	**197.4**	**197.4**	**197.4**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$9,749,215	$9,629,446	$9,793,364	$9,743,871	$9,743,871
Employee Benefits	3,517,453	3,776,366	3,770,324	3,766,537	3,766,537
Subtotal Personnel Services	***$13,266,668***	***$13,405,812***	***$13,563,688***	***$13,510,408***	***$13,510,408***
Operating					
Contractual Services	$396,226	$378,212	$457,601	$457,601	$457,601
Internal Service Charges	591,751	705,955	680,456	680,456	680,456
Other Charges	769,221	862,338	912,568	912,568	912,568
Rentals and Leases	54,851	54,630	57,502	57,502	57,502
Capital Outlay	33,998	35,000	63,805	63,805	63,805
Subtotal Operating	***$1,846,047***	***$2,036,135***	***$2,171,932***	***$2,171,932***	***$2,171,932***
Total General Fund Expenditures	**$15,112,715**	**$15,441,947**	**$15,735,620**	**$15,682,340**	**$15,682,340**
Total Grant Expenditures [2]	$0	$0	$162,324	$162,324	$162,324
TOTAL EXPENDITURES	**$15,112,715**	**$15,441,947**	**$15,897,944**	**$15,844,664**	**$15,844,664**
DEDICATED REVENUES					
Police - Schools Resource Officer Program	$135,092	$108,500	$108,500	$108,500	$108,500
Local Law Enforcement Funding (House Bill 599)	2,930,792	3,054,362	3,054,362	3,054,362	2,930,790
Police Report Sales	13,890	12,500	13,500	13,500	13,500
State Grants	0	0	84,685	84,685	84,685
Locality/Other Reimbursements	0	0	50,000	50,000	50,000
TOTAL DEDICATED REVENUES	**$3,079,774**	**$3,175,362**	**$3,311,047**	**$3,311,047**	**$3,187,475**
TOTAL CITY COST	**$12,032,941**	**$12,266,585**	**$12,586,897**	**$12,533,617**	**$12,657,189**

[1] Council adopted a resolution to amend the FY 2015 Adopted Budget and accept the grant for three School Resource Officers.

[2] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Police Department Budget Description

The Department Submitted FY 2016 Police Department budget of $15,735,620 represents a 1.9% increase of $293,673 compared to the Adopted FY 2015 budget of $15,441,947.

Highlights of the Department Submitted FY 2016 budget include:

- $157,876 increase in Salaries and Employee Benefits reflecting a request for $250,000 more funding for overtime based on historical spending offset by lower than adopted personnel costs.
- $79,389 increase in Contractual Services reflecting additional costs in software maintenance, vehicle maintenance and repair services, the cost of the new Taser Assurance Plan annual maintenance agreement and an increase in Central Virginia Criminal Justice Academy (CVCJA) membership fees related to filling 3 new School Resource Officer positions.
- $25,499 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $50,230 increase in Other Charges for office supplies and training related to the formerly grant-funded Crisis Intervention Team training program, office furniture replacement, the addition of in-car camera security key replacement funding, laptop docking stations and replacement network switches, crime/crash scene lighting equipment, training for command staff, and cellular service for School Resource Officer, Field Operations Investigator/Community Policing Coordinator, and Criminal Detective positions offset by reductions in law enforcement supplies, apparel/protective wear, and meals and lodging.
- $28,805 increase in Capital Outlay for specific use equipment.

Major item submitted but not proposed by the City Manager for funding:

- $53,280 in Salaries and Employee Benefits for overtime.

The Proposed FY 2016 Police Department budget was adopted by City Council without changes.

Police Department – Range Operations. To offset maintenance costs for the range, agencies are charged a per day fee for use of the facility.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Contractual Services	$2,993	$1,620	$1,620	$1,620	$1,620
Other Charges	5,484	8,380	8,380	8,380	8,380
Rentals and Leases	5,000	5,000	5,000	5,000	5,000
Subtotal Operating	***$13,477***	***$15,000***	***$15,000***	***$15,000***	***$15,000***
TOTAL EXPENDITURES	**$13,477**	**$15,000**	**$15,000**	**$15,000**	**$15,000**
DEDICATED REVENUES					
Range Use Fee	$14,600	$15,000	$15,000	$15,000	$15,000
Assigned Fund Balance Reserve	(1,123)	0	0	0	0
TOTAL DEDICATED REVENUES	**$13,477**	**$15,000**	**$15,000**	**$15,000**	**$15,000**
TOTAL CITY COST	**$0**	**$0**	**$0**	**$0**	**$0**

Police Department – Range Operations Budget Description

The Department Submitted FY 2016 Police Department – Range Operations budget of $15,000 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Police Department – Range Operations budget was adopted by City Council without changes.

Police Department – Off-Duty. Beginning January 2013, businesses or event organizers requiring off-duty police officers to provide security make a request to the City for assistance. Payments for services are made directly to the City and police officers are paid through payroll. The revenue produced is expected to offset the cost of the program.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Hourly	0.7	0.7	0.7	0.7	0.7
TOTAL FTE	**0.7**	**0.7**	**0.7**	**0.7**	**0.7**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$646,564	$507,643	$672,775	$672,775	$672,775
Employee Benefits	47,123	38,835	51,467	51,467	51,467
Subtotal Personnel Services	***$693,687***	***$546,478***	***$724,242***	***$724,242***	***$724,242***
Operating					
Contractual Services	$0	$4,214	$75,158	$75,158	$75,158
Other Charges	0	0	600	600	600
Subtotal Operating	***$0***	***$4,214***	***$75,758***	***$75,758***	***$75,758***
TOTAL EXPENDITURES	**$693,687**	**$550,692**	**$800,000**	**$800,000**	**$800,000**
DEDICATED REVENUES					
Off-Duty Police Fee	$735,635	$550,000	$800,000	$800,000	$800,000
Off-Duty Police Fee Penalty and Interest	3,426	0	0	0	0
TOTAL DEDICATED REVENUES	**$739,061**	**$550,000**	**$800,000**	**$800,000**	**$800,000**
TOTAL CITY COST [1]	**($45,374)**	**$692**	**$0**	**$0**	**$0**

[1] Due to timing differences in payroll, billing, and payment, actual expenditures and revenues do not align in Actual FY 2014; the negative City cost does not reflect excess revenue from this program.

Police Department – Off-Duty Budget Description

The Department Submitted FY 2016 Police Department – Off-Duty budget of $800,000 represents a 45.3% increase of $249,308 compared to the Adopted FY 2015 budget of $550,692.

Highlights of the Department Submitted FY 2016 budget include:

- $177,764 increase in Salaries and Employee Benefits reflecting an increase in off-duty hours.
- $70,944 increase in Contractual Services reflecting the use of Sheriff Deputies to fill off duty requests for the new Crisis Intervention Team assessment center.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Police Department – Off-Duty budget was adopted by City Council without changes.

Police Department – Animal Control Unit. The Animal Wardens are responsible for animal control enforcement for the entire City. They perform regular patrols on all streets and highways within the City limits. Wildlife Management Specialists are responsible for deer population and damage control within the City.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Civilian Full-Time	3.00	3.00	4.00	4.00	4.00
City Funded Part-Time	1.70	1.70	1.73	1.73	1.73
TOTAL FTE	**4.70**	**4.70**	**5.73**	**5.73**	**5.73**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$138,765	$155,993	$181,430	$181,430	$181,430
Employee Benefits	40,665	49,874	62,659	62,659	62,659
Subtotal Personnel Services	***$179,430***	***$205,867***	***$244,089***	***$244,089***	***$244,089***
Operating					
Contractual Services	$18,134	$22,488	$22,488	$22,488	$22,488
Internal Service Charges	20,987	29,591	29,194	29,194	29,194
Other Charges	14,775	24,979	23,437	23,437	23,437
Subtotal Operating	***$53,896***	***$77,058***	***$75,119***	***$75,119***	***$75,119***
TOTAL CITY COST	**$233,326**	**$282,925**	**$319,208**	**$319,208**	**$319,208**

Police Department – Animal Control Unit Budget Description

The Department Submitted FY 2016 Police Department – Animal Control budget of $319,208 represents a 12.8% increase of $36,283 compared to the Adopted FY 2015 budget of $282,925.

Highlights of the Department Submitted FY 2016 budget include:

- $38,222 increase in Salaries and Employee Benefits reflecting the addition of a full-time Animal Control Officer position.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Police Department – Animal Control Unit budget was adopted by City Council without changes.

Police Department Performance Measures

Goal 1:
To promote community safety through maintaining effective response time to emergency situation calls for police service.

Objective:
To maintain as rapid as possible response to Computer Aided Dispatch (CAD) Priority 1 calls for police service through minimizing call dispatch time and through utilizing geographic proximity disptach to send the nearest available officers in response to emergency situations.

Performance Measure:	*Actual FY2014*	*Projected FY2015*	*July - Dec FY2015*	*Projected FY2016*
CAD "response time" includes Emergency Services dispatch and Police Dept travel time	8 min 57 sec	9 min 30 sec	7 min 32 sec	9 min 0 sec

Analysis of the Data:
The Police Department utilizes dispatch protocols that set response priority based upon the nature of each call for service. Within this approach, the highest priority calls (those involving present threat to life) are dispatched immediately. Lower priority calls are dispatched when the officers assigned to police that area become available. Differential response based upon call nature enables the Police Department to assign officers to geographic community policing responsibility, while maintaining rapid response capability as required. Police Department staffing and workload directly impact officer response time.

SAFE COMMUNITY

Goal 2:
To promote community safety through effectively investigating, clearing and prosecuting the highest percentage of violent and property crimes possible.

Objective:
To maintain the highest possible clearance rate for reported violent and property crimes with the investigative staffing and resources currently available.

Performance Measure:	*Actual FY2014*	*Projected FY2015*	*July - Dec FY2015*	*Projected FY2016*
Crime clearance rates				
Violent	44.3%	45.0%	44.4%	47.0%
Property	23.9%	30.0%	31.5%	31.0%

Analysis of the Data:
Criminal incident clearance rates provide a means of assessing the effectiveness of the investigative staffing, experience and techniques employed by the Police Department. Crime clearance rates are also impacted by factors including the timeliness of crime reporting and the level of investigative cooperation provided by victims and witnesses. The most recent FBI statistical data indicates a national average clearance rate of 48.3% for violent crime cases and 20.9% for property crime cases within cities of 50,000-99,000 population.

SAFE COMMUNITY

Goal 3:
To promote community safety through reducing the occurrence of personal injury and property damage causative driving behaviors.

Objective:
To maintain effective means of promoting community traffic safety by combining public education programs with a consistent level of law enforcement activities. Enforcement activities will focus on Driving Under the Influence (DUI), Occupant Safety and Speeding violations.

Performance Measure:	*Actual FY2014*	*Projected FY2015*	*July - Dec FY2015*	*Projected FY2016*
DUI Arrests	300	300	148	300
Occupant Restraint	612	700	321	700
Speeding Enforcement	1,978	2,000	967	2,000

Analysis of the Data:
Traffic safety enforcement and public education measures play a crucial role in maintaining a safe community environment. Maintaining a fully staffed Police Department provides the resources necessary to maintain a consistent traffic safety enforcement and education presence. The Police Department projects maintaining a consistent traffic law enforcement level during FY 2016.

SAFE COMMUNITY

Benchmark Localities:
Charlottesville, Chesapeake, Danville, Roanoke and Suffolk, VA

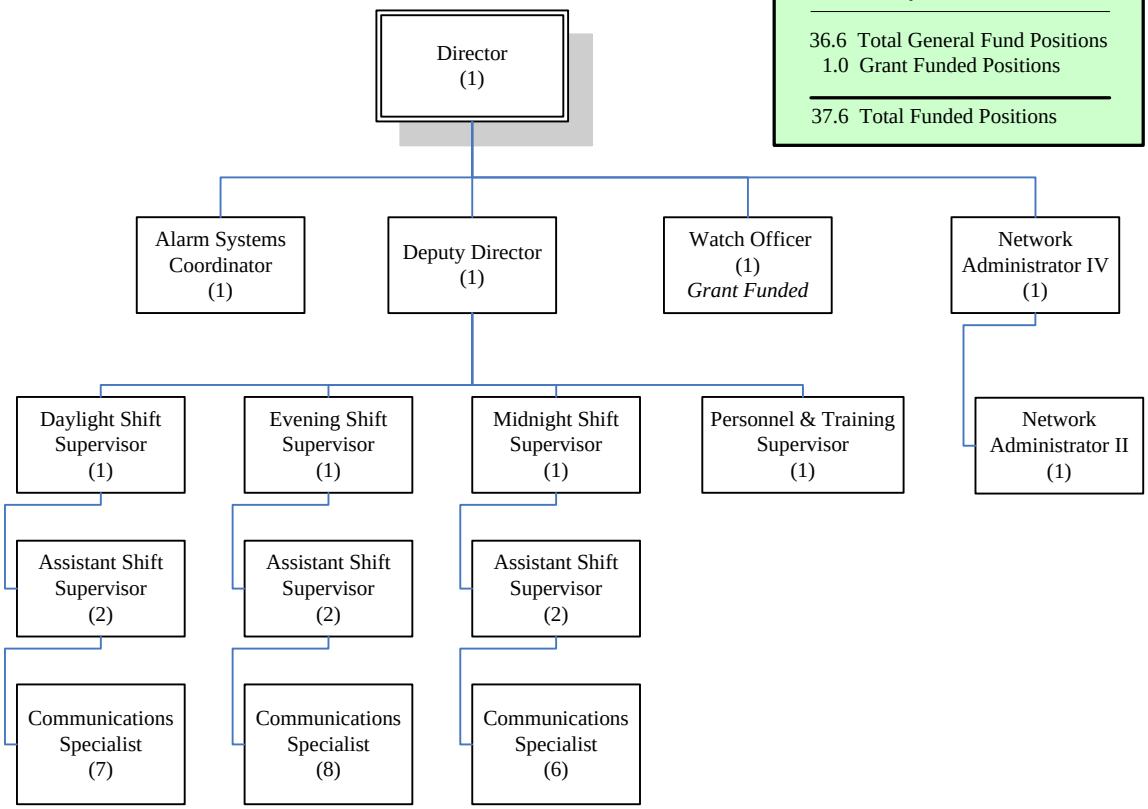
EMERGENCY SERVICES

POSITION SUMMARY

36.0 City Funded Positions
0.6 Hourly Positions

36.6 Total General Fund Positions
1.0 Grant Funded Positions

37.6 Total Funded Positions



Emergency Services. The Department of Emergency Services is the primary Public Safety Answering Point (PSAP) for the City of Lynchburg. The primary mission is to serve as the central point of contact for citizens of Lynchburg to request emergency and non-emergency public safety assistance. The Department also provides a full array of public safety dispatch/communications services and oversees the City-wide Emergency Management program.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	35.0	35.0	36.0	36.0	36.0
City Funded Hourly	0.6	0.6	0.6	0.6	0.6
Grant Funded Full-Time	0.0	0.0	1.0	1.0	1.0
Grant Funded Hourly	0.5	0.0	0.0	0.0	0.0
TOTAL FTE	**36.1**	**35.6**	**37.6**	**37.6**	**37.6**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,391,078	$1,442,416	$1,465,764	$1,465,764	$1,503,858
Employee Benefits	554,087	610,942	623,798	623,798	640,804
Subtotal Personnel Services	***$1,945,165***	***$2,053,358***	***$2,089,562***	***$2,089,562***	***$2,144,662***
Operating					
Contractual Services	$193,756	$247,532	$233,538	$233,538	$233,538
Internal Service Charges	3,030	6,023	5,625	5,625	5,625
Other Charges	230,692	209,589	208,631	208,631	208,631
Rentals and Leases	2,489	2,000	2,000	2,000	2,000
Subtotal Operating	***$429,967***	***$465,144***	***$449,794***	***$449,794***	***$449,794***
Total General Fund Expenditures	**$2,375,132**	**$2,518,502**	**$2,539,356**	**$2,539,356**	**$2,594,456**
Total Grant Expenditures [1]	$28,228	$0	$41,247	$41,247	$41,247
TOTAL EXPENDITURES	**$2,403,360**	**$2,518,502**	**$2,580,603**	**$2,580,603**	**$2,635,703**
DEDICATED REVENUES					
Recovery E-911 Wireless	$256,865	$263,000	$286,600	$286,600	$286,600
Federal Grants	20,957	0	23,423	23,423	23,423
In-Kind Grant Match	7,271	0	0	0	0
TOTAL DEDICATED REVENUES	**$285,093**	**$263,000**	**$310,023**	**$310,023**	**$310,023**
TOTAL CITY COST	**$2,090,039**	**$2,255,502**	**$2,229,333**	**$2,229,333**	**$2,284,433**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Emergency Services Budget Description

The Department Submitted FY 2016 Emergency Services budget of $2,539,356 represents a 0.8% increase of $20,854 compared to the Adopted FY 2015 budget of $2,518,502.

Highlights of the Department Submitted FY 2016 budget include:

- $36,204 increase in Salaries and Employee Benefits reflecting the addition of a Communications Specialist position.
- $13,994 decrease in Contractual Services reflecting a reduction in the janitorial services contract and a reduction in computer hardware maintenance.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Emergency Services budget was adopted by City Council with the following change:

- $55,100 increase in Salaries and Employee Benefits reflecting the addition of a Network Administrator I overhire position.

Emergency Services Performance Measures

Goal:
To respond with assistance to all emergency calls for service in an expedient manner.

Objective 1:
Have the ability to receive wireline 911 calls by maintaining a P.01 grade of service on wireline tandems.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Grade of Service - percentage of calls that may encounter a busy signal	0.30%	1.00%	0.29%	1.00%

Analysis of the Data:
This is a measure of technical capacity to receive incoming 911 calls for service from wireline service. Based on call volume data the percentage of calls encountering a busy signal and the appropriate number of trunks to handle the existing load can be determined. Achieving a P.01 grade of service requires trunk provisioning to ensure that during the average busy hour, no more than 1% of calls into the 911 system will encounter a busy signal.

Objective 2:
Have the ability to receive wireless 911 calls by maintaining a P.01 grade of service on wireless tandems.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Grade of Service - percentage of calls that may encounter a busy signal	0.56%	1.00%	1.00%	1.00%

Analysis of the Data:
This is a measure of technical capacity to receive incoming 911 calls for service from wireless service. Based on call volume data the percentage of calls that will encounter a busy signal and the appropriate number of trunks to handle the existing load can be determined. Achieving a P.01 grade of service requires trunk provisioning to ensure that during the average busy hour, no more than 1% of calls into the 911 system will encounter a busy condition. Verizon has recommended that the network be augmented by two additional wireless trunks to avoid falling below the P.01 grade of service which is the industry standard for 911 centers. The additional wireless trunks would be be purchased with grant funding. Adding the additional trunks would require an additional Communications Specialist position.

Objective 3:
Answer 90% of all received busy period 911 calls within ten (10) seconds.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Percentage answered within ten (10) seconds from 11 a.m. to 7 p.m.	99.08%	90.00%	99.25%	90.00%

Analysis of the Data:
This is a measure of availability of existing staffing to answer a 911 call for service in a reasonable amount of time. The National Emergency Number Association (NENA) Call Taking Operational Standard states that ninety percent (90%) of all 911 calls received during busy periods should be answered within ten (10) seconds.

Objective 4:
Complete initial call assessment for emergency calls and route for dispatch within 60 seconds.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Average emergency call assessment time	53.29 seconds	60.00 seconds	51.19 seconds	60.00 seconds

Analysis of the Data:
Emergency calls are defined as all EMS calls with an Echo response (a person who is not breathing and does not have a pulse), accident personal injury, malicious wounding, structure fire, domestic violence, and fight in progress.

Benchmark Localities:
National Emergency Number Association

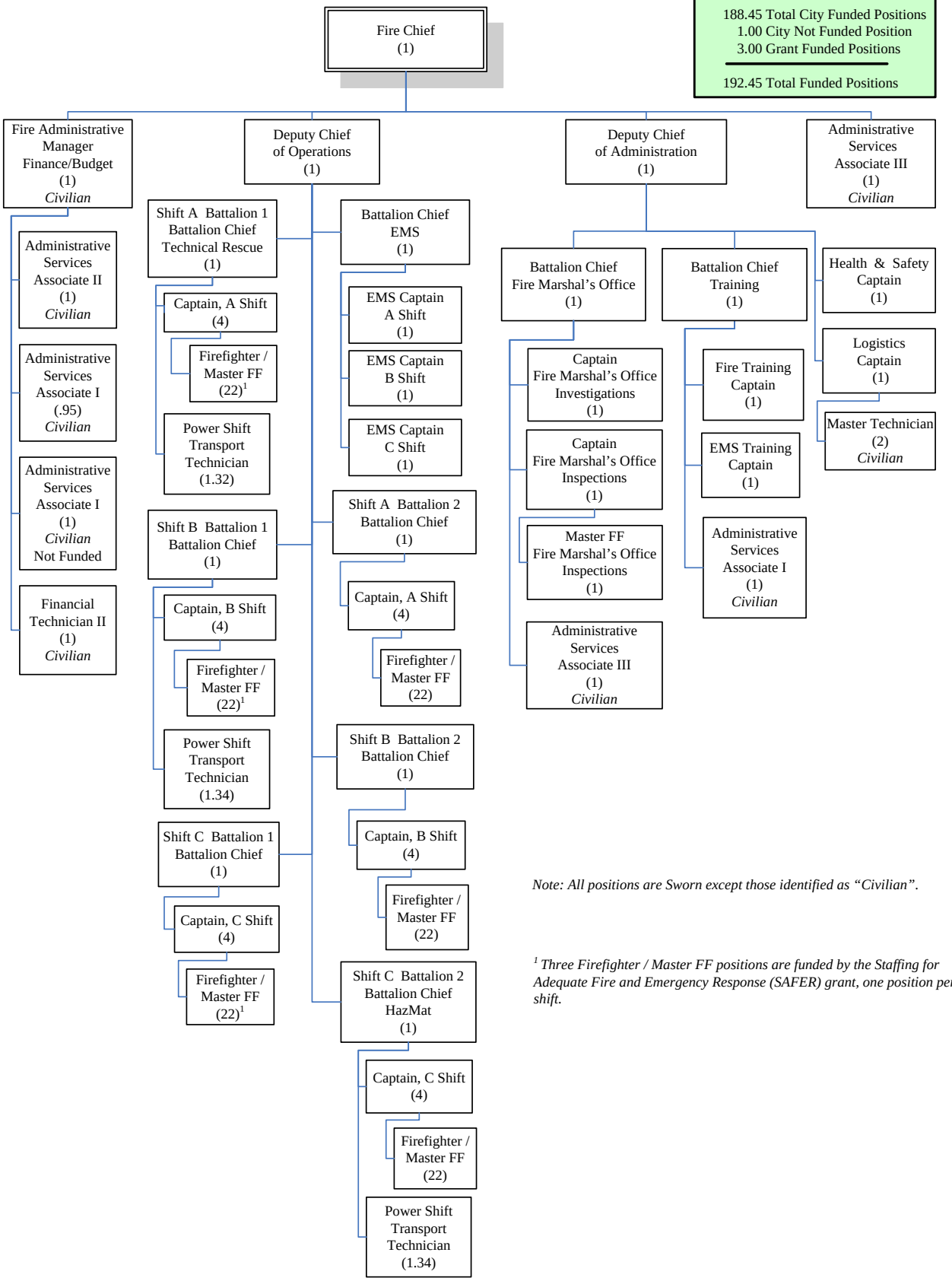
Fire and EMS

Position Summary

187.95 City Funded Positions
0.50 Hourly Positions

188.45 Total City Funded Positions
1.00 City Not Funded Position
3.00 Grant Funded Positions

192.45 Total Funded Positions



Note: All positions are Sworn except those identified as "Civilian".

[1] Three Firefighter / Master FF positions are funded by the Staffing for Adequate Fire and Emergency Response (SAFER) grant, one position per shift.

Fire and EMS Department including Technical Rescue Team/Partners in Emergency Response (PIER) Program

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Sworn Full-Time	177.00	177.00	179.00	179.00	179.00
City Funded Civilian Full-Time	8.00	8.00	8.00	8.00	8.00
City Funded Part-Time	0.00	0.00	0.95	0.95	
City Funded Hourly	1.45	1.45	0.50	0.50	0.50
City Civilian Full-Time Not Funded	1.00	1.00	1.00	1.00	1.00
Grant Funded Sworn Full-Time	9.00	9.00	3.00	3.00	3.00
TOTAL FTE	**196.45**	**196.45**	**192.45**	**192.45**	**191.50**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$9,898,898	$10,346,604	$10,468,332	$10,468,332	$10,468,332
Employee Benefits	3,448,252	3,859,190	3,900,826	3,900,826	3,900,826
Subtotal Personnel Services	***$13,347,150***	***$14,205,794***	***$14,369,158***	***$14,369,158***	***$14,369,158***
Operating					
Contractual Services	$402,411	$356,409	$358,509	$358,509	$358,509
Internal Service Charges	188,642	186,192	195,242	195,242	195,242
Other Charges	864,601	768,999	762,637	762,637	762,637
Rentals and Leases	23,178	24,000	24,000	24,000	24,000
Capital Outlay	9,582	25,000	25,000	25,000	25,000
Subtotal Operating	***$1,488,414***	***$1,360,600***	***$1,365,388***	***$1,365,388***	***$1,365,388***
Total General Fund Expenditures	**$14,835,564**	**$15,566,394**	**$15,734,546**	**$15,734,546**	**$15,734,546**
Total Grant Expenditures [1]	$726,228	$657,709	$401,597	$401,597	$401,597
TOTAL DEPARTMENT EXPENDITURES	**$15,561,792**	**$16,224,103**	**$16,136,143**	**$16,136,143**	**$16,136,143**
DEDICATED REVENUES					
State Grants	$249,859	$262,000	$287,000	$287,000	$287,000
Federal Grants	476,369	395,709	114,597	114,597	114,597
PIER Outside Contract Agreements	32,500	32,500	32,500	32,500	32,500
PIER Internal Contract Agreements	50,000	50,000	50,000	50,000	50,000
Assigned Fund Balance Reserve	(29,573)	0	0	0	0
TOTAL DEDICATED REVENUES	**$779,155**	**$740,209**	**$484,097**	**$484,097**	**$484,097**
TOTAL CITY COST	**$14,782,637**	**$15,483,894**	**$15,652,046**	**$15,652,046**	**$15,652,046**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Fire and EMS Department. Provides fire, medical, and other emergency services for the City. The department operates eight fire stations, the Fire Training Center, Fire Department Fleet Shop and 55 fire vehicles. Services include:

- Fire prevention through inspections, arson investigations, and public fire safety education.
- Fire suppression.
- Emergency medical services, including Basic Life Support (BLS), Advanced Life Support (ALS), and ambulance transport.
- Technical rescue response, including confined-space, trench, collapse, high-angle rescue, swiftwater, and dive rescue.
- Other emergency and non-emergency services, such as hazardous materials incident response.
- Community services, including public school and neighborhood programs.
- Coordination of ambulance billing and collections services through a third party billing firm.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Sworn Full-Time	177.00	177.00	179.00	179.00	179.00
City Funded Civilian Full-Time	8.00	8.00	8.00	8.00	8.00
City Funded Part-Time	0.00	0.00	0.95	0.95	0.95
City Funded Hourly	1.45	1.45	0.50	0.50	0.50
City Civilian Full-Time Not Funded	1.00	1.00	1.00	1.00	1.00
Grant Funded Sworn Full-Time	9.00	9.00	3.00	3.00	3.00
TOTAL FTE	**196.45**	**196.45**	**192.45**	**192.45**	**192.45**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$9,874,194	$10,308,100	$10,429,828	$10,429,828	$10,429,828
Employee Benefits	3,446,362	3,856,245	3,897,881	3,897,881	3,897,881
Subtotal Personnel Services	***$13,320,556***	***$14,164,345***	***$14,327,709***	***$14,327,709***	***$14,327,709***
Operating					
Contractual Services	$401,701	$356,409	$358,509	$358,509	$358,509
Internal Service Charges	188,642	186,192	195,242	195,242	195,242
Other Charges	838,978	727,948	721,586	721,586	721,586
Rentals and Leases	23,178	24,000	24,000	24,000	24,000
Capital Outlay	9,582	25,000	25,000	25,000	25,000
Subtotal Operating	***$1,462,081***	***$1,319,549***	***$1,324,337***	***$1,324,337***	***$1,324,337***
Total General Fund Expenditures	**$14,782,637**	**$15,483,894**	**$15,652,046**	**$15,652,046**	**$15,652,046**
Total Grant Expenditures [1]	$726,228	$657,709	$401,597	$401,597	$401,597
TOTAL EXPENDITURES	**$15,508,865**	**$16,141,603**	**$16,053,643**	**$16,053,643**	**$16,053,643**
DEDICATED REVENUES					
State Grants	$249,859	$262,000	$287,000	$287,000	$287,000
Federal Grants	476,369	395,709	114,597	114,597	114,597
TOTAL DEDICATED REVENUES	**$726,228**	**$657,709**	**$401,597**	**$401,597**	**$401,597**
TOTAL CITY COST	**$14,782,637**	**$15,483,894**	**$15,652,046**	**$15,652,046**	**$15,652,046**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Fire and EMS Department Budget Description

The Department Submitted FY 2016 Fire and EMS budget of $15,652,046 represents a 1.1% increase of $168,152 compared to the Adopted FY 2015 budget of $15,483,894.

Highlights of the Department Submitted FY 2016 budget include:

- $163,364 increase in Salaries and Employee Benefits reflecting two Firefighter/EMT positions to staff a 40-hour per week medic unit and additional certification pay based on historical spending.
- $9,050 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $6,362 decrease in Other Charges reflecting adjustments based on historical spending.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Fire and EMS Department budget was adopted by City Council without changes.

Fire and EMS Department – Technical Rescue Team/Partners in Emergency Response (PIER) Program

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$24,704	$38,504	$38,504	$38,504	$38,504
Employee Benefits	1,890	2,945	2,945	2,945	2,945
Subtotal Personnel Services	***$26,594***	***$41,449***	***$41,449***	***$41,449***	***$41,449***
Operating					
Contractual Services	$710	$0	$0	$0	$0
Other Charges	25,623	41,051	41,051	41,051	41,051
Capital Outlay	0	0	0	0	0
Subtotal Operating	***$26,333***	***$41,051***	***$41,051***	***$41,051***	***$41,051***
TOTAL EXPENDITURES	**$52,927**	**$82,500**	**$82,500**	**$82,500**	**$82,500**
DEDICATED REVENUES					
PIER Outside Contract Agreements	$32,500	$32,500	$32,500	$32,500	$32,500
PIER Internal Contract Agreements	50,000	50,000	50,000	50,000	50,000
Assigned Fund Balance Reserve	(29,573)	0	0	0	0
TOTAL DEDICATED REVENUES	**$52,927**	**$82,500**	**$82,500**	**$82,500**	**$82,500**
TOTAL CITY COST	**$0**	**$0**	**$0**	**$0**	**$0**

Fire and EMS Department – Technical Rescue Team/PIER Program Budget Description

The Department Submitted FY 2016 Fire and EMS – Technical Rescue Team/PIER budget of $82,500 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Fire and EMS Department – Technical Rescue Team/PIER Program budget was adopted by City Council without changes.

Fire and EMS Department Performance Measures

Goal 1:
Increase the likelihood of survival for patients who are in cardiac arrest.

Objective:
Maintain or increase the percentage of patients that attain Return of Spontaneous Circulation (ROSC) after cardiac arrest. Strategies used to accomplish this goal include the "pitcrew CPR" model, increased use of the Lucas 2 automated chest compression devices, and implementation of current American Heart Association (AHA) guidelines for treatment of patients in cardiac arrest. Department personnel conduct regular training on cardiac arrest protocols to ensure efficiency and proficiency. The Department's EMS supervisors and advanced practice paramedics provide an enhanced level of service to these patients by providing additional therapies to patients achieving ROSC. All of these factors contribute to improved outcomes for patients.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Meet or exceed the AHA national average of 26% of patients with an out-of-hospital cardiac arrest that survive to be admitted to the hospital.	46%	55%	55%	55%

Analysis of the Data:
The AHA reports 26% of patients who experience an out-of-hospital cardiac arrest survive to be admitted to the hospital. The most important factor in a successful resuscitative effort is uninterrupted chest compressions delivered at the appropriate depth and rate. The Department is fortunate to have equipment for mechanical chest compressions. This equipment delivers the most efficient and effective chest compressions because the machine is not subject to human fatigue. The projected rate for FY 2016 is not increased compared to FY 2015, but reflects a desire to maintain the current high standard, which is more than double the national average based on information from the AHA. There are factors the Department cannot overcome to improve resuscitation numbers: advanced age, serious heart disease, co-morbid factors like diabetes and hypertension, and time from collapse to system activation.

SAFE COMMUNITY

Goal 2:
Respond in a safe and expeditious manner to emergency incidents (dispatched equipment).

Objective:
Maintain (without compromising safety) an average response time of 6 minutes or less to emergency incidents (response time = time of dispatch to time of arrival of the 1st unit). Strategies include examining response times to determine if another response zone is more appropriate and evaluating traffic patterns and construction zones.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Average response time to an emergency incident	6 min 41 secs	6 min 40 secs	6 min 30 secs	6 min 45 secs

Analysis of the Data:
There was an increase in response times for FY 2014 (6:41) from FY 2013 (6:31). This can be attributed to several causes. The Department's call volume continues to increase, causing calls to be answered by a unit other than the first due apparatus. There are frequent instances when call volume requires an engine company to be placed out of service to put a reserve medic unit in service. Units coming from another response zone will result in a longer travel time. It is anticipated that continued increases in the volume of emergency medical calls for service may necessitate call prioritization, meaning lower acuity calls may be held until a unit is available. Improvements in call prioritization and responses to fire incidents continue to be refined through an internal review of fire-related nature codes. The City has experienced a significant number of road closures, detours, and construction resulting in increased travel times. Note: Projections are based in part on a 5-year trend analysis utilizing historical data from FY 2010 through FY 2014.

SAFE COMMUNITY

Fire and EMS Department Performance Measures (continued)

Goal 3:
Maintain or reduce average structure fire loss (in dollars) per incident.

Objective:
Limit structure fire loss (structure and contents) per incident to below $40,000. Strategies include increasing the number of inspections, the number of public education events, and the oversight in new construction and site design.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Average structure fire loss per incident per fiscal year	$46,360	$50,395	$14,573	$56,099

Analysis of the Data:
The increase in the average structure fire loss for actual FY 2014 and projected FY 2015 and FY 2016 can be attributed to two large fires in FY 2014 with approximate total structure fire loss of $1.2 million (the projected figures are calculated using a 5-year trend analysis from FY 2010 through FY 2014). With the continuation of remodeling projects and increasing new construction, compliance with new and improved construction codes makes structures safer and more affordable as the codes are set to the minimum standards. The Fire Marshal's Office (FMO) attempts to reduce fire losses by successfully conducting public education through media, lectures, and hands-on opportunities for various businesses, educational facilities, and City residents. Early fire detection efforts include the FMO coordinating the installation of smoke detectors in homes (along with battery replacements) with the goal of having them installed in every residence in the City of Lynchburg.

SAFE COMMUNITY

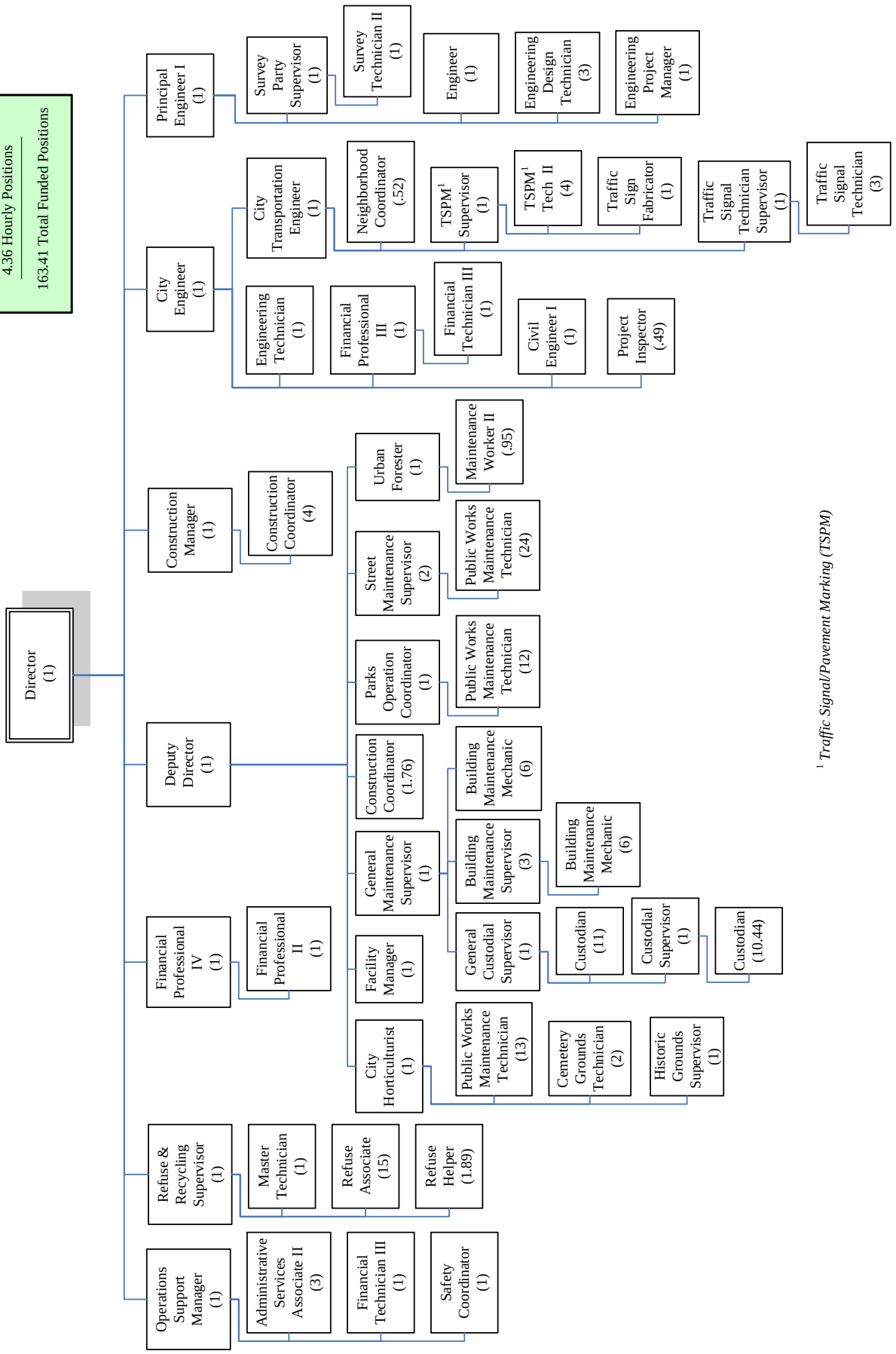
Benchmark Localities:
Charlottesville, Danville, Roanoke, Staunton, Hampton, and Petersburg, VA

Public Works

Position Summary

159.05 City Funded Positions
4.36 Hourly Positions

163.41 Total Funded Positions



[1] *Traffic Signal/Pavement Marking (TSPM)*

Public Works

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time [1]	147.50	149.52	152.52	152.52	153.52
City Funded Part-Time	7.00	3.88	5.53	5.53	5.53
City Funded Hourly	4.98	8.60	4.36	4.36	4.36
City Funded Full-Time (Water Fund) [2]	1.00	0.00	0.00	0.00	0.00
TOTAL FTE	**160.48**	**162.00**	**162.41**	**162.41**	**163.41**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries [1,2]	$5,304,836	$5,886,347	$5,918,962	$5,918,962	$5,973,713
Employee Benefits [1,2]	2,083,172	2,464,830	2,507,495	2,507,495	2,529,538
Subtotal Personnel Services	***$7,388,008***	***$8,351,177***	***$8,426,457***	***$8,426,457***	***$8,503,251***
Operating					
Contractual Services	$2,755,877	$2,392,749	$2,905,092	$2,858,252	$2,858,252
Internal Service Charges	1,108,218	1,197,512	1,223,427	1,223,427	1,223,427
Other Charges	3,864,310	3,379,622	4,153,470	4,064,557	4,064,557
Rentals and Leases	23,377	16,244	74,244	74,244	74,244
Capital Outlay	0	0	50,000	50,000	50,000
Payment to Regional Service Authority	884,031	850,045	884,140	884,140	884,140
Subtotal Operating	***$8,635,813***	***$7,836,172***	***$9,290,373***	***$9,154,620***	***$9,154,620***
TOTAL DEPARTMENT EXPENDITURES	**$16,023,821**	**$16,187,349**	**$17,716,830**	**$17,581,077**	**$17,657,871**
DEDICATED REVENUES					
State Categorical Aid - Highway Maintenance	$7,179,012	$7,114,754	$7,364,956	$7,364,956	$7,364,956
State Categorical Aid - Human Services Building	45,182	25,000	35,000	35,000	35,000
Public Works Stormwater Charges	917,195	308,000	360,599	360,599	360,599
Residential Disposal - Decals	540,002	510,000	715,000	715,000	715,000
Trash Bag Service	41,884	0	150,000	150,000	150,000
TOTAL DEDICATED REVENUES	**$8,723,275**	**$7,957,754**	**$8,625,555**	**$8,625,555**	**$8,625,555**
TOTAL CITY COST	**$7,300,546**	**$8,229,595**	**$9,091,275**	**$8,955,522**	**$9,032,316**

[1] In FY 2014, the Public Works - Building Maintenance Division assumed full responsibility for a Custodian Operator I position previously shared with Parking Management. The cost associated with performing maintenance on parking facilities is reflected in the Building Maintenance Division budget; Parking Management is charged an annual fee ($20,461) for this service.

[2] In FY 2015, the General Fund will assume direct salary and employee benefit costs associated with the position previously funded by the Water Fund; services provided by this position to the Water Fund are captured in the indirect cost payment.

Public Works – Administration. Responsible for the overall planning, leadership, and guidance to the Department. In addition, human resources management, neighborhood coordination, operational safety, and administrative support are services provided to the Department's Divisions.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	10.00	10.00	10.00	10.00	10.00
City Funded Hourly	0.00	0.00	0.73	0.73	0.73
TOTAL FTE	**10.00**	**10.00**	**10.73**	**10.73**	**10.73**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$480,336	$536,093	$552,915	$552,915	$552,915
Employee Benefits	184,764	213,588	214,643	214,643	214,643
Subtotal Personnel Services	***$665,100***	***$749,681***	***$767,558***	***$767,558***	***$767,558***
Operating					
Contractual Services	$2,784	$3,300	$3,300	$3,300	$3,300
Internal Service Charges	3,060	5,105	5,373	5,373	5,373
Other Charges	11,530	8,244	8,244	8,244	8,244
Rentals and Leases	0	0	58,000	58,000	58,000
Subtotal Operating	***$17,374***	***$16,649***	***$74,917***	***$74,917***	***$74,917***
TOTAL EXPENDITURES	**$682,474**	**$766,330**	**$842,475**	**$842,475**	**$842,475**
DEDICATED REVENUES					
Public Works Stormwater Charges	$368,605	$0	$161,947	$161,947	$161,947
TOTAL DEDICATED REVENUES	**$368,605**	**$0**	**$161,947**	**$161,947**	**$161,947**
TOTAL CITY COST	**$313,869**	**$766,330**	**$680,528**	**$680,528**	**$680,528**

Public Works – Administration Budget Description

The Department Submitted FY 2016 Public Works – Administration budget of $842,475 represents a 9.9% increase of $76,145 compared to the Adopted FY 2015 budget of $766,330.

Highlights of the Department Submitted FY 2016 budget include:

- $17,887 increase in Salaries and Employee Benefits reflecting the addition of an hourly position for trash bag enforcement.
- $58,000 increase in Rentals and Leases reflecting moving the funding of the Holy Cross parking deck lease to Public Works from the Parking Management budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Public Works – Administration budget was adopted by City Council without changes.

Public Works – Building Maintenance. Performs custodial services, preventative maintenance and emergency repair of approximately one million square feet of City-owned buildings, parking decks and structures located in parks and stadiums. Some of the equipment maintained by the Division includes HVAC, electrical and plumbing systems, lock and key services as well as carpentry services. Building Maintenance maintains all athletic field lighting, fencing, pavilions and playground equipment located at City Stadium and parks throughout the City. The Division is responsible for (1) the opening, closing, and repair of the pool located in Miller Park; (2) moving furniture and equipment for City departments as requested; (3) delivering mail to City Council and providing support in preparation for Council meetings; (4) providing support for special events; and (5) sidewalk snow removal at City buildings as well as providing other services during emergency situations. The Division also provides support to the Registrar's Office during elections by delivering and setting up voting booths and providing other support on Election Day.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time [1]	39.00	39.00	40.00	40.00	40.00
City Funded Part-Time	0.50	0.50	1.44	1.44	1.44
City Funded Hourly	0.95	0.95	0.83	0.83	0.83
TOTAL FTE	**40.45**	**40.45**	**42.27**	**42.27**	**42.27**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries [1]	$1,234,512	$1,327,216	$1,390,606	$1,390,606	$1,390,606
Employee Benefits [1]	510,580	591,067	608,043	608,043	608,043
Subtotal Personnel Services	***$1,745,092***	***$1,918,283***	***$1,998,649***	***$1,998,649***	***$1,998,649***
Operating					
Contractual Services	$504,583	$311,872	$491,310	$491,310	$491,310
Internal Service Charges	68,148	69,737	77,426	77,426	77,426
Other Charges	1,191,198	1,008,732	1,229,507	1,229,507	1,229,507
Subtotal Operating	***$1,763,929***	***$1,390,341***	***$1,798,243***	***$1,798,243***	***$1,798,243***
TOTAL CITY COST	**$3,509,021**	**$3,308,624**	**$3,796,892**	**$3,796,892**	**$3,796,892**

[1] In FY 2014, the Public Works - Building Maintenance Division assumed full responsibility for a Custodian Operator I position previously shared with Parking Management. The cost associated with performing maintenance on parking facilities is reflected in the Building Maintenance Division budget; Parking Management is charged an annual fee ($20,461) for this service.

Public Works – Building Maintenance Budget Description

The Department Submitted FY 2016 Public Works – Building Maintenance budget of $3,796,892 represents a 14.8% increase of $488,268 compared to the Adopted FY 2015 budget of $3,308,624.

Highlights of the Department Submitted FY 2016 budget include:

- $80,366 increase in Salaries and Employee Benefits reflecting the addition of one full-time employee and two part-time employees for library janitorial maintenance and an increase in overtime based on historical spending.
- $179,438 increase in Contractual Services reflecting an increase in building maintenance based on historical spending offset by the elimination of the janitorial contract for the Main Library.
- $220,775 increase in Other Charges reflecting historical spending in minor equipment and tools, building maintenance and repair materials and utility charges.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Public Works – Building Maintenance budget was adopted by City Council without changes.

Public Works – Human Services Building. The Division of Buildings and Grounds provides building maintenance and utilities for the Human Services Building at 99 9th Street. This sub-department is used to track maintenance and utility expenditures for the purposes of state reimbursement.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Contractual Services	$54,752	$52,691	$52,691	$52,691	$52,691
Other Charges	186,320	155,692	155,692	155,692	155,692
Subtotal Operating	***$241,072***	***$208,383***	***$208,383***	***$208,383***	***$208,383***
TOTAL EXPENDITURES	**$241,072**	**$208,383**	**$208,383**	**$208,383**	**$208,383**
DEDICATED REVENUES					
State Categorical Aid - Human Services Building	$45,182	$25,000	$35,000	$35,000	$35,000
TOTAL DEDICATED REVENUES	**$45,182**	**$25,000**	**$35,000**	**$35,000**	**$35,000**
TOTAL CITY COST	**$195,890**	**$183,383**	**$173,383**	**$173,383**	**$173,383**

Public Works – Human Services Building Budget Description

The Department Submitted FY 2016 Public Works – Human Services Building budget of $208,383 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Public Works – Human Services Building budget was adopted by City Council without changes.

Public Works – Parks and Grounds Maintenance. Provides grounds maintenance for all City property except school property (over 700 acres). Includes weed and leaf removal, mowing, landscaping, sodding, planting, pruning and seeding as well as fertilizer and pesticide application. The contract forestry service maintains street trees and trees located on other public property. The City's annual flower/spring bulb program is carried out within this work unit.

All athletic fields at the City's parks, recreational facilities and the City Stadium are maintained to regulation. Provides maintenance and repairs to all recreation buildings and equipment. During winter months, personnel assist in the maintenance of fences, posts, benches, playground equipment, tables and other equipment located in the City parks and in snow removal. Personnel provide support for festivals and maintain bikeways and hiking trails.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	29.00	29.00	31.00	31.00	31.00
City Funded Part-Time	1.44	0.72	0.95	0.95	0.95
City Funded Hourly	1.44	2.16	0.00	0.00	0.00
TOTAL FTE	**31.88**	**31.88**	**31.95**	**31.95**	**31.95**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$914,712	$1,027,580	$980,666	$980,666	$980,666
Employee Benefits	379,400	442,812	453,809	453,809	453,809
Subtotal Personnel Services	***$1,294,112***	***$1,470,392***	***$1,434,475***	***$1,434,475***	***$1,434,475***
Operating					
Contractual Services	$470,244	$293,368	$456,936	$427,888	$427,888
Internal Service Charges	281,257	330,118	335,388	335,388	335,388
Other Charges	457,951	413,108	486,507	486,507	486,507
Rentals and Leases	7,297	500	500	500	500
Capital Outlay	0	0	50,000	50,000	50,000
Subtotal Operating	***$1,216,749***	***$1,037,094***	***$1,329,331***	***$1,300,283***	***$1,300,283***
TOTAL EXPENDITURES	**$2,510,861**	**$2,507,486**	**$2,763,806**	**$2,734,758**	**$2,734,758**
DEDICATED REVENUES					
State Categorical Aid - Highway Maintenance	$1,180,517	$818,197	$948,723	$948,723	$948,723
Public Works Stormwater Charges	1,504	0	0	0	0
TOTAL DEDICATED REVENUES	**$1,182,021**	**$818,197**	**$948,723**	**$948,723**	**$948,723**
TOTAL CITY COST	**$1,328,840**	**$1,689,289**	**$1,815,083**	**$1,786,035**	**$1,786,035**

Public Works – Parks and Grounds Maintenance Budget Description

The Department Submitted FY 2016 Public Works – Parks and Grounds Maintenance budget of $2,763,806 represents a 10.2% increase of $256,320 compared to the Adopted FY 2015 budget of $2,507,486.

Highlights of the Department Submitted FY 2016 budget include:

- $35,917 decrease in Salaries and Employee Benefits reflecting the elimination of hourly positions offset by adding two full-time positions for Bluffwalk and Downtown maintenance.
- $163,568 increase in Contractual Services based on historical spending in building maintenance and repairs, landscaping services, and contractual labor.
- $5,270 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $73,399 increase in Other Charges reflecting historical spending in grounds maintenance supplies, electricity charges; and additional equipment for Bluffwalk and Downtown maintenance.
- $50,000 increase in Capital Outlay reflecting the cost of vehicles for Bluffwalk and Downtown maintenance.

Major item submitted but not proposed by the City Manager for funding:

- $29,048 in Contractual Services for building maintenance and repairs.

The Proposed FY 2016 Public Works – Parks and Grounds Maintenance budget was adopted by City Council without changes.

Public Works – Engineering. Provides a variety of professional and technical work relating to the physical development of the City. Responsible for the design, development, and supervision of construction projects for the City. Responsibilities include capital project planning for buildings, streets, water and sewer facilities, street and bridge maintenance programs. Monitors the need for various traffic control devices and street improvements. Reviews all street design improvements. Oversees the City's street lighting system and coordinates the signals at 118 intersections in the City. Maintains a close liaison with the Virginia Department of Transportation. Acquires and disposes of municipal real property for City use and manages City-owned property leases. The City Engineer also assists on the Technical Review Committee.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	27.50	28.52	28.52	28.52	29.52
City Funded Part-Time	1.70	0.50	0.49	0.49	0.49
City Funded Hourly	0.50	2.20	2.20	2.20	2.20
City Funded Full-Time (Water Fund) [1]	1.00	0.00	0.00	0.00	0.00
TOTAL FTE	**30.70**	**31.22**	**31.21**	**31.21**	**32.21**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries [1]	$1,287,828	$1,482,205	$1,478,097	$1,478,097	$1,532,848
Employee Benefits [1]	476,788	578,600	577,320	577,320	599,363
Subtotal Personnel Services	***$1,764,616***	***$2,060,805***	***$2,055,417***	***$2,055,417***	***$2,132,211***
Operating					
Contractual Services	$119,588	$32,260	$44,760	$34,760	$34,760
Internal Service Charges	66,947	67,658	74,260	74,260	74,260
Other Charges	1,296,961	1,231,562	1,497,102	1,497,102	1,497,102
Subtotal Operating	***$1,483,496***	***$1,331,480***	***$1,616,122***	***$1,606,122***	***$1,606,122***
TOTAL EXPENDITURES	**$3,248,112**	**$3,392,285**	**$3,671,539**	**$3,661,539**	**$3,738,333**
DEDICATED REVENUES					
State Categorical Aid - Highway Maintenance	$3,244,914	$3,215,869	$3,250,014	$3,250,014	$3,250,014
Public Works Stormwater Charges	3,198	44,000	19,500	19,500	19,500
TOTAL DEDICATED REVENUES	**$3,248,112**	**$3,259,869**	**$3,269,514**	**$3,269,514**	**$3,269,514**
TOTAL CITY COST	**$0**	**$132,416**	**$402,025**	**$392,025**	**$468,819**

[1] In FY 2015, the General Fund will assume direct salary and employee benefit costs associated with the position previously funded by the Water Fund; services provided by this position to the Water Fund are captured in the indirect cost payment.

Public Works – Engineering Budget Description

The Department Submitted FY 2016 Public Works – Engineering budget of $3,671,539 represents an 8.2% increase of $279,254 compared to the Adopted FY 2015 budget of $3,392,285.

Highlights of the Department Submitted FY 2016 budget include:

- $5,388 decrease in Salaries and Employee Benefits reflecting part-time and hourly position adjustments.
- $12,500 increase in Contractual Services reflecting proposed engineering studies.
- $6,602 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $265,540 increase in Other Charges reflecting primarily the increase in electricity charges based on historical spending.

Major item submitted but not proposed by the City Manager for funding:

- $10,000 in Contractual Services for proposed engineering studies.

The Proposed FY 2016 Public Works – Engineering budget was adopted by City Council with the following change:

- $76,794 increase in Salaries and Employee Benefits reflecting the addition of a full-time Engineer position.

Public Works – Street Maintenance. The Street Maintenance program encompasses the administration and maintenance of approximately 853 lane miles of roadway, 340 miles of shoulders and 181 miles of sidewalks. The administration includes functions such as budget control, staffing, planning, employee development and centralized processing of the core business personnel, payroll transactions and records. The maintenance is done by City street crews and private contractors through various types of patching and surface repairs, road-shoulder maintenance, and drainage maintenance. Street sweeping and leaf collection are also considered core functions of the Streets Division. Nearly all functions of the Streets Division are eligible for full reimbursement from the Virginia Department of Transportation (VDOT). Over one-third of the Street Maintenance budget is used for contractual repairs and installations of sidewalks, guardrails, and all drainage systems that handle City street water runoff.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	26.00	26.00	26.00	26.00	26.00
City Funded Part-Time	1.20	0.72	0.76	0.76	0.76
City Funded Hourly	1.40	1.88	0.60	0.60	0.60
TOTAL FTE	**28.60**	**28.60**	**27.36**	**27.36**	**27.36**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$742,850	$873,172	$863,927	$863,927	$863,927
Employee Benefits	308,008	377,930	384,937	384,937	384,937
Subtotal Personnel Services	***$1,050,858***	***$1,251,102***	***$1,248,864***	***$1,248,864***	***$1,248,864***
Operating					
Contractual Services	$1,119,702	$1,265,592	$1,301,592	$1,301,592	$1,301,592
Internal Service Charges	416,354	412,779	434,951	434,951	434,951
Other Charges	238,038	231,850	234,350	231,850	231,850
Subtotal Operating	***$1,774,094***	***$1,910,221***	***$1,970,893***	***$1,968,393***	***$1,968,393***
TOTAL EXPENDITURES	**$2,824,952**	**$3,161,323**	**$3,219,757**	**$3,217,257**	**$3,217,257**
DEDICATED REVENUES					
State Categorical Aid - Highway Maintenance	$2,281,064	$2,795,942	$2,832,126	$2,876,100	$2,876,100
Public Works Stormwater Charges	543,888	264,000	179,152	179,152	179,152
TOTAL DEDICATED REVENUES	**$2,824,952**	**$3,059,942**	**$3,011,278**	**$3,055,252**	**$3,055,252**
TOTAL CITY COST	**$0**	**$101,381**	**$208,479**	**$162,005**	**$162,005**

Public Works – Street Maintenance Budget Description

The Department Submitted FY 2016 Public Works – Street Maintenance budget of $3,219,757 represents a 1.8% increase of $58,434 compared to the Adopted FY 2015 budget of $3,161,323.

Highlights of the Department Submitted FY 2016 budget include:

- $2,238 decrease in Salaries and Employee Benefits reflecting adjustments between part-time and hourly positions offset by the addition of benefits for a part-time position.
- $36,000 increase in Contractual Services reflecting an increase in temporary personnel service charges based on historical spending.
- $22,172 increase in Internal Service Charges reflecting Fleet Services operating estimates.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Public Works – Street Maintenance budget was adopted by City Council without changes.

Public Works – Snow and Ice Removal. The snow and ice removal program involves nearly all Public Works personnel and equipment to clear over 853 lane miles of City streets of snow, ice, and slush. The City also maintains two salt barns capable of storing over 6,000 tons of rock salt. Slag material and two 5,000-gallon liquid calcium chloride tanks are also stored for snow and ice removal.

The only labor expenses charged to this budget are those overtime costs directly associated with snow/ice removal operations. All non-overtime labor costs are charged to the regular, full or part-time wage code for the employees' home divisions.

For those accounts in which trends and averages would have been the prime factor for budget calculation, the budget is projected based on forecasts of minimal snowfall for the year.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$89,744	$45,000	$45,000	$45,000	$45,000
Employee Benefits	5,005	6,503	3,443	3,443	3,443
Subtotal Personnel Services	***$94,749***	***$51,503***	***$48,443***	***$48,443***	***$48,443***
Operating					
Contractual Services	$26,232	$5,500	$5,500	$5,500	$5,500
Internal Service Charges	78,265	72,700	81,133	81,133	81,133
Other Charges	61,634	62,551	106,525	62,551	62,551
Subtotal Operating	***$166,131***	***$140,751***	***$193,158***	***$149,184***	***$149,184***
TOTAL EXPENDITURES	**$260,880**	**$192,254**	**$241,601**	**$197,627**	**$197,627**
DEDICATED REVENUES					
State Categorical Aid - Highway Maintenance	$260,880	$192,254	$241,601	$197,627	$197,627
TOTAL DEDICATED REVENUES	**$260,880**	**$192,254**	**$241,601**	**$197,627**	**$197,627**
TOTAL CITY COST	**$0**	**$0**	**$0**	**$0**	**$0**

Public Works – Snow and Ice Removal Budget Description

The Department Submitted FY 2016 Public Works – Snow and Ice Removal budget of $241,601 represents a 25.7% increase of $49,347 compared to the Adopted FY 2015 budget of $192,254.

Highlights of the Department Submitted FY 2016 budget include:

- $3,060 decrease in Employee Benefits reflecting use of hourly positions.
- $8,433 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $43,974 increase in Other Charges for road salt and de-icer.

Major item submitted but not proposed by the City Manager for funding:

- $43,974 in Other Charges based on historical spending.

The Proposed FY 2016 Public Works – Snow and Ice Removal budget was adopted by City Council without changes.

Public Works – Refuse. Encompasses the collection of refuse, bulk, and brush from homes and small businesses. A fleet of semi-automated trucks provide weekly household collection on a daily basis throughout the City. Approximately, 21,000 households and 500 businesses are served by this program with an average of 14,750 tons of refuse collected annually. The collection of bulk and brush is provided using smartphone technology as an aid; the collection of litter and dead animals is performed on an as needed basis.

Additionally, the Refuse Division oversees nine neighborhood drop-off recycling facilities, collecting plastics, newspaper, aluminum and steel cans, mixed paper, and cardboard. As of FY 2014, Sonoco will manage, transport, and process recyclables from all nine locations at no cost to the City. The primary objectives of the drop-off recycling program are: to promote public-private citizen and business partnerships, to increase community awareness of solid waste in general, and to encourage recycling by offering a low cost option as a partial solution to reducing the City's waste stream. This service directly supports City beautification and litter prevention activities through citizen and business support. City staff also works with approximately 70 volunteer groups to collect litter from City streets.

In FY 2015 the City will operate a Convenience Center at the Lynchburg landfill allowing residents to continue disposal at the site; refuse collected will be transported to the landfill in Campbell County.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	16.00	17.00	17.00	17.00	17.00
City Funded Part-Time	2.16	1.44	1.89	1.89	1.89
City Funded Hourly	0.69	1.41	0.00	0.00	0.00
TOTAL FTE	**18.85**	**19.85**	**18.89**	**18.89**	**18.89**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$554,854	$595,081	$607,751	$607,751	$607,751
Employee Benefits	218,627	254,330	265,300	265,300	265,300
Subtotal Personnel Services	***$773,481***	***$849,411***	***$873,051***	***$873,051***	***$873,051***
Operating					
Contractual Services	$441,912	$399,103	$519,940	$512,148	$512,148
Internal Service Charges	194,187	239,415	214,896	214,896	214,896
Other Charges	334,234	203,883	347,857	305,418	305,418
Rentals and Leases	16,080	15,744	15,744	15,744	15,744
Payment to Regional Service Authority	884,031	850,045	884,140	884,140	884,140
Subtotal Operating	***$1,870,444***	***$1,708,190***	***$1,982,577***	***$1,932,346***	***$1,932,346***
TOTAL EXPENDITURES	**$2,643,925**	**$2,557,601**	**$2,855,628**	**$2,805,397**	**$2,805,397**
DEDICATED REVENUES					
State Categorical Aid - Highway Maintenance	$211,637	$92,492	$92,492	$92,492	$92,492
Residential Disposal - Decals	540,002	510,000	715,000	715,000	715,000
Trash Bag Service	41,884	0	150,000	150,000	150,000
TOTAL DEDICATED REVENUES	**$793,523**	**$602,492**	**$957,492**	**$957,492**	**$957,492**
TOTAL CITY COST	**$1,850,402**	**$1,955,109**	**$1,898,136**	**$1,847,905**	**$1,847,905**

Public Works – Refuse Budget Description

The Department Submitted FY 2016 Public Works – Refuse budget of $2,855,628 represents an 11.7% increase of $298,027 compared to the Adopted FY 2015 budget of $2,557,601.

Highlights of the Department Submitted FY 2016 budget include:

- $23,640 increase in Salaries and Employee Benefits reflecting overtime and adding benefits to a part-time position.
- $120,837 increase in Contractual Services reflecting historical spending in maintenance and repairs for refuse trucks and temporary personnel services.
- $24,519 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $143,874 increase in Other Charges reflecting historical spending in prepaid trash bag costs, vehicle maintenance and repairs for refuse truck parts, and electricity charges.
- $34,095 increase in Payments to Regional Services Authority based on historical spending.

Major items submitted but not proposed by the City Manager for funding:

- $7,792 in Contractual Services for parts services administrative fees.
- $42,439 in Other Charges for refuse truck parts.

The Proposed FY 2016 Public Works – Refuse budget was adopted by City Council without changes.

Public Works – Baseball Stadium Maintenance. Supports the operations and maintenance of Lynchburg City Stadium and Calvin Falwell Field.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Operating					
Contractual Services	$16,080	$29,063	$29,063	$29,063	$29,063
Other Charges	86,444	64,000	87,686	87,686	87,686
Subtotal Operating	***$102,524***	***$93,063***	***$116,749***	***$116,749***	***$116,749***
TOTAL CITY COST	**$102,524**	**$93,063**	**$116,749**	**$116,749**	**$116,749**

Public Works – Baseball Stadium Maintenance Budget Description

The Department Submitted FY 2016 Public Works – Baseball Stadium Maintenance budget of $116,749 represents a 25.5% increase of $23,686 compared to the Adopted FY 2015 budget of $93,063.

Highlights of the Department Submitted FY 2016 budget include:

- $23,686 increase in Other Charges based on historical spending in electricity charges.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Public Works – Baseball Stadium Maintenance budget was adopted by City Council without changes.

Public Works Performance Measures

Goal 1:
Provide solid waste collection as economically as possible.

Objective:
Collect solid waste in a cost effective and efficient manner.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Operating and maintenance expenditures per ton of refuse collected, excluding landfill disposal fees	New measure; data unavailable	$50.00	$39.00	$50.00

Analysis of the Data:
Maintenance costs are expected to decrease with the purchase of newer equipment; although, operating costs will likely increase as the division becomes fully staffed. In FY 2015 costs are lower due to vacancies and low fuel prices. By FY 2016 vacant positions should be filled and gas prices may increase leading to a higher projected cost.

Benchmark Localities:
Chesapeake, Danville, Harrisonburg, and Spotsylvania County,VA; Longmont, CO

NEIGHBORHOODS

Goal 2:
Improve the quality of city streets.

Objective:
Decrease the percentage of deficient arterial streets.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Percentage of deficient arterial streets within Lynchburg	22%	Data unavailable	Data unavailable	20%

Analysis of the Data:
In July 2013, VDOT performed an assessment of arterial streets to determine locality efficiency with use of highway maintenance funding. Based on this assessment, Lynchburg had over 22% of all arterial streets labeled as deficient. The Department is adjusting how it uses highway maintenance funding in order to reduce this percentage over time. A private contractor has been hired by the Department to perform a pavement condition assessment in the spring/summer of 2015, which will identify the roads needing overlay to reduce the percentage of deficient streets for FY 2016.

INFRASTRUCTURE

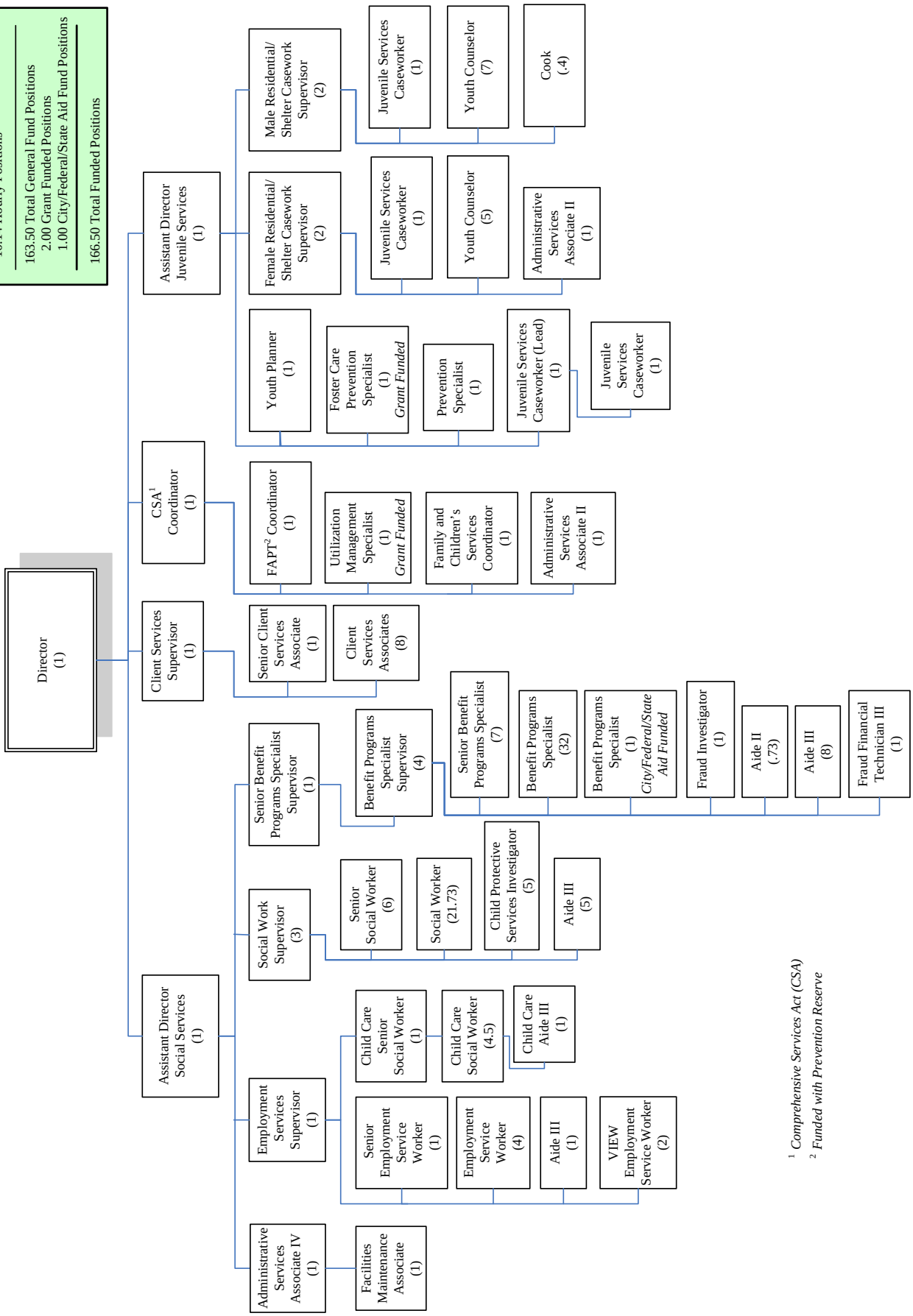
Human Services

Position Summary

153.36 City Funded Positions
10.14 Hourly Positions

163.50 Total General Fund Positions
2.00 Grant Funded Positions
1.00 City/Federal/State Aid Fund Positions

166.50 Total Funded Positions



[1] *Comprehensive Services Act (CSA)*
[2] *Funded with Prevention Reserve*

Human Services – Juvenile Services. Provides a continuum of prevention and intervention services and programs aimed at supporting youth and their families. Major program areas include prevention services, community-based supervision, crisis intervention/shelter services, and secure pre- and post-dispositional juvenile detention services.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	25.00	25.00	25.00	25.00	25.00
City Funded Part-Time	1.13	1.13	0.40	0.40	0.40
City Funded Hourly	3.60	6.03	6.76	6.76	6.76
Grant Funded Full-Time	3.00	2.00	2.00	2.00	2.00
TOTAL FTE	**32.73**	**34.16**	**34.16**	**34.16**	**34.16**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,087,351	$1,154,395	$1,146,811	$1,146,811	$1,146,811
Employee Benefits	405,710	455,847	453,447	453,447	453,447
Subtotal Personnel Services	***$1,493,061***	***$1,610,242***	***$1,600,258***	***$1,600,258***	***$1,600,258***
Operating					
Contractual Services	$1,686,715	$1,732,630	$1,843,730	$1,732,630	$1,732,630
Internal Service Charges	24,919	30,566	29,072	29,072	29,072
Other Charges	111,424	115,109	115,109	115,109	115,109
Rentals and Leases	61,851	62,149	63,567	63,567	63,567
Subtotal Operating	***$1,884,909***	***$1,940,454***	***$2,051,478***	***$1,940,378***	***$1,940,378***
Total General Fund Expenditures	**$3,377,970**	**$3,550,696**	**$3,651,736**	**$3,540,636**	**$3,540,636**
Total Grant Expenditures [1]	$21,019	$20,000	$20,000	$20,000	$20,000
TOTAL EXPENDITURES	**$3,398,989**	**$3,570,696**	**$3,671,736**	**$3,560,636**	**$3,560,636**
DEDICATED REVENUES					
State Categorical Aid - Juv. Correction Block Grant	$235,716	$235,716	$235,716	$235,716	$235,716
Juvenile Service Providers	853,264	876,404	876,404	876,404	876,404
Federal Grants	21,019	20,000	20,000	20,000	20,000
TOTAL DEDICATED REVENUES	**$1,109,999**	**$1,132,120**	**$1,132,120**	**$1,132,120**	**$1,132,120**
TOTAL CITY COST	**$2,288,990**	**$2,438,576**	**$2,539,616**	**$2,428,516**	**$2,428,516**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Human Services – Juvenile Services Budget Description

The Department Submitted FY 2016 Human Services – Juvenile Services budget of $3,651,736 represents a 2.8% increase of $101,040 compared to the Adopted FY 2015 budget of $3,550,696.

Highlights of the Department Submitted FY 2016 budget include:

- $9,984 decrease in Salaries and Employee Benefits due to transitioning part-time positions to hourly positions.
- $111,100 increase in Contractual Services reflecting an increase in Detention Home per diem charges.

Major item submitted but not proposed by the City Manager for funding:

- $111,100 in Contractual Services for Detention Home per diem charges; $100,000 was moved to a reserve for Juvenile Services Group Home Capital Needs.

The Proposed FY 2016 Human Services – Juvenile Services budget was adopted by City Council without changes.

Human Services – Juvenile Services Performance Measures

Goal 1:
Program participants will successfully complete Juvenile Services programs.

Objective:
At least 75% of participants will successfully complete all program requirements as outlined in the Individualized Service Plans (ISPs).

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Percent of participants successfully completing the program (average of all programs)	91%	85%	90%	87%

Analysis of the Data:
While the State Department of Juvenile Justice has set a 75% successful completion rate, it is anticipated based on the current treatment plan methodologies and past success rates that Juvenile Services can achieve an 85% success rate for FY 2015 and FY 2016. However, it is important to note there are various, uncontrollable factors that impact successful program completion.

SOCIAL EQUITY

Goal 2:
Outreach Detention program participants are in compliance with court orders.

Objective:
At least 95% of program participants are available for all scheduled court appearances.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Percent of program participants present at all scheduled court hearings	98%	98%	98%	98%

Analysis of the Data:
It is very difficult to project 100% success when providing services to at-risk youth. A number of uncontrollable factors can impact whether or not a youth is available for and present at all scheduled court hearings; as a result, projected figures are less than 100%.

SOCIAL EQUITY

Benchmark Localities:
Roanoke, Newport News, and Petersburg, VA

Human Services – Social Services

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	126.00	126.00	126.00	126.00	126.00
City Funded Part-Time	1.96	1.96	1.96	1.96	1.96
City Funded Hourly	9.38	3.38	3.38	3.38	3.38
Grant Funded Full-Time	1.00	1.00	1.00	1.00	1.00
TOTAL FTE	**138.34**	**132.34**	**132.34**	**132.34**	**132.34**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$4,439,862	$4,572,846	$4,549,724	$4,549,724	$4,549,724
Employee Benefits	1,798,471	2,027,552	2,019,309	2,019,309	2,019,309
Subtotal Personnel Services	***$6,238,333***	***$6,600,398***	***$6,569,033***	***$6,569,033***	***$6,569,033***
Operating					
Contractual Services	$50,299	$75,441	$74,641	$74,641	$74,641
Internal Service Charges	33,986	41,503	43,037	43,037	43,037
Other Charges	177,233	178,056	178,856	178,856	178,856
Rentals and Leases	87,587	97,155	97,155	97,155	97,155
Public Assistance	7,982,483	7,408,377	7,408,377	7,408,377	7,416,922
Subtotal Operating	***$8,331,588***	***$7,800,532***	***$7,802,066***	***$7,802,066***	***$7,810,611***
Total General Fund Expenditures	**$14,569,921**	**$14,400,930**	**$14,371,099**	**$14,371,099**	**$14,379,644**
Total Grant Expenditures [1]	$151,559	$150,073	$212,070	$212,070	$212,070
TOTAL EXPENDITURES	**$14,721,480**	**$14,551,003**	**$14,583,169**	**$14,583,169**	**$14,591,714**
DEDICATED REVENUES					
Federal Categorical Aid - Social Services Admin.	$3,742,456	$3,242,455	$3,240,542	$3,240,542	$3,240,542
Federal Categorical Aid - Social Services Programs	2,969,906	2,415,021	2,415,021	2,415,021	2,415,021
Federal Categorical Aid - Indirect Cost Reimbursement	377,915	400,000	378,000	378,000	400,000
State Categorical Aid - Social Services Admin.	1,451,923	2,025,496	2,020,159	2,020,159	2,020,159
State Categorical Aid - Social Services Programs	4,863,369	4,810,245	4,810,245	4,810,245	4,810,245
Special Welfare Recoupment	2,852	30,000	30,000	30,000	30,000
Federal Grants	60,828	66,302	106,784	106,784	106,784
State Grants	23,468	18,982	30,888	30,888	30,888
Localities/Other Reimbursements	55,855	52,431	56,160	56,160	56,160
TOTAL DEDICATED REVENUES	**$13,548,572**	**$13,060,932**	**$13,087,799**	**$13,087,799**	**$13,109,799**
TOTAL CITY COST	**$1,172,908**	**$1,490,071**	**$1,495,370**	**$1,495,370**	**$1,481,915**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Human Services – Social Services Administration. Administers the programs that provide for the care and protection of children, adults, and families, and are designed to help people achieve a high level of self-sufficiency. These programs include foster care, child protective services, and finding solutions for child and adult neglect and abuse. The division administers welfare benefits for those who are eligible, and helps them to prepare for, find, and keep jobs.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	126.00	126.00	126.00	126.00	126.00
City Funded Part-Time	1.96	1.96	1.96	1.96	1.96
City Funded Temporary	9.38	3.38	3.38	3.38	3.38
Grant Funded Full-Time	1.00	1.00	1.00	1.00	1.00
TOTAL FTE	**138.34**	**132.34**	**132.34**	**132.34**	**132.34**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$4,439,862	$4,572,846	$4,549,724	$4,549,724	$4,549,724
Employee Benefits	1,792,085	2,021,328	2,013,085	2,013,085	2,013,085
Subtotal Personnel Services	***$6,231,947***	***$6,594,174***	***$6,562,809***	***$6,562,809***	***$6,562,809***
Operating					
Contractual Services	$50,299	$75,441	$74,641	$74,641	$74,641
Internal Service Charges	33,986	41,503	43,037	43,037	43,037
Other Charges	177,233	178,009	178,809	178,809	178,809
Rentals and Leases	87,587	97,155	97,155	97,155	97,155
Subtotal Operating	***$349,105***	***$392,108***	***$393,642***	***$393,642***	***$393,642***
Total General Fund Expenditures	**$6,581,052**	**$6,986,282**	**$6,956,451**	**$6,956,451**	**$6,956,451**
Total Grant Expenditures [1]	$151,559	$150,073	$212,070	$212,070	$212,070
TOTAL EXPENDITURES	**$6,732,611**	**$7,136,355**	**$7,168,521**	**$7,168,521**	**$7,168,521**
DEDICATED REVENUES					
Federal Categorical Aid - Social Services Admin.	$3,742,456	$3,242,455	$3,240,542	$3,240,542	$3,240,542
Federal Categorical Aid - Indirect Cost Reimbursement	377,915	400,000	378,000	378,000	400,000
State Categorical Aid - Social Services Admin.	1,451,923	2,025,496	2,020,159	2,020,159	2,020,159
Federal Grants	60,828	66,302	106,784	106,784	106,784
State Grants	23,468	18,982	30,888	30,888	30,888
Localities/Other Reimbursements	55,855	52,431	56,160	56,160	56,160
TOTAL DEDICATED REVENUES	**$5,712,445**	**$5,805,666**	**$5,832,533**	**$5,832,533**	**$5,854,533**
TOTAL CITY COST	**$1,020,166**	**$1,330,689**	**$1,335,988**	**$1,335,988**	**$1,313,988**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Human Services – Social Services Administration Budget Description

The Department Submitted FY 2016 Human Services – Social Services Administration budget of $6,956,451 represents a 0.4% decrease of $29,831 compared to the Adopted FY 2015 budget of $6,986,282.

Highlights of the Department Submitted FY 2016 budget include:

- $31,365 decrease in Salaries and Employee Benefits compared to the adopted budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Human Services – Social Services Administration budget was adopted by City Council without changes.

Human Services – Social Services Public Assistance. Includes payments made directly to clients or to vendors on clients' behalf. These payments are primarily for maintenance needs. Also included are Title XX Programs which include companion services, maintenance, and support to children in foster care and day care. Funds are also included in this budget for the Employment Services Program, which provides supportive services aimed at making clients self-sufficient.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Employee Benefits	$6,386	$6,224	$6,224	$6,224	$6,224
Subtotal Personnel Services	***$6,386***	***$6,224***	***$6,224***	***$6,224***	***$6,224***
Operating					
Other Charges	$0	$47	$47	$47	$47
Public Assistance	7,982,483	7,408,377	7,408,377	7,408,377	7,416,922
Subtotal Operating	***$7,982,483***	***$7,408,424***	***$7,408,424***	***$7,408,424***	***$7,416,969***
TOTAL EXPENDITURES	**$7,988,869**	**$7,414,648**	**$7,414,648**	**$7,414,648**	**$7,423,193**
DEDICATED REVENUES					
Federal Categorical Aid - Social Services Programs	$2,969,906	$2,415,021	$2,415,021	$2,415,021	$2,415,021
State Categorical Aid - Social Services Programs	4,863,369	4,810,245	4,810,245	4,810,245	4,810,245
Special Welfare Recoupment	2,852	30,000	30,000	30,000	30,000
TOTAL DEDICATED REVENUES	**$7,836,127**	**$7,255,266**	**$7,255,266**	**$7,255,266**	**$7,255,266**
TOTAL CITY COST	**$152,742**	**$159,382**	**$159,382**	**$159,382**	**$167,927**

Human Services – Social Services Public Assistance Budget Description

The Department Submitted FY 2016 Human Services – Social Services Public Assistance budget of $7,414,648 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Human Services – Social Services Public Assistance budget was adopted by City Council with the following change:

- $8,545 increase in Other Charges based on historical spending for burial assistance.

Human Services – Social Services Performance Measures

Goal 1:
Provide timely financial assistance services (SNAP, Medicaid and Temporary Assistance to Needy Families) to eligible clients.

Objective:
Meet or exceed State composite timeliness target of 97.0% for these programs.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Percentage of cases meeting State and federal programmatic timeliness policy	97.0%	97.0%	97.0%	97.0%

Analysis of the Data:
Several factors continue to impact the timely processing of applications for benefits - increased number of applications, inexperienced staff and a new, complicated State system. Failure to meet federal standards is due to these combined factors as well as frequent policy changes. In future years as staff gains experience and becomes more familiar with the new policies, as well as the new system, it is anticipated the percentage will increase.

SOCIAL EQUITY

Goal 2:
Protect at risk children by providing excellent Child Protective and Family Services.

Objective:
Reduce the occurrence of repeat maltreatment of children to 2.3% or less (the State target).

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Repeat maltreatment	0.0%	1.0%	0.0%	1.0%

Analysis of the Data:
Emphasis continues to be placed on preventive ongoing services to abused children in order to protect them from repeat maltreatment. Despite personnel shortages staff continues to do quality work to ensure children are safe and families are being assisted.

SOCIAL EQUITY

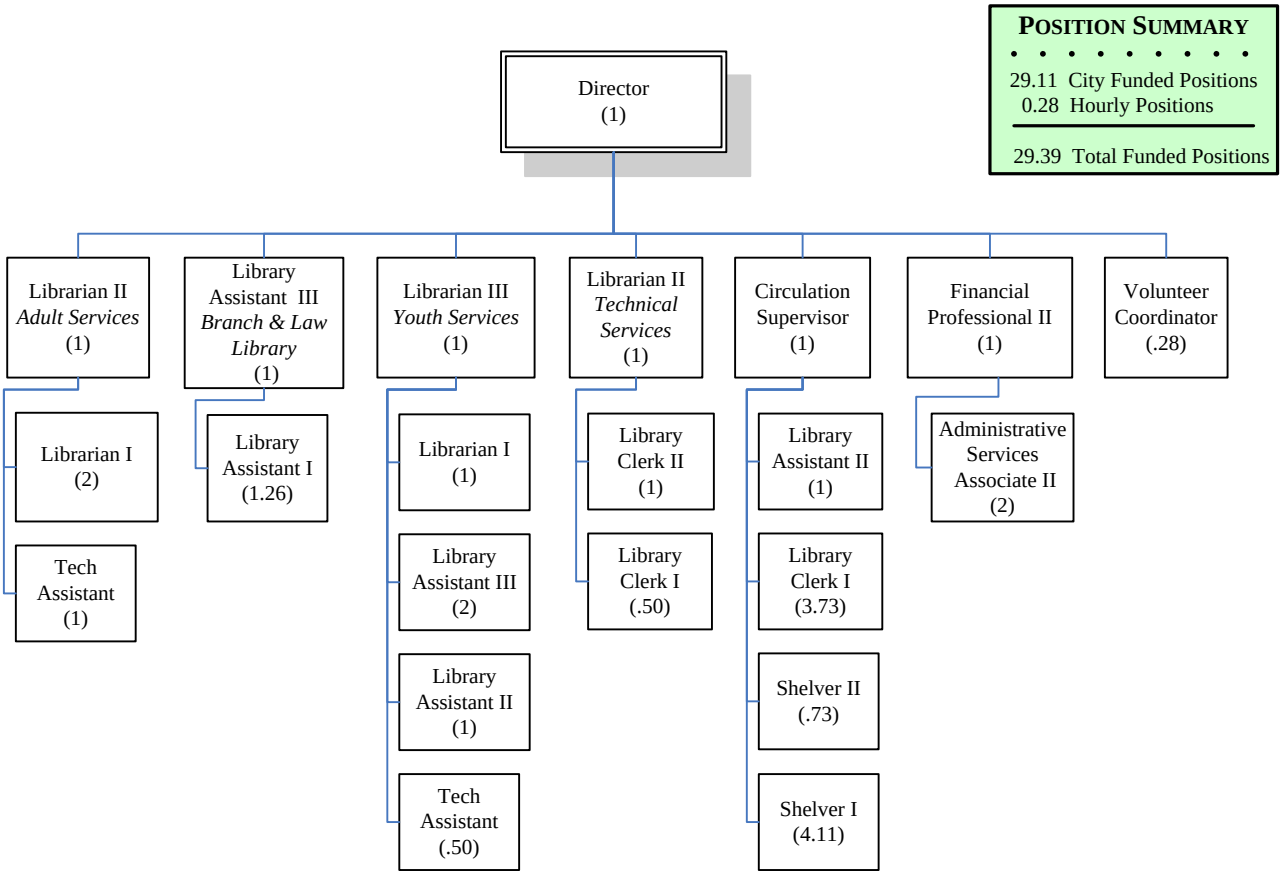
Benchmark Localities:
Petersburg, Charlottesville, Danville, Roanoke City, Chesterfield, and Hanover, VA

HISTORICAL QUOTE:

On the 7th of October I arrived in the town of Lynchburg after an absence from it of nearly three years. I was astonished at the changes which, during this period, had been made. New streets opened, new buildings erected, bustle and activity in every direction, showed it to be a place of considerable and growing importance. The business part of town lies at the foot of a hill, along the margin of the river, quite convenient to the boat navigation; and when the improvements, now begun, shall have been completed, it will be neat, agreeable, and sufficiently handsome. At a little distance from the river the ground is broken into hills, which afford various pleasant and almost picturesque prospects to the beholder. On these hills, quite decent houses for family residences are rising up with great rapidity.

John Holt Rice, "An Excursion into the Country" 1818

PUBLIC LIBRARY



Public Library including the Law Library

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	20.00	20.00	20.00	20.00	20.00
City Funded Part-Time	5.09	5.09	9.11	9.11	9.11
City Funded Hourly	4.56	4.56	0.28	0.28	0.28
TOTAL FTE	**29.65**	**29.65**	**29.39**	**29.39**	**29.39**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$870,029	$901,608	$896,561	$896,561	$912,121
Employee Benefits	306,748	338,844	338,361	338,361	343,001
Subtotal Personnel Services	***$1,176,777***	***$1,240,452***	***$1,234,922***	***$1,234,922***	***$1,255,122***
Operating					
Contractual Services	$56,033	$140,738	$29,634	$54,634	$54,634
Internal Service Charges	863	1,391	1,460	1,460	1,460
Other Charges	167,986	181,636	186,639	186,639	186,639
Rentals and Leases	27,144	28,050	28,940	28,940	28,940
Capital Outlay	3,998	0	10,000	0	0
Subtotal Operating	***$256,024***	***$351,815***	***$256,673***	***$271,673***	***$271,673***
TOTAL DEPARTMENT EXPENDITURES	**$1,432,801**	**$1,592,267**	**$1,491,595**	**$1,506,595**	**$1,526,795**
DEDICATED REVENUES					
Library Fines and Fees	$77,694	$74,000	$74,000	$74,000	$74,000
Lost/Damaged Library Property	4,481	5,000	5,000	5,000	5,000
State Categorical Aid	153,233	153,233	153,233	153,233	153,233
Friends of the Lynchburg Library	14,500	14,500	7,250	7,250	7,250
Delinquent Library Charges	14,696	14,800	18,800	18,800	18,800
Law Library Fees	38,844	60,000	60,000	60,000	60,000
Assigned Fund Balance Reserve	9,957	(80)	0	0	0
TOTAL DEDICATED REVENUES	**$313,405**	**$321,453**	**$318,283**	**$318,283**	**$318,283**
TOTAL CITY COST	**$1,119,396**	**$1,270,814**	**$1,173,312**	**$1,188,312**	**$1,208,512**

Public Library. Provides a full range of services to meet the informational, educational and recreational needs of the community. In FY 2014, there were 26,744 registered borrowers; 50,474 web page visits. The Library's collections include 131,844 print books, 253 magazine subscriptions, 9,165 DVDs, several electronic databases which are available on the Library's web page, and 2,784 e-books. In FY 2014, circulation was 433,242; 252,687 electronic searches were made; and the Youth Services staff provided programs to 7,021 children and young adults. Public access to the internet was provided to 87,397 individuals. During FY 2014, 81 volunteers donated 2,336 hours of service.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	20.00	20.00	20.00	20.00	20.00
City Funded Part-Time	5.09	5.09	9.11	9.11	9.11
City Funded Hourly	4.25	4.25	0.00	0.00	0.00
TOTAL FTE	**29.34**	**29.34**	**29.11**	**29.11**	**29.11**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$868,543	$896,961	$891,914	$891,914	$907,474
Employee Benefits	306,634	338,489	338,006	338,006	342,646
Subtotal Personnel Services	***$1,175,177***	***$1,235,450***	***$1,229,920***	***$1,229,920***	***$1,250,120***
Operating					
Contractual Services	$56,033	$140,738	$29,634	$54,634	$54,634
Internal Service Charges	863	1,391	1,460	1,460	1,460
Other Charges	146,935	152,868	157,791	157,791	157,791
Rentals and Leases	27,144	28,050	28,940	28,940	28,940
Capital Outlay	3,998	0	10,000	0	0
Subtotal Operating	***$234,973***	***$323,047***	***$227,825***	***$242,825***	***$242,825***
TOTAL EXPENDITURES	**$1,410,150**	**$1,558,497**	**$1,457,745**	**$1,472,745**	**$1,492,945**
DEDICATED REVENUES					
Library Fines and Fees	$77,694	$74,000	$74,000	$74,000	$74,000
Lost/Damaged Library Property	4,481	5,000	5,000	5,000	5,000
State Categorical Aid	153,233	153,233	153,233	153,233	153,233
Friends of the Lynchburg Library	14,500	14,500	7,250	7,250	7,250
Delinquent Library Charges	14,696	14,800	18,800	18,800	18,800
Law Library Fees	26,150	26,150	26,150	26,150	26,150
TOTAL DEDICATED REVENUES	**$290,754**	**$287,683**	**$284,433**	**$284,433**	**$284,433**
TOTAL CITY COST	**$1,119,396**	**$1,270,814**	**$1,173,312**	**$1,188,312**	**$1,208,512**

Public Library Budget Description

The Department Submitted FY 2016 Public Library budget of $1,457,745 represents a 6.5% decrease of $100,752 compared to the Adopted FY 2015 budget of $1,558,497.

Highlights of the Department Submitted FY 2016 budget include:

- $5,530 decrease in Salaries and Employee Benefits compared to the adopted budget.
- $111,104 decrease in Contractual Services reflecting the one-time cost of new information services software in FY 2015.
- $4,923 increase in Other Charges reflecting costs of staff training and on-line subscriptions.
- $10,000 increase in Capital Outlay for two self-checkout machines.

Major item submitted but not proposed by the City Manager for funding:

- $10,000 in Capital Outlay for self-checkout machines.

Major item proposed by the City Manager not included in the original department submission:

- $25,000 in Contractual Services to develop a library master plan.

The Proposed FY 2016 Public Library budget was adopted by City Council with the following change:

- $20,200 increase in Salaries and Employee Benefits reflecting a personnel cost correction.

Law Library. The Public Law Library is a service provided by the Lynchburg Pubic Library, with funding from a fee assessed as part of the costs of each civil action filed in the Circuit Court and the General District Court of the city. The Law Library is located within the Downtown Branch Library and managed by that staff. The collection of legal reference materials is used by attorneys, students and citizens. The FY 2015 beginning Assigned Fund Balance was $64,929.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Hourly	0.31	0.31	0.28	0.28	0.28
TOTAL FTE	**0.31**	**0.31**	**0.28**	**0.28**	**0.28**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,486	$4,647	$4,647	$4,647	$4,647
Employee Benefits	114	355	355	355	355
Subtotal Personnel Services	***$1,600***	***$5,002***	***$5,002***	***$5,002***	***$5,002***
Operating					
Other Charges	$21,051	$28,768	$28,848	$28,848	$28,848
Subtotal Operating	***$21,051***	***$28,768***	***$28,848***	***$28,848***	***$28,848***
TOTAL EXPENDITURES	**$22,651**	**$33,770**	**$33,850**	**$33,850**	**$33,850**
DEDICATED REVENUES					
Law Library Fees	$12,694	$33,850	$33,850	$33,850	$33,850
Assigned Fund Balance Reserve	9,957	(80)	0	0	0
TOTAL DEDICATED REVENUES	**$22,651**	**$33,770**	**$33,850**	**$33,850**	**$33,850**
TOTAL CITY COST	**$0**	**$0**	**$0**	**$0**	**$0**

Law Library Budget Description

The Department Submitted FY 2016 Law Library budget of $33,850 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Law Library budget was adopted by City Council without changes.

Public Library Performance Measures

Goal 1:
Increase circulation per capita.

Objective:
To provide a diverse collection of materials which are useful to our community.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Circulation per capita	5.67	6.00	2.45	6.25

Analysis of the Data:
Projections for circulation for FY 2015 and FY 2016 are conservative but hopeful. Full staffing in Adult and Youth Services allow increased focus of attention on selection of materials and community needs. Staff continues to keep up with the latest in library and reader related trends and technology. A marked increase in the purchase and circulation of e-materials is having a positive effect on statistics. With the migration to shared The Library Corporation (TLC) software complete in March 2015, more circulation is anticipated with Bedford and Campbell patrons.

LIFELONG LEARNING

Goal 2:
Increase program attendance per capita.

Objective:
To provide programming to reach a broad section of the community, for both youth and adults.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Program attendance per capita	0.14	0.25	0.09	0.50

Analysis of the Data:
The new storytime room addition is projected to increase program attendance for FY 2016. Also, strong emphasis on early childhood literacy is putting library programs in high demand. Book and author programs and an Adult summer reading program are being planned to promote increased attendance. Computer classes are very popular with patrons and are reviewed and updated as needed. iPad classes and more varied technology classes are being provided to meet increasing demand.

CITIZEN ENGAGEMENT/ SOCIAL EQUITY

Goal 3:
Increase on-site, through-the-door visitorship.

Objective:
To encourage the community to visit the library facilities by offering a wide range of materials, computers, and programs.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Visits per capita	3.93	4.50	1.97	4.50

Analysis of the Data:
With the migration to shared TLC library software, more visits are anticipated from Bedford and Campbell patrons. The Public Computers continue to be one of the most popular services to adults in the Library. The storytime room addition will be open in April 2015 and is expected to attract additional visits and allow an increase in programs. The Youth Summer Reading program is already one of the most heavily attended programs in the region. Building improvements and an aggressive approach to keeping the area around the Library safe is helping to draw patrons back to the Library.

CITIZEN ENGAGEMENT/ LIFELONG LEARNING

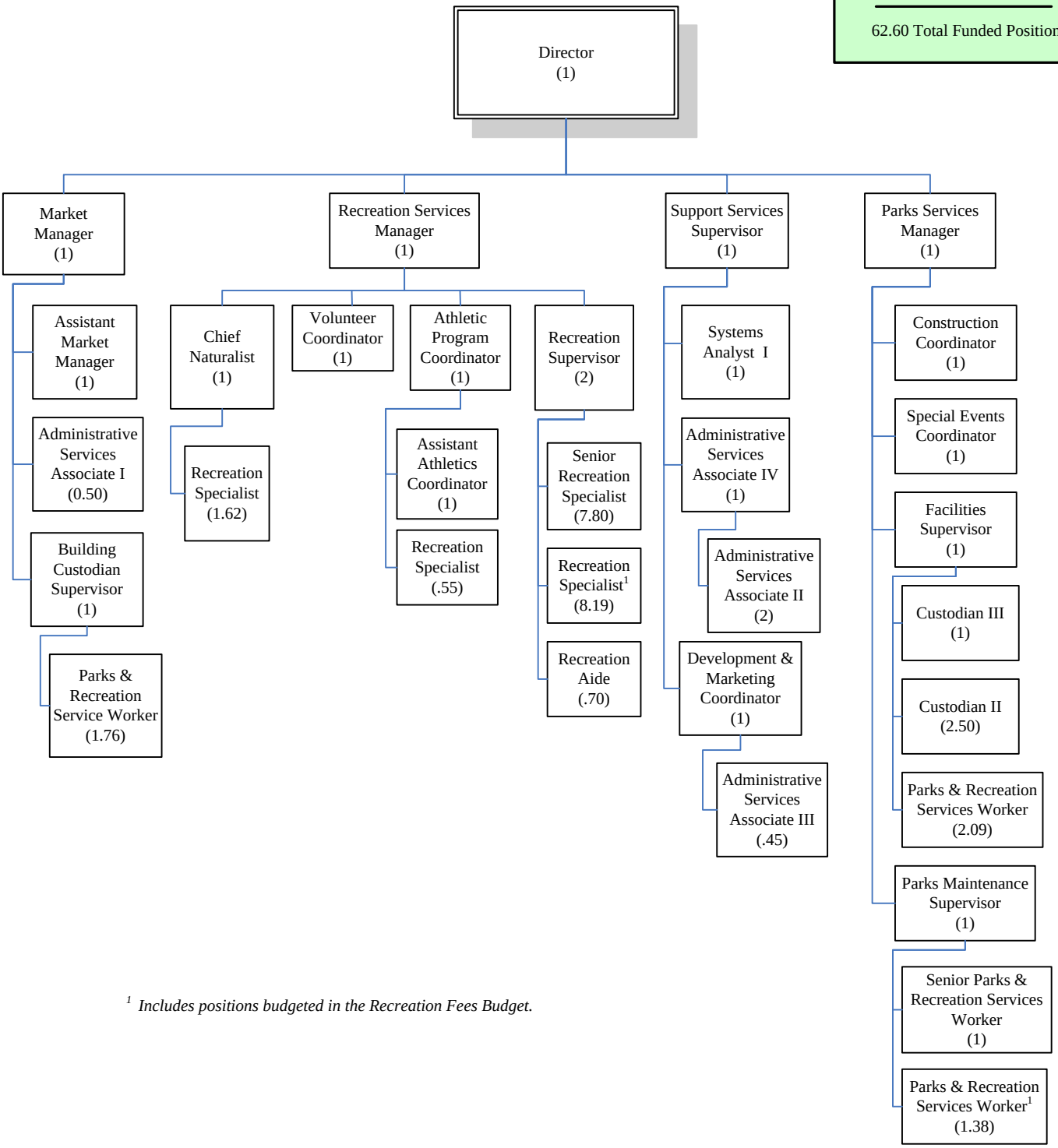
Benchmark Localities:
Appomattox Regional, Blue Ridge Regional, Central Rappahannock Regional, Danville Public, Hampton Public, Jefferson Madison Regional, Newport News Public, Norfolk Public, Petersburg Public, Portsmouth Library, Richmond Public, Roanoke City Public, Staunton Public, and The Handly Library.

PARKS AND RECREATION
(includes City Armory/Community Market)

POSITION SUMMARY

51.54 City Funded Positions
11.06 Hourly Positions

62.60 Total Funded Positions



[1] *Includes positions budgeted in the Recreation Fees Budget.*

Parks and Recreation, Recreation Programs, and Community Market

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	32.00	33.00	35.00	36.00	36.00
City Funded Part-Time	17.57	11.81	16.30	15.54	15.54
City Funded Hourly	9.28	13.66	11.06	11.06	11.06
TOTAL FTE	**58.85**	**58.47**	**62.36**	**62.60**	**62.60**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,718,181	$1,935,829	$2,033,296	$2,043,925	$2,043,925
Employee Benefits	536,681	630,724	664,847	677,351	677,351
Subtotal Personnel Services	***$2,254,862***	***$2,566,553***	***$2,698,143***	***$2,721,276***	***$2,721,276***
Operating					
Contractual Services	$159,734	$170,650	$168,105	$168,105	$168,105
Internal Service Charges	37,044	41,088	41,956	41,956	41,956
Other Charges	409,105	419,084	436,964	436,964	436,964
Rentals and Leases	19,393	19,400	25,250	25,250	25,250
Capital Outlay	5,000	20,567	0	0	0
Subtotal Operating	***$630,276***	***$670,789***	***$672,275***	***$672,275***	***$672,275***
TOTAL DEPARTMENT EXPENDITURES	**$2,885,138**	**$3,237,342**	**$3,370,418**	**$3,393,551**	**$3,393,551**
DEDICATED REVENUES					
Swimming Pool Fees	$24,447	$24,000	$24,000	$24,000	$24,000
Recreation Program Fees	399,202	353,100	349,100	349,100	349,100
Parks and Recreation Healthy Youth Grant	7,513	0	0	0	0
SNAP Program Reimbursements	13,712	12,000	12,000	12,000	12,000
SNAP Grant Programs	0	10,000	10,000	10,000	10,000
Assigned Fund Balance Reserve	(64,319)	72,750	68,374	68,374	68,374
USA Softball Ticket Sales	46,480	0	0	0	0
Special Events Sponsorship	3,568	4,500	4,500	4,500	4,500
Property Rental Market	84,078	80,000	90,000	90,000	90,000
Property Rental Market - Penalty and Interest	282	0	0	0	0
TOTAL DEDICATED REVENUES	**$514,963**	**$556,350**	**$557,974**	**$557,974**	**$557,974**
TOTAL CITY COST	**$2,370,175**	**$2,680,992**	**$2,812,444**	**$2,835,577**	**$2,835,577**

Parks and Recreation. Develops, administers and manages parks, trails, recreation programs, and the Community Market. The Department is organized into three areas – Recreation Services, Park Services, and Support Services. Recreation Services provides an array of organized programs including classes, athletics, senior adult activities, naturalist programs, aquatics, and programs for youth and families in a community center setting. Recreation Services works in partnership with numerous community organizations to provide additional services to the public. Park Services manages the parklands, trail system, and recreational facilities. Park Services conducts park planning and develops and implements the Capital Improvement Plan. In addition, Park Services manages the rental and use of City Stadium, community centers, the Aviary, City Armory, general park use, and special-events permitting. Park maintenance is coordinated with Public Works. Support Services provides support for all other service areas and the Director's office, operates the Customer Service Desk, develops and administers budgets, processes all financial and personnel transactions, maintains departmental files and records, processes facility use permits, and is responsible for departmental marketing.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	30.00	31.00	33.00	33.00	33.00
City Funded Part-Time	9.78	6.56	9.92	9.92	9.92
City Funded Hourly	5.86	7.39	6.17	6.17	6.17
TOTAL FTE	**45.64**	**44.95**	**49.09**	**49.09**	**49.09**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,450,543	$1,598,790	$1,708,191	$1,708,191	$1,708,191
Employee Benefits	485,941	566,566	601,606	601,606	601,606
Subtotal Personnel Services	***$1,936,484***	***$2,165,356***	***$2,309,797***	***$2,309,797***	***$2,309,797***
Operating					
Contractual Services	$48,325	$52,210	$52,815	$52,815	$52,815
Internal Service Charges	33,843	38,630	39,464	39,464	39,464
Other Charges	103,998	145,854	146,509	146,509	146,509
Rentals and Leases	16,416	17,580	23,430	23,430	23,430
Capital Outlay	0	20,567	0	0	0
Subtotal Operating	***$202,582***	***$274,841***	***$262,218***	***$262,218***	***$262,218***
TOTAL EXPENDITURES	**$2,139,066**	**$2,440,197**	**$2,572,015**	**$2,572,015**	**$2,572,015**
DEDICATED REVENUES					
Swimming Pool Fees	$24,447	$24,000	$24,000	$24,000	$24,000
TOTAL DEDICATED REVENUES	**$24,447**	**$24,000**	**$24,000**	**$24,000**	**$24,000**
TOTAL CITY COST	**$2,114,619**	**$2,416,197**	**$2,548,015**	**$2,548,015**	**$2,548,015**

Parks and Recreation Budget Description

The Department Submitted FY 2016 Parks and Recreation budget of $2,572,015 represents a 5.4% increase of $131,818 compared to the Adopted FY 2015 budget of $2,440,197.

Highlights of the Department Submitted FY 2016 budget include:

- $144,441 increase in Salaries and Employee Benefits for two full-time Senior Recreation Specialist positions and part-time staff to continue operation and management of two neighborhood recreation centers; Council adopted a resolution to re-open these two neighborhood centers in September 2014.
- $5,850 increase in Rentals and Leases reflecting the lease for exclusive use of Armstrong school gymnasium.
- $20,567 decrease in Capital Outlay reflecting a one-time vehicle purchase in FY 2015 to support the Parks Maintenance Supervisor position.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Parks and Recreation budget was adopted by City Council without changes.

Parks and Recreation – Recreation Programs. Supports a wide range of recreational activities, including adult and youth athletics, aquatics classes, camps, naturalist programs, rentals of centers, rentals of Miller Park Pool, shelters, athletic fields, special events management, Heritage Crafters Co-op, and general classes. The majority of the programs serve special interest groups or individuals pursuing individual interests.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Part-Time	4.77	2.61	3.36	3.36	3.36
City Funded Hourly	3.42	5.89	4.89	4.89	4.89
TOTAL FTE	**8.19**	**8.50**	**8.25**	**8.25**	**8.25**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$124,635	$192,091	$180,157	$180,157	$180,157
Employee Benefits	10,373	14,699	13,782	13,782	13,782
Subtotal Personnel Services	***$135,008***	***$206,790***	***$193,939***	***$193,939***	***$193,939***
Operating					
Contractual Services	$86,960	$88,980	$88,330	$88,330	$88,330
Other Charges	178,188	156,580	161,705	161,705	161,705
Rentals and Leases	1,000	0	0	0	0
Capital Outlay	5,000	0	0	0	0
Subtotal Operating	***$271,148***	***$245,560***	***$250,035***	***$250,035***	***$250,035***
TOTAL EXPENDITURES	**$406,156**	**$452,350**	**$443,974**	**$443,974**	**$443,974**
DEDICATED REVENUES					
Recreation Program Fees	$399,202	$353,100	$349,100	$349,100	$349,100
Parks and Recreation Healthy Youth Grant	7,513	0	0	0	0
SNAP Program Reimbursements	13,712	12,000	12,000	12,000	12,000
SNAP Grant Programs	0	10,000	10,000	10,000	10,000
Assigned Fund Balance Reserve	(64,319)	72,750	68,374	68,374	68,374
Special Events Sponsorship	3,568	4,500	4,500	4,500	4,500
USA Softball Ticket Sales	46,480	0	0	0	0
TOTAL DEDICATED REVENUES	**$406,156**	**$452,350**	**$443,974**	**$443,974**	**$443,974**
TOTAL CITY COST	**$0**	**$0**	**$0**	**$0**	**$0**

Parks and Recreation – Recreation Programs Budget Description

The Department Submitted FY 2016 Parks and Recreation – Recreation Programs budget of $443,974 represents a 1.9% decrease of $8,376 compared to the Adopted FY 2015 budget of $452,350.

Highlights of the Department Submitted FY 2016 budget include:

- $12,851 decrease in Salaries and Employee Benefits compared to the adopted budget.
- $5,125 increase in Other Charges reflecting adjustments based on historical spending.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Parks and Recreation – Recreation Programs budget was adopted by City Council without changes.

City Armory/Community Market. The City Armory and Community Market are focal points of downtown activity. The City Armory, which is a 23,000 square-foot gymnasium-style facility, is utilized throughout the year by the Central Virginia Criminal Justice Academy and also hosts numerous City and private events, including parties, community special events, and various athletic events. The Community Market, a 22,000 square-foot retail facility, provides retail space for local farmers and craft vendors, permanent restaurants and other shops. The Armory/Market budget supports the staff and services required for continued operation of both facilities including custodial services, minor facility maintenance, and administrative services. The Armory/Market staff also provides support services to third-party organizations interested in hosting special events and activities in the downtown area.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	2.00	2.00	2.00	3.00	3.00
City Funded Part-Time	3.02	2.64	3.02	2.26	2.26
City Funded Hourly	0.00	0.38	0.00	0.00	0.00
TOTAL FTE	**5.02**	**5.02**	**5.02**	**5.26**	**5.26**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$143,003	$144,948	$144,948	$155,577	$155,577
Employee Benefits	40,367	49,459	49,459	61,963	61,963
Subtotal Personnel Services	***$183,370***	***$194,407***	***$194,407***	***$217,540***	***$217,540***
Operating					
Contractual Services	$24,449	$29,460	$26,960	$26,960	$26,960
Internal Service Charges	3,201	2,458	2,492	2,492	2,492
Other Charges	126,919	116,650	128,750	128,750	128,750
Rentals and Leases	1,977	1,820	1,820	1,820	1,820
Subtotal Operating	***$156,546***	***$150,388***	***$160,022***	***$160,022***	***$160,022***
TOTAL EXPENDITURES	**$339,916**	**$344,795**	**$354,429**	**$377,562**	**$377,562**
DEDICATED REVENUES					
Property Rental Market	$84,078	$80,000	$90,000	$90,000	$90,000
Property Rental Market - Penalty and Interest	282	0	0	0	0
TOTAL DEDICATED REVENUES	**$84,360**	**$80,000**	**$90,000**	**$90,000**	**$90,000**
TOTAL CITY COST	**$255,556**	**$264,795**	**$264,429**	**$287,562**	**$287,562**

City Armory/Community Market Budget Description

The Department Submitted FY 2016 City Armory/Community Market budget of $354,429 represents a 2.8% increase of $9,634 compared to the Adopted FY 2015 budget of $344,795.

Highlights of the Department Submitted FY 2016 budget include:

- $12,100 increase in Other Charges for electricity and utilities-natural gas.

Major item proposed by the City Manager not included in the original department submission:

- ✦ $23,133 in Salaries and Employee benefits to create a full-time Assistant Market Manager position offset by a reduction in part-time and hourly positions.

The Proposed FY 2016 City Armory/Community Market budget was adopted City Council without changes.

Parks and Recreation Performance Measures

Goal 1:
Manage parks, trails, and civic facilities for the benefit of Lynchburg citizens and create opportunities for citizens of all ages and abilities to participate in a rich variety of recreational activities.

Objective:
Provide effective and efficient services.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Parks and recreation FTEs per 1,000 population	0.82	0.85	0.87	0.90

Analysis of the Data:
This measure, which includes hours worked by employees from the departments of both Parks and Recreation and Public Works to fulfill the department's mission, is one variable that demonstrates the investment the City has in its parks, facilities, and programming. Comparisons of these numbers with other localities can provide a benchmark in terms of the overall value placed on these assets and services, as well as how efficiently they are delivered. Currently efforts are underway to enter operating information into a national database coordinated by the National Recreation and Park Association which will allow comparison and tracking on an annual basis.

The FY 2014 numbers include 0.67 FTE from the Department of Parks and Recreation and 0.15 FTE from the Department of Public Works; in the first half of FY 2015 the figure for Parks and Recreation increased to 0.70 while the Public Works number also increased to 0.17, for a total of 0.87. The increase in the Parks and Recreation number is due primarily to increased staffing in the Parks Services program appropriated with the FY 2015 budget. Also, several positions that were vacant during the Miller Center renovations were filled in the fall in preparation of the building being reopened.

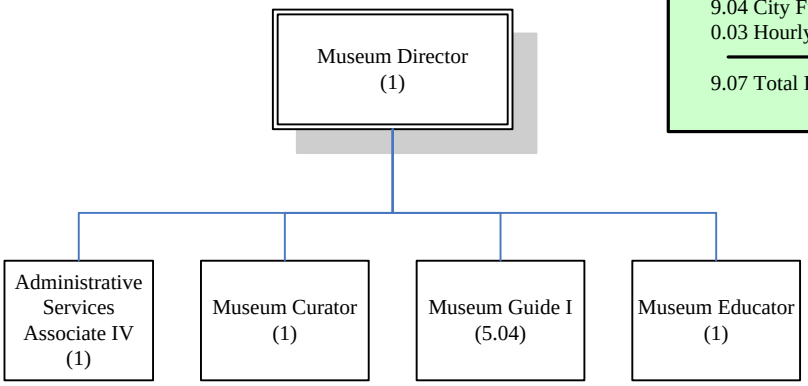
Goal 2:
Become a more self-sustaining department by reducing the cost of Parks and Recreation services and activities to the General Fund.

Objective:
Increase the percentage of department expenses funded by user/participant fees.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Fee funded expenses as a percentage of total department expenses	14%	12%	12%	12%

Analysis of the Data:
Fees are charged through activities registrations and facilities rentals and are used to offset the cost of programs to the General Fund. In FY 2014 this figure increased to 14% primarily as a result of being slightly under-staffed for much of the year due to both a high rate of turnover in community centers' staff and leaving several positions vacant while Miller Center was under renovation. This resulted in operating budget expenses being slightly decreased, compared to previous years. Additionally, the USA Softball game and clinics resulted in an increase of approximately $70,000 in expenses (offset by an increase in revenues from the event) in the fees budget, compared with previous years. In FY 2015 and FY 2016 these figures are expected to normalize.

MUSEUMS



POSITION SUMMARY

9.04 City Funded Positions
0.03 Hourly Positions

9.07 Total Funded Positions

Museums. The Museum System was established in 1976 to inform the public about the history of Lynchburg and the surrounding region. It collects and preserves the tangible evidence of that history and provides public programs, exhibits, and special events at the Lynchburg Museum, located in the Old Court House, and Point of Honor.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	4.00	4.00	4.00	4.00	4.00
City Funded Part-Time	4.92	2.16	5.04	5.04	5.04
City Funded Hourly	0.00	2.91	0.03	0.03	0.03
TOTAL FTE	**8.92**	**9.07**	**9.07**	**9.07**	**9.07**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$266,543	$284,930	$286,285	$286,285	$286,285
Employee Benefits	79,724	90,376	92,436	92,436	92,436
Subtotal Personnel Services	***$346,267***	***$375,306***	***$378,721***	***$378,721***	***$378,721***
Operating					
Contractual Services	$34,713	$33,918	$33,800	$33,125	$33,125
Internal Service Charges	1,330	1,921	2,061	2,061	2,061
Other Charges	22,508	26,015	23,940	24,615	24,615
Rentals and Leases	8,721	9,864	9,864	9,864	9,864
Subtotal Operating	***$67,272***	***$71,718***	***$69,665***	***$69,665***	***$69,665***
TOTAL EXPENDITURES	**$413,539**	**$447,024**	**$448,386**	**$448,386**	**$448,386**
DEDICATED REVENUES					
Lynchburg Museum Admission	$14,106	$17,000	$14,000	$14,000	$14,000
Digg's Trust	42,240	30,000	40,398	40,398	40,398
Point of Honor Admission	11,675	10,000	10,500	10,500	10,500
Gift Shop Proceeds	1,000	2,000	2,000	2,000	2,000
Gifts and Miscellaneous Donations - Museum	1,532	400	500	500	500
Photograph Reproduction Fees	216	300	300	300	300
Reimbursement - Point of Honor/Carriage House	28,674	20,000	27,411	27,411	27,411
TOTAL DEDICATED REVENUES	**$99,443**	**$79,700**	**$95,109**	**$95,109**	**$95,109**
TOTAL CITY COST	**$314,096**	**$367,324**	**$353,277**	**$353,277**	**$353,277**

Museums Budget Description

The Department Submitted FY 2016 Museums budget of $448,386 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Museums budget was adopted by City Council without changes.

Museums Performance Measures

Goal 1:
To offer quality interpretive programs that are mission driven, accessible to the public, and of interest to residents and visitors.

Objective:
Present exhibits, tours, special events, and outreach programs to 16,000 visitors annually.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Number of annual visitors to the Museum System	15,987	16,600	9,755	16,600

Analysis of the Data:
Museum visitation is a function of many variables. In FY 2014, winter weather, the tourism program in transition, and rained out Garden Day contributed to a slight decrease. The partnership with Lynchburg City Schools on field trips and the Appomattox events in April 2015 should have a positive impact.

ARTS & CULTURE

Goal 2:
Provide opportunities for the community to participate in Lynchburg's history.

Objective:
Acquire a broader base of volunteer support for the Museum System's mission by increasing volunteer hours.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Value of volunteer hours	$49,745	$48,000	$18,604	$42,000

Analysis of the Data:
The data is expressed as total volunteer hours donated multiplied by the federal hourly rate for volunteer service. The number of hours donated in FY 2014 totalled 2,206 valued at $22.55 per hour ($49,745). The Department projects a small decrease in volunteer hours in FY 2016 as current volunteers reduce their hours. Museum staff continue to make volunteer recruitment and retention a priority.

LIFELONG LEARNING

Goal 3:
To provide quality experiences for visitors (local, regional, and traveling) who tour the Lynchburg Museum and Point of Honor.

Objective:
To achieve at least an 80% satisfaction rating on visitor surveys completed by those who visit either site.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Customer satisfaction level	97%	90%	90%	90%

Analysis of the Data:
Based on past results from visitor surveys and Trip Advisor, the Department projects maintaining a 90% + satisfaction rate in FY 2016. The Museum is ranked 6th and Point of Honor 3rd out of 35 attractions ranked in the Lynchburg area by Trip Advisor.

ARTS & CULTURE

Benchmark Localities:
Manassas, Portsmouth, Newport News, and Petersburg, VA

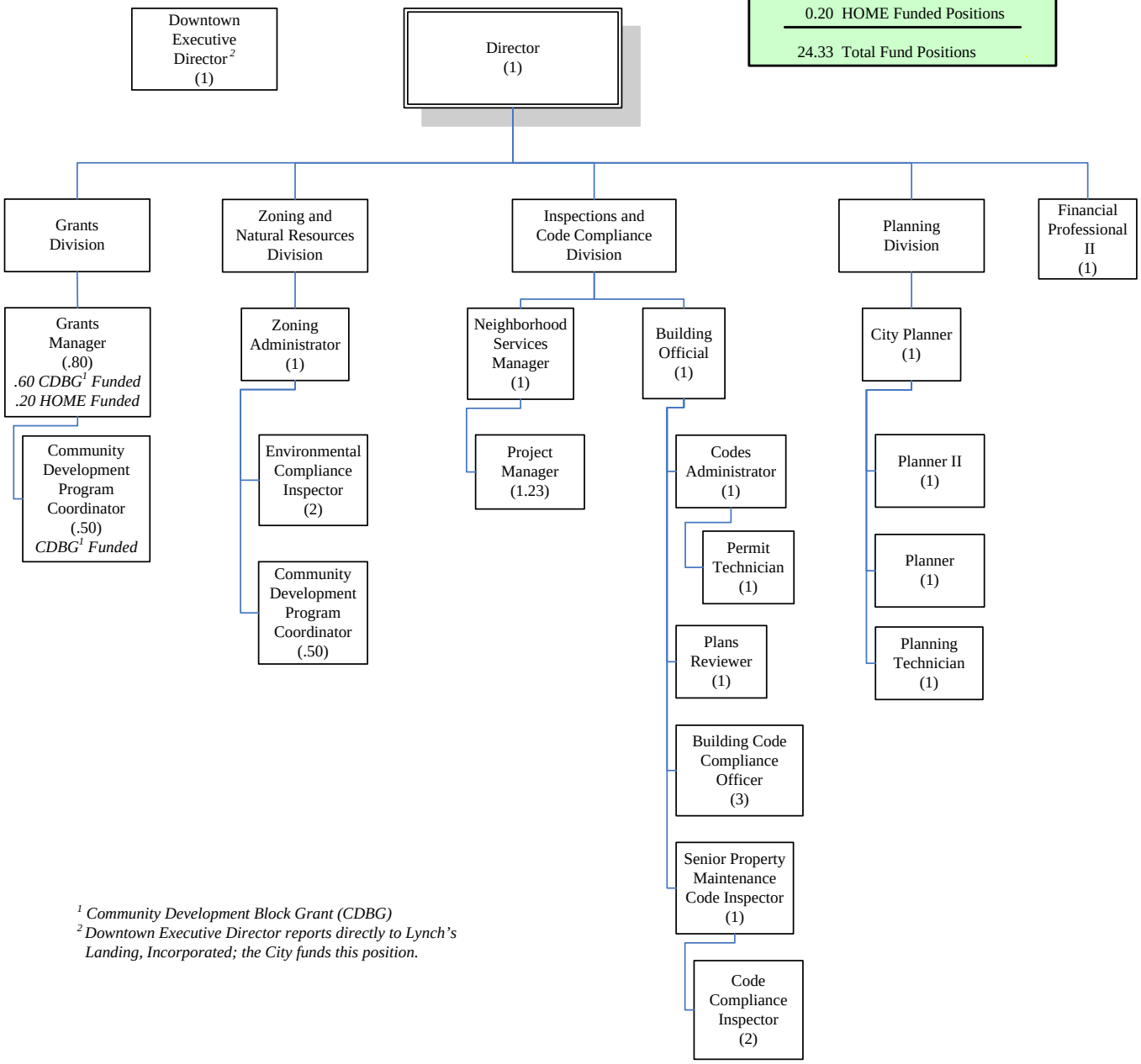
COMMUNITY DEVELOPMENT

POSITION SUMMARY

22.73 City Funded Positions
0.30 Hourly Positions

23.03 Total City Funded Positions
1.10 CDBG[1] Funded Positions
0.20 HOME Funded Positions

24.33 Total Fund Positions



[1] *Community Development Block Grant (CDBG)*
[2] *Downtown Executive Director reports directly to Lynch's Landing, Incorporated; the City funds this position.*

Community Development

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	21.00	20.98	21.98	21.98	21.98
City Funded Part-Time	0.75	0.75	0.75	0.75	0.75
City Funded Hourly	0.30	0.30	0.30	0.30	0.30
Grant Funded Full-Time	0.50	0.50	0.50	0.50	0.50
Grant Funded Part-Time	0.80	0.80	0.80	0.80	0.80
TOTAL FTE	**23.35**	**23.33**	**24.33**	**24.33**	**24.33**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$1,050,444	$1,115,782	$1,139,234	$1,139,234	$1,139,234
Employee Benefits	397,377	437,409	444,146	444,146	444,146
Subtotal Personnel Services	***$1,447,821***	***$1,553,191***	***$1,583,380***	***$1,583,380***	***$1,583,380***
Operating					
Contractual Services	$75,338	$28,050	$28,550	$28,550	$28,550
Internal Service Charges	25,059	32,176	40,729	40,729	40,729
Other Charges	57,162	49,740	49,907	49,907	49,907
Rentals and Leases	7,123	9,060	8,561	8,561	8,561
Subtotal Operating	***$164,682***	***$119,026***	***$127,747***	***$127,747***	***$127,747***
Total General Fund Expenditures	**$1,612,503**	**$1,672,217**	**$1,711,127**	**$1,711,127**	**$1,711,127**
Total Grant Expenditures [1]	$1,409,147	$1,194,255	$1,184,913	$1,184,913	$1,163,867
TOTAL DEPARTMENT EXPENDITURES	**$3,021,650**	**$2,866,472**	**$2,896,040**	**$2,896,040**	**$2,874,994**
DEDICATED REVENUES					
Community Development Block Grant (CDBG) [2]	$2,312,562	$2,104,218	$673,854	$673,854	$687,748
Restricted Fund Balance - CDBG [2]	(1,430,164)	(1,250,888)	170,134	170,134	170,134
HOME	526,749	340,925	340,925	340,925	305,985
Community Development Stormwater Charges	388,873	430,235	499,003	499,003	499,003
Weed Ordinance Program	24,980	25,000	22,000	22,000	22,000
TOTAL DEDICATED REVENUES	**$1,823,000**	**$1,649,490**	**$1,705,916**	**$1,705,916**	**$1,684,870**
TOTAL CITY COST	**$1,198,650**	**$1,216,982**	**$1,190,124**	**$1,190,124**	**$1,190,124**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

[2] In FY 2014 the Bluffwalk developer obtained financing which allowed the City to be repaid for the principal and interest payments previously made on the developer's behalf. Based on guidance from the U. S. Department of Housing and Urban Development (HUD), these funds are set aside to assist with future payments, if needed.

Community Development – Office of the Director. Responsible for the overall leadership and administration of the department in three core service areas - Development Services, Community Growth and Revitalization, and Code Compliance. Secures and manages funds from the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG) and HOME Investment Trust Fund programs. Assist neighborhoods and civic groups in planning and implementing projects for the benefit of the community. Additionally, costs associated with the Lynch's Landing Executive Director position are supported by this Division.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	3.50	3.00	3.00	3.00	3.00
Grant Funded Full-Time	0.50	0.50	0.50	0.50	0.50
Grant Funded Part-Time	0.80	0.80	0.80	0.80	0.80
TOTAL FTE	**4.80**	**4.30**	**4.30**	**4.30**	**4.30**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$219,360	$217,727	$217,727	$217,727	$217,727
Employee Benefits	77,821	80,379	78,212	78,212	78,212
Subtotal Personnel Services	***$297,181***	***$298,106***	***$295,939***	***$295,939***	***$295,939***
Operating					
Contractual Services	$145	$300	$300	$300	$300
Other Charges	6,174	8,052	8,052	8,052	8,052
Rentals and Leases	7,123	6,000	6,561	6,561	6,561
Subtotal Operating	***$13,442***	***$14,352***	***$14,913***	***$14,913***	***$14,913***
Total General Fund Expenditures	**$310,623**	**$312,458**	**$310,852**	**$310,852**	**$310,852**
Total Grant Expenditures [1]	$1,409,147	$1,194,255	$1,184,913	$1,184,913	$1,163,867
TOTAL EXPENDITURES	**$1,719,770**	**$1,506,713**	**$1,495,765**	**$1,495,765**	**$1,474,719**
DEDICATED REVENUES					
Community Development Block Grant (CDBG) [2]	$2,312,562	$2,104,218	$673,854	$673,854	$687,748
Restricted Fund Balance - CDBG [2]	(1,430,164)	(1,250,888)	170,134	170,134	170,134
HOME	526,749	340,925	340,925	340,925	305,985
Community Development Stormwater Charges	52,541	270,248	14,866	14,866	14,866
TOTAL DEDICATED REVENUES	**$1,461,688**	**$1,464,503**	**$1,199,779**	**$1,199,779**	**$1,178,733**
TOTAL CITY COST	**$258,082**	**$42,210**	**$295,986**	**$295,986**	**$295,986**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

[2] In FY 2014 the Bluffwalk developer obtained financing which allowed the City to be repaid for the principal and interest payments previously made on the developer's behalf. Based on guidance from the U. S. Department of Housing and Urban Development (HUD), these funds are set aside to assist with future payments, if needed.

Community Development – Office of the Director Budget Description

The Department Submitted FY 2016 Community Development – Office of the Director budget of $310,852 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Community Development – Office of the Director budget was adopted by City Council without changes.

Community Development – Inspections and Code Compliance Division. Reviews building and site plans for compliance with local and State building codes; issues permits for new construction, alterations, additions, renovations, and demolitions within the City; and enforces the Uniform Statewide Building Code, Property Maintenance Code, and the Rental Inspection Program.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	11.50	11.48	11.48	11.48	11.48
City Funded Part-Time	0.75	0.75	0.75	0.75	0.75
City Funded Hourly	0.30	0.30	0.30	0.30	0.30
TOTAL FTE	**12.55**	**12.53**	**12.53**	**12.53**	**12.53**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$509,998	$543,029	$544,771	$544,771	$544,771
Employee Benefits	198,353	216,108	214,366	214,366	214,366
Subtotal Personnel Services	***$708,351***	***$759,137***	***$759,137***	***$759,137***	***$759,137***
Operating					
Contractual Services	$15,819	$15,500	$16,000	$16,000	$16,000
Internal Service Charges	23,306	29,306	29,814	29,814	29,814
Other Charges	24,684	27,229	24,700	24,700	24,700
Rentals and Leases	0	3,060	2,000	2,000	2,000
Subtotal Operating	***$63,809***	***$75,095***	***$72,514***	***$72,514***	***$72,514***
TOTAL EXPENDITURES	**$772,160**	**$834,232**	**$831,651**	**$831,651**	**$831,651**
DEDICATED REVENUES					
Community Development Stormwater Charges	$49,981	$53,070	$156,128	$156,128	$156,128
Weed Ordinance Program	24,980	25,000	22,000	22,000	22,000
TOTAL DEDICATED REVENUES	**$74,961**	**$78,070**	**$178,128**	**$178,128**	**$178,128**
TOTAL CITY COST	**$697,199**	**$756,162**	**$653,523**	**$653,523**	**$653,523**

Community Development – Inspections and Code Compliance Division Budget Description

The Department Submitted FY 2016 Community Development – Inspections and Code Compliance Division budget of $831,651 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Community Development – Inspections and Code Compliance Division budget was adopted by City Council without changes.

Community Development – Planning Division. Reviews and approves all site plans and subdivision plats. Makes recommendations to Planning Commission concerning rezonings, conditional use permits, and Comprehensive Plan amendments. Serves as secretary to the Planning Commission, Design Review Board, and Historic Preservation Commission. Serves as staff liaison to City Council concerning land use matters. Responsible for Comprehensive Plan, Zoning Ordinance and Historic District Design Guidelines, and Neighborhood Planning. Serves as project manager for Neighborhood Plan implementation. Provides technical assistance to citizens/developers concerning land use issues.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	4	4	4	4	4
TOTAL FTE	**4**	**4**	**4**	**4**	**4**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$215,522	$225,810	$226,770	$226,770	$226,770
Employee Benefits	80,540	88,895	87,935	87,935	87,935
Subtotal Personnel Services	***$296,062***	***$314,705***	***$314,705***	***$314,705***	***$314,705***
Operating					
Contractual Services	$59,229	$12,250	$12,250	$12,250	$12,250
Other Charges	22,482	9,722	10,318	10,318	10,318
Subtotal Operating	***$81,711***	***$21,972***	***$22,568***	***$22,568***	***$22,568***
TOTAL EXPENDITURES	**$377,773**	**$336,677**	**$337,273**	**$337,273**	**$337,273**
DEDICATED REVENUES					
Community Development Stormwater Charges	$20,366	$32,766	$98,666	$98,666	$98,666
TOTAL DEDICATED REVENUES	**$20,366**	**$32,766**	**$98,666**	**$98,666**	**$98,666**
TOTAL CITY COST	**$357,407**	**$303,911**	**$238,607**	**$238,607**	**$238,607**

Community Development – Planning Division Budget Description

The Department Submitted FY 2016 Community Development – Planning Division budget of $337,273 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Community Development – Planning Division budget was adopted by City Council without changes.

Community Development – Zoning and Natural Resources Division. Ensures compliance with the Zoning Ordinance and erosion and sediment control as well as responding to environmental complaints.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	2.0	2.5	3.5	3.5	3.5
TOTAL FTE	**2.0**	**2.5**	**3.5**	**3.5**	**3.5**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$105,564	$129,216	$149,966	$149,966	$149,966
Employee Benefits	40,663	52,027	63,633	63,633	63,633
Subtotal Personnel Services	***$146,227***	***$181,243***	***$213,599***	***$213,599***	***$213,599***
Operating					
Contractual Services	$145	$0	$0	$0	$0
Internal Service Charges	1,753	2,870	10,915	10,915	10,915
Other Charges	3,822	4,737	6,837	6,837	6,837
Subtotal Operating	***$5,720***	***$7,607***	***$17,752***	***$17,752***	***$17,752***
TOTAL EXPENDITURES	**$151,947**	**$188,850**	**$231,351**	**$231,351**	**$231,351**
DEDICATED REVENUES					
Community Development Stormwater Charges	$265,985	$74,151	$229,343	$229,343	$229,343
TOTAL DEDICATED REVENUES	**$265,985**	**$74,151**	**$229,343**	**$229,343**	**$229,343**
TOTAL CITY COST	**($114,038)**	**$114,699**	**$2,008**	**$2,008**	**$2,008**

Community Development – Zoning and Natural Resources Division Budget Description

The Department Submitted FY 2016 Community Development – Zoning and Natural Resources Division budget of $231,351 represents a 22.5% increase of $42,501 compared to the Adopted FY 2015 budget of $188,850.

Highlights of the Department Submitted FY 2016 budget include:

- $32,356 increase in Salaries and Employee Benefits reflecting a new Environmental Compliance Inspector position request offset by a decrease in salaries compared to the adopted budget.
- $8,045 increase in Internal Service Charges reflecting Fleet Services operating estimates.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Community Development – Zoning and Natural Resources Division budget was adopted by City Council without changes.

Community Development Performance Measures

Goal 1:
Facilitate development by reviewing and processing site plans, subdivision plats, and public hearing items in a timely manner 100% of the time.

Objective:
Identify ways to improve the quality and timeliness of reviews while ensuring compliance with City Code and fulfilling the Goals and Objectives of the Comprehensive Plan.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Percentage of site plan, subdivision, and public hearing projects reviewed and processed within the designated time period	80%	100%	100%	100%
Number of site plan, subdivision, and public hearing projects reviewed and processed within the designated time period	151	300	130	300

Analysis of the Data:

The number of plans, plats, and public hearing items can be directly correlated to overall economic conditions. The timeliness of review is an indicator of customer service. Timeliness of review is dependent upon many different City departments. The shortfall in meeting the 100% goal for FY 2014 can be attributed to staff turnover, which resulted in intensive cross-training efforts to meet program requirements, as well as several significant planning projects including revisions to the *Comprehensive Plan* and the *Zoning Ordinance*.

Based on current development inquiries, the number of FY 2016 project reviews will remain consistent with current year numbers. The FY 2015 numbers include site plan, subdivision, public hearing projects, public infrastructure plans and requests for information concerning future development. Requests for information regarding future development can range from a phone inquiry or walk-in customer to a pre-Technical Review Committee meeting with representatives and members of City staff.

Benchmark Localities:
Charlottesville, Spotsylvania, Albemarle, and City of Roanoke, VA

ECONOMIC DEVELOPMENT

Community Development Performance Measures (continued)

Goal 2:
Create and sustain a safe and quality built environment through code compliance.

Objective:
Ensure compliance with City Code and the Uniform Statewide Building Code.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Development:				
Zoning and Erosion and Sediment Control Inspections	3,509	4,200	2,116	4,200
New Construction Inspections	10,294	10,250	4,605	8,800
Code Compliance:				
Neighborhood Services Inspections	1,513	1,450	741	1,550
Rental Property Inspections	206	300	144	300
Property Maintenance Inspections	1,994	1,600	893	1,500

Analysis of the Data:

Development Inspections: Includes all zoning, grading and building inspections for development and redevelopment projects. Development inspections generally increase during the Spring/Summer months.

Zoning and Erosion and Sediment Control Inspections: Although the number of development permits is expected to remain consistent in FY 2016, statewide changes to erosion and sediment control and stormwater management requirements have resulted in significant increases to Zoning and Erosion and Sediment Control Inspection totals. Based on current development, the department projects a 16% increase in FY 2015, a 43% increase since FY 2011. The number of zoning inquiries and complaints have also increased over the past two years. New construction inspectors have been cross-trained in these areas to maximize the efficiency of the site inspections and the department is requesting an additional inspector position in FY 2016 to assist with this workload.

New Construction Inspections: In FY 2016 the number of New Construction Inspections is projected to decrease from FY 2015 totals. This should not be misconstrued as a decrease in new construction workload. In fact, the time requirements for the construction inspections and the associated permit revenue are both expected to increase based on the projected construction schedule at Liberty University as well as the scope of several large multi-family, commercial, and public projects. Unlike a single family home inspection, these projects will require significant time allocations to review mechanical, electrical, and plumbing systems in multi-story buildings. The department's reporting software equates all residential and commercial inspections with no distinction between a site visit that takes 30 minutes or 3 hours and while inspection totals will likely decrease the associated workload is greater.

Code Compliance: Includes the City's Neighborhood Services, Property Maintenance and Rental Inspections programs for existing properties and buildings. These inspections are part of a uniform approach to addressing the City's Building and Nuisance ordinances. Code Compliance cases generally increase during Spring.

Neighborhood Services Inspections: Neighborhood Services Inspections are complaint-based and difficult to project. Staff continues to cross-train which has resulted in efficiencies throughout various service areas. Although a decrease in the number of FY 2015 inspections is projected due to a staffing vacancy, FY 2016 totals are expected to increase as the new hire gains experience.

Rental Property Inspections: Rental Property Inspections totals are expected to remain consistent in FY 2016. This number reflects a slight increase from FY 2014 inspections based on the number of new rental units within the program area, as well as efficiencies achieved through inspection technology improvements.

Property Maintenance Inspections: Although Property Maintenance Inspections are complaint-based and difficult to project, the cross-training of Neighborhood Services and the Property Maintenance Program staff, adjustments to the Rental Property Inspection program, the Community Code Compliance Team's focus on code education, and a strong relationship with local Housing Partners all provide for proactive code compliance. These proactive methods provide residents an opportunity to address code issues prior to the initiation of an enforcement action. Based on this approach, the overall number of Property Maintenance Inspections is projected to decrease in FY 2015 and FY 2016.

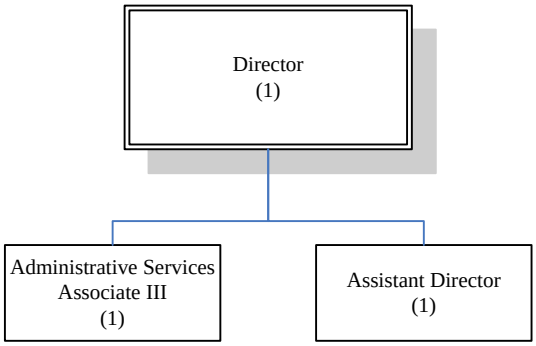
Benchmark Localities:
Danville and Roanoke, VA

ECONOMIC DEVELOPMENT

POSITION SUMMARY

3 City Funded Positions

3 Total Funded Positions



Office of Economic Development. Charged with creating jobs and expanding the economic base of the City by improving the overall business climate and redeveloping the central business district, the Office of Economic Development actively supports the retention and expansion of existing businesses. From Fortune 500 companies to aspiring entrepreneurs, the Office provides resources tailored to each client's needs including selecting sites, acquiring financing, building the workforce, developing markets, and distributing products. The Office markets and promotes City resources to current and potential employers through a business visitation program, innovative initiatives, the OpportunityLynchburg.com website, and strategic business development and marketing. The Office also manages two industrial parks, Lynchpin and Lynchburg Center for Industry, and administers State and local incentive programs.

Lynchburg Economic Development Authority (LEDA). The Office of Economic Development staffs the LEDA, which develops industrial parks and buildings within the City and is responsible for Lynchburg's economic development incentive program. The LEDA actively pursues investment and development opportunities, working to elevate the economic development profile of Lynchburg's business environment.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	3	3	3	3	3
TOTAL FTE	**3**	**3**	**3**	**3**	**3**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$156,817	$196,567	$209,047	$209,047	$209,047
Employee Benefits	57,422	73,586	77,006	77,006	77,006
Subtotal Personnel Services	***$214,239***	***$270,153***	***$286,053***	***$286,053***	***$286,053***
Operating					
Contractual Services	$25,124	$21,900	$18,900	$18,900	$18,900
Other Charges	272,736	113,616	131,750	131,750	131,750
Subtotal Operating	***$297,860***	***$135,516***	***$150,650***	***$150,650***	***$150,650***
Total General Fund Expenditures	**$512,099**	**$405,669**	**$436,703**	**$436,703**	**$436,703**
Total Grant Expenditures [1]	$35,000	$35,000	$38,420	$38,420	$38,420
TOTAL EXPENDITURES	**$547,099**	**$440,669**	**$475,123**	**$475,123**	**$475,123**
DEDICATED REVENUES					
State Grants	$5,000	$5,000	$5,000	$5,000	$5,000
TOTAL DEDICATED REVENUES	**$5,000**	**$5,000**	**$5,000**	**$5,000**	**$5,000**
TOTAL CITY COST	**$542,099**	**$435,669**	**$470,123**	**$470,123**	**$470,123**

[1] Details of the Grant Expenditures can be located in the Other Funds Section of this document.

Office of Economic Development Budget Description

The Department Submitted FY 2016 Office of Economic Development budget of $436,703 represents a 7.7% increase of $31,034 compared to the Adopted FY 2015 budget of $405,669.

Highlights of the Department Submitted FY 2016 budget include:

- $15,900 increase in Salaries and Employee Benefits compared to the adopted budget.
- $18,134 increase in Other Charges reflecting historical spending as well as a rise in Region 2000 Economic Development Alliance dues.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Office of Economic Development budget was adopted by City Council without changes.

Office of Economic Development Performance Measures

Goal 1:
Promote taxable private commercial investment in machinery, equipment, and real property.

Objective:
Promote expansion of the City's existing businesses and attraction of new business through targeted initiatives and programs that incentivize taxable investment in machinery, equipment, and real property.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Total private commercial investment ($)	$59.8 million	$62.8 million	$45.6 million	$65.9 million

Analysis of the Data:
Economic development programs and initiatives focus on the retention and expansion of existing industry and the attraction of new investment. Total private commercial investment represents the efficacy of economic development programs to create a climate for investment in machinery, equipment, and real property. This calculation represents total taxable investment in real property through commercial building permits as well as verified investments in business personal property and machinery and tools directly impacted by Office of Economic Development (OED)/Lynchburg Economic Development Authority (LEDA) programs.
In 2014, in addition to the private commercial investment above, the total amount of investment by tax exempt organizations in real property was $99.3 million.

ECONOMIC DEVELOPMENT

Goal 2:
Provide capital for the creation of new business and the expansion of existing small business and industry.

Objective:
Provide directly or serve as a conduit for loans and grants of business capital and other commercial financing that serve the needs of small businesses, entrepreneurs, and major industry.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Total business capital provided	$2.2 million	$2.4 million	$1.1 million	$2.5 million

Analysis of the Data:
The availability and flexibility of commercial financing and business capital is critical for economic growth. Existing businesses need capital to expand and entrepreneurs require flexible financing to start new businesses. The OED with assistance from the LEDA and other partners provides adaptive business financing to meet the needs of businesses of all sizes and across industries. Total business capital provided serves as a benchmark of the loans and grants utilized by Lynchburg businesses to grow.

ECONOMIC DEVELOPMENT

Office of Economic Development Performance Measures (continued)

ECONOMIC DEVELOPMENT

Goal 3:
Promote job creation through the expansion of existing businesses and attraction of new investment.

Objective:
Promote job creation by supporting the expansion of existing businesses and attraction of new investment through targeted initiatives and programs.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Total jobs created	312	334	120	351

Analysis of the Data:
New job creation is at the forefront of metrics reflecting the strength of the local economy and the quality of the local workforce. The OED targets programs and initiatives to support job creation through the development of new business and the expansion of existing industries. The jobs tracked in this metric were verified through programs managed by the OED, pay at least $10.88/hour, and include health benefits. These figures are a reflection of job creation only.

ECONOMIC DEVELOPMENT

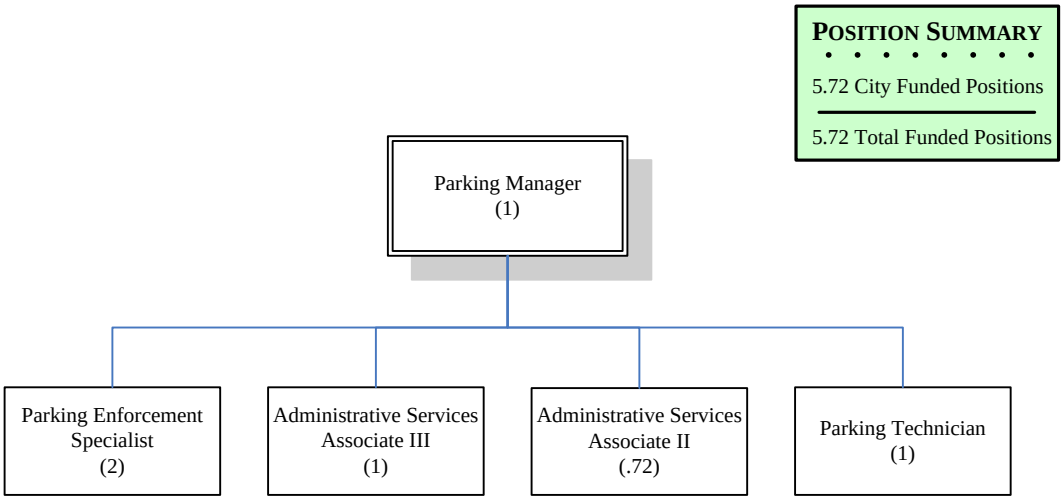
Goal 4:
Support the retention of existing businesses and provide an environment for financial longevity and growth.

Objective:
Provide support and services to improve the business climate of the community, help local businesses remain competitive, increase employment and stabilize the local economy.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
In Business Ten Years or More	1,431	1,515	Not applicable; Business License taxes are due May 1	1,651

Analysis of the Data:
When it comes to greatest return on investment for the community, existing, expanding companies are the real engines of economic growth. The number of businesses renewing a license for ten years or more indicates strength and stability in the local economy and the potential for businesses to consider expansion. The OED provides resources and tools to develop the capacity of businesses to achieve longevity, stability and growth. The total number of business licenses was 3,703 for FY 2014 and 3,758 as of February 2015.

PARKING MANAGEMENT



Parking Management. All City revenue generated from parking provides funding for the management and operation of parking facilities including maintenance, security, streetscape improvements, and other downtown amenities.

Lynchburg Parking Authority (LPA). Lynchburg Parking Authority is a not-for-profit public service organization established under the Acts of Assembly of Virginia, to provide and/or operate public on- and off-street parking within the commercial and residential districts consistent with the plans and policies of the City. The Authority is responsible for the management and operation of all City parking facilities and on street parking enforcement in the central business district.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	5.00	5.00	5.00	5.00	5.00
City Funded Part-Time	0.00	0.00	0.72	0.72	0.72
TOTAL FTE	**5.00**	**5.00**	**5.72**	**5.72**	**5.72**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$152,471	$183,757	$212,778	$212,778	$212,778
Employee Benefits	58,644	82,633	86,544	86,544	86,544
Subtotal Personnel Services	***$211,115***	***$266,390***	***$299,322***	***$299,322***	***$299,322***
Operating					
Contractual Services	$20,500	$14,750	$27,000	$27,000	$27,000
Internal Service Charges	6,734	6,729	6,992	6,992	6,992
Other Charges	15,057	9,984	19,650	19,650	19,650
Rentals and Leases	60,896	62,500	68,000	68,000	68,000
Subtotal Operating	***$103,187***	***$93,963***	***$121,642***	***$121,642***	***$121,642***
TOTAL EXPENDITURES	**$314,302**	**$360,353**	**$420,964**	**$420,964**	**$420,964**
DEDICATED REVENUES					
Downtown Parking Deck Lease	$78,600	$82,800	$90,000	$90,000	$90,000
Hourly Parking Fees	25,517	25,000	35,000	35,000	35,000
Permit Parking Fees - City Owned	234,997	214,000	199,000	199,000	199,000
Permit Parking Fees - Lease Agreement	0	0	81,000	81,000	81,000
Fines	107,919	110,000	110,000	110,000	110,000
Assigned Capital Fund Balance Reserve	(50,000)	0	0	0	0
Assigned Fund Balance Reserve [1]	(46,710)	(34,785)	(56,975)	(56,975)	(56,975)
TOTAL DEDICATED REVENUES	**$350,323**	**$397,015**	**$458,025**	**$458,025**	**$458,025**
TOTAL CITY COST [2]	**($36,021)**	**($36,662)**	**($37,061)**	**($37,061)**	**($37,061)**

[1] Beginning in FY 2012, parking generated revenues greater than the annual expenditures will be assigned to the Reserve for Parking.

[2] The negative Total City Cost reflects parking-related revenues greater than parking-related expenditures, with the excess falling to fund balance. In FY 2016 this amount assists with indirect costs incurred by the General Fund ($16,600) as well as direct costs associated with parking lot maintenance ($20,461).

Parking Management Budget Description

The Department Submitted FY 2016 Parking Management budget of $420,964 represents a 16.8% increase of $60,611 compared to the Adopted FY 2015 budget of $360,353.

Highlights of the Department Submitted FY 2016 budget include:

- $32,932 increase in Salaries and Employee Benefits compared to the adopted budget, including the addition of a part-time position.
- $12,250 increase in Contractual Services reflecting the replacement of permit and parking citation management software and hardware.
- $9,666 increase in Other Charges for mileage reimbursement and training.
- $5,500 increase in Rentals and Leases reflecting a change in reporting of parking lot lease payments and revenues, offset by moving the funding of the Holy Cross parking deck lease to Public Works from the Parking Management budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Parking Management budget was adopted by City Council without changes.

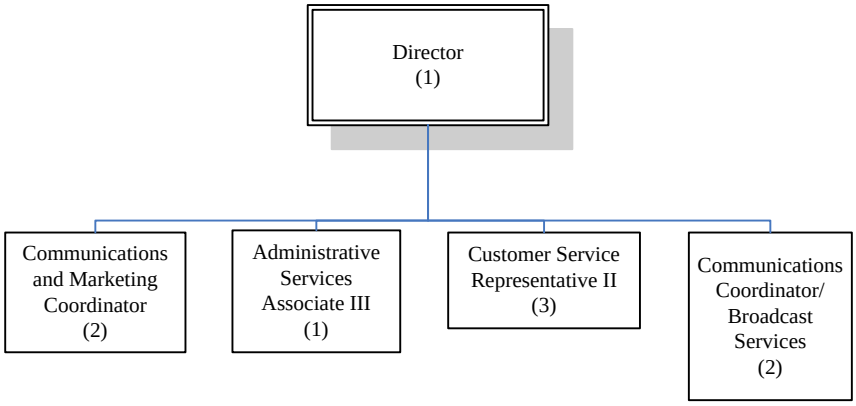
COMMUNICATIONS AND MARKETING

(includes Citizens First Customer Service Center and Local Government Channel)

POSITION SUMMARY

9 City Funded Positions

9 Total Funded Positions



Communications and Marketing including Citizens First Customer Service Center and Local Government Channel (LTV/Channel 15). Develops and executes public relations and marketing strategies by coordinating media, public, and community relations, and by encouraging citizen involvement in local government through a variety of informational sources including, but not limited to, the area's media outlets; the City's newsletter, City Source; the City's websites, www.lynchburgva.gov, www.lynchburgislistening.com, and www.discoverlynchburg.com; the local government television station, LTV/Channel 15; print advertisements; public service announcements; and social media.

The department oversees five areas: media relations, strategic communications, web communications/social media, marketing, and the Citizens First Information Center. Media relations captures and delivers emerging news information to the media on the activities of City government; strategic communications provides a wide range of services in support of communications, including crisis communications and special projects; web communications/social media oversees the content on the City's web sites and administers the City's official Facebook, YouTube, and Twitter accounts; and the Citizens First Information Center, which provides residents with a one-stop resource for any City-related services/information. Additionally, the department works with other City departments to shape messages and develop strategic marketing plans that generate interest in its programs and services and promotes its amenities to residents in the city and within a 50 mile radius of Lynchburg.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	8.0	8.0	9.0	9.0	9.0
City Funded Part-Time	1.0	0.5	0.0	0.0	0.0
City Funded Hourly	0.0	0.5	0.0	0.0	0.0
TOTAL FTE	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$390,255	$406,356	$413,458	$413,458	$413,458
Employee Benefits	144,131	159,310	171,980	171,980	171,980
Subtotal Personnel Services	***$534,386***	***$565,666***	***$585,438***	***$585,438***	***$585,438***
Operating					
Contractual Services	$65,242	$128,145	$122,008	$100,508	$100,508
Internal Service Charges	1,310	2,982	1,909	1,909	1,909
Other Charges	30,860	58,920	65,993	62,993	62,993
Capital Outlay	56,147	0	0	0	0
Subtotal Operating	***$153,559***	***$190,047***	***$189,910***	***$165,410***	***$165,410***
TOTAL EXPENDITURES	**$687,945**	**$755,713**	**$775,348**	**$750,848**	**$750,848**
DEDICATED REVENUES					
Community Handbook Advertising Sales	$0	$0	$19,000	$0	$0
TOTAL DEDICATED REVENUES	**$0**	**$0**	**$19,000**	**$0**	**$0**
TOTAL CITY COST	**$687,945**	**$755,713**	**$756,348**	**$750,848**	**$750,848**

Communications and Marketing

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	4	4	4	4	4
TOTAL FTE	**4**	**4**	**4**	**4**	**4**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$208,563	$217,245	$224,678	$224,678	$224,678
Employee Benefits	77,715	86,353	88,556	88,556	88,556
Subtotal Personnel Services	***$286,278***	***$303,598***	***$313,234***	***$313,234***	***$313,234***
Operating					
Contractual Services	$62,439	$125,145	$118,308	$96,808	$96,808
Internal Service Charges	1,310	2,982	1,909	1,909	1,909
Other Charges	17,601	14,445	22,953	19,953	19,953
Subtotal Operating	***$81,350***	***$142,572***	***$143,170***	***$118,670***	***$118,670***
TOTAL EXPENDITURES	**$367,628**	**$446,170**	**$456,404**	**$431,904**	**$431,904**
DEDICATED REVENUES					
Community Handbook Advertising Sales	$0	$0	$19,000	$0	$0
TOTAL DEDICATED REVENUES	**$0**	**$0**	**$19,000**	**$0**	**$0**
TOTAL CITY COST	**$367,628**	**$446,170**	**$437,404**	**$431,904**	**$431,904**

Communications and Marketing Budget Description

The Department Submitted FY 2016 Communications and Marketing budget of $456,404 represents a 2.3% increase of $10,234 compared to the Adopted FY 2015 budget of $446,170.

Highlights of the Department Submitted FY 2016 budget include:

- $9,636 increase in Salaries and Employee Benefits compared to the adopted budget.
- $6,837 decrease in Contractual Services reflecting a realignment of expenditures offset by an increase in printing and binding for a new community handbook.
- $8,508 increase in Other Charges reflecting a realignment of expenditures, additional training, and postage to mail the new community handbook.

Major item submitted but not proposed by the City Manager for funding:

- $24,500 to print and mail a new community handbook; publication is deferred to FY 2017.

The Proposed FY 2016 Communications and Marketing budget was adopted by City Council without changes.

Communications and Marketing – Citizens First Customer Service Center

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	2.0	2.0	3.0	3.0	3.0
City Funded Part-Time	1.0	0.5	0.0	0.0	0.0
City Funded Hourly	0.0	0.5	0.0	0.0	0.0
TOTAL FTE	**3.0**	**3.0**	**3.0**	**3.0**	**3.0**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$81,599	$87,274	$86,943	$86,943	$86,943
Employee Benefits	28,717	31,789	42,256	42,256	42,256
Subtotal Personnel Services	***$110,316***	***$119,063***	***$129,199***	***$129,199***	***$129,199***
Operating					
Contractual Services	$0	$500	$500	$500	$500
Other Charges	547	1,875	1,730	1,730	1,730
Subtotal Operating	***$547***	***$2,375***	***$2,230***	***$2,230***	***$2,230***
TOTAL CITY COST	**$110,863**	**$121,438**	**$131,429**	**$131,429**	**$131,429**

Communications and Marketing – Citizens First Customer Service Center Budget Description

The Department Submitted FY 2016 Communications and Marketing – Citizens First Customer Service Center budget of $131,429 represents an 8.2% increase of $9,991 compared to the Adopted FY 2015 budget of $121,438.

Highlights of the Department Submitted FY 2016 budget include:

- $10,136 increase in Salaries and Employee benefits to create a full-time Customer Service Representative position offset by the elimination of part-time and hourly positions.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Communications and Marketing – Citizens First Customer Service Center budget was adopted by City Council without changes.

Communications and Marketing – Local Government Channel (LTV/Channel 15)

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	2	2	2	2	2
TOTAL FTE	**2**	**2**	**2**	**2**	**2**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$100,093	$101,837	$101,837	$101,837	$101,837
Employee Benefits	37,699	41,168	41,168	41,168	41,168
Subtotal Personnel Services	***$137,792***	***$143,005***	***$143,005***	***$143,005***	***$143,005***
Operating					
Contractual Services	$2,803	$2,500	$3,200	$3,200	$3,200
Other Charges	12,712	42,600	41,310	41,310	41,310
Capital Outlay	56,147	0	0	0	0
Subtotal Operating	***$71,662***	***$45,100***	***$44,510***	***$44,510***	***$44,510***
TOTAL CITY COST	**$209,454**	**$188,105**	**$187,515**	**$187,515**	**$187,515**

Communications and Marketing – Local Government Channel Budget Description

The Department Submitted FY 2016 Communications and Marketing – Local Government Channel budget of $187,515 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Communications and Marketing – Citizens First Customer Service Center budget was adopted by City Council without changes.

Communications and Marketing Performance Measures

Goal 1:
Ensure citizens receive a timely response from Customer Service Representatives (CSRs) through Citizens First.

Objective:
Maintain a high level of customer service and attempt to answer every call in a timely manner by ensuring an abandoned call rate of no more than 5%.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Abandonment rate	6.0%	7.0%	8.0%	6.0%

Analysis of the Data:
The abandonment rate is the percentage of inbound phone calls made to the Citizens First Information Center that are abandoned by the caller before speaking to a Customer Service Representative (CSR). The percentage is calculated by dividing the number of abandoned calls by the total inbound calls. Abandonment rates have a direct relation to wait times; therefore, the longer a caller has to wait before being connected to a CSR, the higher the rate is likely to be. The abandonment rate may indicate under-allocation of resources to the call center and/or poor customer service. The higher than acceptable rates for FY 2014 and July-Dec. FY 2015 have been reviewed; it was determined current staffing was not adequate to maintain the appropriate level of service. In FY 2016 an additional .5 FTE has been requested for Citizens First; however, the 1% variance is due to an anticipated retirement of a long-term employee and the learning curve necessary for the replacement. As new staff become fully trained and familiar with the organization, this rate should continue to decrease.

CITIZEN ENGAGEMENT

Goal 2:
Provide useful and timely information to the citizens of Lynchburg via the internet.

Objective:
Increase the number of pageviews on www.lynchburgva.gov.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Number of page views	2,041,353	2,000,000	955,756	2,050,000

Analysis of the Data:
The number of citizens who use the internet to conduct business with the City, gather information, interact with departments, etc. has steadily increased and is expected to continue to do so. The Communications and Marketing Deptartment has led the effort to ensure the City's website provides the information citizens want and need in an effective, efficient, and user-friendly manner. The number of page views is one measure of the amount of traffic the website generates. Generally, the second half of the fiscal year generates more use of the City's website due to citizens gathering information on spring and summer activities, budget, tax/fee inquiries, spring clean-up activities, permitting, etc.

CITIZEN ENGAGEMENT / GOOD GOVERNANCE

Goal 3:
Produce quality programming on LTV-Cable Channel 15 that is entertaining, informative and educational and ensure the programming is available to citizens through both broadcast and web streaming.

Objective:
Increase the number of original program hours produced and broadcasted on LTV and made available online.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Number of program hours	144 hours	150 hours	59 hours	150 hours

Analysis of the Data:
With the demand for more government transparency, it is important the City provide multiple opportunities for citizens to learn about important municipal activities, programs, etc. Programming on LTV is shown on Cable Channel 15; however, in order to reach the optimal number of citizens, programming produced by LTV staff is also available on the City's website at www.lynchburgva.gov/ltv and YouTube. In FY 2015, the projected increase in hours for the second half of the fiscal year is due to additional programming being planned for this spring and summer.

GOOD GOVERNANCE

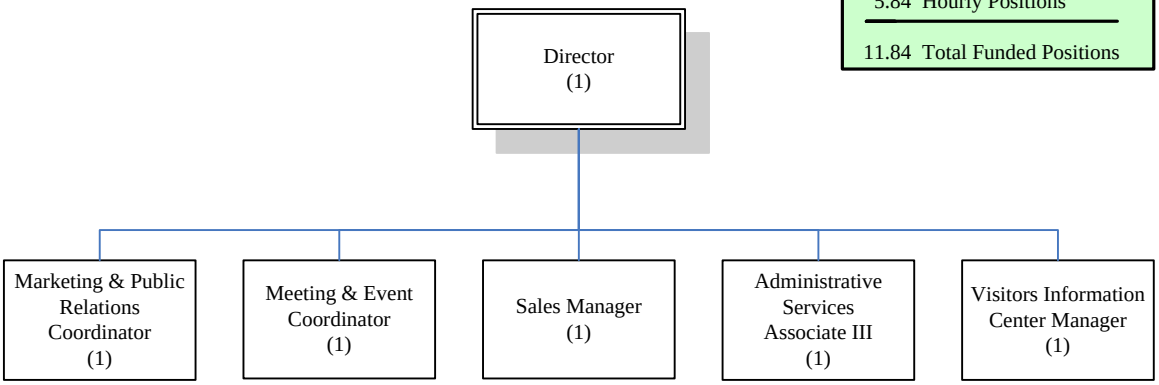
Benchmark Localities:
Blacksburg, Charlottesville, Falls Church, Fairfax, Hampton, and Roanoke, VA

TOURISM

POSITION SUMMARY

6.00 City Funded Positions
5.84 Hourly Positions

11.84 Total Funded Positions



Tourism and the Visitor Information Center

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	0.50	5.00	5.00	5.00	5.00
City Funded Part-Time	0.00	0.00	1.00	1.00	1.00
City Funded Hourly	3.42	6.84	5.84	5.84	5.84
TOTAL FTE	**3.92**	**11.84**	**11.84**	**11.84**	**11.84**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$63,550	$394,038	$404,169	$404,169	$404,169
Employee Benefits	13,171	117,937	120,034	120,034	120,034
Subtotal Personnel Services	***$76,721***	***$511,975***	***$524,203***	***$524,203***	***$524,203***
Operating					
Contractual Services	$150,885	$237,500	$228,104	$228,104	$228,104
Internal Service Charges	0	5,037	1,809	1,809	1,809
Other Charges	18,280	221,225	219,700	219,700	219,700
Capital Outlay	14,852	26,160	28,081	28,081	28,081
Subtotal Operating	***$184,017***	***$489,922***	***$477,694***	***$477,694***	***$477,694***
TOTAL EXPENDITURES	**$260,738**	**$1,001,897**	**$1,001,897**	**$1,001,897**	**$1,001,897**
DEDICATED REVENUES					
Visitor Center Merchandise	$9,005	$0	$23,700	$23,700	$23,700
TOTAL DEDICATED REVENUES	**$9,005**	**$0**	**$23,700**	**$23,700**	**$23,700**
TOTAL CITY COST	**$251,733**	**$1,001,897**	**$978,197**	**$978,197**	**$978,197**

Tourism. The Lynchburg Regional Convention and Visitors Bureau is a department of the City of Lynchburg whose mission is to drive economic growth and sustainability for Lynchburg by effectively marketing the city and region as a preferred visitor destination including conventions, meetings, sporting events, group tours, and leisure travelers.

The Lynchburg Regional Convention and Visitors Bureau's primary objectives are:

- Showcase Lynchburg to visitors as "A Great Place to Live, Work and Play!",
- Increase the demand for lodging, meeting and convention space,
- Drive visitation to the many diverse local and regional attractions,
- Introduce visitors to exceptional restaurants, unique shops, quaint antique stores, art venues, and bountiful outdoor activities.

The Lynchburg Regional Convention and Visitors Bureau generates travel to Lynchburg and the region by targeting out-of-market leisure travelers, corporate, government, religious and association meeting planners, groups, sporting event tournament directors, tour and travel operators, travel writers, and journalists. Staff partners with local businesses and groups to promote special events through sponsorships and direct support. These events bring leisure visitors to enjoy all that the region has to offer, thereby increasing the economic impact of travel.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	0.5	5.0	5.0	5.0	5.0
TOTAL FTE	**0.5**	**5.0**	**5.0**	**5.0**	**5.0**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$17,140	$238,120	$250,682	$250,682	$250,682
Employee Benefits	7,595	99,233	102,801	102,801	102,801
Subtotal Personnel Services	***$24,735***	***$337,353***	***$353,483***	***$353,483***	***$353,483***
Operating					
Contractual Services	$149,107	$237,500	$228,104	$228,104	$228,104
Internal Service Charges	0	5,037	1,809	1,809	1,809
Other Charges	18,280	221,225	219,700	219,700	219,700
Subtotal Operating	***$167,387***	***$463,762***	***$449,613***	***$449,613***	***$449,613***
TOTAL CITY COST	**$192,122**	**$801,115**	**$803,096**	**$803,096**	**$803,096**

Tourism Budget Description

The Submitted FY 2016 Tourism budget of $803,096 represents a 0.2% increase of $1,981 compared to the Adopted FY 2015 budget of $801,115.

Highlights of the Department Submitted FY 2016 budget include:

- $16,130 increase in Salaries and Employee Benefits compared to the adopted budget.
- $9,396 decrease in Contractual Services reflecting the one-time purchase of computer equipment in FY 2015.
- $3,228 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Tourism budget was adopted by City Council without changes.

Tourism – Visitor Information Center. The Lynchburg Regional Convention and Visitors Bureau staffs the Visitor Information Center, located in downtown Lynchburg. Open daily for visitors to speak with knowledgeable travel counselors to get up-to-date information on regional events, attractions, lodging, and restaurants encouraging overnight stays and increased spending in the area. Staff fulfills visitor inquiries generated by advertising and marketing efforts and prepares newcomer and welcome packets, which are distributed to meeting, conference, and special event attendees. The Visitor Information Center also houses a gift shop promoting local products.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Part-Time	0.00	0.00	1.00	1.00	1.00
City Funded Hourly	3.42	6.84	5.84	5.84	5.84
TOTAL FTE	**3.42**	**6.84**	**6.84**	**6.84**	**6.84**
BUDGET SUMMARY					
EXPENDITURES					
Personnel Services					
Salaries	$46,410	$155,918	$153,487	$153,487	$153,487
Employee Benefits	5,576	18,704	17,233	17,233	17,233
Subtotal Personnel Services	***$51,986***	***$174,622***	***$170,720***	***$170,720***	***$170,720***
Operating					
Contractual Services	$1,778	$0	$0	$0	$0
Other Charges	14,852	26,160	28,081	28,081	28,081
Subtotal Operating	***$16,630***	***$26,160***	***$28,081***	***$28,081***	***$28,081***
TOTAL EXPENDITURES	**$68,616**	**$200,782**	**$198,801**	**$198,801**	**$198,801**
DEDICATED REVENUES					
Visitor Center Merchandise	$9,005	$0	$23,700	$23,700	$23,700
TOTAL DEDICATED REVENUES	**$9,005**	**$0**	**$23,700**	**$23,700**	**$23,700**
TOTAL CITY COST	**$59,611**	**$200,782**	**$175,101**	**$175,101**	**$175,101**

Tourism – Visitor Information Center Budget Description

The Department Submitted FY 2016 Tourism – Visitor Information Center budget of $198,801 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Tourism – Visitor Information Center budget was adopted by City Council without changes.

The City provides funding to external organizations that provide various mandated, contractual, or discretionary services to the community.

	Actual FY 2014	Adopted FY 2015	Agency Requested FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
Mandated					
Blue Ridge Regional Jail Authority (BRRJA)	$5,325,696	$5,586,635	$5,588,733	$5,588,733	$5,586,635
Horizon Behavioral Health	444,003	457,323	457,323	457,323	457,323
Lynchburg Health Department	824,013	830,977	830,977	830,977	830,977
Region 2000 Local Government Council	43,958	44,392	44,491	44,491	44,491
	$6,637,670	**$6,919,327**	**$6,921,524**	**$6,921,524**	**$6,919,426**
Contractual					
Central Virginia Regional Radio Board (CVRRB)	$817,514	$688,369	$692,034	$692,034	$692,034
Lynchburg Humane Society	319,969	351,697	351,697	351,697	351,697
Lynchburg Humane Society - Lease	200,000	0	0	0	0
Lynchburg Regional Convention and Visitors' Bureau	631,720	0	0	0	0
Southern Memorial Association (Old City Cemetery)	122,438	132,438	132,438	132,438	132,438
Virginia Cooperative Extension Service	31,897	34,082	35,715	35,715	35,715
	$2,123,538	**$1,206,586**	**$1,211,884**	**$1,211,884**	**$1,211,884**
Discretionary					
Amazement Square	$0	$5,302	$5,604	$5,604	$5,604
Arc of Central Virginia	0	0	41,800	0	0
Central Virginia Alliance for Community Living	15,000	15,000	15,000	15,000	15,000
Central Virginia Community College Board (CVCC)	1,909	1,917	1,900	1,900	1,900
Court Appointed Special Advocate (CASA)	0	0	0	0	0
Robert E. Lee Soil & Water Conservation District	10,000	10,000	10,000	10,000	10,000
Virginia Legal Aid Society	10,400	10,816	10,816	10,816	10,816
	$37,309	**$43,035**	**$85,120**	**$43,320**	**$43,320**
TOTAL CITY COST	**$8,798,517**	**$8,168,948**	**$8,218,528**	**$8,176,728**	**$8,174,630**

Amazement Square. A non-profit children's museum that provides cultural and educational opportunities for children and families. Funding equals the cost associated with real property tax on the Riverfront Skatepark.

Arc of Central Virginia. Provides services to improve the quality of life for people with disabilities by creating and encouraging opportunities for individual growth and development.

Blue Ridge Regional Jail Authority (BRRJA). The BRRJA is a cooperative effort to provide jail services for the City of Lynchburg and the Counties of Amherst, Appomattox, Bedford, Campbell, and Halifax.

Central Virginia Alliance for Community Living (formerly Central Virginia Area Agency on Aging). Provides services to help senior citizens maintain their dignity and independence by remaining in their own homes.

Central Virginia Community College Board (CVCC). Provides education and workforce development to citizens in Region 2000.

Central Virginia Regional Radio Board (CVRRB). Overseas the regional radio system; participating jurisdictions include: Amherst County, Bedford County, Town of Bedford, and City of Lynchburg.

Court Appointed Special Advocate (CASA). Supports trained community volunteers who advise the court about the best interest of abused and neglected children. Beginning in FY 2014 the City contributes to CASA by providing rent free office space including utilities.

Horizon Behavioral Health (formerly known as the Central Virginia Community Services Board). Supports and promotes the health, independence and self-worth of individuals and families in Central Virginia by providing a continuum of community-based prevention, early intervention, aftercare, and psycho-social rehabilitation services for persons affected by mental health, intellectual disabilities, substance abuse, and co-occurring disorders.

Lynchburg Health Department. The local match for the Central Virginia Health District of the Commonwealth of Virginia Department of Health. The Central Virginia Health District serves the Counties of Amherst, Appomattox, Bedford and Campbell and the City of Lynchburg.

Lynchburg Humane Society. The City contracted with the Lynchburg Humane Society to operate the Animal Shelter for the purpose of impounding and harboring seized, stray, homeless, abandoned, or unwanted animals. The Actual figure includes the City's costs associated with water, sewer, gas, electric, and trash for the facility.

Lynchburg Humane Society – Lease. City Council approved a lease agreement with the Humane Society for space at the new Lynchburg Humane Education and Adoption Center for the City's Animal Shelter. The lease agreement was initiated in FY 2012 and is for a period of 10 years with a prepayment schedule spanning FYs 2012-2015. A final scheduled payment of $200,000 is due in FY 2015; fund balance from FY 2014 will be used to make the payment.

Lynchburg Regional Convention and Visitors Bureau (July – December 2013). The City's contractual agreement with the Lynchburg Regional Chamber of Commerce to support travel and tourism ended in December 2013. A Department of Tourism and the Visitor Information Center is established within the City organization.

Region 2000 Local Government Council Regional Commission (formerly Region 2000 Regional Commission). Facilitates regional coordination between the members of Region 2000 for planning and development. Region 2000 consists of the City of Lynchburg, the Towns of Altavista, Amherst, Appomattox, Bedford and Brookneal, and the Counties of Amherst, Appomattox, Bedford, and Campbell.

Robert E. Lee Soil and Water Conservation District. The District consists of the Counties of Amherst, Appomattox, Campbell and the City of Lynchburg and performs basic stormwater and erosion control plan review and flood studies for development sites.

Southern Memorial Association. The Old City Cemetery is operated by the Southern Memorial Association, thereby relieving the City government of management of this historic property.

Virginia Cooperative Extension Service. A joint program of Virginia Tech, Virginia State University, the United States Department of Agriculture and state and local governments to provide educational programs.

Virginia Legal Aid Society. A non-profit law firm that provides free legal information, advice, and representation in civil cases to low-income individuals and families.

Lynchburg's government makes payments for service and transfers funds from the General Fund to other operating units and agencies of the City. Transfers include payments from the General Fund to other funds as a subsidiary or payment for services.

BUDGET SUMMARY	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
Transfers					
Airport Fund	$218,809	$152,443	$0	$0	$0
City Capital Projects Fund	4,706,960	4,914,676	7,098,325	7,098,325	7,830,529
Schools Capital Projects Fund	5,027,191	2,425,000	950,000	0	0
City/Federal/State Aid Fund (Matching Funds)	176,208	42,358	97,121	97,121	97,121
Fleet Fund	33,306	135,739	881,281	581,781	581,781
Technology Fund	658,818	622,294	622,294	622,294	622,294
Total Transfers	**$10,821,292**	**$8,292,510**	**$9,649,021**	**$8,399,521**	**$9,131,725**
Non-Departmental					
Employee Benefits					
Workers' Compensation	$786,441	$855,000	$858,500	$858,500	$858,500
Retiree Benefits	1,513,710	1,720,937	1,683,415	1,683,415	1,683,415
Unemployment Compensation	23,699	50,000	35,000	35,000	35,000
Other Employment Benefits	0	1,500	1,500	1,500	1,500
Auditing Services	632	7,000	0	0	0
Additional VRS	960	97,498	0	0	0
Employee Programs					
Tuition Reimbursement	25,737	45,000	45,000	45,000	45,000
Employee Assistance Program	26,443	26,000	27,300	27,300	27,300
Employee Appreciation	24,316	33,300	33,300	33,300	33,300
Poverty Initiative	0	0	0	50,000	50,000
Managed Vacancy Program	0	(250,000)	0	(325,000)	(325,000)
Fleet (Depreciation)	2,064,580	2,010,484	2,148,719	2,148,719	2,148,719
Recruitment	0	0	0	0	25,000
Compensation Adjustment	0	0	1,231,760	1,331,760	1,481,760
Water Fund Payment	358,938	879,498	879,498	879,498	879,498
Professional Fees - Medical and Dental	10,000	45,000	45,000	45,000	45,000
Health Management Program	162,212	219,080	165,912	165,912	165,912
Virginia Retirement System - Line of Duty	0	105,952	77,632	77,632	77,632
Stormwater - General Fund Payment	86,726	87,726	87,726	87,726	87,726
Stormwater - Schools Payment	70,214	69,869	70,796	70,796	70,796
Landfill Closure	1,863,653	0	0	0	0
Economic Development Incentive Support	310,000	0	0	0	0
Total Non-Departmental	**$7,328,261**	**$6,003,844**	**$7,391,058**	**$7,216,058**	**$7,391,058**
Total Transfers and Non-Departmental	**$18,149,553**	**$14,296,354**	**$17,040,079**	**$15,615,579**	**$16,522,783**

TRANSFERS

Airport Fund. Transfer from the General Fund to the Airport Fund primarily to fund debt service for the terminal.

City Capital Projects Fund. Transfer from the General Fund to the City Capital Projects Fund for Pay-As-You-Go projects and Reserves for projects.

Schools Capital Projects Fund. Transfer from the General Fund Year-End Fund Balance to the Schools Capital Project Fund for school maintenance.

City/Federal/State Aid Fund (Matching Funds). Amounts appropriated from the General Fund transferred to this fund for matching funds for State and federal grants.

Fleet Fund. Transfer from the General Fund to the Fleet Fund for vehicle replacements.

Technology Fund. Funding from revenue generated by partnership with Ntelos.

NON-DEPARTMENTAL

Employee Benefits. Workers compensation, retiree benefits, and other benefit payments as required by the fringe benefit program. The Adopted FY 2015 figure includes $139,985 needed to supplement the VRS retirement contribution included in each department budget. The budget was balanced based on a 20.62% rate provided by VRS; a final adjusted rate of 20.80% requires this additional funding.

Employee Programs. Funding for Tuition Assistance and the Employee Assistance Program.

Employee Appreciation. Funding for Employee Awards and Recognition, Retiree Recognition, and Take Your Kids to Work Day.

Poverty Initiative. Funding to serve as a resource to support any actions that may be identified to address poverty in the City.

Managed Vacancy Program. Budgeting for vacant City positions.

Fleet (Depreciation). Cost for depreciation of vehicles.

Compensation Adjustment. Funding for salary adjustments.

Water Fund Payment. Transfer to the Water Fund for the City's fire hydrant use.

Professional Services – Medical and Dental. Cost of independent actuarial and consulting services to support effective benefits management.

Health Management Program. Funding to provide an on-site Nurse Practitioner, wellness programs to assist in preventative care, and vision coverage for employees enrolled in the health management program.

Virginia Retirement System – Line of Duty. Cost related to State benefits provided to families of officers killed or officers disabled in the line of duty.

Stormwater – General Fund Payment. Funding for Stormwater Fees related to City owned buildings.

Stormwater – Schools Payment. Funding for Stormwater Fees related to City owned school buildings.

Landfill Closure – Payment made to Region 2000 Landfill for the closing of the Lynchburg landfill.

Economic Development Incentive Support – Enterprise Zone Local Incentive Grant and Technology Zone Grant payments to qualifying companies for FY 2014.

Long-term Debt

Total outstanding debt was $296.8 million with $180.6 million of business-type activities debt supported by the individual funds, resulting in net bonded debt for governmental activities of $116.2 million. Liabilities for compensated absences and workers' compensation of $7.2 million and other post-employment benefits liability of $5.5 million were excluded.

Long-term Debt Obligations
As of June 30, 2014
(in millions)

	Governmental Activities		Business-type Activities		Total Primary Government		Percentage Change
	2014	2013	2014	2013	2014	2013	2014-2013
General Obligation Bonds	$ 114.5	$ 114.2	$ 56.1	$ 59.9	$ 170.6	$ 174.1	-2%
Revenue Bonds	-	-	117.3	122.9	117.3	122.9	-5%
General Obligation Notes	-	-	7.2	5.2	7.2	5.2	38%
Note Payable	1.7	1.9	-	-	1.7	1.9	-11%
Total	$ 116.2	$ 116.1	$ 180.6	$ 188.0	$ 296.8	$ 304.1	-2%

Total new debt of $12 million was issued, of which $10 million was for governmental activities, and $2 million was for business-type activities. It consisted of $10 million from a general obligation public improvement bond for transportation and schools projects, and fire capital equipment; and, $2 million from a bond anticipation note bank qualified line of credit for water capital projects.

The City retired $19.3 million of outstanding principal, all of which was planned retirements. The governmental activities principal retirements were $9.9 million and the business-type activities principal retirements were $9.4 million.

The City's general obligation bonds continued to maintain an Aa2 rating from Moody's Investors Service dated May 27, 2014; an AA+ rating from Fitch Ratings dated June 9, 2014; and, an AA+ from Standard & Poor's Ratings Services dated May 30, 2014. These credit ratings were related to the City's issuance of the July 10, 2014, General Obligation Public Improvement and Refunding Bonds, Series 2014 of $115,190,000 with final maturity on June 1, 2044. Factors contributing to these ratings include Lynchburg's:
- stable and diverse tax base of multiple higher education institutions and a large regional health care facility;
- regional employment base with manufacturing, healthcare, higher education and engineering;
- regional commerce center for retail and economic activity;
- strong financial management and prudent financial practices and planning;
- strong budgetary flexibility and strong fund balance positions resulting in a sound financial position; and
- an above average and affordable debt burden.

On November 8, 2011, the City issued a five-year General Obligation Bond Anticipation Note and concurrently entered into a bank qualified line of credit Financing Agreement with Carter Bank & Trust for up to $10,000,000 to provide interim financing for qualifying capital improvements. Interest on the unpaid principal is two percent (2%) per annum and payable on May 1 and November 1 each year. Final maturity of the Note is November 1, 2016.

On October 23, 2013, the City issued $10,000,000 of General Obligation Public Improvement Bonds, Series 2013 dated October 23, 2013 through a proposal process resulting in a private placement of these bonds with Banc of America Preferred Funding Corporation. The proceeds will be used to fund governmental activities as follows: $7 million of transportation capital projects, $1 million of school capital projects; and, $2 million for fire public safety capital equipment, which included two pumper engines and a ladder truck. The final maturity date is December 1, 2028 with a 2.75% fixed interest rate and ten year call option.

Long-term Debt (continued)

On July 10, 2014, the City issued $115,190,000 of General Obligation Public Improvement and Refunding Bonds, Series 2014 dated July 10, 2014 from it competitive bond sale on June 10, 2014. New bond proceeds totaled $101.7 million of which $83.2 million was for governmental activities and $18.5 million was for business-type activities. The $83.2 million of new proceeds will be used to fund governmental activities as follows: $62.5 million for a new Heritage High School; $7.1 million for City Stadium renovations; $3.6 million for a new Group Home facility; $6.4 million for transportation; and, $3.6 million for other general government projects. The $18.5 million of new proceeds will be used to fund business-type activities as follows: $5.3 million for sewer projects; $6.6 million for water projects; and, $6.6 million for water projects to current refund and permanently finance the line of credit bond anticipation note with Carter Bank & Trust dated November 8, 2011. Lastly, the City issued $13.5 million to advance refund $14.5 million of the May 9, 2006 General Obligation Public Improvement Bonds for maturities from FY 2017 to FY 2026. Of this $13.5 million in refunding bonds, $13.1 million was governmental activities and $0.4 million was for business-type activities. The refunded bonds of $14.5 million were $14.1 million of governmental activities and $0.4 million of business-type activities. Over the next twelve years, the advance refunding reduced total debt service payments by $1.1 million and resulted in an economic gain of $1.1 million.

The City Council adopted Debt Management Policy was amended in December 2006 and limited tax-supported debt not to exceed 4.5% of net assessed valuation of taxable property in the City. As of the end of FY 2013, outstanding tax-supported debt was 1.95% of net assessed valuation. In addition, the City Council adopted Budget Policy was amended in December 2006. It established that pay-as-you-go funding, as a percentage of the City's Five Year Capital Improvement Program, shall not be less than 10%, and it set a goal of 15%. Both policies were reaffirmed by City Council on November 23, 2010 with one Debt Management Policy revision to debt service payments for revenue supported debt from twenty to thirty years. Most recently, on February 26, 2013, City Council amended the Debt Management Policy to revise the 10-Year Principal Payout Ratio. The revision included the following provision for the Capital Improvement Program. "The 10-Year Principal Payout Ratio shall not be less than 60% at the end of each adopted five-year Capital Improvement Program for Tax-Supported General Obligation Indebtedness." The Principal Payout Ratio as of June 30, 2014 was 84.29%. Detailed information on the City's long-term debt is included in Note 9 of this report.

Long-Term Liabilities

General Obligation Debt:

As of June 30, 2014	Interest Rates (%)	Date Issued	Final Maturity	Original Issue	Primary Government: Public Improvements	Primary Government: School Facilities	Primary Government: Proprietary Funds	Total
Bond Anticipation Note								
Public Improvement- Line of Credit for Five Years	2.0 fixed	11/08/2011	2016	$ 10,000,000	$ -	$ -	$ 7,158,894	$ 7,158,894
Serial Bonds								
VA Resources Authority	0.00	03/24/1994	2027	3,976,369	-	-	1,556,789	1,556,789
VPSA General Obligation	6.10-6.60	11/22/1994	2015	2,100,362	-	133,876	-	133,876
VPSA General Obligation	3.10-5.10	11/15/2001	2022	3,473,329	-	1,503,909	-	1,503,909
VPSA General Obligation	2.35-4.85	11/07/2002	2023	6,513,732	-	3,121,946	-	3,121,946
Public Improvement	3.00-5.00	06/01/2004	2034	28,160,000	525,000	405,000	280,000	1,210,000
Public Improvement Refunding	3.00-5.25	03/16/2005	2030	33,105,000	6,750,160	4,111,360	5,198,480	16,060,000
VPSA General Obligation	4.60-5.10	11/10/2005	2026	6,411,957	-	4,070,316	-	4,070,316
Public Improvement	4.00-5.00	05/09/2006	2026	23,840,000	10,693,040	4,217,234	1,844,726	16,755,000
Public Improvement	4.00-5.00	08/02/2007	2038	33,300,000	10,561,279	-	15,883,721	26,445,000
Public Improvement Refunding	2.93	03/19/2008	2015	8,000,000	155,533	145,374	198,093	499,000
Public Improvement Series A Tax Exempt	1.00-5.00	08/13/2009	2022	17,230,000	3,325,000	4,720,000	3,890,000	11,935,000
Public Improvement Series B Taxable Build America Bonds (BABs)	5.05-6.61	08/13/2009	2040	27,420,000	4,399,395	9,450,605	13,570,000	27,420,000
Public Improvement Series C Refunding	2.00-4.00	08/13/2009	2023	12,800,000	2,549,057	1,396,022	4,479,921	8,425,000
VPSA Gen Obligation	0.00	11/13/2009	2027	10,255,000	-	9,425,000	-	9,425,000
Public Improvement Refunding	2.00-5.00	10/20/2010	2034	29,655,000	9,443,932	7,199,429	11,801,639	28,445,000
Public Improvement Refunding	3.80	12/19/2012	2023	4,129,625	3,596,617	-	-	3,596,617
Public Improvement	2.75	10/23/2013	2028	10,000,000	7,063,425	937,213	1,999,362	10,000,000
					$ 59,062,438	$ 50,837,284	$ 67,861,625	$ 177,761,347

Bonds issued between 1992 and 2010 are callable subject to a maximum premium of 2%.

Authorized and unissued general obligation public improvement bonds amounted to $181,060,000 at June 30, 2014.

The Constitution of Virginia, Article VII, Section 10(a) sets forth the City's legal debt limit at ten percent (10%) of its real estate assessed valuation for the City's issuance of any bonds or other interest-bearing obligations. As of June 30, the City's aggregate general obligation indebtedness was $177,761,347 and less than the state limit. In December 2006, City Council amended the Debt Management Policy, which limited tax-supported debt to four and a half percent (4.5%) of its net assessed valuation of taxable property. City Council reaffirmed the Debt Policy on November 23, 2010 with one revision to debt service payments for revenue supported debt from twenty to thirty years. City Council revised the Debt Policy on February 26, 2013 in the section entitled Tax-Supported Debt, Item 6. Previously, the Policy stated that the 10-Year Principal Payout Ratio shall not be less than 60%. With this revision, the Policy now states that the 10-Year Principal Payout Ratio shall not be less than 60% at the end of each adopted five-year Capital Improvement Program. The principal payout ratio for the year ended June 30 was 84.29%. As shown in the Supplementary Statistical Table 20, outstanding tax-supported debt was 2.03% of net assessed valuation of taxable property. There are no overlapping tax jurisdictions.

Long-Term Liabilities (continued)

Revenue Debt:

As of June 30, 2014	Interest Rates %	Date Issued	Final Maturity	Original Issue	Sewer Fund
Virginia Resources Authority					
Public Utility Revenue Bonds	0.00	3/28/1995	2027	$ 6,571,207	$ 2,195,872
Public Utility Revenue Bonds	0.00	8/10/1995	2029	10,000,000	3,964,286
Public Utility Revenue Bonds	0.00	6/27/1996	2029	8,000,000	3,068,746
Public Utility Revenue Bonds	0.00	7/17/1997	2030	7,591,540	3,481,328
Public Utility Revenue Bonds	3.00	7/17/1997	2020	14,108,460	4,932,745
Public Utility Revenue Bonds	0.00	8/21/1998	2031	6,203,000	3,098,189
Public Utility Revenue Bonds	3.00	5/27/1999	2020	2,476,763	864,291
Public Utility Revenue Bonds	0.00	2/11/2000	2021	5,300,000	1,952,631
Public Utility Revenue Bonds	0.00	2/15/2001	2032	735,000	399,276
Public Utility Revenue Bonds	3.50	06/8/2001	2021	2,835,000	1,283,771
Public Utility Revenue Bonds	0.00	11/6/2001	2034	1,413,613	864,340
Public Utility Revenue Bonds	0.00	9/15/2003	2036	2,350,165	1,643,338
Public Utility Revenue Bonds	0.00	5/20/2004	2038	6,000,000	4,500,000
Public Utility Revenue Bonds	0.00	5/17/2005	2038	6,700,000	5,136,667
Public Utility Revenue Bonds	0.00	6/28/2006	2039	9,600,000	7,840,000
Public Utility Revenue Bonds	0.00	6/20/2007	2039	7,000,000	5,833,333
Public Utility Revenue Bonds	0.00	06/5/2008	2041	12,350,000	10,909,167
Public Utility Revenue Bonds	0.00	6/25/2009	2041	19,000,000	17,099,999
Public Utility Revenue Bonds	0.00	6/17/2010	2042	13,100,000	12,226,667
Public Utility Revenue Bonds	0.00	6/15/2011	2033	9,350,928	8,875,603
Public Utility Revenue Bonds	0.00	6/15/2011	2045	10,100,000	10,100,000
Public Utility Revenue Bonds	0.00	06/6/2012	2044	7,000,000	7,000,000
					$ 117,270,249

The revenue bonds have been issued in accordance with the terms of an indenture agreement with the Virginia Resources Authority (VRA) of the Commonwealth of Virginia. The indenture agreement requires the City to pledge its Sewer Fund Revenues as collateral for the revenue bonds and to maintain debt coverage in the Sewer Fund equal to at least 1.15 of all debt service payments which exclude any refunded principal payments. As shown in the Supplementary Statistical Table 22, the debt coverage ratio for the year ended June 30 was 1.36.

Long-Term Liabilities (continued)

The following is a summary of changes in long-term liabilities for FY 2014:

	Beginning Balance	Additions	Deletions	Ending Balance	Current Portion
Governmental Activities					
General obligation bonds	$ 114,208,740	$ 10,000,000	$ 9,689,378	$ 114,519,362	$ 9,603,635
Notes payable*	1,940,000	-	180,000	1,760,000	180,000
Adjust for deferred amounts:					
Issuance discounts	(746,324)	-	(53,309)	(693,015)	-
Issuance premiums	3,509,030	-	392,491	3,116,539	-
Total bonds and notes	118,911,446	10,000,000	10,208,560	118,702,886	9,783,635
Workers' compensation**	2,027,781	950,860	732,772	2,245,869	269,504
Compensated absences**	3,990,845	2,914,094	2,663,740	4,241,199	508,941
Other post-employment benefits**	3,785,890	3,141,182	1,896,459	5,030,613	-
	$ 128,715,962	$ 17,006,136	$ 15,501,531	$ 130,220,567	$ 10,562,080

Primary Government

	Beginning Balance	Additions	Deletions	Ending Balance	Current Portion
Business-Type Activities					
Bond anticipation notes	$ 5,193,865	$ 1,965,029	$ -	$ 7,158,894	$ -
General obligation bonds	59,863,602	-	3,780,511	56,083,091	3,596,685
Public utility revenue bonds	122,875,994	-	5,605,745	117,270,249	6,034,143
Adjust for deferred amounts:					
Issuance premiums	1,849,154	-	137,794	1,711,360	-
Total bonds and notes	189,782,615	1,965,029	9,524,050	182,223,594	9,630,828
Workers' compensation	164,547	37,507	27,924	174,130	20,896
Compensated absences	492,591	375,221	365,914	501,898	60,228
Other post-employment benefits	360,987	360,693	227,234	494,446	-
	$ 190,800,740	$ 2,738,450	$ 10,145,122	$ 183,394,068	$ 9,711,952

*A note receivable was obtained concurrent with the issuance of this note payable. Neither instrument constituted a source or a use of current financial resources; therefore, they are not reflected in the fund statements. The note receivable is included in prepaids and other assets on Exhibit 1.

**For governmental activities, a portion of the workers' compensation, compensated absences and other post-employment benefits are liquidated by the Internal Service Fund. The remaining portion of the workers' compensation, compensated absences and other post-employment benefits are liquidated by the General Fund.

Long-Term Liabilities (continued)

Debt Service to Maturity:

Year Ending June 30	Governmental Activities: General Obligation Principal	General Obligation Interest	Note Payable Principal	Note Payable Interest
2015	$ 9,603,635	$ 4,442,673	$ 180,000	$ 94,805
2016	9,676,838	4,060,840	180,000	85,310
2017	9,559,146	3,698,740	180,000	75,554
2018	9,145,129	3,340,773	180,000	65,591
2019	8,223,036	3,006,969	180,000	55,448
2020-2024	36,894,705	10,843,400	860,000	113,590
2025-2029	22,375,102	4,572,469	-	-
2030-2034	5,531,771	1,801,220	-	-
2035-2039	2,925,000	676,699	-	-
2040	585,000	19,334	-	-
	$ 114,519,362	$ 36,463,117	$ 1,760,000	$ 490,298

Year Ending June 30	Business-Type Activities: General Obligation Water Fund Principal	Water Fund Interest	Airport Fund Principal	Airport Fund Interest	Sewer Fund Principal	Sewer Fund Interest	Revenue Bonds Sewer Fund Principal	Revenue Bonds Sewer Fund Interest
2015	$ 1,693,803	$ 1,635,944	$ 145,321	$ 34,108	$ 1,757,561	$ 843,916	$ 6,034,143	$ 210,083
2016	1,741,654	1,566,362	112,479	27,675	1,772,254	777,282	6,238,058	174,501
2017	1,694,463	1,499,970	107,492	23,330	1,688,542	714,933	6,274,744	137,815
2018	1,610,944	1,431,819	100,078	21,336	1,570,788	653,562	6,312,571	99,989
2019	1,411,907	1,367,516	68,528	17,352	1,320,461	598,637	6,351,572	60,990
2020-2024	6,161,280	6,043,492	198,387	50,578	4,900,514	2,451,424	25,394,235	26,118
2025-2029	6,057,060	4,590,932	92,805	6,664	3,647,927	1,598,975	22,539,693	-
2030-2034	6,227,755	2,979,949	-	-	2,766,089	869,077	17,799,479	-
2035-2039	6,232,530	1,177,201	-	-	1,997,469	264,629	14,113,254	-
2040-2044	890,000	29,415	-	-	115,000	3,801	6,044,167	-
2045	-	-	-	-	-	-	168,333	-
	$ 33,721,396	$ 22,322,600	$ 825,090	$ 181,043	$ 21,536,605	$ 8,776,236	$ 117,270,249	$ 709,496

November 8, 2011 General Obligation Public Improvement Bond Anticipation Note, Series 2011, Bank Qualified Line of Credit

On November 8, 2011, the City issued a five-year General Obligation Bond Anticipation Note and concurrently entered into a bank qualified line of credit Financing Agreement with Carter Bank & Trust. The Agreement provided for borrowings of up to $10,000,000 to provide interim financing for qualifying capital improvements. Interest on the unpaid principal is two percent (2%) per annum and payable on May 1 and November 1 each year. Final maturity of the Note is November 1, 2016. As of June 30, 2014, $7,158,894 was outstanding for water capital projects only.

October 23, 2013 General Obligation Public Improvement Bond, Series 2013

On October 23, 2013 the City issued a $10,000,000 General Obligation Public Improvement Bond, Series 2013 dated October 23, 2013 through a proposal process resulting in a private placement of these bonds with Banc of America Preferred Funding Corporation. The proceeds will be used to fund governmental activities as follows: $7 million of transportation capital projects, $1 million of school capital projects; and, $2 million for fire public safety capital equipment, which included two pumper engines and a ladder truck. The final maturity date is December 1, 2028 with a 2.75% fixed interest rate and ten year call option.

Long-Term Liabilities (continued)

July 10, 2014 General Obligation Public Improvement and Refunding Bonds, Series 2014 - New Proceeds, Series 2014; Current Refunding Bond Anticipation Note, Series 2011; and, Advanced Refunding of General Obligation Bond Issue, Series 2006

The City issued $115,190,000 of General Obligation Public Improvement and Refunding Bonds, Series 2014 dated July 10, 2014 from its competitive bond sale on June 10, 2014. As of June 30, 2014, the underwriter's good faith fee of $1,165,050 is reported as restricted cash and cash equivalents and as a restricted deposit payable within the governmental activities financial statements. General government projects including issuance costs were financed for twenty years with the exception of transportation projects which were financed for thirty years. Schools, water and sewer projects including issuance costs were financed for thirty years. The refunding bonds including issuance costs were financed for twelve years. The final maturity date is June 1, 2044, with interest rates ranging from 0.15% to 4.0% and a total interest cost of 3.4%. The proceeds were allocated for capital projects as follows: $20,760,000 for general government including $7,140,000 for City Stadium renovations, $3,655,000 for a new Group Home facility, $6,400,000 for transportation and $3,565,000 for other general government; $62,465,000 for schools for construction of a new Heritage High School; $5,330,000 for sewer projects; $6,530,000 for water projects; and, $6,645,000 for a current refunding to permanently finance $7,158,894 of interim financing through the line of credit bond anticipation note with Carter Bank & Trust dated November 8, 2011. This line of credit interim financed water capital projects only resulting in a total of $13,175,000 for water projects financed with this bond issue.

Lastly, $13,460,000 of bonds with an average interest rate of 5% were issued to advance refund $14,545,000 of principal for the May 9, 2006 General Obligation Public Improvement Bond Issue. There was no call premium for these refunded bonds. The City deposited the net proceeds from the refunding bonds in an irrevocable trust with an escrow agent that purchased U. S. Government securities. The trust will provide funds for future debt service on the refunded bonds for maturities from FY 2017 thru FY 2026. The City will fund maturities in FY 2015 and FY 2016. As of the bond closing date of July 10, 2014, these refunded bonds will be considered defeased and the liability for them will be removed from the financial statements. The advance refunding reduced the total debt service payments over the next 12 years by $1,131,683 and resulted in an economic gain (difference between the present values of the debt service payments on the old and new debt) of $1,098,088. This advance refunding resulted in the total difference between the reacquisition price and the net carrying value of the old debt of $1,274,554. This difference will be reported in the FY 2015 financial statements as deferred debt charges, and will be amortized as a component of interest expenses through FY 2026 over the life of the refunded bonds, which is the same fiscal year as the life of the refunding bonds. The outstanding principal of the Series 2006 in-substance defeased bonds was $0 at June 30, 2014; and, as of July 10, 2014, it will be $14,545,000 until the redemption date of January 15, 2016.

Component Unit – Lynchburg City Schools:

The following is a summary of changes in other long-term liabilities for FY 2014:

	Beginning Balance	Additions	Deletions	Ending Balance	Current Portion
Compensated absences	$ 773,649	$ 769,970	$ 877,481	$ 666,138	$ 581,336
Capital lease obligations	109,353	-	109,353	-	-
Other post-employment benefits	2,814,288	895,582	443,005	3,266,865	-
	$ 3,697,290	$ 1,665,552	$ 1,429,839	$ 3,933,003	$ 581,336

Long-Term Liabilities (continued)
Ratios of Outstanding Debt by Type
(dollars in thousands, except for per capita amounts)

	Governmental Activities						Business-type Activities				Total Primary Government - Net Outstanding Debt Ratios			
Fiscal Year	General Obligation Bonds	Literary Bonds	General Obligation Notes	Note Payable	Capital Leases	Net Deferred Amounts [1]	General Obligation Bonds	General Obligation Notes	Public Utility Revenue Bonds	Net Deferred Amounts [1]	Total Primary Government (Principal Only)	Total Primary Government - Net (Includes Net Deferred	Percentage of Personal Income [2]	Total Primary Government - Net Bonded Debt Per Capita [2]
2005	$ 93,990	$ 127	$ 7,500	$ 3,200	$ 7,747	$ 1,665	$ 61,935	$ -	$ 63,526	$ 775	$ 238,025	$ 240,465	11.77%	3,468
2006	116,709	87	-	3,200	7,287	2,302	57,532	16,500	70,543	758	271,858	274,918	12.55%	3,900
2007	108,593	68	-	3,020	6,810	2,171	52,295	16,500	74,985	707	262,271	265,149	11.33%	3,666
2008	117,407	49	1,343	2,840	6,316	2,211	63,550	-	84,426	806	275,931	278,948	11.35%	3,778
2009	112,011	30	7,500	2,660	5,804	2,186	56,831	4,000	100,328	637	289,164	291,987	11.87%	3,883
2010	139,180	11	-	2,480	5,274	2,168	71,749	-	109,907	1,162	328,601	331,931	13.25%	4,378
2011	129,807	-	-	2,300	4,723	3,251	68,005	-	125,601	2,150	330,436	335,837	12.79%	4,393
2012	120,078	-	-	2,120	4,285	3,007	63,936	80	127,973	2,000	318,472	323,479	11.89%	4,190
2013	114,209	-	-	1,940	-	2,763	59,864	5,194	122,876	1,849	304,083	308,695	11.32%	3,990
2014	114,519	-	-	1,760	-	2,424	56,083	7,159	117,270	1,711	296,791	300,926	11.04%	3,889

Source: Director of Financial Services, City of Lynchburg, Virginia.

Note: Details regarding the City's outstanding debt can be found in the Notes to the Financial Statements.
The City of Lynchburg is autonomous and entirely independent of any county or any other political subdivision of the Commonwealth of Virginia.
Therefore, there is no direct and no overlapping debt related to governmental activities.

[1] Net Deferred Amounts include Premiums and Discounts.

[2] See Table 23 for population and per capita personal income information. For FY 2013 and FY 2014, the FY 2012 amount for per capita personal income of $35,243 was utilized to calculate the Percentage of Personal Income.

Note: Details regarding the City's outstanding debt can be found in the Comprehensive Annual Financial Report.

Ratios of Net General Bonded Debt Outstanding
(dollars in thousands, except per capita)

Fiscal Year	Population [1]	Assessed Valuation (in thousands) [1]	Gross Bonded Debt [2]	Bonded Debt Payable From Enterprise Revenues [2]	Net Bonded Debt [2]	Net Deferred Amounts [3]	Net Bonded Debt (Includes Net Deferred Amounts)	Net Bonded Debt To Assessed Value (Includes Net Deferred Amounts)	Net Bonded Debt Per Capita (Includes Net Deferred Amounts)
2005	69,340	$ 3,954,923	$ 163,552	$ 61,935	$ 101,617	$ 2,440	$ 104,057	2.63%	$ 1,501
2006	70,491	4,935,723	190,828	74,032	116,796	3,060	119,856	2.43%	1,700
2007	72,331	4,501,102	177,456	68,795	108,661	2,878	111,539	2.48%	1,542
2008	73,834	5,330,939	182,350	63,550	118,800	3,017	121,817	2.29%	1,650
2009	75,204	5,463,547	180,372	60,831	119,541	2,823	122,364	2.24%	1,627
2010	75,826	5,764,489	210,940	71,749	139,191	3,330	142,521	2.47%	1,880
2011	76,448	5,864,104	197,812	68,005	129,807	5,401	135,208	2.31%	1,769
2012	77,203	5,888,828 [4]	184,094	64,016	120,078	5,007	125,085	2.12%	1,620
2013	77,376	5,930,510 [4]	179,267	65,058	114,209	4,612	118,821	2.00%	1,536
2014	77,376	5,851,179 [5]	177,761	63,242	114,519	4,135	118,654	2.03%	1,533

Source: Director of Financial Services, City of Lynchburg, Virginia.

[1] See Table 15 for Assessed Valuations and Table 23 for population information.

[2] Includes principal only and excludes City of Lynchburg Public Utility Revenue Bonds.

[3] Net Deferred Amounts include Premiums and Discounts.

[4] These figures have been updated to reflect all billings associated with the personal property tax levy.

[5] These figures only reflect two of the four billings associated with the personal property tax levy.
These figures will be updated in FY 2015 to reflect all four billings.

Note: Details regarding the City's outstanding debt can be found in the Notes to the Financial Statements.

Legal Debt Margin Information
(dollars in thousands)

Legal Debt Margin Calculation for Fiscal Year 2014

Real Property Assessed Value	$ 4,982,455
Public Service Corporations Real Property Assessed Value	180,027
Total Real Property Assessed Value [1]	5,162,482
Debt limit (10% of assessed value)	516,248
Debt applicable to limit:	
Less: General Obligation Debt	(177,761)
Legal Debt Margin	$ 338,487

	Fiscal Years				
Description	**2005**	**2006**	**2007**	**2008**	**2009**
Debt limit	$ 338,155	$ 372,512	$ 383,509	$ 462,181	$ 479,591
Total net debt applicable to limit (2)	163,552	190,828	177,456	182,350	180,372
Legal debt margin	$ 174,603	$ 181,684	$ 206,053	$ 279,831	$ 299,219
Total net debt applicable to the limit as a percentage of the debt limit	48.37%	51.23%	46.27%	39.45%	37.61%
	2010	**2011**	**2012**	**2013**	**2014**
Debt limit	$ 506,924	$ 514,821	$ 513,186	$ 517,062	$ 516,248
Total net debt applicable to limit (2)	210,940	197,812	184,094	179,267	177,761
Legal debt margin	$ 295,984	$ 317,009	$ 329,092	$ 337,795	$ 338,487
Total net debt applicable to the limit as a percentage of the debt limit	41.61%	38.42%	35.87%	34.67%	34.43%

Source: Director of Financial Services, City of Lynchburg, Virginia.

[1] See Table 15 for Real Property Assessed Value information.

[2] For FY 2005, the total net debt applicable to limit amount was revised to include bond anticipation notes.

Note: The Constitution of Virginia, Article 7, Section 10(a) sets forth the City's legal debt limit at ten percent (10%) of its assessed valuation of real estate subject to taxation for the City's issuance of any bonds or other interest-bearing obligations. In August 1999, City Council adopted a Debt Management Policy that limits tax-supported debt to five percent (5%) of its assessed valuation of real estate subject to taxation. In December 2006, City Council amended the Debt Management Policy that limits tax-supported debt to four and a half percent (4.5%) of its assessed valuation of real estate subject to taxation. All debt information included in this Table includes principal only as required by Virginia law.

Debt Service

General Fund	FY 2016 Debt [1] Per 6/30/14 Debt Book	FY 2015 [2] Bond Issue	**FY 2016 Budget**
Principal	$4,930,389	$195,000	$5,125,389
Interest-City	1,976,565	440,767	2,417,332
Principal-Stadium	174,304	160,000	334,304
Interest-Stadium	69,428	318,500	387,928
Principal-Group Home	0	85,000	85,000
Interest-Group Home	0	163,900	163,900
Debt Service Charges	1,770		1,770
Total	$7,152,456	$1,363,167	$8,515,623

Detention Home Fund	FY 2016 Debt [1] Per 6/30/14 Debt Book	FY 2015 [2] Bond Issue	**FY 2016 Budget**
Principal	$109,025	$0	$109,025
Interest	21,328		21,328
Total	$130,353	$0	$130,353

Airport Fund	FY 2016 Debt [1] Per 6/30/14 Debt Book	FY 2015 [2] Bond Issue	**FY 2016 Budget**
Principal	$112,479	$0	$112,479
Interest	27,676	259	27,935
Total	$140,155	$259	$140,414

[1] Information for FY 2016 existing debt service (cash basis) per the City's Debt Book as of 6/30/14.

The Build America Bonds have a provision for an interest subsidy payment from the Internal Revenue Service. That source of funds from the IRS of 35% of the interest payment for these bonds is not included above and therefore, has not reduced the total interest payment due. All amounts above are total payments without reduction from the IRS subsidy for the Build America Bonds. The subsidy for FY 2016 interest payments are $591,230.70 across all funds in the 8.13.09 bond issue. Federal Budget reductions will likely reduce this subsidy amount as was done in FY 2013 through FY 2015.

No refunding is anticipated at this time and monitoring for refunding opportunities is an ongoing process.

The Schools debt service is budgeted in the General Fund.

[2] New debt service for FY 2015 - July 10, 2014, $115,190,000 G.O. bond issue comprised of $101,730,000 new bonds and $13,460,000 refunding bonds.

New bond proceeds were for General, Schools, Water and Sewer Funds; and, refunding bond proceeds were for the General, Schools, Airport and Fleet Funds.

Debt Service (continued)

Water Fund	FY 2016 Debt [1] Per 6/30/14 Debt Book	FY 2015 [2] Bond Issue	**FY 2016 Budget**
Principal	$1,741,654	$445,000	$2,186,654
Interest	1,566,362	563,300	2,129,662
Debt Service Charges	225		225
Total	$3,308,241	$1,008,300	$4,316,541

Sewer Fund	FY 2016 Debt [1] Per 6/30/14 Debt Book	FY 2015 [2] Bond Issue	**FY 2016 Budget**
G.O. Principal	$1,772,254	$180,000	$1,952,254
G.O. Interest	777,282	228,000	1,005,282
Rev. Principal	6,238,058		6,238,058
Rev. Interest	174,502		174,502
Debt Service Charges	255		255
Total	$8,962,351	$408,000	$9,370,351

Fleet Services Fund	FY 2016 Debt [1] Per 6/30/14 Debt Book	FY 2015 [2] Bond Issue	**FY 2016 Budget**
Principal	$318,507	$0	$318,507
Interest	154,899	804	155,703
Total	$473,406	$804	$474,210

[1] Information for FY 2016 existing debt service (cash basis) per the City's Debt Book as of 6/30/14.

The Build America Bonds have a provision for an interest subsidy payment from the Internal Revenue Service. That source of funds from the IRS of 35% of the interest payment for these bonds is not included above and therefore, has not reduced the total interest payment due. All amounts above are total payments without reduction from the IRS subsidy for the Build America Bonds. The subsidy for FY 2016 interest payments are $591,230.70 across all funds in the 8.13.09 bond issue. Federal Budget reductions will likely reduce this subsidy amount as was done in FY 2013 through FY 2015.

No refunding is anticipated at this time and monitoring for refunding opportunities is an ongoing process.

The Schools debt service is budgeted in the General Fund.

[2] New debt service for FY 2015 - July 10, 2014, $115,190,000 G.O. bond issue comprised of $101,730,000 new bonds and $13,460,000 refunding bonds.

New bond proceeds were for General, Schools, Water and Sewer Funds; and, refunding bond proceeds were for the General, Schools, Airport and Fleet Funds.

Debt Service (continued)

FY 2016 City's General Fund Appropriation for Schools Debt Service

	FY 2016 Debt [1] Per 6/30/14 Debt Book	FY 2015 [2] Bond Issue	**FY 2016 Budget**
Principal	$4,144,615	$0	$4,144,615
Interest	1,838,623	2,710,182	4,548,805
Total School Debt Service	$5,983,238	$2,710,182	$8,693,420
Plus:			
Debt Service Charges	2,400		2,400
Local City Share for School Debt Service	$5,985,638	$2,710,182	$8,695,820

[1] Information for FY 2016 existing debt service (cash basis) per the City's Debt Book as of 6/30/14.

The Build America Bonds have a provision for an interest subsidy payment from the Internal Revenue Service. That source of funds from the IRS of 35% of the interest payment for these bonds is not included above and therefore, has not reduced the total interest payment due. All amounts above are total payments without reduction from the IRS subsidy for the Build America Bonds. The subsidy for FY 2016 interest payments are $591,230.70 across all funds in the 8.13.09 bond issue. Federal Budget reductions will likely reduce this subsidy amount as was done in FY 2013 through FY 2015.

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The Schools debt service is budgeted in the General Fund.

[2] New debt service for FY 2015 - July 10, 2014, $115,190,000 G.O. bond issue comprised of $101,730,000 new bonds and $13,460,000 refunding bonds.

New bond proceeds were for General, Schools, Water and Sewer Funds; and, refunding bond proceeds were for the General, Schools, Airport and Fleet Funds.

Schools Operating Fund. The General Fund provides funding for the Lynchburg City Schools for Operations.

	Actual FY 2014	Adopted FY 2015	Agency Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
AGENCY SUMMARY					
BEGINNING BALANCE	**$210,595**	**$0**	**$0**	**$0**	**$0**
OPERATING REVENUES					
State	$43,997,925	$47,036,973	$47,984,627	$47,984,627	$47,984,627
Federal	576,797	426,000	426,000	426,000	426,000
Other	1,992,274	1,832,220	1,857,220	1,857,220	1,857,220
Local - Operating [1]	35,639,012	38,924,147	40,114,276	41,064,276	41,064,276
TOTAL OPERATING REVENUES	**$82,206,008**	**$88,219,340**	**$90,382,123**	**$91,332,123**	**$91,332,123**
GRANT REVENUES					
Grants [2]	$9,351,810	$8,516,356	$9,237,737	$9,237,737	$9,237,737
TOTAL GRANT REVENUES	**$9,351,810**	**$8,516,356**	**$9,237,737**	**$9,237,737**	**$9,237,737**
TOTAL REVENUES	**$91,557,818**	**$96,735,696**	**$99,619,860**	**$100,569,860**	**$100,569,860**
OPERATING EXPENDITURES					
Operations	$81,709,458	$88,219,340	$90,382,123	$91,332,123	$91,332,123
TOTAL OPERATING EXPENDITURES	**$81,709,458**	**$88,219,340**	**$90,382,123**	**$91,332,123**	**$91,332,123**
GRANT EXPENDITURES					
Grant Funded Expenditures [2]	$9,390,057	$8,516,356	$9,237,737	$9,237,737	$9,237,737
TOTAL GRANT EXPENDITURES	**$9,390,057**	**$8,516,356**	**$9,237,737**	**$9,237,737**	**$9,237,737**
TOTAL EXPENDITURES	**$91,099,515**	**$96,735,696**	**$99,619,860**	**$100,569,860**	**$100,569,860**
ENDING BALANCE	**$668,898**	**$0**	**$0**	**$0**	**$0**

Source: Lynchburg City Schools

[1] The City Manager's Proposed FY 2016 budget includes $950,000 for school buses. In Actual FY 2014, Adopted FY 2015, and Agency Submitted FY 2016 the additional amount for school buses was included in the Schools Capital Projects Fund.

[2] The Agency Submitted FY 2016 figure includes liquidation of prior grant funds as well as anticipated reductions in grant funding due to sequestration cuts.

Schools – Operating Fund Revenue Summary

	Actual 2013-2014	Adopted FY 2015	Approved Budget 2014-2015	Agency Submitted FY 2016	Adopted FY 2016
Average Daily Membership	8,155.1	8,113.3	8,113.3	8,310.2	8,310.2
OPERATING REVENUES					
State Revenues					
State	$34,570,621	$37,121,852	$36,956,596	$37,836,344	$37,836,344
State Sales Tax	9,427,304	9,915,121	9,950,157	10,148,283	10,148,283
Total State Revenues	**$43,997,925**	**$47,036,973**	**$46,906,753**	**$47,984,627**	**$47,984,627**
Federal Revenue	**$576,797**	**$426,000**	**$426,000**	**$426,000**	**$426,000**
Other Revenues					
Miscellaneous Revenue	$353,212	$128,000	$153,000	$151,500	$151,500
Charges for Services	1,639,062	1,704,120	1,704,120	1,705,620	1,705,620
Use of Money	0	100	100	100	100
Total Other Revenues	**$1,992,274**	**$1,832,220**	**$1,857,220**	**$1,857,220**	**$1,857,220**
City Revenues					
City Funds	$35,639,012	$38,924,147	$38,924,147	$40,114,276	$41,064,276
Total City Revenues	**$35,639,012**	**$38,924,147**	**$38,924,147**	**$40,114,276**	**$41,064,276**
TOTAL OPERATING REVENUES [1]	**$82,206,008**	**$88,219,340**	**$88,114,120**	**$90,382,123**	**$91,332,123**

[1] Grant funds not included.

Source: Lynchburg City Schools

Schools – Operating Fund Revenue Detail

	Actual 2013-2014	Adopted FY 2015	Approved Budget 2014-2015	Agency Submitted FY 2016	Adopted FY 2016
OPERATING REVENUES					
STATE REVENUES					
State Sales Tax	$9,427,304	$ 9,915,121	$ 9,950,157	$ 10,148,283	$ 10,148,283
SOQ Programs					
Basic Aid	19,831,810	21,682,524	21,651,824	22,194,010	22,194,010
Textbooks	0	393,862	192,798	187,077	187,077
Vocational Education	286,480	225,650	225,616	231,089	231,089
Gifted Education	235,323	241,036	240,997	246,845	246,845
Special Education	2,286,721	2,794,987	2,794,545	2,862,348	2,862,348
Prevention, Intervention, & Remediation	1,307,013	1,292,361	1,292,157	1,323,508	1,323,508
Fringe Benefits	3,688,425	4,384,796	4,353,336	4,390,684	4,390,684
Remedial Summer School	0	123,648	123,629	105,619	105,619
Incentive Programs					
Supplemental Support - Operating	508,716	0	0	0	0
Additional Assistance w/Retirement, Inflation & Preschool costs	466,336	0	0	0	0
Early Reading Specialists Initiative	0	0	0	38,366	38,366
Math/Reading Instructional Specialists	0	40,325	40,267	40,160	40,160
Categorical Programs					
Adult Education	584	19,175	19,175	0	0
Special Ed - Homebound	199,896	208,275	208,242	102,053	102,053
Career & Tech Education-Equipment	11,979	0	0	0	0
Lottery Funded Programs					
At-Risk	1,215,707	1,440,314	1,439,822	1,474,228	1,474,228
Early Reading Intervention	164,513	168,353	168,326	188,365	188,365
Foster Care	70,037	71,041	71,041	132,031	132,031
K-3 Primary Class Size	1,616,146	1,878,688	1,707,979	1,706,809	1,706,809
SOL Algebra Readiness	130,376	139,709	139,687	137,583	137,583
VA Preschool Initiative at Risk 4 YR OLDS	1,236,110	989,869	1,059,219	1,221,024	1,221,024
ISAEP (GED funding)	23,576	0	0	0	0
Special Ed - Regional Tuition	689,950	766,779	766,658	739,236	739,236
Career & Tech Education	35,667	42,990	42,990	48,230	48,230
Textbooks	459,032	99,594	300,580	318,272	318,272
English as a Second Language	106,224	117,876	117,708	148,807	148,807
TOTAL STATE REVENUES	**$43,997,925**	**$47,036,973**	**$46,906,753**	**$47,984,627**	**$47,984,627**

Source: Lynchburg City Schools

Schools – Operating Fund Revenue Detail (continued)

	Actual 2013-2014	Adopted FY 2015	Approved Budget 2014-2015	Agency Submitted FY 2016	Adopted FY 2016
OPERATING REVENUES					
FEDERAL REVENUES					
Basic Adult Education	$69,595	$0	$0	$0	$0
Impact Aid	7,617	6,000	6,000	6,000	6,000
Medicaid Reimbursement	390,440	300,000	300,000	300,000	300,000
Junior ROTC	109,145	120,000	120,000	120,000	120,000
TOTAL FEDERAL REVENUES	**$576,797**	**$426,000**	**$426,000**	**$426,000**	**$426,000**
OTHER REVENUES					
Miscellaneous					
Other Funds	$210,850	$0	$0	$0	$0
Rebates & Refunds	7,798	30,000	30,000	30,000	30,000
Sale Other Equipment	9,834	0	0	3,000	3,000
Insurance Adjustments	4,115	3,000	3,000	3,000	3,000
E-Rate Reimbursements	120,615	95,000	120,000	115,500	115,500
Total Miscellaneous	**$353,212**	**$128,000**	**$153,000**	**$151,500**	**$151,500**
Charges for Services					
Rents	$123,000	$118,000	$118,000	$123,000	$123,000
Tuition - Day School	114,549	110,000	110,000	110,000	110,000
Tuition - Adult	6,183	18,000	18,000	18,000	18,000
Tuition - Summer School	42,091	25,000	25,000	25,000	25,000
Tuition - NonCenter Based	651,422	634,620	634,620	634,620	634,620
Special Pupil Fees	39,001	40,000	40,000	40,000	40,000
Bus Rentals	313,401	400,000	400,000	400,000	400,000
Dual Enrollment	120,367	85,000	85,000	85,000	85,000
Facility Rentals	61,317	75,000	75,000	75,000	75,000
School Nutrition Utilities	91,080	98,500	98,500	95,000	95,000
Print Production	76,651	100,000	100,000	100,000	100,000
Total Charges for Services	**$1,639,062**	**$1,704,120**	**$1,704,120**	**$1,705,620**	**$1,705,620**
Use of Money	**$0**	**$100**	**$100**	**$100**	**$100**
TOTAL OTHER REVENUES	**$1,992,274**	**$1,832,220**	**$1,857,220**	**$1,857,220**	**$1,857,220**
CITY REVENUES					
City Funds	$35,639,012	$38,924,147	$38,924,147	$40,114,276	$41,064,276
TOTAL CITY REVENUES	**$35,639,012**	**$38,924,147**	**$38,924,147**	**$40,114,276**	**$41,064,276**
TOTAL OPERATING REVENUES[1]	**$82,206,008**	**$88,219,340**	**$88,114,120**	**$90,382,123**	**$91,332,123**

[1] Grant funds not included.

Source: Lynchburg City Schools

Schools – Operating Fund Expenditure Summary

	Actual 2013-2014	Adopted FY 2015	Approved Budget 2014-2015	Agency Submitted FY 2016	Adopted FY 2016
OPERATING EXPENDITURES					
Personnel Services & Employee Benefits					
Total Personnel Services	$52,410,280	$54,441,516	$54,305,730	$56,576,303	$56,576,303
Total Employee Benefits	14,277,170	19,945,720	20,067,372	19,659,203	19,659,203
Subtotal Personnel Services & Employee Benefits	***$66,687,450***	***$74,387,236***	***$74,373,102***	***$76,235,506***	***$76,235,506***
Non-Personnel Accounts					
Total Purchased Services	$3,587,686	$3,358,312	$3,458,314	$3,434,674	$3,434,674
Total Internal Services	199,149	222,450	230,950	251,450	251,450
Total Other Charges	4,275,326	4,126,394	4,089,379	4,393,343	4,393,343
Total Materials and Supplies	4,565,526	4,107,540	4,154,167	4,243,270	4,243,270
Total Debt Service & Fund Transfers	1,531,682	1,415,608	1,306,408	1,346,109	1,346,109
Total Capital Outlay	862,639	601,800	501,800	477,771	1,427,771
Subtotal Non-Personnel Accounts	***$15,022,008***	***$13,832,104***	***$13,741,018***	***$14,146,617***	***$15,096,617***
TOTAL OPERATING EXPENDITURES[1]	**$81,709,458**	**$88,219,340**	**$88,114,120**	**$90,382,123**	**$91,332,123**

[1] Grant funds not included.

Source: Lynchburg City Schools

Schools – Operating Fund Expenditures by Major Category

	Actual 2013-2014	Adopted FY 2015	Approved Budget 2014-2015	Agency Submitted FY 2016	Adopted FY 2016
OPERATING EXPENDITURES					
INSTRUCTION					
Personnel Services	$42,129,583	$43,082,151	$43,194,734	$44,953,903	$44,953,903
Employee Benefits	10,556,902	15,340,411	15,444,216	15,289,817	15,289,817
Purchased Services	1,708,689	1,850,181	1,862,931	1,754,291	1,754,291
Internal Services	174,024	197,000	205,500	226,000	226,000
Other Charges	96,523	527,877	160,749	215,484	215,484
Materials and Supplies	1,599,512	1,711,479	1,741,084	1,842,194	1,842,194
Debt Service & Fund Transfers	1,422,635	1,306,409	1,306,408	1,346,109	1,346,109
Capital Outlay	2,731	137,000	37,000	5,000	5,000
TOTAL INSTRUCTION	**$57,690,599**	**$64,152,508**	**$63,952,622**	**$65,632,798**	**$65,632,798**
ADMINISTRATION					
Personnel Services	$2,910,863	$3,172,225	$3,219,537	$3,518,008	$3,518,008
Employee Benefits	1,492,804	1,617,180	1,737,738	1,696,526	1,696,526
Purchased Services	392,188	388,055	388,055	388,055	388,055
Internal Services	19,978	20,500	20,500	20,500	20,500
Other Charges	697,945	374,927	744,220	859,299	859,299
Materials and Supplies	67,502	147,311	148,892	112,292	112,292
Capital Outlay	0	9,000	9,000	0	0
TOTAL ADMINISTRATION	**$5,581,280**	**$5,729,198**	**$6,267,942**	**$6,594,680**	**$6,594,680**
PUPIL TRANSPORTATION					
Personnel Services	$2,650,287	$2,684,563	$2,636,110	$2,723,910	$2,723,910
Employee Benefits	780,167	1,084,388	1,060,942	968,290	968,290
Purchased Services	39,978	21,576	19,826	19,826	19,826
Internal Services	3,262	2,700	2,700	2,700	2,700
Other Charges	166,974	174,180	180,650	180,650	180,650
Materials and Supplies	1,049,476	1,148,750	1,148,752	1,148,750	1,148,750
Capital Outlay	0	0	0	0	950,000
TOTAL PUPIL TRANSPORTATION	**$4,690,144**	**$5,116,157**	**$5,048,980**	**$5,044,126**	**$5,994,126**
OPERATION & MAINTENANCE					
Personnel Services	$3,395,961	$4,063,314	$3,816,085	$3,820,743	$3,820,743
Employee Benefits	1,056,713	1,423,159	1,343,014	1,233,653	1,233,653
Purchased Services	882,057	898,500	907,502	992,502	992,502
Other Charges	3,263,079	3,000,553	2,974,660	3,108,810	3,108,810
Materials and Supplies	899,758	807,000	807,000	805,000	805,000
Capital Outlay	198,759	217,000	217,000	97,526	97,526
TOTAL OPERATION & MAINTENANCE	**$9,696,327**	**$10,409,526**	**$10,065,261**	**$10,058,234**	**$10,058,234**
FACILITIES					
Personnel Services	$11,082	$20,602	$20,602	$20,564	$20,564
Employee Benefits	832	1,576	1,576	1,576	1,576
Purchased Services	6,221	0	0	0	0
Other Charges	2,230	0	0	0	0
Capital Outlay	0	20,000	20,000	20,000	20,000
TOTAL FACILITIES	**$20,365**	**$42,178**	**$42,178**	**$42,140**	**$42,140**

Source: Lynchburg City Schools

Schools – Operating Fund Expenditures by Major Category (continued)

	Actual 2013-2014	Adopted FY 2015	Approved Budget 2014-2015	Agency Submitted FY 2016	Adopted FY 2016
DEBT SERVICE & FUND TRANSFERS					
Debt Service & Fund Transfers	$109,047	$109,199	$0	$0	$0
TOTAL DEBT SERVICE & FUND TRANSFERS	**$109,047**	**$109,199**	**$0**	**$0**	**$0**
OTHER NON-INSTRUCTIONAL OPERATIONS					
Purchased Services	$10,138	$0	$5,000	$5,000	$5,000
Other Charges	5,949	0	5,000	5,000	5,000
Materials and Supplies	0	0	15,439	15,439	15,439
TOTAL Non-Instructional Operations	**$16,087**	**$0**	**$25,439**	**$25,439**	**$25,439**
TECHNOLOGY					
Personnel Services	$1,312,504	$1,418,661	$1,418,662	$1,539,175	$1,539,175
Employee Benefits	389,752	479,006	479,886	469,341	469,341
Purchased Services	548,415	200,000	275,000	275,000	275,000
Internal Services	1,885	2,250	2,250	2,250	2,250
Other Charges	42,626	48,857	24,100	24,100	24,100
Materials and Supplies	949,278	293,000	293,000	319,595	319,595
Capital Outlay	661,149	218,800	218,800	355,245	355,245
TOTAL TECHNOLOGY	**$3,905,609**	**$2,660,574**	**$2,711,698**	**$2,984,706**	**$2,984,706**
TOTAL OPERATING EXPENDITURES [1]	**$81,709,458**	**$88,219,340**	**$88,114,120**	**$90,382,123**	**$91,332,123**

[1] Grant funds not included.

Source: Lynchburg City Schools

Schools – Operating Fund Grant Detail

	Adopted FY 2016
Federal Grants and Programs	
Carl Perkins Vocational	$210,393
Individuals with Disabilities Section 619-A - Pre-School Incentive	58,000
21 st Century Grant	1,200,000
National Board Incentive	15,000
Title I - Improving America's School Act	3,085,837
Title I, Part D - Neglected, Delinquent or At Risk	122,062
Title II, Part A - Teacher, Principal, Paraprofessional Training and Recruiting	538,841
Title III, Part A - English Language Acquisition & Academic Achievement	19,931
Title VI-B - Special Education	2,144,500
Total Federal Grants and Programs	**$7,394,564**
Commonwealth of Virginia Grants and Programs	
Alternative Educating Regional Grant	$243,500
Detention Home and Child Development Clinic	835,062
Educational Technology Initiative Bond	492,000
Gear-Up Grant	102,000
Project Graduation	50,435
ISAEP (GED funding)	23,576
Play It Smart Grant	5,800
Virginia Middle School Teacher Corp Grant	20,000
Homeless Grant	15,000
Total Commonwealth of Virginia Grants and Programs	**$1,787,373**
Local Grants and Programs	
House Construction Account	$9,000
Athlife Foundation	5,000
Local Grants	15,000
Enrichment Summer School	4,800
Partners in Education	22,000
Total Local Grants	**$55,800**
Total Grants and Special Programs	**$9,237,737**

Source: Lynchburg City Schools

Schools – Employees and Enrollment

Student Enrollment, Employees and Schools by Fiscal Year

Description	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Elementary School Membership	3,840	3,793	3,877	3,916	3,937	3,934	3,968	3,987	3,975	4,020
Secondary School Membership	4,785	4,809	4,745	4,447	4,583	4,438	4,359	4,317	4,133	4,171
Total Membership	8,625	8,602	8,622	8,363	8,520	8,372	8,327	8,304	8,108	8,191
Teachers and Administrators [1]	753	776	772	774	780	759	977	851	836	850
Other Employees	471	470	482	482	482	449	250	223	195	219
Total Employees	1,224	1,246	1,254	1,256	1,262	1,208	1,227	1,074	1,031	1,069
Elementary Schools [2]	11	11	11	11	11	11	11	11	11	11
Secondary Schools	5	5	5	5	5	5	5	5	5	5
Total Buildings	16	16	16	16	16	16	16	16	16	16

[1] Includes only full-time equivalent positions funded through the operating budget.
[2] Does not include LAUREL Regional Program, now being used for special education students.

Actual Average Daily Student Enrollment by Grade & Fiscal Year
(Based on September 30th Actual Enrollment)

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
K	666	670	722	732	732	718	696	740	735	732
1	628	655	675	673	673	702	726	705	720	738
2	647	634	629	648	648	648	670	676	662	692
3	583	628	629	653	653	632	620	643	643	619
4	630	593	625	606	608	639	629	615	601	642
5	686	613	597	604	622	595	627	608	614	597
6	658	707	618	613	635	598	605	621	609	604
7	680	664	694	581	604	619	593	586	608	607
8	660	687	662	625	614	581	622	593	567	613
9	857	823	867	777	797	706	642	669	629	599
10	772	726	661	647	732	719	666	580	623	609
11	627	669	621	654	702	619	672	625	534	606
12	531	533	622	550	499	596	559	643	563	533
Total	8,625	8,602	8,622	8,363	8,519	8,372	8,327	8,304	8,108	8,191

Note: The enrollment numbers reported for 2009 in the FY2009 CAFR were actually the enrollment numbers for 2010. These numbers have been updated.

Greater Lynchburg Transit Company (GLTC). The region's public transportation provider. GLTC's mission is to provide safe, dependable, affordable and high quality public transportation to the citizens of Lynchburg. GLTC provides fixed route (bus) and paratransit (demand-response bus) to the citizens of Lynchburg. GLTC is owned by the City of Lynchburg, and its employees are contract employees to the City. Management services are provided by First Transit. The Board of Directors, approved by City Council, set company policies.

	Actual FY 2014	Adopted FY 2015	Agency Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
GREATER LYNCHBURG TRANSIT COMPANY SUMMARY					
REVENUES					
Fares - Fixed Route	$1,010,759	$1,016,671	$1,047,171	$1,047,171	$1,047,171
Fare - Para-transit Service	81,156	98,000	95,000	95,000	95,000
Contracts (LC Access)	25,261	24,760	26,000	26,000	26,000
Contracts (CVCC Access)	12,378	24,760	50,000	50,000	50,000
Advertising	42,100	55,000	65,000	65,000	65,000
Other	43,764	20,000	20,000	20,000	20,000
Federal Operating	1,973,720	1,979,720	2,034,000	2,034,000	2,034,000
State Operating	1,673,517	1,385,000	1,522,690	1,522,690	1,522,690
City Operating	833,808	1,394,038	1,394,038	1,394,038	1,394,038
Amherst County	57,492	57,492	57,492	57,492	57,492
Partners: Academy/Downtown	6,347	15,000	35,000	35,000	35,000
State Training	(327)	5,000	5,000	5,000	5,000
Partners: Lynchburg Sheltered Industries	4,800	4,800	4,800	4,800	4,800
Partners: Liberty	1,005,196	1,010,902	1,391,618	1,391,618	1,391,618
TOTAL REVENUES	**$6,769,971**	**$7,091,143**	**$7,747,809**	**$7,747,809**	**$7,747,809**
EXPENDITURES					
Labor	$2,924,412	$3,114,759	$3,421,662	$3,421,662	$3,421,662
Fringe Benefits	1,643,837	1,683,163	1,876,448	1,876,448	1,876,448
Services	470,907	393,646	512,702	512,702	512,702
Materials and Supplies	1,293,665	1,336,250	1,417,497	1,417,497	1,417,497
Utilities	105,667	162,665	152,200	152,200	152,200
Liability Insurance	270,937	316,160	298,600	298,600	298,600
Miscellaneous/Contingency	60,546	84,500	68,700	68,700	68,700
TOTAL EXPENDITURES	**$6,769,971**	**$7,091,143**	**$7,747,809**	**$7,747,809**	**$7,747,809**
BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Lynchburg Business Development Centre Fund. This fund accounts for grant monies from the Economic Development Authority (EDA) which is a division of the Federal Department of Commerce. The funds are awarded to the City of Lynchburg and passed on to the Business Development Centre as a subgrantee. Its purpose is to account for the revolving loan activity of the Business Development Centre and serves the Region 2000 area by providing "gap" financing to businesses for projects that otherwise would not be eligible for full financing through traditional lenders. This program is similar in structure to the Small Business Administration (SBA) 504 Program which creates and/or retains jobs. For each $10,000 the Business Development Centre lends, the recipient must demonstrate the creation/retention of one job over a three year period. The Centre has made 26 loans since its inception in 1993. The Region 2000 area includes the city of Lynchburg, the towns of Altavista, Amherst, Appomattox, Bedford, and Brookneal and the counties of Amherst, Appomattox, Bedford and Campbell.

AGENCY SUMMARY	Actual FY 2014	Adopted FY 2015	Agency Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING RESTRICTED FUND BALANCE	**$125,385**	**$125,385**	**$125,385**	**$125,385**	**$125,385**
REVENUES					
Revenues from loan repayments (principal and interest)	$32,549	$0	$0	$0	$0
TOTAL REVENUES	**$32,549**	**$0**	**$0**	**$0**	**$0**
EXPENDITURES	$32,549	$0	$0	$0	$0
TOTAL EXPENDITURES	**$32,549**	**$0**	**$0**	**$0**	**$0**
ENDING RESTRICTED FUND BALANCE	**$125,385**	**$125,385**	**$125,385**	**$125,385**	**$125,385**

Lynchburg Business Development Centre Fund Budget Description

No funds are requested for FY 2016.

HISTORICAL FACT:

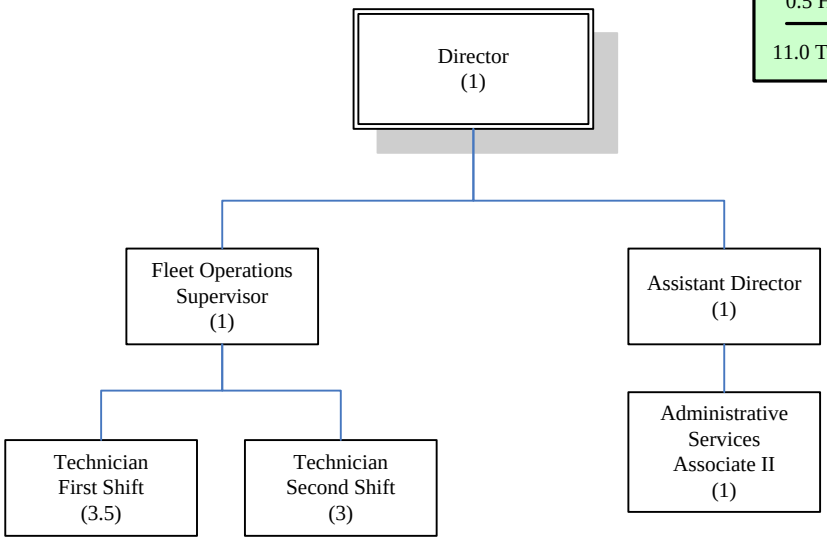
On July 11, 1870, a system of public schools was established by law in Virginia. The Lynchburg public school system officially began September 22, 1870. Abram Frederick Biggers, great-grandson of John Lynch, was Lynchburg's first superintendent of schools.

FLEET SERVICES

POSITION SUMMARY

10.5 City Funded Positions
0.5 Hourly Positions

11.0 Total Funded Positions



Fleet Services. Provides a full spectrum of fleet management services for all City customers who operate a City-owned vehicle or piece of equipment, as well as several City-related entities. The services include fleet acquisition and replacement planning, fuel management, automotive parts inventory services, routine and preventive maintenance, record keeping, and the disposal of all used fleet assets.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
FLEET FUND POSITION SUMMARY					
City Funded Full-Time	10.0	10.0	10.0	10.0	10.0
City Funded Part-Time	0.5	0.0	0.5	0.5	0.5
City Funded Hourly	0.0	0.5	0.5	0.5	0.5
TOTAL FTE	**10.5**	**10.5**	**11.0**	**11.0**	**11.0**
FLEET FUND SUMMARY					
BEGINNING CASH	**$2,415,126**	**$2,272,478**	**$1,076,328**	**$1,076,328**	**$1,076,328**
REVENUES					
Warehouse Inventory	$471,756	$518,883	$528,562	$528,562	$528,562
Fuel Sales	1,693,777	1,891,178	1,882,466	1,882,466	1,882,466
Mechanical Work by Vendors	152,327	275,286	223,261	223,261	223,261
Vehicle Administration	210,360	217,383	241,990	241,990	241,990
Labor Sales	469,991	487,881	547,798	547,798	547,798
Vehicle Capital Charge	2,464,506	2,742,548	2,516,833	2,516,833	2,516,833
Interest on Investments	2,881	0	0	0	0
Miscellaneous	22,805	0	0	0	0
Sale/Salvage Surplus Property	222,391	300,000	250,000	250,000	250,000
Transfer from Asset Forfeiture Fund	0	0	15,000	15,000	15,000
Transfer from General Fund	33,306	135,739	881,281	581,781	581,781
TOTAL REVENUES	**$5,744,100**	**$6,568,898**	**$7,087,191**	**$6,787,691**	**$6,787,691**
EXPENDITURES					
Salaries	$489,692	$501,021	$574,860	$574,860	$574,860
Employee Benefits	182,202	195,566	218,207	218,207	218,207
Contractual Services	84,340	93,993	99,418	99,418	99,418
Internal Service Charges	9,503	9,503	8,217	8,217	8,217
Other Charges	2,296,138	2,598,430	2,533,710	2,533,710	2,533,710
Rentals and Leases	1,832	1,850	1,850	1,850	1,850
Capital Outlay	1,383,482	2,352,500	3,402,000	3,095,000	3,095,000
Non-departmental Employee Benefits	21,426	32,500	37,514	37,514	37,514
Other Post Employment Benefits	7,524	10,000	7,524	7,524	7,524
Debt Service	334,616	484,353	474,210	474,210	474,210
TOTAL EXPENDITURES AND TRANSFERS	**$4,810,755**	**$6,279,716**	**$7,357,510**	**$7,050,510**	**$7,050,510**
ENDING UNRESTRICTED NET ASSETS	**$3,348,471**	**$2,561,660**	**$806,009**	**$813,509**	**$813,509**

Fleet Services Budget Description

The Department Submitted FY 2016 Fleet Services budget of $7,357,510 represents a 17.2% increase of $1,077,794 compared to the Adopted FY 2015 budget of $6,279,716.

Highlights of the Department Submitted FY 2016 budget include:

- $96,480 increase in Salaries and Employee Benefits reflecting the addition of a part-time position and an over hire in anticipation of the Director's retirement.
- $5,425 increase in Contractual Services reflecting adjustments based on historical spending.
- $64,720 decrease in Other Charges reflecting a reduction in fuel purchases and the cancellation of a contract with an outside vendor for equipment repair services.
- $1,049,500 increase in Capital Outlay reflecting the City's replacement schedule of heavy equipment and vehicles.
- $5,014 increase in Non-departmental Employee Benefits reflecting a higher cost for retiree health benefits.
- $10,143 decrease in Debt Service based on the Debt Amortization Schedule.

Major item submitted but not proposed by the City Manager for funding:

- $307,000 in Capital Outlay reflecting adjustments to the City's replacement schedule of heavy equipment and vehicles.

The Proposed FY 2016 Fleet Services budget was adopted by City Council without changes.

Fleet Services Performance Measures

Goal 1:
Enable the efficient delivery of City services by providing expedient repairs to vehicles making them available for duty each day.

Objective:
Maintain a 98.0% or greater fleet availability rate.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Fleet availability rate	98.5%	98.0%	98.4%	98.0%

Analysis of the Data:
The Department is using a 98.0% compliance rate based on the effectiveness of the current vehicle replacement program.

Goal 2:
To repair police fleet vehicles at a competitive and minimal cost.

Objective:
Repair light duty police vehicles at a cost of $0.175 or less per mile driven.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Cost per mile driven	$0.136	$0.150	$0.146	$0.165

Analysis of the Data:
At the end of FY 2012 Ford Motor Company discontinued manufacturing the rear wheel drive Crown Victoria, converting its police vehicle product to a front wheel drive Taurus. Front wheel drive vehicles are more expensive to maintain; therefore, it is anticipated, the cost per mile will increase over the next few years as the new police Taurus vehicles entering the fleet in 2013 begin to age.

Goal 3:
To provide excellent customer service.

Objective:
Maintain a Good/Excellent customer satisfaction rating (95% or greater).

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Customer satisfaction	97%	95%	95%	96%

Analysis of the Data:
Although an older fleet requires more maintenance and may increase service response time, the Department expects to maintain its customer satisfaction rate.

Benchmark Localities:
Roanoke, Charlottesville and Troy, MI

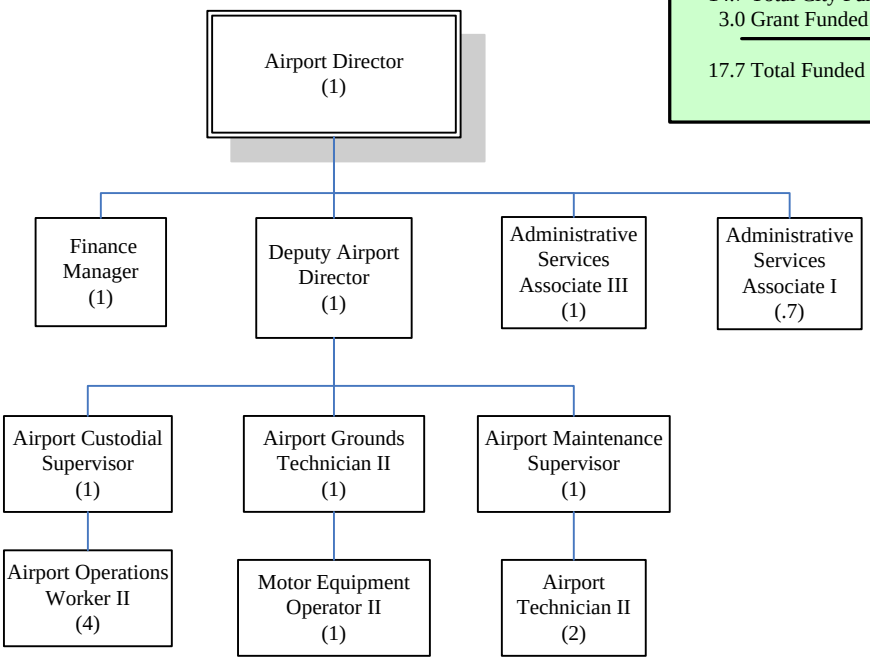
LYNCHBURG REGIONAL AIRPORT

POSITION SUMMARY

14.7 City Funded Positions

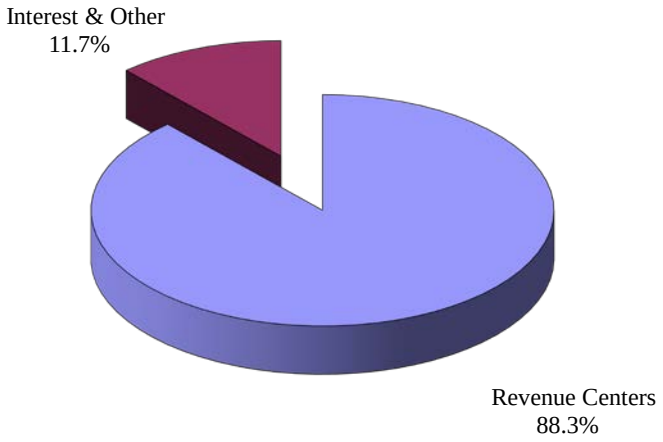
14.7 Total City Funded Positions
3.0 Grant Funded Hourly Positions

17.7 Total Funded Positions

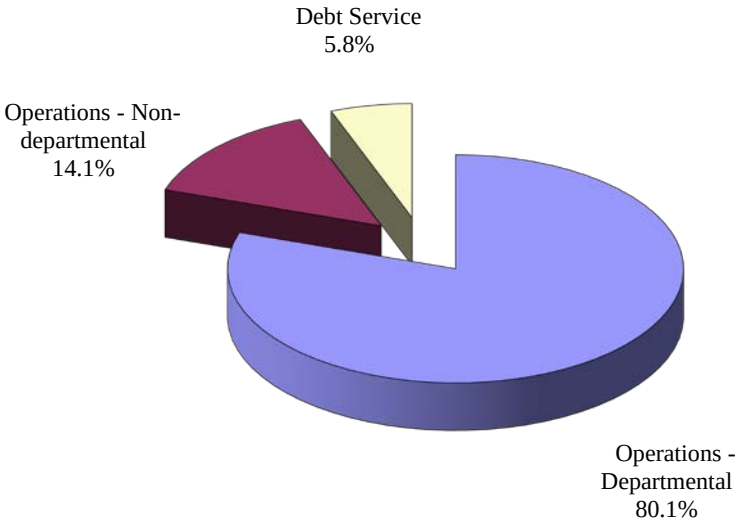


Lynchburg Regional Airport. Lynchburg Regional Airport is the main commercial service airport serving Lynchburg and the surrounding four-county region. It is served by the US Airways regional affiliate and serves over 150,000 arriving and departing passengers a year. The airport is home base to approximately 85 private and business aircraft. The Federal Aviation Administration (FAA) owns and operates the air traffic control facility at the airport. Airport Administration manages the operations, safety, security, and capital improvements required by the FAA; maintains the airport complex; responds to crash, fire, medical, and other emergencies; promotes the airport; and administers contracts and leases with airlines, concessions, and tenants. Airport Fund revenues are from fees, leases, or rents paid by airlines, the fixed-based operators that service private and business aircraft, and other concessionaires and tenants.

FY 2016 REVENUES
$2,430,880



FY 2016 EXPENSES
$2,430,880



Airport Fund

Mission Statement: To offer a full range of high quality aviation and air transportation services to the citizens of Central Virginia while fulfilling its role as a key ingredient in the region's economic development.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
AIRPORT FUND POSITION SUMMARY					
City Funded Full-Time	14.0	14.0	14.0	14.0	14.0
City Funded Part-Time	0.7	0.7	0.7	0.7	0.7
Grant Funded Hourly	3.0	3.0	3.0	3.0	3.0
TOTAL FTE	**17.7**	**17.7**	**17.7**	**17.7**	**17.7**
AIRPORT FUND SUMMARY					
BEGINNING NET ASSETS	$31,042,521				
Less: Invested in Capital Assets, net of related debt	(30,210,365)				
BEGINNING UNRESTRICTED NET ASSETS	**$832,156**	**$200,000**	**$250,000**	**$250,000**	**$250,000**
REVENUES					
Airfield	$102,049	$97,000	$99,000	$99,000	$99,000
Terminal	1,456,712	1,312,327	$1,415,827	1,415,827	1,415,827
General Aviation	434,608	399,000	421,500	421,500	421,500
Other Leased Property	219,755	204,400	210,900	210,900	210,900
State Airport Aid	358,815	95,000	108,750	108,750	108,750
Federal Security Aid	107,820	107,500	107,500	107,500	107,500
Subsidy from General Fund	218,809	152,443	0	0	0
Use of Reserves	0	46,075	45,403	45,403	45,403
Interest and Other	36,066	19,500	22,000	22,000	22,000
TOTAL REVENUES	**$2,934,634**	**$2,433,245**	**$2,430,880**	**$2,430,880**	**$2,430,880**
EXPENDITURES					
Airfield Operations	$315,747	$305,042	$298,968	$298,968	$298,968
Terminal Operations	499,932	551,803	546,874	546,874	546,874
General Aviation	36,490	55,465	58,211	58,211	58,211
Administration	612,285	675,874	679,640	679,640	679,640
Airport Public Safety	421,309	405,984	409,012	409,012	409,012
Other Operations	82,343	63,850	64,450	64,450	64,450
Snow Removal	34,610	18,930	19,930	19,930	19,930
Debt Service	204,166	179,429	140,414	140,414	140,414
Miscellaneous and Transfers	546,074	176,868	213,381	213,381	213,381
TOTAL EXPENDITURES	**$2,752,956**	**$2,433,245**	**$2,430,880**	**$2,430,880**	**$2,430,880**
ENDING UNRESTRICTED NET ASSETS	**$1,013,834**	**$200,000**	**$250,000**	**$250,000**	**$250,000**

Note: Ending Unrestricted Net Assets for FY 2014 does not agree to Beginning Unrestricted Net Assets for FY 2015 as Amended due to the difference in reporting capital outlay, debt service and certain revenue items in the CAFR and the Budget.

Key Ratios:

General Fund Subsidy as a % of Total Expenditures	7.9%	6.3%	0.0%	0.0%	0.0%

Airport Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
REVENUE SUMMARY					
REVENUE CENTERS					
Airfield Revenue Center	$102,049	$97,000	$99,000	$99,000	$99,000
Terminal Revenue Center	1,456,712	1,312,327	1,415,827	1,415,827	1,415,827
General Aviation Revenue Center	434,608	399,000	421,500	421,500	421,500
Other Airport Revenue Center	219,755	204,400	210,900	210,900	210,900
TOTAL REVENUE CENTERS	**$2,213,124**	**$2,012,727**	**$2,147,227**	**$2,147,227**	**$2,147,227**
TRANSFERS					
Subsidy from General Fund	$218,809	$152,443	$0	$0	$0
TOTAL TRANSFERS	**$218,809**	**$152,443**	**$0**	**$0**	**$0**
USE OF RESERVES					
Debt Service Reserve	$0	$46,075	$45,403	$45,403	$45,403
TOTAL USE OF RESERVES	**$0**	**$46,075**	**$45,403**	**$45,403**	**$45,403**
MISCELLANEOUS REVENUE					
Interest	$965	$1,500	$1,500	$1,500	$1,500
Charges for Services	20,222	12,500	15,000	15,000	15,000
State Airport Aid	358,815	95,000	108,750	108,750	108,750
Federal Security Aid	107,820	107,500	107,500	107,500	107,500
All Other	14,879	5,500	5,500	5,500	5,500
TOTAL MISCELLANEOUS REVENUE	**$502,701**	**$222,000**	**$238,250**	**$238,250**	**$238,250**
TOTAL REVENUES	**$2,934,634**	**$2,433,245**	**$2,430,880**	**$2,430,880**	**$2,430,880**

Airport Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	14.0	14.0	14.0	14.0	14.0
City Funded Part-Time	0.7	0.7	0.7	0.7	0.7
Grant Funded Hourly	3.0	3.0	3.0	3.0	3.0
TOTAL FTE	**17.7**	**17.7**	**17.7**	**17.7**	**17.7**
EXPENDITURE BUDGET SUMMARY					
DEPARTMENTAL EXPENDITURES					
Salaries	$582,085	$624,561	$640,022	$640,022	$640,022
Employee Benefits	221,327	249,615	255,138	255,138	255,138
Contractual Services	487,363	507,000	505,100	505,100	505,100
Internal Service Charges	35,544	45,689	15,742	15,742	15,742
Other Charges	387,803	356,600	370,650	370,650	370,650
Rentals and Leases	4,609	6,000	6,000	6,000	6,000
Payments to Other Funds	152,159	158,303	155,253	155,253	155,253
TOTAL DEPARTMENTAL EXPENDITURES	**$1,870,890**	**$1,947,768**	**$1,947,905**	**$1,947,905**	**$1,947,905**
NON-DEPARTMENTAL EXPENDITURES					
Security Personnel (Federal Program)	$131,826	$129,180	$129,180	$129,180	$129,180
Small Projects & Equipment (State Supported)	480,911	100,000	127,500	127,500	127,500
Independent Financial Audit	10,601	10,000	10,000	10,000	10,000
Uncollectible Accounts	0	2,500	2,500	2,500	2,500
Other Non-Departmental	54,562	64,368	73,381	73,381	73,381
TOTAL NON-DEPARTMENTAL EXPENDITURES	**$677,900**	**$306,048**	**$342,561**	**$342,561**	**$342,561**
DEBT SERVICE					
Debt Service	$204,166	$179,429	$140,414	$140,414	$140,414
TOTAL DEBT SERVICE	**$204,166**	**$179,429**	**$140,414**	**$140,414**	**$140,414**
TOTAL EXPENDITURES	**$2,752,956**	**$2,433,245**	**$2,430,880**	**$2,430,880**	**$2,430,880**

Airport Fund – Administration

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	4.0	4.0	4.0	4.0	4.0
City Funded Part-Time	0.7	0.7	0.7	0.7	0.7
TOTAL FTE	**4.7**	**4.7**	**4.7**	**4.7**	**4.7**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$282,334	$290,169	$296,225	$296,225	$296,225
Employee Benefits	94,706	101,502	103,762	103,762	103,762
Contractual Services	62,488	99,750	99,750	99,750	99,750
Other Charges	17,204	21,650	20,150	20,150	20,150
Rentals and Leases	3,394	4,500	4,500	4,500	4,500
Payments to Other Funds	152,159	158,303	155,253	155,253	155,253
TOTAL	**$612,285**	**$675,874**	**$679,640**	**$679,640**	**$679,640**

Airport Fund – Administration Budget Description

The Department Submitted FY 2016 Airport Fund – Administration budget of $679,640 represents a 0.6% increase of $3,766 compared to the Adopted FY 2015 budget of $675,874.

Highlights of the Department Submitted FY 2016 budget include:

- $8,316 increase in Salaries and Employee Benefits compared to the adopted budget.
- $1,500 decrease in Other Charges reflecting historical spending.
- $3,050 decrease in Payments to Other Funds for the Indirect Cost payment to the General Fund.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Airport Fund – Administration budget was adopted by City Council without changes.

Airport Fund – Terminal

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	6	6	6	6	6
TOTAL FTE	**6**	**6**	**6**	**6**	**6**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$155,100	$177,634	$181,139	$181,139	$181,139
Employee Benefits	69,846	83,223	84,718	84,718	84,718
Contractual Services	82,046	100,200	94,200	94,200	94,200
Internal Service Charges	12,102	15,246	5,967	5,967	5,967
Other Charges	180,838	175,500	180,850	180,850	180,850
TOTAL	**$499,932**	**$551,803**	**$546,874**	**$546,874**	**$546,874**

Airport Fund – Terminal Budget Description

The Department Submitted FY 2016 Airport Fund – Terminal budget of $546,874 represents a 0.9% decrease of $4,929 compared to the Adopted FY 2015 budget of $551,803.

Highlights of the Department Submitted FY 2016 budget include:

- $5,000 increase in Salaries and Employee Benefits compared to the adopted budget.
- $6,000 decrease in Contractual Services reflecting historical spending.
- $9,279 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $5,350 increase in Other Charges reflecting historical spending and electricity charges.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Airport Fund – Terminal budget was adopted by City Council without changes.

Airport Fund – Airfield

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	3	3	3	3	3
TOTAL FTE	**3**	**3**	**3**	**3**	**3**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$129,687	$130,124	$133,678	$133,678	$133,678
Employee Benefits	47,821	52,629	53,347	53,347	53,347
Contractual Services	17,244	14,700	15,200	15,200	15,200
Internal Service Charges	22,621	28,089	8,143	8,143	8,143
Other Charges	97,159	78,000	87,100	87,100	87,100
Rentals and Leases	1,215	1,500	1,500	1,500	1,500
TOTAL	**$315,747**	**$305,042**	**$298,968**	**$298,968**	**$298,968**

Airport Fund – Airfield Budget Description

The Department Submitted FY 2016 Airport Fund – Airfield budget of $298,968 represents a 2.0% decrease of $6,074 compared to the Adopted FY 2015 budget of $305,042.

Highlights of the Department Submitted FY 2016 budget include:

- $4,272 increase in Salaries and Employee Benefits compared to the adopted budget.
- $19,946 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $9,100 increase in Other Charges reflecting electricity charges and vehicle fuel.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Airport Fund – Airfield budget was adopted by City Council without changes.

Airport Fund – General Aviation

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	1	1	1	1	1
TOTAL FTE	**1**	**1**	**1**	**1**	**1**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$10,431	$23,634	$25,980	$25,980	$25,980
Employee Benefits	7,427	12,031	13,081	13,081	13,081
Contractual Services	752	3,350	1,350	1,350	1,350
Other Charges	17,880	16,450	17,800	17,800	17,800
TOTAL	**$36,490**	**$55,465**	**$58,211**	**$58,211**	**$58,211**

Airport Fund – General Aviation Budget Description

The Department Submitted FY 2016 Airport Fund – General Aviation budget of $58,211 represents a 5.0% increase of $2,746 compared to the Adopted FY 2015 budget of $55,465.

Highlights of the Department Submitted FY 2016 budget include:

- $3,396 increase in Salaries and Employee Benefits compared to the adopted budget.
- $2,000 decrease in Contractual Services based on historical spending.
- $1,350 increase in Other Charges reflecting electricity charges.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Airport Fund – General Aviation budget was adopted by City Council without changes.

Airport Fund – Other Operations

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Contractual Services	$37,509	$21,500	$21,100	$21,100	$21,100
Other Charges	44,834	42,350	43,350	43,350	43,350
TOTAL	**$82,343**	**$63,850**	**$64,450**	**$64,450**	**$64,450**

Airport Fund – Other Operations Budget Description

The Department Submitted FY 2016 Airport Fund – Other Operations budget of $64,450 represents a 0.9% increase of $600 compared to the Adopted FY 2015 budget of $63,850.

Highlights of the Department Submitted FY 2016 budget include:

- $1,000 increase in Other Charges reflecting electricity charges.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Airport Fund – Other Operations budget was adopted by City Council without changes.

Airport Fund – Police and Fire Services

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
Grant Funded Hourly	3	3	3	3	3
TOTAL FTE	**3**	**3**	**3**	**3**	**3**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$122,458	$120,000	$120,000	$120,000	$120,000
Employee Benefits	9,368	9,180	9,180	9,180	9,180
Contractual Services	271,699	262,500	267,500	267,500	267,500
Internal Service Charges	546	1,904	1,182	1,182	1,182
Other Charges	17,238	12,400	11,150	11,150	11,150
TOTAL	**$421,309**	**$405,984**	**$409,012**	**$409,012**	**$409,012**

Airport Fund – Police and Fire Services Budget Description

The Department Submitted FY 2016 Airport Fund – Police and Fire Services budget of $409,012 represents a 0.7% increase of $3,028 compared to the Adopted FY 2015 budget of $405,984.

Highlights of the Department Submitted FY 2016 budget include:

- $5,000 increase in Contractual Services reflecting the rising cost of contracted Aircraft Rescue & Fire Fighting (ARFF) services.
- $1,250 decrease in Other Charges reflecting historical spending for chemicals.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Airport Fund – Police and Fire Services budget was adopted by City Council without changes.

Airport Fund – Snow Removal

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$4,533	$3,000	$3,000	$3,000	$3,000
Employee Benefits	1,527	230	230	230	230
Contractual Services	15,625	5,000	6,000	6,000	6,000
Internal Service Charges	275	450	450	450	450
Other Charges	12,650	10,250	10,250	10,250	10,250
TOTAL	**$34,610**	**$18,930**	**$19,930**	**$19,930**	**$19,930**

Airport Fund – Snow Removal Budget Description

The Department Submitted FY 2016 Airport Fund – Snow Removal budget of $19,930 represents a 5.3% increase of $1,000 compared to the Adopted FY 2015 budget of $18,930.

Highlights of the Department Submitted FY 2016 budget include:

- $1,000 increase in Contractual Services reflecting historical spending.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Airport Fund – Snow Removal budget was adopted by City Council without changes.

Airport Fund Performance Measures

Goal 1:
Attract additional passengers, increase airport revenues, and contribute to the City's overall economic development potential.

Objective:
Increase the number of daily departure seats available from the Airport by attracting additional airline service.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Average available daily departure seats	272	273	267	274

Analysis of the Data:
The average available daily departure seats for the remainder of FY 2015 and FY 2016 is expected to remain relatively constant. The recent merger between US Airways and American Airlines is not expected to affect this number. Increasing capacity is a major goal of airport management.

ECONOMIC DEVELOPMENT

Goal 2:
Produce additional direct and secondary revenue to the Airport by increasing airline passenger traffic.

Objective:
Increase airline passenger traffic served by the Airport.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Passenger traffic	157,074	159,000	78,919	160,000

Analysis of the Data:
Additional airline passenger traffic produces revenues to the airport through ancillary services such as auto parking and rental car concessions. Increasing airline service with an additional airline or additional US Airways service continues to be a major focus of airport management.

TRANSPORTATION

Goal 3:
Reduce the annual operating subsidy from the City to the Airport to zero.

Objective:
Reduce the annual operating subsidy from the City to the Airport.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Operating Subsidy	$218,809	$97,443	$57,600	$0

Analysis of the Data:
The annual subsidy has declined steadily from a high of $614,530 in FY 2002. In FY 2016 the Airport achieved this goal with a budget proposal that does not include a subsidy from the City.

INFRASTRUCTURE

Benchmark Localities:
There is no other locality in Virginia which owns a commercial service airport.

HISTORICAL FACT:

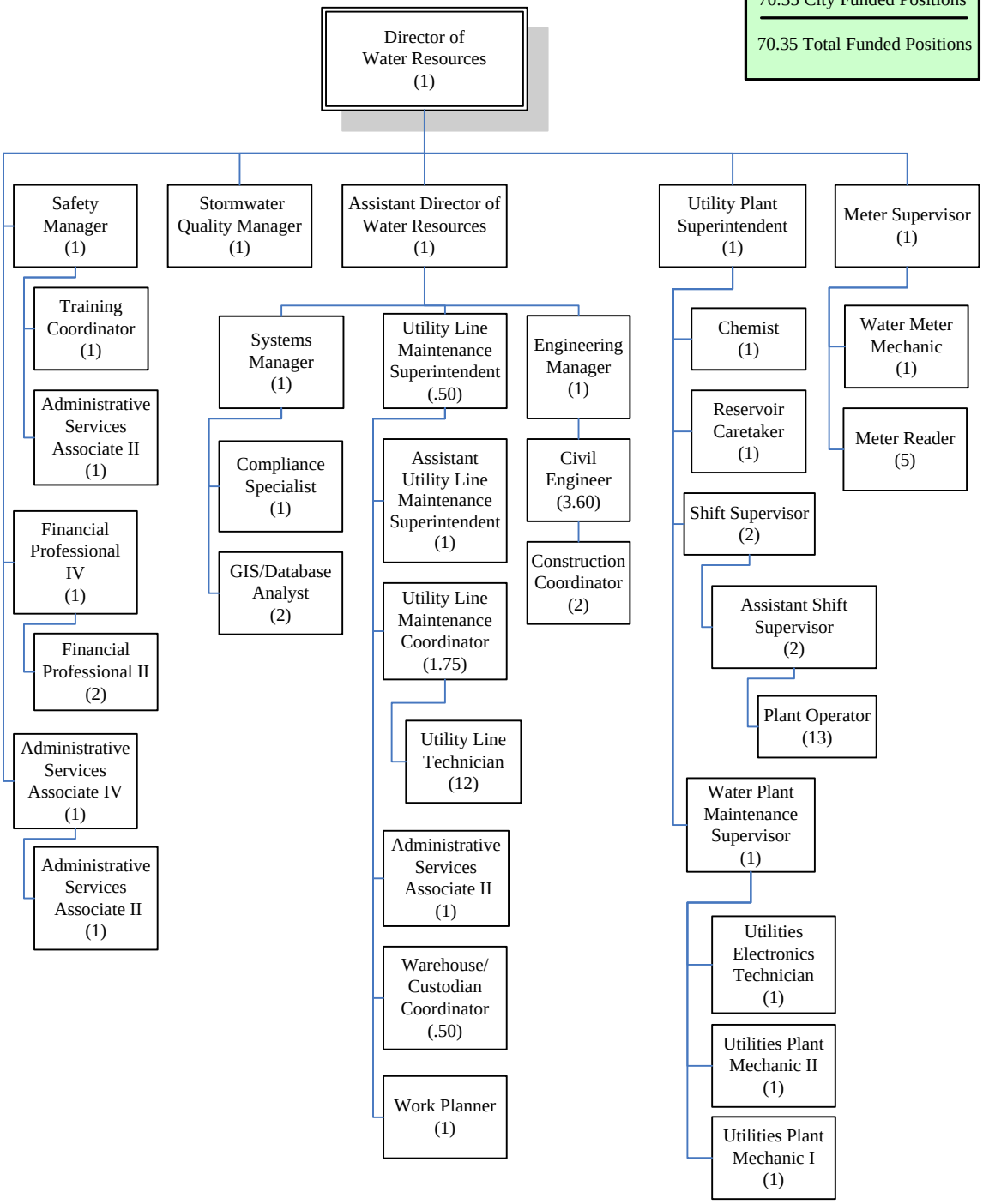
From April 6 to 10, 1865, Lynchburg served as the capital of Virginia. Under Governor William Smith, the executive and legislative branches of the Commonwealth moved to Lynchburg for the few days between the fall of Richmond and the fall of the Confederacy.

DEPARTMENT OF WATER RESOURCES
WATER FUND

POSITION SUMMARY

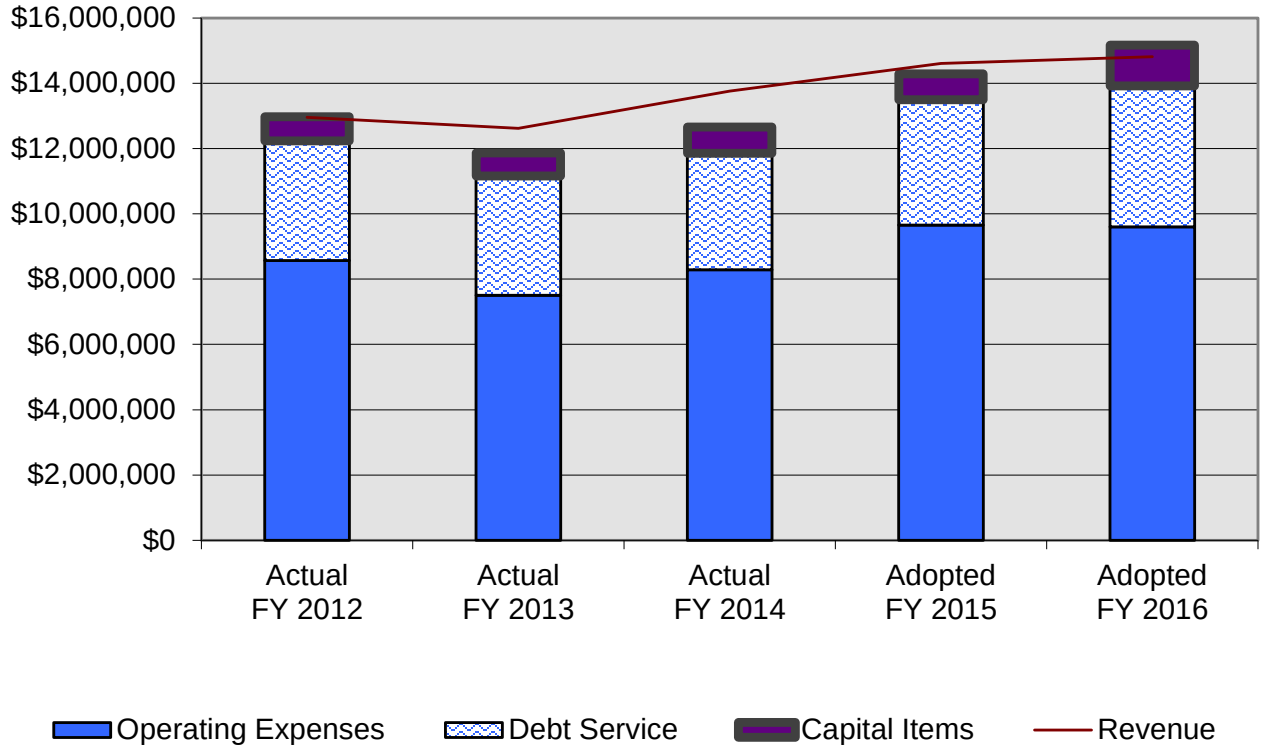
70.35 City Funded Positions

70.35 Total Funded Positions



Water Fund. Lynchburg has one of the nation's oldest public water systems. Today, the system is managed by the Water Resources Department and furnishes safe drinking water to 70,000 City residents and businesses. It also delivers water to Amherst, Bedford, and Campbell Counties under wholesale contract agreements. Lynchburg's raw water comes from the Pedlar Reservoir, a protected watershed in the George Washington National Forest and from the James River. The system can deliver up to 26 million gallons of water a day from two water treatment plants. Total treated water storage capacity is approximately 33 million gallons. Water is delivered through a 450-mile network of transmission and distribution lines, 12 water storage tanks and 7 major pump stations.

Revenues & Expenses



Water Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
WATER FUND DEBT COVERAGE					
REVENUES					
Charges for Services	$10,938,389	$11,650,558	$11,856,798	$11,856,798	$11,856,798
Water Contracts	2,554,839	2,654,950	2,683,240	2,683,240	2,683,240
Interest and Other	261,336	294,482	268,231	268,231	268,231
TOTAL REVENUES	**$13,754,564**	**$14,599,990**	**$14,808,269**	**$14,808,269**	**$14,808,269**
EXPENDITURES					
Water Treatment	$2,740,908	$3,343,589	$3,283,545	$3,283,545	$3,283,545
Water Line Maintenance	1,592,117	1,759,553	1,816,464	1,816,464	1,816,464
Meter Reading	796,244	899,065	875,093	875,093	875,093
Administration/Engineering	2,982,120	3,422,003	3,293,285	3,293,285	3,293,285
Non-Departmental	175,789	229,600	334,859	334,859	334,859
Project Costs Charged to Operations	99,781	25,000	35,000	35,000	35,000
Capitalizable Labor	(171,114)	(160,000)	(164,800)	(164,800)	(164,800)
TOTAL EXPENDITURES	**$8,215,845**	**$9,518,810**	**$9,473,446**	**$9,473,446**	**$9,473,446**
OPERATING INCOME	**$5,538,719**	**$5,081,180**	**$5,334,823**	**$5,334,823**	**$5,334,823**
Debt Service	$3,569,982	$3,839,779	$4,316,541	$4,316,541	$4,316,541
NET REVENUE	**$1,968,737**	**$1,241,401**	**$1,018,282**	**$1,018,282**	**$1,018,282**
Debt Coverage Ratio Target	1.20	1.20	1.20	1.20	1.20
Debt Coverage Ratio	1.55	1.32	1.24	1.24	1.24

Water Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
WATER FUND POSITION SUMMARY					
City Funded Full-Time	67.75	67.75	69.75	69.75	69.75
City Funded Part-Time	1.33	1.23	0.60	0.60	0.60
TOTAL FTE	**69.08**	**68.98**	**70.35**	**70.35**	**70.35**
WATER FUND SUMMARY					
BEGINNING NET ASSETS	$27,631,979				
Less: Invested in Capital Assets, net of related debt	(20,961,222)				
BEGINNING UNRESTRICTED NET ASSETS	**$6,670,757**	**$6,481,847**	**$6,788,248**	**$6,788,248**	**$6,788,248**
REVENUES					
Charges for Services	$10,938,389	$11,650,558	$11,856,798	$11,856,798	$11,856,798
Water Contracts	2,554,839	2,654,950	2,683,240	2,683,240	2,683,240
Interest and Other	261,336	294,482	268,231	268,231	268,231
TOTAL REVENUES	**$13,754,564**	**$14,599,990**	**$14,808,269**	**$14,808,269**	**$14,808,269**
EXPENDITURES					
Departmental	$8,111,389	$9,424,210	$9,268,387	$9,268,387	$9,268,387
Non-departmental	175,789	229,600	334,859	334,859	334,859
Transfer - Capital	800,000	800,000	1,250,000	1,250,000	1,250,000
Debt Service	3,569,982	3,839,779	4,316,541	4,316,541	4,316,541
TOTAL EXPENDITURES	**$12,657,160**	**$14,293,589**	**$15,169,787**	**$15,169,787**	**$15,169,787**
ENDING UNRESTRICTED NET ASSETS	**$7,768,161**	**$6,788,248**	**$6,426,730**	**$6,426,730**	**$6,426,730**

Note: For FY 2014 the Water Fund assumed salary and employee benefit costs associated with one position; supervision remained in the General Fund. In FY 2015, the General Fund resumed direct salary and employee benefit costs associated with this position; services provided by this position to the Water Fund are captured in the indirect cost payment.

Water Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
WATER FUND REVENUE SUMMARY					
CHARGES FOR SERVICES					
Water Sales - Inside City	$7,499,688	$7,525,560	$7,533,000	$7,533,000	$7,533,000
General Fund Hydrant Rental	358,938	879,498	879,498	879,498	879,498
Cut-on/Late Charges	110,810	100,000	100,000	100,000	100,000
Delinquent Account Fees	89,167	85,000	85,000	85,000	85,000
Fire Protection Fees	96,684	102,000	103,200	103,200	103,200
Connection Fees	94,654	50,000	50,000	50,000	50,000
Availability Fees	53,011	60,000	60,000	60,000	60,000
Account Charges	943,097	1,168,000	1,244,400	1,244,400	1,244,400
Water Cost Plus	66,023	30,000	30,000	30,000	30,000
Sewer & Stormwater Fund Charges	1,580,000	1,630,000	1,754,000	1,754,000	1,754,000
All Other Charges	46,317	20,500	17,700	17,700	17,700
TOTAL CHARGES FOR SERVICES	**$10,938,389**	**$11,650,558**	**$11,856,798**	**$11,856,798**	**$11,856,798**
WATER CONTRACTS					
Counties					
Amherst	$86,380	$70,000	$61,200	$61,200	$61,200
Bedford	1,432,535	1,514,700	1,530,000	1,530,000	1,530,000
Campbell	517,381	512,000	522,240	522,240	522,240
Industrial					
Rock Tenn	325,662	355,250	362,600	362,600	362,600
Frito Lay	192,881	203,000	207,200	207,200	207,200
TOTAL CONTRACTS	**$2,554,839**	**$2,654,950**	**$2,683,240**	**$2,683,240**	**$2,683,240**
INTEREST AND OTHER					
Interest	$21,510	$50,000	$24,000	$24,000	$24,000
All Other	239,826	244,482	244,231	244,231	244,231
TOTAL INTEREST AND OTHER	**$261,336**	**$294,482**	**$268,231**	**$268,231**	**$268,231**
TOTAL REVENUES	**$13,754,564**	**$14,599,990**	**$14,808,269**	**$14,808,269**	**$14,808,269**

Water Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
WATER FUND EXPENSE SUMMARY					
DEPARTMENTAL					
Salaries	$3,092,896	$3,329,478	$3,405,343	$3,405,343	$3,405,343
Employee Benefits	1,136,712	1,302,892	1,348,084	1,348,084	1,348,084
Contractual Services	582,238	623,835	665,845	665,845	665,845
Chemicals	261,503	526,400	450,500	450,500	450,500
Telecommunications	29,392	32,800	34,625	34,625	34,625
Utilities-Water Treatment Plant	626,439	759,000	754,990	754,990	754,990
Supplies and Materials	957,550	1,097,800	1,117,600	1,117,600	1,117,600
Indirect Costs	852,890	1,099,940	845,105	845,105	845,105
Self-Insurance	154,001	146,529	162,329	162,329	162,329
Public Works Engineering Charges	46,112	0	0	0	0
All Other	371,656	505,536	483,966	483,966	483,966
TOTAL DEPARTMENTAL	**$8,111,389**	**$9,424,210**	**$9,268,387**	**$9,268,387**	**$9,268,387**
NON-DEPARTMENTAL					
Financial Audit	$22,527	$24,200	$23,375	$23,375	$23,375
Interest on Customer Deposits	5,084	5,700	6,000	6,000	6,000
Allowance for Uncollectible Accounts	37,390	20,000	30,000	30,000	30,000
Compensation Plan Adjustments	0	0	87,408	87,408	87,408
Retiree Benefits	110,788	179,700	188,076	188,076	188,076
TOTAL NON-DEPARTMENTAL	**$175,789**	**$229,600**	**$334,859**	**$334,859**	**$334,859**
CAPITAL AND TRANSFERS					
Transfer to Water Capital Fund	$800,000	$800,000	$1,250,000	$1,250,000	$1,250,000
TOTAL CAPITAL AND TRANSFERS	**$800,000**	**$800,000**	**$1,250,000**	**$1,250,000**	**$1,250,000**
DEBT SERVICE					
Debt Service	$3,569,982	$3,839,779	$4,316,541	$4,316,541	$4,316,541
TOTAL DEBT SERVICE	**$3,569,982**	**$3,839,779**	**$4,316,541**	**$4,316,541**	**$4,316,541**
TOTAL EXPENDITURES	**$12,657,160**	**$14,293,589**	**$15,169,787**	**$15,169,787**	**$15,169,787**

Department of Water Resources Water Fund – Administration/Engineering Division. Leadership, management and administrative support are provided for all water and wastewater functions, including the operation and maintenance of two water treatment plants and one wastewater treatment plant, a surface water reservoir on the Pedlar River, 33 million gallons of system storage, water distribution lines, stormwater lines and basins, sanitary sewers, sewer separation projects, and meter reading. Functions include serving as governmental and regulatory liaison, managing the City's Combined Sewer Overflow (CSO) program, providing engineering support, ensuring compliance with environmental regulations, financial and human resource management, safety and security coordination, technical services, cross connection control and backflow programs, and other administrative duties. Services for which oversight is provided are federally mandated by the Safe Drinking Water Act and the Clean Water Act. Oversight is provided by the Virginia Department of Health, the Virginia Department of Environmental Quality, the Virginia Department of Conservation and Recreation, and the Environmental Protection Agency.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	22.0	22.0	24.0	24.0	24.0
City Funded Part-Time	0.6	0.6	0.6	0.6	0.6
TOTAL FTE	**22.6**	**22.6**	**24.6**	**24.6**	**24.6**
BUDGET SUMMARY					
EXPENDITURES					
Salaries [1]	$1,202,719	$1,370,582	$1,455,776	$1,455,776	$1,455,776
Employee Benefits [1]	424,093	514,269	553,641	553,641	553,641
Contractual Services	175,801	159,478	133,231	133,231	133,231
Internal Service Charges	26,102	32,955	35,403	35,403	35,403
Other Charges	1,148,254	1,340,219	1,110,234	1,110,234	1,110,234
Rentals and Leases	5,151	4,500	5,000	5,000	5,000
TOTAL	**$2,982,120**	**$3,422,003**	**$3,293,285**	**$3,293,285**	**$3,293,285**

[1] For FY 2014 the Water Fund assumed salary and employee benefit costs associated with one position; supervision remained in the General Fund. In FY 2015, the General Fund resumed direct salary and employee benefit costs associated with this position; services provided by this position to the Water Fund are captured in the indirect cost payment.

Water Resources Water Fund – Administration/Engineering Division Budget Description

The Department Submitted FY 2016 Water Resources Water Fund – Administration/Engineering Division budget of $3,293,285 represents a 3.8% decrease of $128,718 compared to the Adopted FY 2015 budget of $3,422,003.

Highlights of the Department Submitted FY 2016 budget include:

- $124,566 increase in Salaries and Employee Benefits reflecting a request for GIS Analyst and Work Planner positions.
- $26,247 decrease in Contractual Services reflecting reductions in fiscal services provided by the rate consultant, building maintenance and repair for the Administration Building and software maintenance services.
- $229,985 decrease in Other Charges reflecting a reduction in indirect costs offset by an increase in the self-insurance payment.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Water Resources Water Fund – Administration/Engineering Division budget was adopted by City Council without changes.

Department of Water Resources Water Fund – Meter Reading Division. Meter Readers record water meter readings for over 22,000 accounts every month, which serve as the basis for monthly water and sewer billings. Personnel replace meters on a schedule intended to assure accurate recording of consumption. Two inch and larger meters are replaced or calibrated on a regular basis as recommended by the American Water Works Association. Residential meters are replaced as needed but not less than every 15 years. Meter readers also install automated meter reading (AMR) equipment throughout the system to increase efficiency and safety. At the direction of the Billing and Collections Division of Finance, Meters Readers investigate unusual consumption, activate or deactivate water service, and investigate customer complaints for meter reading issues. The Meter Reading Division is also responsible for testing and maintenance of all pressure reducing valves in the water system.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	7.00	7.00	7.00	7.00	7.00
City Funded Part-Time	0.73	0.63	0.00	0.00	0.00
TOTAL FTE	**7.73**	**7.63**	**7.00**	**7.00**	**7.00**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$261,450	$266,004	$251,920	$251,920	$251,920
Employee Benefits	99,564	108,778	108,707	108,707	108,707
Contractual Services	34,297	42,466	45,979	45,979	45,979
Internal Service Charges	48,319	57,017	51,587	51,587	51,587
Other Charges	352,614	424,700	416,800	416,800	416,800
Rentals and Leases	0	100	100	100	100
TOTAL	**$796,244**	**$899,065**	**$875,093**	**$875,093**	**$875,093**

Water Resources Water Fund – Meter Reading Division Budget Description

The Department Submitted FY 2016 Water Resources Water Fund – Meter Reading Division budget of $875,093 represents a 2.7% decrease of $23,972 compared to the Adopted FY 2015 budget of $899,065.

Highlights of the Department Submitted FY 2016 budget include:

- $14,155 decrease in Salaries and Employee Benefits compared to the adopted budget.
- $7,900 decrease in Other Charges reflecting reductions in water system maintenance and repair materials offset by increases for minor tools and equipment purchases, computer and office maintenance parts, cell phones, and training and conferences.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Water Resources Water Fund – Meter Reading Division budget was adopted by City Council without changes.

Department of Water Resources Water Fund – Water Line Maintenance Division. Provides installation, maintenance, and repair of water lines, water services, hydrants, and valves. Responds to customer complaints, investigates, and initiates remedial action. Maintains records on the date of repairs, the length of service and the types of materials and equipment used. The water distribution system continually delivers treated water, under pressure, to customers. Services are federally mandated by the Safe Drinking Water Act. Oversight is provided by the Virginia Department of Health.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	14.75	14.75	14.75	14.75	14.75
TOTAL FTE	**14.75**	**14.75**	**14.75**	**14.75**	**14.75**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$602,527	$627,563	$624,547	$624,547	$624,547
Employee Benefits	221,514	245,555	245,486	245,486	245,486
Contractual Services	159,991	197,244	220,406	220,406	220,406
Internal Service Charges	140,402	162,021	189,995	189,995	189,995
Other Charges	466,454	508,670	532,530	532,530	532,530
Rentals and Leases	1,229	3,500	3,500	3,500	3,500
Capital Outlay	0	15,000	0	0	0
TOTAL	**$1,592,117**	**$1,759,553**	**$1,816,464**	**$1,816,464**	**$1,816,464**

Water Resources Water Fund – Water Line Maintenance Division Budget Description

The Department Submitted FY 2016 Water Resources Water Fund – Water Line Maintenance Division budget of $1,816,464 represents a 3.2% increase of $56,911 compared to the Adopted FY 2015 budget of $1,759,553.

Highlights of the Department Submitted FY 2016 budget include:

- $23,162 increase in Contractual Services reflecting the cost of line protection services offset by reductions in costs for software maintenance and water system maintenance and repairs.
- $27,974 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $23,860 increase in Other Charges reflecting costs for water system maintenance and repair materials and mechanical maintenance and repair materials.
- $15,000 decrease in Capital Outlay for machinery and tools.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Water Resources Water Fund – Water Line Maintenance Division budget was adopted by City Council without changes.

Department of Water Resources Water Fund – Water Treatment Plant Division. Raw water from Pedlar Reservoir in Amherst County is delivered through a 22-mile gravity pipeline to Lynchburg. Two raw water pumping stations are located on the James River to augment the Pedlar supply as required. Chemicals are added at Pedlar Reservoir and at the Abert and College Hill Filtration Plants where treatment is completed. Water is continuously examined and tested for quality assurance during processing. In addition, periodic sampling is performed at selected points in the water distribution system to assure delivery of safe and potable water. Water is provided without interruption and with sufficient volume and pressure for consumption and for fire suppression throughout the City. The water quality is federally mandated by the Safe Drinking Water Act. Oversight is provided by the Virginia Department of Health.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	24	24	24	24	24
TOTAL FTE	**24**	**24**	**24**	**24**	**24**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$1,026,200	$1,065,329	$1,073,100	$1,073,100	$1,073,100
Employee Benefits	391,541	434,290	440,250	440,250	440,250
Contractual Services	212,149	224,647	266,229	266,229	266,229
Internal Service Charges	40,653	42,223	34,426	34,426	34,426
Other Charges	1,069,393	1,513,100	1,435,540	1,435,540	1,435,540
Rentals and Leases	972	4,000	4,000	4,000	4,000
Capital Outlay	0	60,000	30,000	30,000	30,000
TOTAL	**$2,740,908**	**$3,343,589**	**$3,283,545**	**$3,283,545**	**$3,283,545**

Water Resources Water Fund – Water Treatment Plant Division Budget Description

The Department Submitted FY 2016 Water Resources Water Fund – Water Treatment Plant Division budget of $3,283,545 represents a 1.8% decrease of $60,044 compared to the Adopted FY 2015 budget of $3,343,589.

Highlights of the Department Submitted FY 2016 budget include:

- $13,731 increase in Salaries and Employee Benefits compared to the adopted budget.
- $41,582 increase in Contractual Services reflecting software maintenance costs, communications maintenance and repairs related to costs associated with Region 2000 radios, building maintenance and repairs for the Water Treatment Plant facilities, grounds maintenance services, and costs associated with environmental lab services for water testing.
- $7,797 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $77,560 decrease in Other Charges reflecting reductions in safety supplies, various chemicals for water treatment and electricity offset by increases to lab and field materials for water testing, natural gas and heating fuel oil for standby generators.
- $30,000 decrease in Capital Outlay for specific use equipment.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Water Resources Water Fund – Water Treatment Plant Division budget was adopted by City Council without changes.

Department of Water Resources Water Fund Performance Measures

Goal 1:
Maintain a high level of customer satisfaction with the quality and quantity of water produced.

Objective:
Produce safe, high quality water on an uninterrupted basis with sufficient volume and pressure for consumption and fire protection throughout the Lynchburg water system.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Drinking Water Compliance Rate (Percent of time compliant with National Primary Drinking Water Regulations).	100%	100%	100%	100%

Analysis of the Data:
Drinking water quality consistently exceeds all State and federal standards.

HEALTHY AND ACTIVE LIVING / ECONOMIC DEVELOPMENT

Goal 2:
Deliver water on an uninterrupted basis while maintaining a high level of customer satisfaction.

Objective:
Maintain and operate the water system such that customer complaints and service disruptions are minimized.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Water Distribution System Integrity (breaks per 100 miles of distribution pipe).	17.3	24.0	9.9	23.0

Analysis of the Data:
The water distribution system is aging; however, because of the replacement of some problematic lines, the number of water main breaks has remained steady.

INFRASTRUCTURE/ FISCAL RESPONSIBILITY

Goal 3:
Operate the water treatment plants and pump stations efficiently.

Objective:
Operate the Water Treatment Plants in a cost-effective and efficient manner.

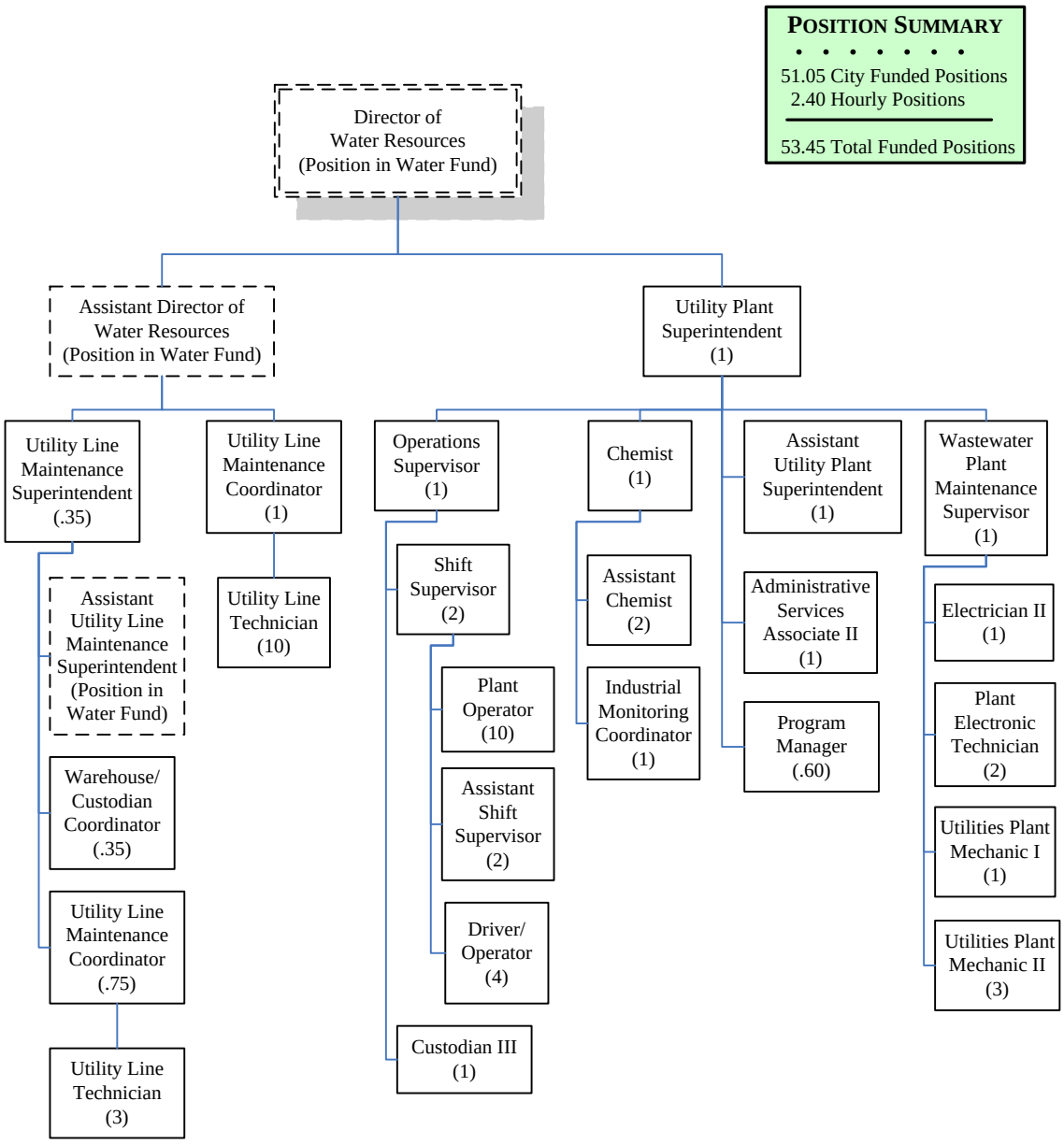
Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Overall water treatment cost per million gallons of finished water.	$717	$854	$695	$859

Analysis of the Data:
The low costs for FY 2014 and July-Dec FY 2015 are primarily a result of almost exclusively using water from the Pedlar Reservoir. Projected FY 2015 and FY 2016 increases are due primarily to increased fixed operational costs and built in contingencies for chemicals and electricity for James River use.

INFRASTRUCTURE/ FISCAL RESPONSIBILITY

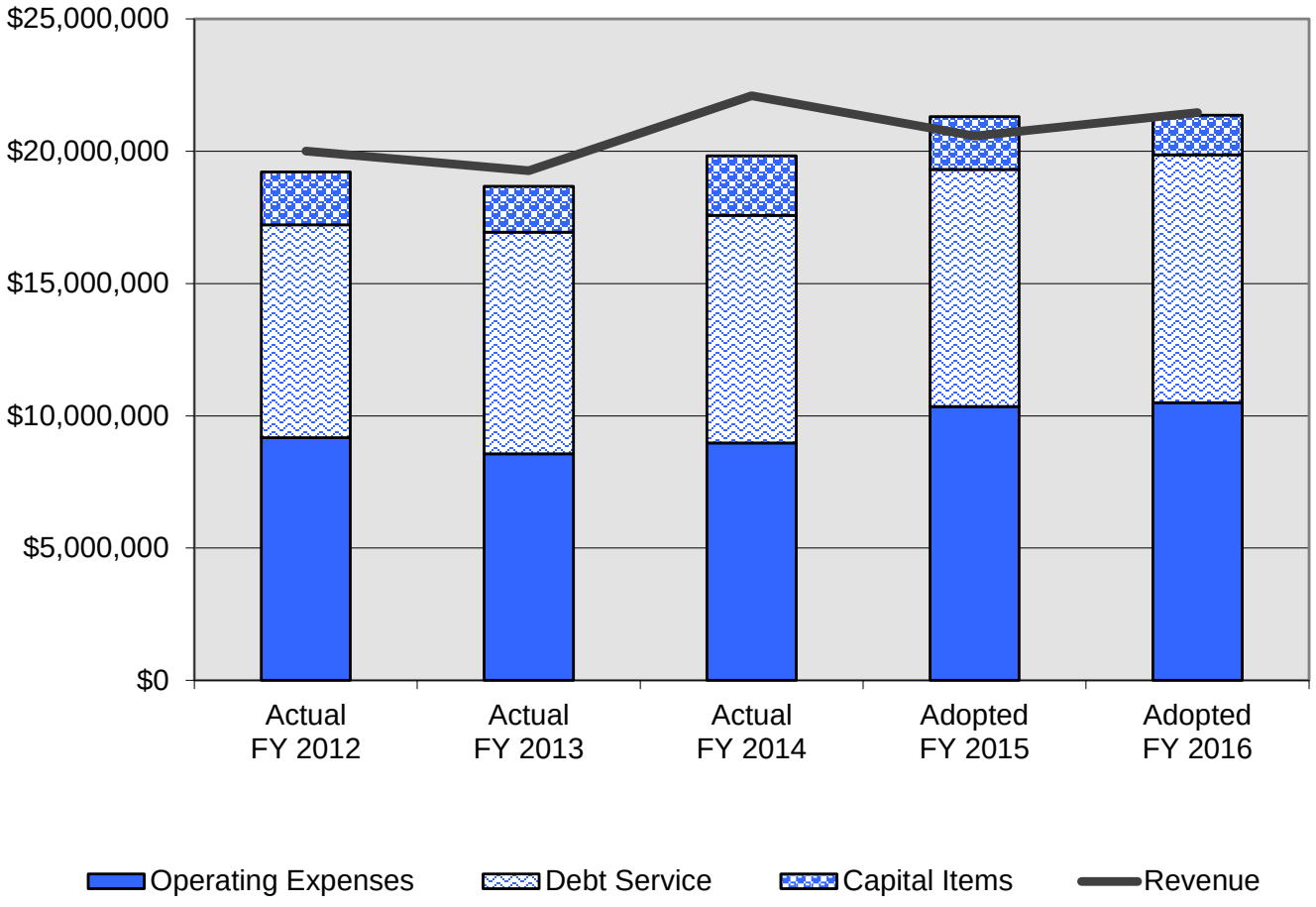
Benchmark Localities:
Charlottesville, Danville, Hampton, Richmond, and Roanoke, VA; American Water Works Association (AWWA)

DEPARTMENT OF WATER RESOURCES
SEWER FUND



Sewer Fund. The Water Resources Department operates a regional wastewater treatment plant with an average daily treatment capacity of 22 million gallons per (mgd) per day of domestic or industrial wastewater and combined stormwater. The department also owns and operates over 450 miles of sewer lines, including a combined sewer system. Wastewater service is provided to approximately 80% of the citizens and businesses in Lynchburg. Service is also provided to parts of Amherst, Bedford, and Campbell Counties under the terms of the 1974 Regional Sewage Treatment Plant Agreement. The Water Resources Department also cleans, monitors, and repairs the wastewater collection system, including an extensive network of sanitary and combined sanitary/storm drains.

Revenues & Expenses



Sewer Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
SEWER FUND DEBT COVERAGE					
REVENUES					
Charges for Services	$17,396,825	$17,183,336	$18,057,456	$18,057,456	$18,057,456
Sewer Contracts	4,549,372	3,252,820	3,276,767	3,276,767	3,276,767
Interest and Other	151,029	137,454	126,727	126,727	126,727
TOTAL REVENUES	**$22,097,226**	**$20,573,610**	**$21,460,950**	**$21,460,950**	**$21,460,950**
EXPENDITURES					
Wastewater Treatment Plant	$6,773,133	$7,690,624	$7,812,424	$7,812,424	$7,812,424
Sewer Line Maintenance	2,021,496	2,422,059	2,336,243	2,336,243	2,336,243
Non-Departmental	171,684	238,200	345,963	345,963	345,963
Project Costs Charged to Operations	134,024	25,000	0	0	0
Capitalizable Labor	(159,026)	(250,000)	(149,350)	(149,350)	(149,350)
Capital Outlay	0	(320,000)	(265,000)	(265,000)	(265,000)
TOTAL EXPENDITURES	**$8,941,311**	**$9,805,883**	**$10,080,280**	**$10,080,280**	**$10,080,280**
OPERATING INCOME	**$13,155,915**	**$10,767,727**	**$11,380,670**	**$11,380,670**	**$11,380,670**
Debt Service	$8,606,658	$8,961,298	$9,370,351	$9,370,351	$9,370,351
NET REVENUE	**$4,549,257**	**$1,806,429**	**$2,010,319**	**$2,010,319**	**$2,010,319**
Debt Coverage ratio Target	1.20	1.20	1.20	1.20	1.20
Debt Coverage ratio Target [1]	1.36	1.20	1.21	1.21	1.21

[1] As per the FY 2014 Comprehensive Annual Financial Report (CAFR), the actual debt coverage ratio was 1.36. Operating income was adjusted to $11,694,024 to exclude any County revenue accruals of Wastewater Treatment Plant (WWTP) projects that were financed by the City and include only sales of sewer services and paid reimbursements of WWTP projects. Using this same formula, the debt coverage ratio is projected in FY 2015 and FY 2016 to include the Counties budgeted sales of sewer services and reimbursements of WWTP projects paid with Pay-Go and City provided financing.

Sewer Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
SEWER FUND POSITION SUMMARY					
City Funded Full-Time	49.45	49.45	50.45	50.45	50.45
City Funded Part-Time	0.60	0.60	0.60	0.60	0.60
City Funded Hourly	2.40	2.40	2.40	2.40	2.40
TOTAL FTE	**52.45**	**52.45**	**53.45**	**53.45**	**53.45**
SEWER FUND SUMMARY					
BEGINNING NET ASSETS	$118,680,799				
Less: Invested in Capital Assets, net of related debt	(107,598,364)				
BEGINNING UNRESTRICTED NET ASSETS	**$11,082,435**	**$10,383,492**	**$9,644,921**	**$9,644,921**	**$9,644,921**
REVENUES					
Charges for Services	$17,396,825	$17,183,336	$18,057,456	$18,057,456	$18,057,456
Sewer Contracts	4,549,372	3,252,820	3,276,767	3,276,767	3,276,767
Interest and Other	151,029	137,454	126,727	126,727	126,727
TOTAL REVENUES	**$22,097,226**	**$20,573,610**	**$21,460,950**	**$21,460,950**	**$21,460,950**
EXPENDITURES					
Departmental	$8,794,629	$10,112,683	$10,148,667	$10,148,667	$10,148,667
Non-departmental	171,684	238,200	345,963	345,963	345,963
Transfer - Capital	2,250,000	2,000,000	1,500,000	1,500,000	1,500,000
Debt Service	8,606,658	8,961,298	9,370,351	9,370,351	9,370,351
TOTAL EXPENDITURES	**$19,822,971**	**$21,312,181**	**$21,364,981**	**$21,364,981**	**$21,364,981**
ENDING UNRESTRICTED NET ASSETS	**$13,356,690**	**$9,644,921**	**$9,740,890**	**$9,740,890**	**$9,740,890**

Sewer Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
SEWER FUND REVENUE SUMMARY					
CHARGES FOR SERVICES					
Sewer Sales - Inside City	$14,813,852	$14,407,500	$15,286,260	$15,286,260	$15,286,260
Septic Hauler Charges	542,983	482,000	500,000	500,000	500,000
College Hill Backwash Charge	126,732	130,534	134,450	134,450	134,450
Leachate Treatment	68,061	70,102	72,206	72,206	72,206
Industrial Pre-treatment	2,212	4,500	4,635	4,635	4,635
Industrial Monitoring Charges	41,336	35,000	36,050	36,050	36,050
Industrial Surcharges	468,846	525,000	327,540	327,540	327,540
Cut-on & Penalty Charges	102,548	96,000	98,880	98,880	98,880
Connection charges	106,570	75,000	75,000	75,000	75,000
Availability Fees	81,198	100,000	100,000	100,000	100,000
Account Charges	870,186	1,233,000	1,270,800	1,270,800	1,270,800
Sewer Cost Plus	10,886	12,000	12,000	12,000	12,000
Miscellaneous	161,415	12,700	139,635	139,635	139,635
TOTAL CHARGES FOR SERVICES	**$17,396,825**	**$17,183,336**	**$18,057,456**	**$18,057,456**	**$18,057,456**
SEWER CONTRACTS					
Counties					
Amherst [1]	$1,320,880	$462,011	$460,195	$460,195	$460,195
Bedford [1]	644,469	457,595	447,844	447,844	447,844
Campbell [1]	649,611	361,726	300,656	300,656	300,656
Industrial					
Rock Tenn	1,042,550	1,075,825	1,139,117	1,139,117	1,139,117
Frito Lay	891,862	895,663	928,955	928,955	928,955
TOTAL SEWER CONTRACTS	**$4,549,372**	**$3,252,820**	**$3,276,767**	**$3,276,767**	**$3,276,767**
INTEREST AND OTHER					
Interest	$151,029	$137,454	$126,727	$126,727	$126,727
TOTAL INTEREST AND OTHER	**$151,029**	**$137,454**	**$126,727**	**$126,727**	**$126,727**
TOTAL REVENUES	**$22,097,226**	**$20,573,610**	**$21,460,950**	**$21,460,950**	**$21,460,950**

[1] Actual FY 2014 revenues from Counties include sales of sewer services and accrued reimbursement of Counties of Wastewater Treatment Plant (WWTP) project costs based on owned capacity share. As per the Regional Sewage Treatment Plant Agreement, Counties will reimburse WWTP project costs by Pay-Go or financing terms that are available to the City. FY 2015 and FY 2016 represent Counties budgeted sales of sewer services and reimbursements of WWTP project costs paid with Pay-Go and City provided financing to project the debt coverage ratio for these years.

Sewer Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
SEWER FUND EXPENSE SUMMARY					
DEPARTMENTAL					
Salaries	$2,020,061	$2,212,667	$2,255,292	$2,255,292	$2,255,292
Employee Benefits	752,327	870,887	893,785	893,785	893,785
Chemicals-WWTP	612,390	667,000	655,000	655,000	655,000
Communication Charges	10,902	14,000	14,700	14,700	14,700
Utilities-Wastewater Treatment Plant	792,670	730,300	832,300	832,300	832,300
Natural Gas	61,537	95,000	95,000	95,000	95,000
Sludge Disposal	533,417	600,000	553,700	553,700	553,700
Contractual Services	1,029,110	1,079,903	1,392,477	1,392,477	1,392,477
Supplies and Materials	546,448	562,355	638,700	638,700	638,700
Indirect Costs	691,833	1,110,474	774,329	774,329	774,329
Self-Insurance	200,727	200,727	213,027	213,027	213,027
Admin/Overhead Payments to Water fund	1,130,000	1,160,000	1,182,000	1,182,000	1,182,000
Public Works Engineering Charges	67,938	0	0	0	0
All Other	345,269	809,370	648,357	648,357	648,357
TOTAL DEPARTMENTAL	**$8,794,629**	**$10,112,683**	**$10,148,667**	**$10,148,667**	**$10,148,667**
NON-DEPARTMENTAL					
Financial Audit	$17,227	$21,000	$17,875	$17,875	$17,875
Allowance for Uncollectible Accounts	62,224	35,000	40,000	40,000	40,000
Retiree Benefits	92,233	182,200	230,647	230,647	230,647
Compensation Plan Adjustments	0	0	57,441	57,441	57,441
TOTAL NON-DEPARTMENTAL	**$171,684**	**$238,200**	**$345,963**	**$345,963**	**$345,963**
CAPITAL AND TRANSFERS					
Transfer to Sewer Capital Fund	$2,250,000	$2,000,000	$1,500,000	$1,500,000	$1,500,000
TOTAL CAPITAL AND TRANSFERS	**$2,250,000**	**$2,000,000**	**$1,500,000**	**$1,500,000**	**$1,500,000**
DEBT SERVICE					
Debt Service	$8,606,658	$8,961,298	$9,370,351	$9,370,351	$9,370,351
TOTAL DEBT SERVICE	**$8,606,658**	**$8,961,298**	**$9,370,351**	**$9,370,351**	**$9,370,351**
TOTAL EXPENDITURES	**$19,822,971**	**$21,312,181**	**$21,364,981**	**$21,364,981**	**$21,364,981**

Department of Water Resources Sewer Fund – Sewer Line Maintenance Division. Provides installation, maintenance, cleaning and repair of sanitary sewer lines and sewer services as well as monitoring of overflow points. Performs line inspections using TV cameras. Provides vermin control. Maintenance of sanitary sewer lines provides flood and pollution control, thus promoting the welfare and health of the public. Services are federally mandated by the Clean Water Act. Oversight is provided by the Department of Environmental Quality.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	15.45	15.45	15.45	15.45	15.45
TOTAL FTE	**15.45**	**15.45**	**15.45**	**15.45**	**15.45**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$485,624	$582,300	$591,787	$591,787	$591,787
Employee Benefits	192,501	245,007	247,286	247,286	247,286
Contractual Services	214,360	240,326	356,350	356,350	356,350
Internal Service Charges	213,280	289,275	183,176	183,176	183,176
Other Charges	914,434	1,012,151	919,644	919,644	919,644
Rentals and Leases	1,297	3,000	3,000	3,000	3,000
Capital Outlay	0	50,000	35,000	35,000	35,000
TOTAL	**$2,021,496**	**$2,422,059**	**$2,336,243**	**$2,336,243**	**$2,336,243**

Water Resources Sewer Fund – Sewer Line Maintenance Division Budget Description

The Department Submitted FY 2016 Water Resources Sewer Fund – Sewer Line Maintenance Division budget of $2,336,243 represents a 3.5% decrease of $85,816 compared to the Adopted FY 2015 budget of $2,422,059.

Highlights of the Department Submitted FY 2016 budget include:

- $11,766 increase in Salaries and Employee Benefits compared to the adopted budget.
- $116,024 increase in Contractual Services reflecting increased costs in line protection services and sewer maintenance and repair services.
- $106,099 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $92,507 decrease in Other Charges primarily due to lower indirect cost rates offset by an increase in sewer maintenance and repair materials.
- $15,000 decrease in Capital Outlay for specific use equipment.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Water Resources Sewer Fund – Sewer Line Maintenance Division budget was adopted by City Council without changes.

Department of Water Resources Sewer Fund – Wastewater Treatment Plant Division. Performs secondary treatment for an average of 13 million gallons per day (mgd) (with peaks up to 44 mgd) of domestic and industrial wastewater. Amherst, Bedford, and Campbell Counties partner with the City in this cooperative endeavor by paying their proportional share of the capital and operating expenses based on the capacity they own and their wastewater flows. Wastewater receives primary settling, aeration, secondary settling, and disinfection before the effluent is discharged into the James River. Sludge produced from the treatment process is dewatered and landfilled. Wastewater is treated to meet or exceed federal and State water quality standards and to promote the general health and welfare of residents of the region. The services provided are federally mandated by the Clean Water Act. Oversight is provided by the Department of Environmental Quality.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POSITION SUMMARY					
City Funded Full-Time	34.0	34.0	35.0	35.0	35.0
City Funded Part-Time	0.6	0.6	0.6	0.6	0.6
City Funded Hourly	2.4	2.4	2.4	2.4	2.4
TOTAL FTE	**37.0**	**37.0**	**38.0**	**38.0**	**38.0**
BUDGET SUMMARY					
EXPENDITURES					
Salaries	$1,534,437	$1,630,367	$1,663,505	$1,663,505	$1,663,505
Employee Benefits	559,826	625,880	646,499	646,499	646,499
Contractual Services	814,750	839,577	1,036,127	1,036,127	1,036,127
Internal Service Charges	194,482	249,395	241,131	241,131	241,131
Other Charges	3,665,249	4,066,905	3,989,162	3,989,162	3,989,162
Rentals and Leases	4,389	8,500	6,000	6,000	6,000
Capital Outlay	0	270,000	230,000	230,000	230,000
TOTAL	**$6,773,133**	**$7,690,624**	**$7,812,424**	**$7,812,424**	**$7,812,424**

Water Resources Sewer Fund – Wastewater Treatment Plant Division Budget Description

The Department Submitted FY 2016 Water Resources Sewer Fund – Wastewater Treatment Division budget of $7,812,424 represents a 1.6% increase of $121,800 compared to the Adopted FY 2015 budget of $7,690,624.

Highlights of the Department Submitted FY 2016 budget include:

- $53,757 increase in Salaries and Employee Benefits reflecting the request for a new full-time Instrumentation Technician position.
- $196,550 increase in Contractual Services reflecting increased costs in mechanical maintenance and repair services, grounds maintenance services, refuse disposal service, IT systems consulting, and temporary personnel offset by public relations and information.
- $8,264 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $77,743 decrease in Other Charges reflecting a reduction in indirect costs and landfill fees, offset by an increase in mechanical maintenance and repair materials, electricity, and the Water Fund-Administration payment.
- $40,000 decrease in Capital Outlay for specific use and lab equipment.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Water Resources Sewer Fund – Wastewater Treatment Plant Division budget was adopted by City Council without changes.

Department of Water Resources Sewer Fund Performance Measures

Goal 1:
Protect the environment and promote the general health and welfare of the citizens of Lynchburg while maintaining a high level of customer satisfaction.

Objective:
Provide pollution and flood control through the maintenance of the sanitary and storm sewer systems.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Sewer Overflow Rate (reportable overflows per 100 miles of sewer line).	4.3	4.1	1.6	4.0

Analysis of the Data:
The actual number of sanitary sewer overflows vary annually depending upon a number of conditions including weather. The overall trend is increasing. Continued implementation of the Capacity, Management, Operation and Maintenance (CMOM) Program and investment in sewer system renewal is needed in order to achieve significant reductions in number of overflows.

NATURAL RESOURCES/ HEALTHY AND ACTIVE LIVING

Goal 2:
Protect the environment and promote general health and welfare.

Objective:
Treat wastewater from the City of Lynchburg and Amherst, Bedford, and Campbell Counties to meet or exceed all State and federal regulatory requirements.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Treatment Effectiveness Rate (% of days in compliance with numerical VA Pollutant Discharge Elimination System permit limits).	100%	100%	100%	100%

Analysis of the Data:
Wastewater Treatment Plant effluent quality is consistently better than permitted requirements.

INFRASTRUCTURE/ HEALTHY AND ACTIVE LIVING

Goal 3:
Operate the Wastewater Treatment Plant in a cost-effective and efficient manner.

Objective:
Treat wastewater in a technically-sound and efficiently-operated Regional Wastewater Treatment Plant on an uninterrupted basis.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Overall treatment cost per million gallons treated.	$1,523	$1,723	$1,746	$1,760

Analysis of the Data:
Cost per million gallons will have high fluctuations at this time due to changes in the CSO program that result in increased flows to the Wastewater Treatment Plant. Increased flows have higher cost impacts due to additional costs associated with chemicals, electricity, and sludge disposal.

INFRASTRUCTURE/ FISCAL RESPONSIBILITY

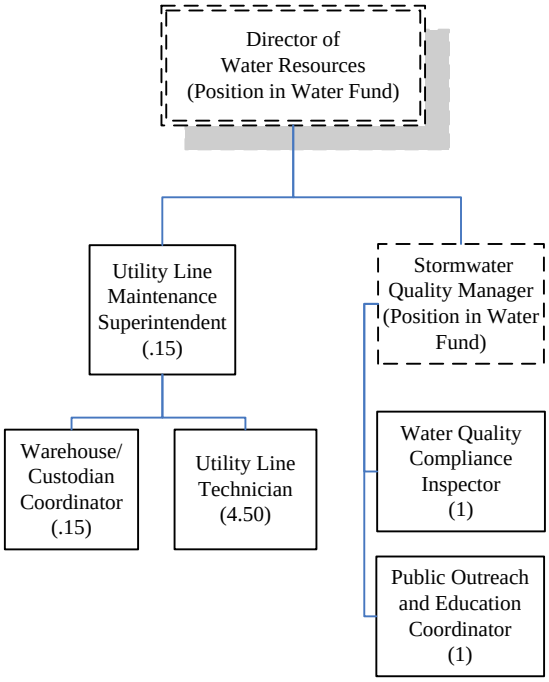
Benchmark Localities:
Charlottesville, Danville, Hampton, Richmond, and Roanoke, VA; American Water Works Association (AWWA)

DEPARTMENT OF WATER RESOURCES
STORMWATER FUND

POSITION SUMMARY

6.80 City Funded Positions
0.25 Hourly Positions

7.05 Total Funded Positions



Stormwater Fund. The Water Resources Department manages the City's Stormwater program and is responsible for overall compliance with the Municipal Separate Storm Sewer Systems (MS4) permit. Additionally, the Department is responsible for the maintenance and operation of the City's storm sewer system.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
STORMWATER FUND POSITION SUMMARY					
City Funded Full-Time	5.80	6.80	6.80	6.80	6.80
City Funded Hourly	0.00	0.00	0.00	0.25	0.25
TOTAL FTE	**5.80**	**6.80**	**6.80**	**7.05**	**7.05**
STORMWATER FUND SUMMARY					
BEGINNING UNRESTRICTED NET ASSETS	**$1,607,940**	**$1,413,154**	**$1,160,974**	**$1,160,974**	**$1,160,974**
REVENUES					
Charges for Services	$3,124,545	$3,149,400	$3,149,400	$3,149,400	$3,149,400
State Categorical Aid - Highway Maintenance	650,000	275,000	275,000	275,000	275,000
Miscellaneous	0	74,450	57,278	57,278	57,278
TOTAL REVENUES	**$3,774,545**	**$3,498,850**	**$3,481,678**	**$3,481,678**	**$3,481,678**
EXPENDITURES					
Salaries [1]	$294,986	$259,067	$284,268	$284,268	$284,268
Employee Benefits [1]	114,603	111,120	120,822	120,822	120,822
Contractual Services	85,203	299,481	157,087	157,087	157,087
Internal Service Charges	103,913	101,891	108,540	108,540	108,540
Other Charges	1,966,198	1,503,221	1,804,508	1,804,508	1,804,508
Rentals and Leases	392	450	500	500	500
Capital Outlay	0	400,000	29,000	29,000	29,000
Non-departmental	30,418	25,800	39,780	39,780	39,780
Transfer - Sewer Operating	126,734	0	126,734	126,734	126,734
Transfer - Capital	1,350,000	1,050,000	1,150,000	1,150,000	1,150,000
TOTAL EXPENDITURES	**$4,072,447**	**$3,751,030**	**$3,821,239**	**$3,821,239**	**$3,821,239**
ENDING UNRESTRICTED NET ASSETS	**$1,310,038**	**$1,160,974**	**$821,413**	**$821,413**	**$821,413**

[1] For FY 2014 the Stormwater Fund assumed salary and employee benefit costs associated with one position; supervision remained in the General Fund. In FY 2015, the General Fund assumed direct salary and employee benefit costs associated with this position; services provided by this position to the Stormwater Fund are captured in the indirect cost payment.

Water Resources Stormwater Fund Budget Description

The Department Submitted FY 2016 Water Resources Stormwater Fund budget of $3,821,239 represents a 1.9% increase of $70,209 compared to the Adopted FY 2015 budget of $3,751,030.

Highlights of the Department Submitted FY 2016 budget include:

- $34,903 increase in Salaries and Employee Benefits compared to the adopted budget, including the addition of an hourly position.
- $142,394 decrease in Contractual Services reflecting decreased costs for storm maintenance and repairs services, legal services, architectural and engineering services, and public relations.
- $6,649 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $301,287 increase in Other Charges reflecting additional costs for storm maintenance and repair materials, Stormwater payment to Water Fund Administration, Community Development reimbursements, Public Works reimbursements, and self- insurance, offset by decreased Virginia Stormwater Management Program payments.
- $371,000 decrease in Capital Outlay reflecting a one-time purchase of a vactor truck in FY 2015.
- $13,980 increase in Non-departmental reflecting increases for retiree benefits, the allowance for uncollectible accounts and the compensation plan adjustment.
- $126,734 increase in Transfer – Sewer Operating reflecting the last of three installments to reimburse the Sewer Fund for implementation costs of Stormwater Fund.
- $100,000 increase in Transfer – Capital due to increasing capital needs.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Water Resources Stormwater Fund budget was adopted by City Council without changes.

Department of Water Resources Stormwater Fund Performance Measures

Goal 1:
Provide stormwater educational opportunities for citizens so that they can collectively have a positive impact on water quality both locally and regionally.

Objective:
Foster citizen participation to educate and encourage stormwater practices to improve local and regional water quality.

Performance Measure:	***Actual FY 2014***	***Projected FY 2015***	***July - Dec FY 2015***	***Projected FY 2016***
Educational Events	16	20	11	25

Analysis of the Data:
By hosting and/or participating in educational events, the Department is providing citizens with opportunities to increase their awareness, knowledge, and understanding of best stormwater practices.

Benchmark Localities:
Richmond, Charlottesville, and Roanoke, VA

City/Federal/State Aid Fund. This fund accounts for a wide range of activities funded through federal, State, and local grants. Departments that currently receive grant funds are: Office of the Commonwealth's Attorney, Office of Economic Development, Fire Department, Human Services - Juvenile Services, Human Services - Social Services, and Community Corrections and Pretrial Services. Grant funds typically are restricted to providing a particular service within specified grant periods and may require local matching funds.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
CITY FEDERAL STATE AID FUND POSITION SUMMARY					
Grant Funded Full-Time	14.55	14.22	14.07	14.07	14.07
Grant Funded Sworn Full-Time	9.00	9.00	6.00	6.00	6.00
Grant Funded Part-Time	1.54	2.14	1.40	1.40	1.40
Grant Funded Hourly	1.53	0.73	0.70	0.70	0.70
TOTAL FTE	**26.62**	**26.09**	**22.17**	**22.17**	**22.17**
CITY FEDERAL STATE AID FUND BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
Federal Grants	$2,219,536	$1,616,073	$1,803,747	$1,803,747	$1,803,747
State Grants	930,870	937,090	1,007,248	1,007,248	1,007,248
Localitites/Other Reimbursements	55,855	52,431	106,160	106,160	106,160
In-Kind Grant Match	30,977	23,706	23,706	23,706	23,706
Arts and Cultural District	30,000	30,000	33,420	33,420	33,420
Transfer from General Fund	11,408	12,358	63,701	63,701	63,701
TOTAL REVENUES	**$3,278,646**	**$2,671,658**	**$3,037,982**	**$3,037,982**	**$3,037,982**
EXPENDITURES					
Salaries	$992,572	$967,254	$808,517	$808,517	$808,517
Employee Benefits	367,016	380,047	333,173	333,173	333,173
Contractual Services	1,335,769	824,057	1,307,671	1,307,671	1,307,671
Other Charges	501,713	500,300	588,621	588,621	588,621
Capital Outlay	81,576	0	0	0	0
TOTAL EXPENDITURES	**$3,278,646**	**$2,671,658**	**$3,037,982**	**$3,037,982**	**$3,037,982**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
Key Ratios:					
General Fund Transfer as a % of Total Expenditures	0.3%	0.5%	2.1%	2.1%	2.1%

City/Federal/State Aid Fund

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
PROGRAM SUMMARY BY DEPARTMENT					
EXPENDITURES					
Office of the Commonwealth's Attorney					
Community Defined Solutions Grant	$170,714	$150,000	$0	$0	$0
Domestic Violence Victim Fund	40,028	40,000	40,000	40,000	40,000
Victim/Witness Program	225,890	225,890	232,667	232,667	232,667
V-Stop Grant	87,084	94,823	94,823	94,823	94,823
Office of Economic Development					
Arts and Cultural District Program	35,000	35,000	38,420	38,420	38,420
Fire Department					
EMS Four for Life Program	18,740	52,000	57,000	57,000	57,000
Fire Programs	231,119	210,000	230,000	230,000	230,000
SAFER Grant	476,369	395,709	114,597	114,597	114,597
Police Department					
DCJS School Resource Officer	0	0	162,324	162,324	162,324
Emergency Services					
LEMPG Grant	28,228	0	41,247	41,247	41,247
Human Services - Juvenile Services					
USDA School Nutrition Program	21,019	20,000	20,000	20,000	20,000
Human Services - Social Services					
Education Support Special Incentive Program	6,315	16,680	16,680	16,680	16,680
Foster Parent Recruiting and Training Program	10,956	11,000	11,000	11,000	11,000
Independent Living Program	17,234	23,626	23,626	23,626	23,626
OEW - Outstationed Eligibility Worker	52,125	52,431	52,431	52,431	52,431
Respite Program	12,540	11,883	11,883	11,883	11,883
Safe and Stable Families Program	28,326	34,453	72,387	72,387	72,387
Quality Initiative Program	24,063	0	24,063	24,063	24,063
Community Corrections and Pretrial Services					
Community Corrections Program	489,760	490,463	490,463	490,463	490,463
Non-departmental					
Citizens for a Clean Lynchburg	9,810	7,700	11,045	11,045	11,045
Workforce Investment Act Program	1,293,326	800,000	1,293,326	1,293,326	1,293,326
TOTAL EXPENDITURES	**$3,278,646**	**$2,671,658**	**$3,037,982**	**$3,037,982**	**$3,037,982**

Office of the Commonwealth's Attorney Grants

Community Defined Solutions Grant. The Community-Defined Solutions funding, offered through the Department of Justice, Office of Violence Against Women, is provided to encourage communities to treat domestic violence, sexual assault, dating violence and stalking as serious crimes. The awarded funds allow and promote the criminal justice system, and its community, to respond appropriately to such crimes. Victim safety and offender accountability are the centerpiece of projects funded under this program.

Domestic Violence Victim Fund. The Domestic Violence Grant funds specially trained prosecutors and investigators (the Domestic Violence Prosecution Unit) who are devoted to the aggressive investigation and prosecution of domestic violence cases. Initially formed in 1997, the Unit's main purpose is to hold those accountable who engage in acts of domestic violence, to ensure that victims of domestic violence receive information and support throughout the criminal justice process, and to work with other agencies in the community to promote a coordinated response to the problem of domestic violence. The U.S. Department of Justice's Violence Against Women Office administers the Domestic Violence Grant Program.

Victim/Witness Program. The Victim/Witness Program exists to ensure that crime victims and witnesses receive fair and compassionate treatment while participating in the criminal justice system. In particular, a long-standing primary goal of the program is to assist those who are involuntarily involved in the justice system and encourage those who have been involved in a violent crime to come forward. Victim Witness Advocates, as provided through this program, assist victims and witnesses through the criminal justice process while meeting critical needs that are often necessary to those same individuals.

V-STOP Grant. V-STOP funds originated in 1994, when the United States Congress passed the Violence Against Women Act (VAWA) as part of the Violent Crime Control and Law Enforcement Act. VAWA includes the Services, Training, Officers, Prosecution (STOP) grant program. V-STOP offers supporting funds for activities which increase the apprehension, prosecution, and adjudication of persons committing violent crimes against women.

Office of the Commonwealth's Attorney Grants

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
OFFICE OF THE COMMONWEALTH'S ATTORNEY GRANTS POSITION SUMMARY					
Grant Funded Full-Time	5.55	5.22	4.07	4.07	4.07
Grant Funded Part-Time	1.54	2.14	1.40	1.40	1.40
Grant Funded Hourly	0.30	0.00	0.00	0.00	0.00
TOTAL FTE	**7.39**	**7.36**	**5.47**	**5.47**	**5.47**
OFFICE OF THE COMMONWEALTH'S ATTORNEY GRANTS BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
Federal Grants	$347,037	$334,062	$245,617	$245,617	$245,617
State Grants	152,973	152,945	98,167	98,167	98,167
In-Kind Grant Match	23,706	23,706	23,706	23,706	23,706
TOTAL REVENUES	**$523,716**	**$510,713**	**$367,490**	**$367,490**	**$367,490**
EXPENDITURES					
Salaries	$344,276	$348,490	$242,063	$242,063	$242,063
Employee Benefits	115,790	115,028	87,191	87,191	87,191
Contractual Services	31,004	14,157	1,500	1,500	1,500
Other Charges	32,646	33,038	36,736	36,736	36,736
TOTAL EXPENDITURES	**$523,716**	**$510,713**	**$367,490**	**$367,490**	**$367,490**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Office of the Commonwealth's Attorney Grants Budget Description

The Department Submitted FY 2016 Office of the Commonwealth's Attorney Grants budget of $367,490 represents a 28.0% decrease of $143,223 compared to the Adopted FY 2015 budget of $510,713.

Highlights of the Department Submitted FY 2016 budget include:

- $6,777 increase in funding for the Victim Witness Grant.
- $150,000 reduction reflecting the elimination of the Community Defined Solutions Grant.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Office of the Commonwealth's Attorney Grants budget was adopted by City Council without changes.

Office of Economic Development Grant

Arts and Cultural District Program. State Code permits localities to create Arts and Cultural Districts to provide incentives to attract and grow arts and cultural organizations. The attraction and growth of artists and cultural organizations will further revitalize Lynchburg's historic downtown, creating an "entertainment cluster", add jobs, and increase an important element in Community Livability. The District Ordinance was adopted by City Council in April 2010.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
OFFICE OF ECONOMIC DEVELOPMENT GRANT BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
State Grants	$5,000	$5,000	$5,000	$5,000	$5,000
Arts and Cultural District	30,000	30,000	33,420	33,420	33,420
TOTAL REVENUES	**$35,000**	**$35,000**	**$38,420**	**$38,420**	**$38,420**
EXPENDITURES					
Other Charges	$35,000	$35,000	$38,420	$38,420	$38,420
TOTAL EXPENDITURES	**$35,000**	**$35,000**	**$38,420**	**$38,420**	**$38,420**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Office of Economic Development Grant Budget Description

The Department Submitted FY 2016 Office of Economic Development Grant budget of $38,420 represents a 9.8% increase of $3,420 compared to the Adopted FY 2015 budget of $35,000.

Highlights of the Department Submitted FY 2016 budget include:

- $3,420 increase in funding from Arts and Cultural District.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Office of Economic Development Grant budget was adopted by City Council without changes.

Fire Department Grants

Emergency Medical Services (EMS) Four for Life. Section 46.2-694 of the Code of Virginia provides for the collection of four dollars for the registration of each passenger vehicle, pickup and panel truck. Approximately 25% of the revenues are returned to the locality wherein such vehicles are registered. The funds are used to provide training for volunteer and/or salaried emergency medical service personnel and for purchases of necessary equipment/supplies.

Fire Programs. As a result of 1985 Virginia General Assembly legislative action, the Fire Programs Fund is administered by the Virginia Department of Fire Programs. This legislation, as amended, authorizes an annual assessment against all licensed insurance companies selling selected types of fire and fire-related insurance in the Commonwealth. The assessment is appropriated to localities in the Commonwealth on a per-capita basis for the purpose of improving fire service operations via expenditures for fire service training, fire prevention and public safety education programs, fire fighting equipment, protective clothing, etc.

Staffing for Adequate Fire and Emergency Response (SAFER). The SAFER program was created by the Department of Homeland Security Federal Emergency Management Agency (FEMA) to increase the number of trained, "front line" firefighters available in the community. The goal of this program is to enhance local fire departments' abilities to comply with staffing, response, and operational standards established by the NFPA and OSHA (NFPA 1710 and/or NFPA 1720 and OSHA 1910.134). SAFER funds assist local fire departments with staffing and deployment capabilities so they may respond to emergencies whenever they occur, assuring communities have adequate protection from fire and fire-related hazards.

Fire Department Grants

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
FIRE DEPARTMENT GRANTS POSITION SUMMARY					
Grant Funded Sworn Full-Time	9	9	3	3	3
TOTAL FTE	**9**	**9**	**3**	**3**	**3**
FIRE DEPARTMENT GRANTS BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
State Grants	$249,859	$262,000	$287,000	$287,000	$287,000
Federal Grants	476,369	395,709	114,597	114,597	114,597
TOTAL REVENUES	**$726,228**	**$657,709**	**$401,597**	**$401,597**	**$401,597**
EXPENDITURES					
Salaries	$348,911	$275,375	$79,203	$79,203	$79,203
Employee Benefits	142,463	120,334	35,394	35,394	35,394
Other Charges	153,278	262,000	287,000	287,000	287,000
Capital Outlay	81,576	0	0	0	0
TOTAL EXPENDITURES	**$726,228**	**$657,709**	**$401,597**	**$401,597**	**$401,597**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Fire Department Grants Budget Description

The Department Submitted FY 2016 Fire Department Grants budget of $401,597 represents a 38.9% decrease of $256,112 compared to the Adopted FY 2015 budget of $657,709.

Highlights of the Department Submitted FY 2016 budget include:

- $20,000 increase in Fire Programs Funding.
- $5,000 increase in Emergency Medical Services (EMS) Four for Life funding.
- $281,112 decrease reflecting a reduction in funding in July 2015 due to the end of funding for six of the nine Firefighter/EMT positions hired with the Staffing for Adequate Fire and Emergency Response (SAFER) grant (funding for the three remaining Firefighter/EMT positions ends March 2016).

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Fire Department Grants budget was adopted by City Council without changes.

Police Department Grant

Department of Criminal Justice Services (DCJS) School Resource Officer. DCJS provides funding to localities to place either a School Resource Officer or School Security Officer in elementary and secondary schools where none currently exist.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
POLICE GRANT POSITION SUMMARY					
Grant Funded Sworn Full-Time	0	0	3	3	3
TOTAL FTE	**0**	**0**	**3**	**3**	**3**
POLICE GRANT BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
State Grants	$0	$0	$84,685	$84,685	$84,685
Transfer from General Fund	0	0	27,639	27,639	27,639
Locality/Other Reimbursements	0	0	50,000	50,000	50,000
TOTAL REVENUES	**$0**	**$0**	**$162,324**	**$162,324**	**$162,324**
EXPENDITURES					
Salaries	$0	$0	$112,506	$112,506	$112,506
Employee Benefits	0	0	49,818	49,818	49,818
TOTAL EXPENDITURES	**$0**	**$0**	**$162,324**	**$162,324**	**$162,324**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Police Department Grant Budget Description

The Department Submitted FY 2016 Police Department Grants budget of $162,324 represents a 100% increase compared to the Adopted FY 2015.

This grant was awarded after adoption of the FY 2015 Budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Police Department Grants budget was adopted by City Council without changes.

Emergency Services Grant

Local Emergency Management Performance Grant Program. This program authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
EMERGENCY SERVICES GRANT POSITION SUMMARY					
Grant Funded Full-Time	0.0	0.0	1.0	1.0	1.0
Grant Funded Hourly	0.5	0.0	0.0	0.0	0.0
TOTAL FTE	**0.5**	**0.0**	**1.0**	**1.0**	**1.0**
EMERGENCY SERVICES GRANT BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
Federal Grants	$20,957	$0	$23,423	$23,423	$23,423
In-Kind Grant Match	7,271	0	0	0	0
Transfer from General Fund	0	0	17,824	17,824	17,824
TOTAL REVENUES	**$28,228**	**$0**	**$41,247**	**$41,247**	**$41,247**
EXPENDITURES					
Salaries	$19,468	$0	$27,456	$27,456	$27,456
Employee Benefits	1,489	0	13,791	13,791	13,791
Other Charges	7,271	0	0	0	0
TOTAL EXPENDITURES	**$28,228**	**$0**	**$41,247**	**$41,247**	**$41,247**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Emergency Services Department Grant Budget Description

The Department Submitted FY 2016 Emergency Services Department Grants budget of $41,247 represents a 100% increase compared to the Adopted FY 2015.

This grant was awarded after adoption of the FY 2015 Budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Emergency Services Department Grants budget was adopted by City Council without changes.

Human Services – Juvenile Services Grant

United States Department of Agriculture (USDA) School Nutrition Program for Group Homes. The United States Department of Agriculture (USDA) reimburses funding for the purchase of food for the residential youth care programs at Opportunity House and SPARC House. Administered by the Virginia Department of Juvenile Justice, these funds permit the purchase of needed kitchen equipment, utensils, and/or other food service-related requirements for these programs.

HUMAN SERVICES - JUVENILE SERVICES GRANTS BUDGET SUMMARY	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
Federal Grant	$21,019	$20,000	$20,000	$20,000	$20,000
TOTAL REVENUES	**$21,019**	**$20,000**	**$20,000**	**$20,000**	**$20,000**
EXPENDITURES					
Other Charges	$21,019	$20,000	$20,000	$20,000	$20,000
TOTAL EXPENDITURES	**$21,019**	**$20,000**	**$20,000**	**$20,000**	**$20,000**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Human Services– Juvenile Services Grant Budget Description

The Department Submitted FY 2016 Human Services – Juvenile Services Grant budget of $20,000 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Juvenile Services Grant budget was adopted by City Council without changes.

Human Services – Social Services Grants

Education Support Special Incentive Program. The Education and Training Vouchers Grant is designed to assist foster care youth in becoming self-sufficient by helping them receive the education, training, and services necessary to obtain employment.

Foster Parent Recruiting and Training Program. Primary focus is the retention of current foster/adoptive homes while adding new homes to meet the needs of the children. This grant also enables foster parents to receive more intensive therapeutic pre-service and in-service training as well as critical supportive services. Reduces Comprehensive Services Act (CSA) expenses by reducing the number of residential placements for the more difficult to place children.

Independent Living. Assists youth 14-21 years of age in the custody of Social Services in gaining the skills and confidence necessary to care for themselves upon emancipation. Services include educational assistance, vocational training activities, daily living skills, counseling, and coordination with other service providers, outreach services, and activities for youth.

Outstationed Eligibilty Workers (OEW) Program. The Outstationed Eligibility Worker (OEW) Grant is designed to place one or more eligibility workers on site at the Lynchburg General Hospital or other Centra Health location as designated by Centra. The worker accepts medical assistance applications and makes determinations of eligibility or ineligibility for applicants who are patients of Centra Health.

Respite Program. The Respite Care Grant, funded by the State provides respite care, training and activities for foster families and children residing in foster homes with the goal of preventing placement disruptions. Foster Parents are eligible for up to 30 days of respite care per year with approved respite care providers.

Safe and Stable Families Program. Provides services for family preservation, to increase the health and well-being of families, and increase family management effectiveness.

Quality Initiative Program. The goal of this State grant is to provide enhancements to existing child care programs. Social Services will contract all of the funding to separate contractors to perform a wide variety of initiatives which include provider and child care center staff training, speech and hearing screenings, computer centers, and service enhancements such as art programs. The grant will also help fund purchase of toys and playground equipment. Funding will help centers meet State licensing mandates, such as installation of fence.

Human Services – Social Services Grants

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
HUMAN SERVICES - SOCIAL SERVICES GRANTS POSITION SUMMARY					
Grant Funded Full-Time	1	1	1	1	1
TOTAL FTE	**1**	**1**	**1**	**1**	**1**
HUMAN SERVICES - SOCIAL SERVICES GRANTS BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
Federal Grants	$60,828	$66,302	$106,784	$106,784	$106,784
State Grants	23,468	18,982	30,888	30,888	30,888
Localities/Other Reimbursements	55,855	52,431	56,160	56,160	56,160
Transfer from General Fund	11,408	12,358	18,238	18,238	18,238
TOTAL REVENUES	**$151,559**	**$150,073**	**$212,070**	**$212,070**	**$212,070**
EXPENDITURES					
Salaries	$36,255	$36,296	$36,296	$36,296	$36,296
Employee Benefits	15,870	16,135	16,135	16,135	16,135
Other Charges	99,434	97,642	159,639	159,639	159,639
TOTAL EXPENDITURES	**$151,559**	**$150,073**	**$212,070**	**$212,070**	**$212,070**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Human Services – Social Services Grants Budget Description

The Department Submitted FY 2016 Human Services – Social Services Grants budget of $212,070 represents a 41.3% increase of $61,997 compared to the Adopted FY 2015 budget of $150,073.

Highlights of the Department Submitted FY 2016 budget include:

- $37,934 increase in Safe and Stable Families grant funding.
- $24,063 increase reflecting the addition of a Quality Initiative grant.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Social Services Grant budget was adopted by City Council without changes.

Community Corrections and Pretrial Services Program Grant. The goal of Community Corrections and Pretrial Services is to reduce jail costs while enhancing public safety by providing probation supervision for adult offenders and pretrial investigation and supervision of defendants who are released on bond awaiting trial. Program services are provided to localities participating in the regional jail including Lynchburg, Bedford County, and Campbell County.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
COMMUNITY CORRECTIONS AND PRETRIAL SERVICES GRANTS POSITION SUMMARY					
Grant Funded Full-Time	8.00	8.00	8.00	8.00	8.00
Grant Funded Hourly	0.73	0.73	0.70	0.70	0.70
TOTAL FTE	**8.73**	**8.73**	**8.70**	**8.70**	**8.70**
COMMUNITY CORRECTIONS AND PRETRIAL SERVICES GRANTS BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
State Grants	$489,760	$490,463	$490,463	$490,463	$490,463
TOTAL REVENUES	**$489,760**	**$490,463**	**$490,463**	**$490,463**	**$490,463**
EXPENDITURES					
Salaries	$243,662	$307,093	$310,993	$310,993	$310,993
Employee Benefits	91,404	128,550	130,844	130,844	130,844
Contractual Services	1,629	2,200	1,800	1,800	1,800
Other Charges	153,065	52,620	46,826	46,826	46,826
TOTAL EXPENDITURES	**$489,760**	**$490,463**	**$490,463**	**$490,463**	**$490,463**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Community Corrections and Pretrial Services Program Grant Budget Description

The Department Submitted FY 2016 Community Corrections and Pretrial Services Program Grant budget of $490,463 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Community Corrections and Pretrial Services Program Grant budget was adopted by City Council without changes.

Non-departmental – Citizens for a Clean Lynchburg Grant. The State of Virginia has assisted localities with ongoing Recycling and Litter Prevention programs which are a part of their Department of Environmental Quality's Division of Environmental Enhancement. The State's Litter Prevention Program approves annual grants to localities for recycling and litter control activities, provides information and guidance on litter prevention and recycling topics, and works with localities, and environmental groups on improving awareness of how litter damages the environment.

The City of Lynchburg has been very fortunate to receive one of these grants for over ten years and this funding has been directed to the Citizens for a Clean Lynchburg, Inc. (CCL) organization which provides supplemental support in terms of fund-raising by volunteer groups and coordination of various community-wide efforts to combat littering and encourage recycling (i.e.: March on Litter, City Walkers, and education programs for City schools, etc.) In addition, CCL activities include public relations, community education, and publications to promote citizen awareness of the need for greater litter control and improved recycling.

NON-DEPARTMENTAL CITIZENS FOR A CLEAN LYNCHBURG GRANT BUDGET SUMMARY	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
State Grants	$9,810	$7,700	$11,045	$11,045	$11,045
TOTAL REVENUES	**$9,810**	**$7,700**	**$11,045**	**$11,045**	**$11,045**
EXPENDITURES					
Contractual Services	$9,810	$7,700	$11,045	$11,045	$11,045
TOTAL EXPENDITURES	**$9,810**	**$7,700**	**$11,045**	**$11,045**	**$11,045**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Non-departmental – Citizens for a Clean Lynchburg Grant

The Department Submitted FY 2016 Non-departmental – Citizens for a Clean Lynchburg Grant budget of $11,045 represents a 43.4% increase of $3,345 compared to the Adopted FY 2015 budget of $7,700.

Highlights of the Department Submitted FY 2016 budget include:

- $3,345 increase reflecting additional awarded State funding.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Non-Departmental – Citizens for a Clean Lynchburg Grant budget was adopted by City Council without changes.

Non-departmental – Workforce Investment Act Grant. Title I Workforce Investment Act (WIA) funds are allocated to the local workforce investment area (LWIA) for the purpose of providing a single system of employment and training activities for adults and dislocated workers and to provide services for eligible youth. Region 2000 acts as the fiscal agent and the City of Lynchburg serves as the local grant recipient.

NON-DEPARTMENTAL WORKFORCE INVESTMENT ACT GRANT BUDGET SUMMARY	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
Federal Grants	$1,293,326	$800,000	$1,293,326	$1,293,326	$1,293,326
TOTAL REVENUES	**$1,293,326**	**$800,000**	**$1,293,326**	**$1,293,326**	**$1,293,326**
EXPENDITURES					
Contractual Services	$1,293,326	$800,000	$1,293,326	$1,293,326	$1,293,326
TOTAL EXPENDITURES	**$1,293,326**	**$800,000**	**$1,293,326**	**$1,293,326**	**$1,293,326**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

Non-departmental – Workforce Investment Act Grant Budget Description

The Department Submitted FY 2016 Non-departmental – Workforce Investment Act Grant budget of $1,293,326 represents a 61.7% increase compared to the Adopted FY 2015 budget of $800,000.

Highlights of the Department Submitted FY 2016 budget include:

- $493,326 increase reflecting additional awarded federal funding.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Non-Departmental – Workforce Investment Act Grant budget was adopted by City Council without changes.

Community Development Block Grant (CDBG) Fund. The CDBG Program is designed to preserve, rehabilitate and improve low income neighborhoods through low interest loans, rental assistance, rehabilitation of blighted properties and program support. The City receives federal funding each year for the program. Any unexpended funds at year-end are carried forward into the next fiscal year.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
COMMUNITY DEVELOPMENT BLOCK GRANT POSITION SUMMARY					
Grant Funded Full-Time	0.5	0.5	0.5	0.5	0.5
Grant Funded Part-Time	0.6	0.6	0.6	0.6	0.6
TOTAL FTE	**1.1**	**1.1**	**1.1**	**1.1**	**1.1**
COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$200**	**$0**	**$1,250,888**	**$1,250,888**	**$1,250,888**
REVENUES					
Federal Entitlement	$587,746	$671,454	$671,454	$671,454	$686,040
Program Income [1]	1,724,816	1,432,764	2,400	2,400	1,708
TOTAL REVENUES	**$2,312,562**	**$2,104,218**	**$673,854**	**$673,854**	**$687,748**
EXPENDITURES					
Salaries	$77,378	$68,287	$70,162	$70,162	$70,162
Employee Benefits	12,164	11,625	12,010	12,010	12,010
Contractual Services	611,408	768,718	757,116	757,116	771,010
Other Charges	5,957	4,700	4,700	4,700	4,700
Capital Outlay	175,491	0	0	0	0
TOTAL EXPENDITURES	**$882,398**	**$853,330**	**$843,988**	**$843,988**	**$857,882**
ENDING RESTRICTED FUND BALANCE [1]	**$1,430,364**	**$1,250,888**	**$1,080,754**	**$1,080,754**	**$1,080,754**

[1] In FY 2014 the Bluffwalk developer obtained financing which allowed the City to be repaid for the principal and interest payments previously made on the developer's behalf. Based on guidance from the U. S. Department of Housing and Urban Development (HUD), these funds are set aside to assist with future payments, if needed.

Community Development Block Grant (CDBG) Fund Budget Description

The Department Submitted FY 2016 Community Development Block Grant Fund budget of $843,988 represents a 1.1% decrease of $9,342 compared to the Adopted FY 2015 budget of $853,330.

Highlights of the Department Submitted FY 2016 budget include:

- $9,342 decrease reflecting a reduction in the payment amount of the Bluffwalk loan with program income received from refinancing.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Community Development Block Grant Fund budget was adopted by City Council with the following changes:

- $14,586 increase in the amount of Federal Entitlement funds awarded.
- $692 decrease in Program Income.

Community Development Block Grant funding by project

Project	FY 2015 Funding Distribution
Program Administration (City)	$90,000
Administration and Delivery Costs (Lynchburg Redevelopment and Housing Authority (LRHA)	123,636
Continuum of Care-Coordinated Assessment Intake Social Worker	24,585
Tinbridge Hill Neighborhood Public Infrastructure	409,850
Lynchburg Community Action Group (Lyn-CAG) Fair Housing Education Initiative	6,000
LRHA Brookside 4 Unit ADA Compliant Renovation	180,000
LRHA Dearington Apartments Window Replacements	125,000
LRHA Dearington Apartments Community Room	100,000
TOTAL	**$1,059,071**

Note: The Adopted FY 2015 amount does not match the FY 2015 Funding Distribution total because the amount of Federal Entitlement has been adjusted to reflect the actual amount received.

Comprehensive Services Act (CSA) Fund. The CSA Program provides services to children and youth who come before the local Family and Planning Assessment Team (FAPT) and the Lynchburg Community Policy Management Team (CPMT). Juvenile Services provides administrative supervision to the CSA staff.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
COMPREHENSIVE SERVICES ACT (CSA) FUND POSITION SUMMARY					
Grant Funded Full-Time	1	1	1	1	1
TOTAL FTE	**1**	**1**	**1**	**1**	**1**
COMPREHENSIVE SERVICES ACT (CSA) FUND BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$466,552**	**$466,552**	**$423,103**	**$423,103**	**$423,103**
REVENUES					
Intergovernmental - Public Assistance	$2,954,368	$3,517,404	$3,517,404	$3,517,404	$3,517,404
Transfer from General Fund	1,238,852	1,238,852	1,238,852	1,238,852	$1,238,852
Transfer from Lynchburg City Schools	196,541	196,541	196,541	196,541	$196,541
Special Welfare Recoupment	55,430	110,000	110,000	110,000	$110,000
TOTAL REVENUES	**$4,445,191**	**$5,062,797**	**$5,062,797**	**$5,062,797**	**$5,062,797**
EXPENDITURES					
Salaries	$35,679	$35,588	$36,296	$36,296	$36,296
Employee Benefits	14,934	15,926	16,249	16,249	$16,249
Administrative	10,826	13,050	12,271	12,271	$12,271
Mandated - Foster Care	2,376,286	3,056,397	2,756,145	2,756,145	$2,756,145
Mandated - Special Education	1,720,477	1,566,000	1,866,000	1,866,000	$1,866,000
Non-Mandated Services	330,438	375,836	375,836	375,836	$375,836
TOTAL EXPENDITURES	**$4,488,640**	**$5,062,797**	**$5,062,797**	**$5,062,797**	**$5,062,797**
ENDING RESTRICTED FUND BALANCE	**$423,103**	**$466,552**	**$423,103**	**$423,103**	**$423,103**

Comprehensive Services Act (CSA) Fund Budget Description

The Department Submitted FY 2016 Comprehensive Services Act Fund budget of $5,062,797 represents no significant change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Comprehensive Services Act Fund budget was adopted by City Council without changes.

Forfeited Asset Fund. Established as required by the Commonwealth of Virginia to monitor the receipts of assets seized as a result of police investigations of criminal activity. The seizure of assets is a civil forfeiture based upon probable cause to believe the asset was used in substantial connection to a drug violation. Upon judicial action authorizing such seizure, the asset is remitted to the Commonwealth of Virginia. The State is allocated a portion of the seizure and returns the balance to the respective locality to allocate between the Police Department, Commonwealth Attorney, Sheriff and other municipalities, if appropriate. The expenditure of these funds must be related to law enforcement purposes. Per State Code it is not appropriate to budget or anticipate revenues in this fund; therefore, only figures for actual revenues can be demonstrated in the budget. Represented in the columns below are the respective allocations received from the State and allowable expenditures. Due to the delicate nature of these expenditures, they have not been itemized. This fund will be reviewed each year at the annual Carry Forward and Third Quarter Reviews to adjust for revenues and expenditures.

FORFEITED ASSET FUND BUDGET SUMMARY	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING RESTRICTED FUND BALANCE	**$226,397**	**$139,468**	**$108,943**	**$108,943**	**$108,943**
REVENUES					
State Asset Forfeiture	$108,762	$0	$0	$0	$0
Federal Asset Forfeiture	210,044	0	0	0	0
Interest	224	0	0	0	0
TOTAL REVENUES	**$319,030**	**$0**	**$0**	**$0**	**$0**
EXPENDITURES	$192,074	$0	$48,296	$48,296	$48,296
TOTAL EXPENDITURES	**$192,074**	**$0**	**$48,296**	**$48,296**	**$48,296**
ENDING RESTRICTED FUND BALANCE	**$353,353**	**$139,468**	**$60,647**	**$60,647**	**$60,647**

Forfeited Asset Fund Budget Description

The Department Submitted FY 2016 Forfeited Asset Fund budget of $48,296 represents a 100% increase of compared to the Adopted FY 2015 budget.

Highlights of the Department Submitted FY 2016 budget include:

- $48,296 increase reflecting appropriation of revenue received in FY 2014.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Forfeited Asset Fund budget was adopted by City Council without changes.

HOME Investment Trust Fund. The Program is designed to assist first-time, low-income homebuyers with the purchase of a home, as well as rehabilitation of owner-occupied homes and rehabilitation of vacant properties for occupancy. The City receives federal funding each year for this program. Any unexpended funds at year-end are carried forward into the next fiscal year.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
HOME INVESTMENT TRUST FUND POSITION SUMMARY					
Grant Funded Part-Time	0.2	0.2	0.2	0.2	0.2
TOTAL FTE	**0.2**	**0.2**	**0.2**	**0.2**	**0.2**
HOME INVESTMENT TRUST FUND BUDGET SUMMARY					
BEGINNING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**
REVENUES					
Federal Entitlement	$526,749	$340,925	$340,925	$340,925	$305,985
TOTAL REVENUES	**$526,749**	**$340,925**	**$340,925**	**$340,925**	**$305,985**
EXPENDITURES					
Salaries	$22,240	$17,139	$17,480	$17,480	$17,480
Employee Benefits	1,680	1,312	1,337	1,337	1,337
Contractual Services	500,578	320,099	319,733	319,733	284,793
Other Charges	2,251	2,375	2,375	2,375	2,375
TOTAL EXPENDITURES	**$526,749**	**$340,925**	**$340,925**	**$340,925**	**$305,985**
ENDING RESTRICTED FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

HOME Investment Trust Fund Budget Description

The Department Submitted FY 2016 HOME Investment Trust Fund budget of $340,925 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 HOME Investment Partnerships Program Fund budget was adopted by City Council with the following change:

- $34,940 decrease in the amount of Federal Entitlement funds awarded.

HOME Investment Trust funding by project

Project	FY 2015 Funding Distribution
City Administration	$18,000
Lynchburg Community Action Group (Lyn-CAG) Substantial Rehabilitation	75,000
Lyn-CAG Down payment & Closing Cost/Education	60,000
Lyn-CAG Homebuyer (CHDO)	45,000
Greater Lynchburg Habitat for Humanity - Homeownership	90,000
Rush Homes (CHDO)-Armstrong Place	10,500
Lynchburg Covenant Fellowship (LCF) Frank Roane Apartments Rehabilitation	60,000
Lynchburg Redevelopment & Housing Authority (LRHA) Homeownership Development	146,152
TOTAL	**$504,652**

Note: The Adopted FY 2015 amount does not match the FY 2015 Funding Distribution total because the amount of Federal Entitlement has been adjusted to reflect the actual amount received.

Lynchburg Expressway Appearance Fund (LEAF). The Lynchburg Expressway Appearance Fund (LEAF) accounts for any pledges and donations from citizens and businesses for the beautification of major transportation corridors throughout the City by the planting of trees, shrubs, and flowerbeds.

LYNCHBURG EXPRESSWAY APPEARANCE FUND (LEAF) BUDGET SUMMARY	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING RESTRICTED FUND BALANCE	**$193,485**	**$182,836**	**$191,009**	**$191,009**	**$191,009**
REVENUES					
Revenue from pledges and donations	$19,950	$0	$0	$0	$0
TOTAL REVENUES	**$19,950**	**$0**	**$0**	**$0**	**$0**
EXPENDITURES					
Contractual Services	$22,426	$0	$0	$0	$0
TOTAL EXPENDITURES	**$22,426**	**$0**	**$0**	**$0**	**$0**
ENDING RESTRICTED FUND BALANCE	**$191,009**	**$182,836**	**$191,009**	**$191,009**	**$191,009**

Lynchburg Expressway Appearance Fund (LEAF) Budget Description

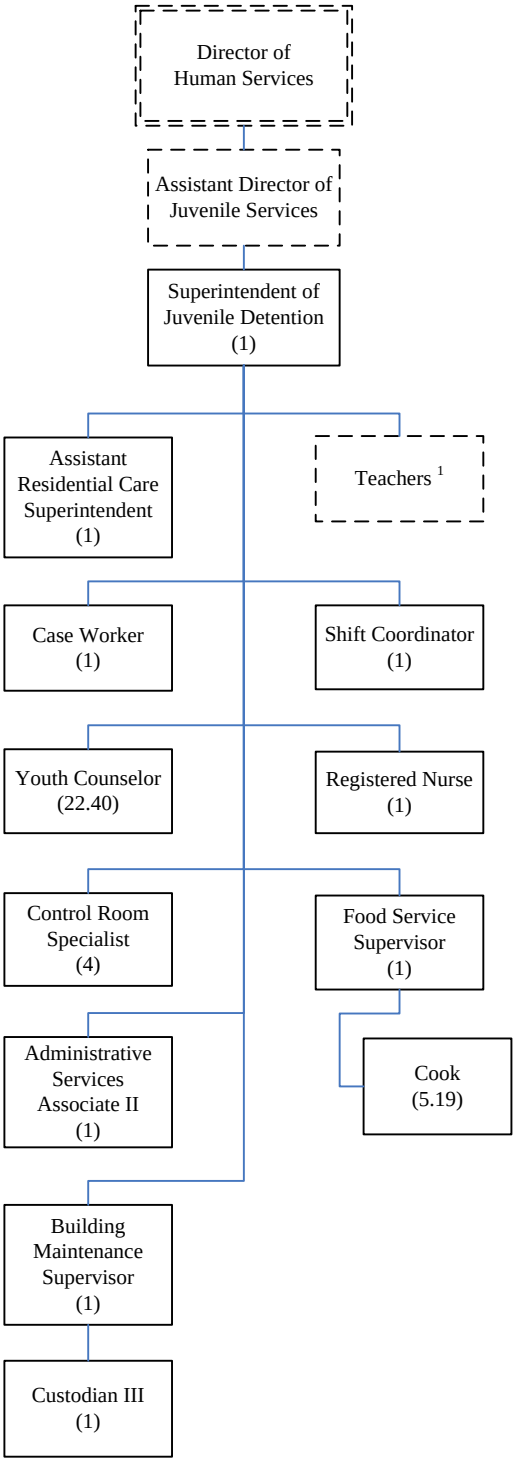
No funds are requested for FY 2016.

REGIONAL JUVENILE DETENTION CENTER

POSITION SUMMARY

40.59 City Funded Positions
4.53 Hourly Positions

45.12 Total Funded Positions



[1] *Administered by the Lynchburg City Schools*

Regional Juvenile Detention Center Fund. The Detention Center provides a secure facility to house and care for juvenile offenders in the City of Lynchburg as well as the Counties of Amherst, Appomattox, Bedford, Campbell, Charlotte, and Nelson under the purview of the law who are awaiting disposition of their charges by the Juvenile and Domestic Relations Court or transportation to a State facility. Post-dispositional services are also available for up to nine juveniles. The Lynchburg Regional Juvenile Detention Center Advisory Board provides guidance and insight to the operations of the Detention Home.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
REGIONAL JUVENILE DETENTION CENTER FUND POSITION SUMMARY					
City Funded Full-Time	38.00	38.00	38.00	38.00	38.00
City Funded Part-Time	4.62	4.62	2.59	2.59	2.59
City Funded Hourly	2.50	2.50	4.53	4.53	4.53
TOTAL FTE	**45.12**	**45.12**	**45.12**	**45.12**	**45.12**
REGIONAL JUVENILE DETENTION CENTER FUND BUDGET SUMMARY					
BEGINNING ASSIGNED FUND BALANCE	**$100,000**	**$99,158**	**$100,000**	**$100,000**	**$100,000**
REVENUES					
Charges for Services	$1,620,768	$1,698,058	$1,734,159	$1,734,159	$1,734,159
Intergovernmental	$1,105,262	$1,140,120	$1,119,463	$1,119,463	$1,119,463
TOTAL REVENUES	**$2,726,030**	**$2,838,178**	**$2,853,622**	**$2,853,622**	**$2,853,622**
EXPENDITURES					
Salaries	$1,440,301	$1,449,991	$1,434,243	$1,434,243	$1,434,243
Employee Benefits	$543,092	$599,856	$595,756	$595,756	$595,756
Contractual Services	$41,979	$39,014	$39,014	$39,014	$39,014
Internal Service Charges	$11,153	$12,043	$16,278	$16,278	$16,278
Other Charges	$489,844	$595,342	$633,773	$633,773	$633,773
Rentals and Leases	$2,205	$2,205	$2,205	$2,205	$2,205
Debt Service	$183,681	$178,407	$130,353	$130,353	$130,353
Capital Outlay	$20,468	$2,000	$2,000	$2,000	$2,000
TOTAL EXPENDITURES	**$2,732,723**	**$2,878,858**	**$2,853,622**	**$2,853,622**	**$2,853,622**
ENDING ASSIGNED FUND BALANCE	**$93,307**	**$58,478**	**$100,000**	**$100,000**	**$100,000**

Regional Juvenile Detention Center Fund Budget Description

The Department Submitted FY 2016 Regional Juvenile Detention Center Fund budget of $2,853,622 a 0.9% decrease of $25,236 compared to the Adopted FY 2015 budget of $2,878,858.

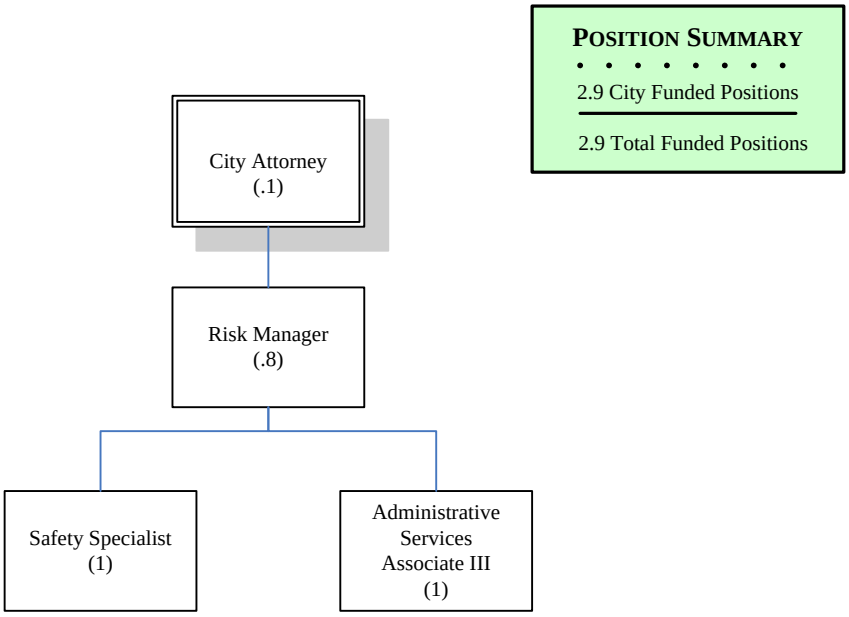
Highlights of the Department Submitted FY 2016 budget include:

- $19,848 decrease in Salaries and Employee Benefits compared to the adopted budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Regional Juvenile Detention Center Fund budget was adopted by City Council without changes.

RISK MANAGEMENT OFFICE



Risk Management Fund. The Risk Management Program was established by City Council effective January 1, 1986, as an alternative to the routine procurement of general liability and automobile liability insurance policies from commercial insurance companies. The program is funded through annual contributions from the General, Water, Sewer, Stormwater, Airport, Regional Juvenile Detention Funds, subrogation, and interest income. The claims placed in this fund are expended in lieu of insurance to settle liability claims filed against the City.

	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
RISK MANAGEMENT FUND POSITION SUMMARY					
City Funded Full-Time	2.10	2.10	2.10	2.10	2.10
City Funded Part-Time	0.87	0.87	0.80	0.80	0.80
TOTAL FTE	**2.97**	**2.97**	**2.90**	**2.90**	**2.90**
RISK MANAGEMENT FUND BUDGET SUMMARY					
BEGINNING COMMITTED FUND BALANCE	**$2,425,848**	**$2,351,543**	**$2,338,290**	**$2,338,290**	**$2,338,290**
REVENUES					
General Fund	$505,356	$505,356	$524,817	$524,817	$524,817
Water Fund	146,529	146,529	162,329	162,329	162,329
Sewer Fund	152,257	152,257	157,257	157,257	157,257
Sewer Fund - Treatment Plant	48,470	48,470	55,770	55,770	55,770
Airport Fund	38,670	38,670	43,662	43,662	43,662
Juvenile Detention Home	15,752	15,752	18,752	18,752	18,752
Storm Water Fund	0	7,000	10,000	10,000	10,000
Interest Earnings	5,878	35,000	15,000	15,000	15,000
Subrogation	12,921	25,000	0	0	0
TOTAL REVENUES	**$925,833**	**$974,034**	**$987,587**	**$987,587**	**$987,587**
DEPARTMENTAL					
Salaries	$175,029	$178,874	$178,770	$178,770	$178,770
Employee Benefits	46,778	49,397	49,066	49,066	49,066
Contractual Services	31,600	33,501	33,501	33,501	33,501
Internal Service Charges	8,930	7,871	7,105	7,105	7,105
Other Charges	8,424	12,455	18,247	18,247	18,247
Rental and Leases	0	442	442	442	442
TOTAL DEPARTMENTAL EXPENDITURES	**$270,761**	**$282,540**	**$287,131**	**$287,131**	**$287,131**
NON-DEPARTMENTAL					
Insurance and Claims	$742,630	$683,300	$689,800	$689,800	$689,800
TOTAL NON-DEPARTMENTAL EXPENDITURES	**$742,630**	**$683,300**	**$689,800**	**$689,800**	**$689,800**
TOTAL EXPENDITURES	**$1,013,391**	**$965,840**	**$976,931**	**$976,931**	**$976,931**
ENDING COMMITTED FUND BALANCE	**$2,338,290**	**$2,359,737**	**$2,348,946**	**$2,348,946**	**$2,348,946**

Risk Management Fund Budget Description

The Department Submitted FY 2016 Risk Management Fund budget of $976,931 represents a 1.1% increase of $11,091 compared to the Adopted FY 2015 budget of $965,840.

Highlights of the Department Submitted FY 2016 budget include:

- $5,792 increase in Other Charges reflecting the proposed compensation adjustment.
- $6,500 increase in Insurance and Claims reflecting a slight increase in insurance premiums.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Risk Management Fund budget was adopted by City Council without changes.

Risk Management Performance Measures

Goal 1:
Reduce safety and loss control hazards to lessen or prevent injuries to employees and citizens, while protecting City assets from damage or destruction.

Objective:
Inspect 10% of City owned facilities and buildings (approximately 26) annually, recommending corrective measures to departments when required. The City owns approximately 250 buildings/facilities.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Percent of facilities inspected with comprehensive repairs sent to departments	10.0%	10.0%	3.0%	10.0%

Analysis of the Data:
Site inspections are performed and/or detailed reports, including photographs, are sent to each department. As of December 31, 2014 staff has performed 3% of the property inspections. With six months left in this fiscal year Risk Management will be able to meet the established goal of 10%. This enables City owned buildings to be inspected on a regular basis, thereby reducing the potential hazards and citizen/employee injuries.

GOOD GOVERNANCE

Goal 2:
Assist City departments in achieving Occupational Safety and Health Administration (OSHA) compliance and reducing employee injuries by providing training and/or resources relating to relevant OSHA requirements.

Objective:
Provide 1,000 hours of safety training/assistance to City departments.

Performance Measure:	***Actual FY2014***	***Projected FY2015***	***July - Dec FY2015***	***Projected FY2016***
Number of training/assistance hours provided to departments	1,262	1,000	568	1,000

Analysis of the Data:
For FY 2014 Risk Management exceeded its goal of 1,000 training hours by 262 hours. The training hours for FY 2015 as of December 31, 2014, are 568, with six months remaining in the fiscal year. With scheduled bi-weekly new hire safety training, driver improvement courses, and other training opportunities, the 1,000 hour goal should be met by the end of the fiscal year. This ensures the safety related training needs for City employees are addressed.

GOOD GOVERNANCE

Benchmark Localities:
Charlottesville, Hampton, Petersburg, Portsmouth, and Roanoke, VA

Special Welfare Fund. Accounts for monies received by Social Services to be used for those persons in the custody of the City and those receiving public assistance. The funds received are Christmas donations for children in the City's custody as well as restitution payments made by individuals who received public assistance for food stamps and fuel. Those monies are not part of the locality's reimbursements for regular program and administrative costs incurred by the City in delivering services to the citizens. Also, funds are received from the Health Department for pre-screening of clients by Social Workers. These funds are used for various Social Services expenses.

SPECIAL WELFARE FUND BUDGET SUMMARY	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING RESTRICTED FUND BALANCE	**$94,084**	**$68,334**	**$76,312**	**$76,312**	**$76,312**
REVENUES					
Donations and Restitutions	$72,943	$68,450	$68,450	$68,450	$68,450
Interest	45	2,000	2,000	2,000	2,000
Revenue from the Commonwealth	0	8,500	8,500	8,500	8,500
TOTAL REVENUES	**$72,988**	**$78,950**	**$78,950**	**$78,950**	**$78,950**
EXPENDITURES					
Christmas Fund	$3,770	$8,000	$8,000	$8,000	$8,000
Special Items Program	2,490	400	400	400	400
Food Stamps Restitution	19,051	7,000	7,000	7,000	7,000
Interest / Fiscal Relief	0	7,000	7,000	7,000	7,000
Fuel Restitution	0	550	550	550	550
Pre-screening Assessments	2,844	30,000	30,000	30,000	30,000
Welfare Advisory Board	0	800	800	800	800
Fuel Assistance	0	500	500	500	500
Youth Services	36,855	50,450	50,450	50,450	50,450
TOTAL EXPENDITURES	**$65,010**	**$104,700**	**$104,700**	**$104,700**	**$104,700**
ENDING RESTRICTED FUND BALANCE	**$102,062**	**$42,584**	**$50,562**	**$50,562**	**$50,562**

Special Welfare Fund Budget Description

The Department Submitted FY 2016 Special Welfare Fund budget of $104,700 represents no change compared to the Adopted FY 2015 budget.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Special Welfare Fund budget was adopted by City Council without changes.

Technology Fund. This fund provides for the ongoing replacement and enhancement of the City's technology infrastructure.

TECHNOLOGY FUND BUDGET SUMMARY	Actual FY 2014	Adopted FY 2015	Department Submitted FY 2016	Manager's Proposed FY 2016	Adopted FY 2016
BEGINNING COMMITTED FUND BALANCE	**$2,666,642**	**$1,604,166**	**$1,868,694**	**$1,868,694**	**$1,868,694**
REVENUES					
Use of Money and Property	$5,929	$10,000	$9,000	$9,000	$9,000
Miscellaneous	16,504	0	0	0	0
Transfer from General Fund	658,818	622,294	622,294	622,294	622,294
TOTAL REVENUES	**$681,251**	**$632,294**	**$631,294**	**$631,294**	**$631,294**
EXPENDITURES					
Salaries	$9,436	$0	$0	$0	$0
Employee Benefits	722	0	0	0	0
Contractual Services	258,883	387,069	405,375	405,375	405,375
Other Charges	131,800	301,300	439,500	439,500	439,500
Capital Outlay	93,765	85,000	102,000	102,000	102,000
TOTAL EXPENDITURES	**$494,606**	**$773,369**	**$946,875**	**$946,875**	**$946,875**
ENDING COMMITTED FUND BALANCE	**$2,853,287**	**$1,463,091**	**$1,553,113**	**$1,553,113**	**$1,553,113**

Technology Fund Budget Description

The Department Submitted FY 2016 Technology Fund budget of $946,875 represents a 22.4% percent increase of $173,506 compared to the Adopted FY 2015 budget of $773,369.

Highlights of the Department Submitted FY 2016 budget include:

- $18,306 increase in Contractual Services reflecting computer hardware maintenance for Smartnet.
- $138,200 increase in Other Charges reflecting a need for network core switch replacements.
- $17,000 increase in Capital Outlay reflecting computer equipment replacements.

All major items submitted were proposed by the City Manager for funding.

The Proposed FY 2016 Technology Fund budget was adopted by City Council without changes.

FY 2016 – 2020 CAPITAL IMPROVEMENT PROGRAM

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INTRODUCTION

Capital Improvement Programming is a method of planning for the effective and efficient provision of public facilities, infrastructure improvements, major maintenance requirements, and acquisition of property and equipment. A "capital project" is defined as an acquisition that represents a public betterment to the community, has a life of not less than twenty (20) years following its purchase, construction or other acquisition, and has a total cost of not less than twenty-five thousand dollars ($25,000). The first year of the *Capital Improvement Program* represents the City Manager's proposal to City Council as the Capital Improvement Program (CIP) budget.

A five-year CIP allows City Council and citizens an opportunity to view both the five-year capital construction and infrastructure maintenance needs of the City and the Lynchburg City Schools. Viewing these needs enables the City to better plan a financing strategy for capital improvements and annual operating requirements. A five-year CIP also allows for programming of multi-year projects.

The Comprehensive Plan presents a vision of what the community will be like in the future and identifies the steps required to move toward that vision. Each project is evaluated to determine its alignment with the Comprehensive Plan; the project detail sheets include this relationship. Beginning with the FY 2016 – 2020 CIP, projects will reference a relationship to the *2013 – 2030 Comprehensive Plan*, adopted by City Council in January 2014. The updated plan can be viewed on the City's website at www.lynchburgva.gov/comprehensive-plan.

BASIS FOR BUDGETING

The first year of the CIP represents the Capital Improvement Budget for that year. Following adoption by the City Council, the first year of the CIP should be viewed as the capital budget. The CIP is a proposed expenditure plan; the budget adopted by the City Council provides the legal authorization to actually expend City funds.

The CIP is based on a fiscal year calendar. The fiscal year calendar for the City of Lynchburg begins July 1 and ends June 30.

BENEFITS OF CAPITAL IMPROVEMENT PROGRAMMING

The principal benefit of Capital Improvement Programming is that it requires the City to plan its capital needs in concert with available financing over a five-year period. This process contributes to a responsible fiscal policy. Other benefits of Capital Improvement Programming include:

- Fostering a sound and stable financial program over a five-year period given a set of revenue and expenditure assumptions based on current economic trends;
- Coordinating various City improvements so that informed decisions can be made and joint programs initiated among City departments in an effort to avoid duplication;
- Enabling private businesses and citizens to have some assurances as to when certain public improvements will be undertaken so they can plan more efficiently and effectively;
- Focusing on the goals and needs of the community through the provision of new facilities and infrastructure improvements;
- Evaluating annually the infrastructure needs of the City to provide for the public health and safety of the citizens of the City; and,
- Providing a logical process for assigning priorities to the various projects based on their overall importance to the City.

CONCLUSION

The CIP is a document dedicated to a process designed to identify both the capital improvement needs and priorities of the City over a five-year period in concert with projected funding levels and City Council's Vision and Principles. Actual programming of projects is dependent upon the financial resources available.

The Project Detail Sheets on the following pages reflect those projects proposed for consideration in the *FY 2016 – 2020 Capital Improvement Program*.

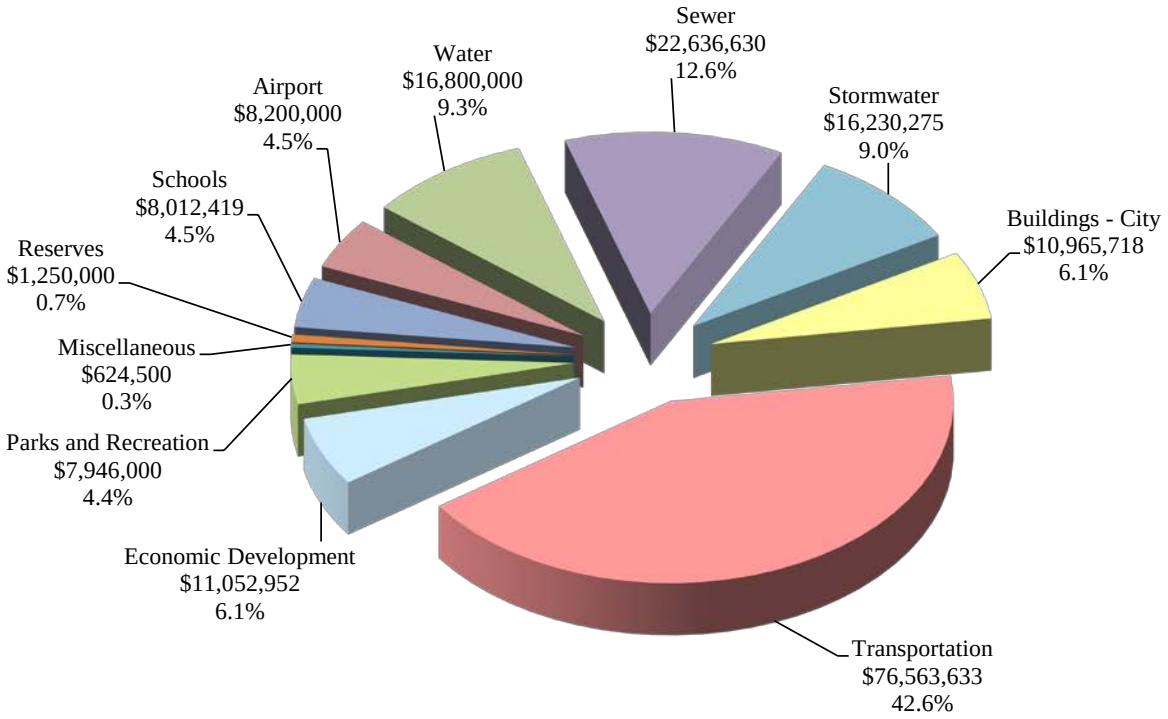
DEFINITIONS

Continuing Projects: Projects currently in progress that were appropriated in prior fiscal years.
Deferred Projects: Projects that were requested for funding and are being postponed to a future date based on available funding.
New/Active Projects: FY 2016 – 2020 projects that were approved by City Council.
Project Type – New: Projects designed to enhance existing structures or involve new construction.
Project Type – Maintenance: Projects designed solely to maintain the condition of a current asset.

Although Lynchburg had officially been in existence for only fourteen years, it had a population of some 500 by 1800. From all accounts, the first inhabitants approached the new century with hope, enthusiasm and confidence. Their aspirations were soon realized. The town would continue to grow, and in a few years would be enlarged and declared a body corporate by the General Assembly. With a duly elected mayor and council replacing the appointed trustees, Lynchburg soon had control of its destiny.

-- S. Allen Chambers, Lynchburg An Architectural History, University Press of Virginia, 1982.

CATEGORICAL EXPENDITURE DISTRIBUTION
FY 2016-2020
CAPITAL IMPROVEMENT PLAN
$180,282,127



SUMMARY OF PROJECTS FOR FY 2016 – 2020 CAPITAL IMPROVEMENT PROGRAM

	FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY					FIVE-YEAR ESTIMATED NET COST
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
SUMMARY - ALL FUNDS						
BUILDINGS - CITY	$2,722,773	$1,913,312	$2,566,368	$1,593,265	$2,170,000	$10,965,718
TRANSPORTATION	$13,268,412	$21,367,992	$18,916,763	$7,828,293	$15,182,173	$76,563,633
ECONOMIC DEVELOPMENT	$1,602,952	$1,550,000	$2,590,000	$2,635,000	$2,675,000	$11,052,952
PARKS AND RECREATION	$2,144,000	$1,453,000	$2,518,000	$1,078,000	$753,000	$7,946,000
MISCELLANEOUS	$241,500	$191,500	$191,500	$0	$0	$624,500
RESERVES	$250,000	$250,000	$250,000	$250,000	$250,000	$1,250,000
TOTAL CITY CAPITAL PROJECTS (General Fund)	$20,229,637	$26,725,804	$27,032,631	$13,384,558	$21,030,173	$108,402,803
SCHOOLS	$0	$1,981,735	$1,912,684	$2,690,000	$1,428,000	$8,012,419
TOTAL CITY CAPITAL AND SCHOOLS	$20,229,637	$28,707,539	$28,945,315	$16,074,558	$22,458,173	$116,415,222
AIRPORT	$1,400,000	$2,950,000	$1,250,000	$1,400,000	$1,200,000	$8,200,000
WATER	$3,950,000	3,380,000	$2,770,000	$4,350,000	$2,350,000	$16,800,000
SEWER	$2,320,000	$3,060,000	$2,250,000	$9,025,230	$5,981,400	$22,636,630
STORMWATER	$2,855,275	$900,000	$1,265,000	$4,955,000	$6,255,000	$16,230,275
GRAND TOTAL ALL FUNDS	$30,754,912	$38,997,539	$36,480,315	$35,804,788	$38,244,573	$180,282,127

GENERAL FUND (CITY CAPITAL PROJECTS FUND) SUMMARY OF APPROPRIATIONS - This summary demonstrates project appropriations for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Pay-As-You-Go	$7,830,529	$1,000,000	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	0	6,003,099	7,008,791	6,544,026	5,205,173
VDOT Highway Maintenance	3,187,900	4,492,945	3,243,840	3,280,532	3,325,000
State Revenue Sharing	5,505,000	6,385,260	3,865,000	800,000	2,990,000
Other: Contribution from Lynchburg College	0	600,000	700,000	0	0
Other: Contribution from Liberty University	1,610,000	2,012,500	0	0	0
Amount to be Provided by General Obligation Bond Issues	3,096,208	7,232,000	12,215,000	2,760,000	9,510,000
TOTAL ESTIMATED RESOURCES	**$21,229,637**	**$27,725,804**	**$27,032,631**	**$13,384,558**	**$21,030,173**
CAPITAL PROJECTS					
Buildings - City	$2,722,773	$1,913,312	$2,566,368	$1,593,265	$2,170,000
Transportation	13,268,412	21,367,992	18,916,763	7,828,293	15,182,173
Economic Development	1,602,952	1,550,000	2,590,000	2,635,000	2,675,000
Parks and Recreation	2,144,000	1,453,000	2,518,000	1,078,000	753,000
Miscellaneous	241,500	191,500	191,500	0	0
Reserves	250,000	250,000	250,000	250,000	250,000
TOTAL PROPOSED PROJECTS	**$20,229,637**	**$26,725,804**	**$27,032,631**	**$13,384,558**	**$21,030,173**

Note: Resources are $1 million more each year through FY 2017 to provide reimbursement for Downtown Development projects appropriated on an accelerated schedule in FY 2012.

GENERAL FUND (CITY CAPITAL PROJECTS FUND) FINANCING PLAN - This summary demonstrates projected expenditure cash flows for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Pay-As-You-Go General Fund	$7,830,529	$1,000,000	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	0	6,003,099	7,008,791	6,544,026	5,205,173
VDOT Highway Maintenance	2,427,900	4,302,705	4,618,184	3,280,532	3,325,000
State Revenue Sharing	4,130,000	6,657,695	4,934,344	1,440,000	3,390,000
Other: Contribution from Lynchburg College	0	400,000	900,000	0	0
Other: Contribution from Liberty University	1,610,000	3,040,000	0	0	0
Amount to be Provided by General Obligation Bond Issues	3,700,513	7,036,884	5,980,000	6,035,000	11,655,000
TOTAL ESTIMATED RESOURCES	**$19,698,942**	**$28,440,383**	**$23,441,319**	**$17,299,558**	**$23,575,173**
CASH FLOW REQUIREMENTS					
Buildings - City	$2,722,773	$1,913,312	$2,566,368	$1,593,265	$1,670,000
Transportation	11,237,717	22,082,571	15,325,451	11,743,293	18,227,173
Economic Development	2,602,952	2,550,000	2,590,000	2,635,000	2,675,000
Parks and Recreation	2,144,000	1,453,000	2,518,000	1,078,000	753,000
Miscellaneous	741,500	191,500	191,500	0	0
Reserves	250,000	250,000	250,000	250,000	250,000
TOTAL CASH FLOW REQUIREMENTS	**$19,698,942**	**$28,440,383**	**$23,441,319**	**$17,299,558**	**$23,575,173**

The Aviary, located in Miller Park, at dusk

Renovated Kemper Street Train Station

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
BUILDINGS - NEW CONSTRUCTION					
New Parking Facility	0	0	0	0	1,000,000
Source of Funding					
G.O. Bond	0	0	0	0	1,000,000
Total Estimates Proposed FY 2016-2020 CIP	$0	$0	$0	$0	$1,000,000
Source of Funding					
G.O. Bond	$0	$0	$0	$0	$1,000,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$1,000,000	**0**	**8,250,000**	**$9,250,000**
$1,000,000			**$9,250,000**
$1,000,000			

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
BUILDINGS - MAINTENANCE					
Major Building Repairs and Improvements - City	1,304,461	1,345,804	1,533,296	1,502,282	895,000
Source of Funding					
Pay-As-You-Go	1,304,461	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	1,345,804	1,533,296	1,502,282	895,000
Monument Terrace Building Improvements	625,482	157,192	151,147	0	0
Source of Funding					
Pay-As-You-Go	625,482	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	157,192	151,147	0	0
Parking Deck Repairs/Maintenance	475,000	320,000	765,000	0	0
Source of Funding					
Pay-As-You-Go	475,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	320,000	765,000	0	0
Roof Replacement - City	317,830	90,316	116,925	90,983	275,000
Sources of Funding					
Pay-As-You-Go	317,830	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	90,316	116,925	90,983	275,000
Total Estimates Proposed FY 2016-2020 CIP	$2,722,773	$1,913,312	$2,566,368	$1,593,265	$1,170,000
Source of Funding					
Pay-As-You-Go	$2,722,773	$0	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	$0	$1,913,312	$2,566,368	$1,593,265	$1,170,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$6,580,843	**Continuing**	**Continuing**	**$6,580,843**
$933,821	**715,380**	**0**	**$1,649,201**
$1,560,000	**75,000**	**0**	**$1,635,000**
$891,054	**Continuing**	**Continuing**	**$891,054**
$9,965,718			**$10,756,098**

$2,722,773
$7,242,945
$9,965,718

SERVICE AREA	DEPARTMENT	LOCATION
Building	**Public Works**	**Downtown**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
NEW PARKING FACILITY	**New**

DEPARTMENT PRIORITY

Project supports essential services

City has contractual agreement to continue

Project contributes to generation of new revenue

PROJECT DESCRIPTION

Construction of new multi-level parking structure in the central business district as shown in Downtown Parking Feasibility Plan by Desman Associates.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS-1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2020
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	12/2023

COMPLETION SCHEDULE

Activity	Complete - Quarter
Land Acquisition/Right-of-Way	Q3 FY 2021
Consultant Engineering	Q4 FY 2021
Construction	Q2 FY 2023

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

$50,000 annually for electrical costs, custodial service, maintenance and repairs per the Desman and Associates feasibility study.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Land Acquisition/Right-of-Way	0	0	500,000	**$500,000**
Consultant Engineering	0	1,000,000	0	**$1,000,000**
Construction	0	0	7,300,000	**$7,300,000**
Contingency	0	0	450,000	**$450,000**
TOTAL	**$0**	**$1,000,000**	**$8,250,000**	**$9,250,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	0	0	1,000,000	**$1,000,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$1,000,000**	**$1,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	0	0	0	0	500,000	**$500,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$500,000**	**$500,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Buildings	**Public Works**	**Various Locations**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
MAJOR BUILDING REPAIRS AND IMPROVEMENTS - CITY	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

Annual program for repair and improvements to City owned buildings. A detailed sub-project list is attached.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS-1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)

Randy Dalton, Construction Coordinator

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Maintenance and utility costs are expected to decrease through more energy efficient facilities.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering - City	Continuing	693,396	Continuing	**Continuing**
Construction - City	Continuing	5,887,447	Continuing	**Continuing**
TOTAL	Continuing	**$6,580,843**	Continuing	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering - City	141,752	133,387	164,831	176,126	77,300	**$693,396**
Construction - City	1,162,709	1,212,417	1,368,465	1,326,156	817,700	**$5,887,447**
TOTAL	**$1,304,461**	**$1,345,804**	**$1,533,296**	**$1,502,282**	**$895,000**	**$6,580,843**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	1,304,461	0	0	0	0	**$1,304,461**
Local: Pay-As-You-Go: Based on Availability of Funds	0	1,345,804	1,533,296	1,502,282	895,000	**$5,276,382**
TOTAL	**$1,304,461**	**$1,345,804**	**$1,533,296**	**$1,502,282**	**$895,000**	**$6,580,843**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Major Building Repairs and Improvements - City

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2016	Aviary	Replace interior flooring	$5,896	$49,140	$55,036
2016	City Wide	Backflow preventer replacements		100,000	100,000
2016	City Wide	Emergency and unscheduled building repairs	62,370	415,800	478,170
2016	City Wide	Energy efficiency retrofits at recreation centers	7,862	112,320	120,182
2016	Fire Station #2, 2006 Grace Street	Emergency generator	9,993	83,727	93,720
2016	Fire Station #4, 410 Birch Street	Emergency generator	13,285	116,645	129,930
2016	Incubator Building	Replace heating and air conditioning system	5,292	75,600	80,892
2016	It Building	Replace 11 Furnaces, air handler units, and condensers	23,274	155,477	178,751
2016	Peaksview Park	Replace waterline up to first bathroom across bridge	3,780	54,000	57,780
2016	City Wide	Gas pipe inspection and repairs	5,000	5,000	10,000
2016	**Sub-totals**		**$136,752**	**$1,167,709**	**$1,304,461**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2017	City Market	Replace air conditioner condenser	$20,160	$168,000	$188,160
2017	City Wide	Emergency and unscheduled building repairs	71,450	476,336	547,786
2017	City Wide	Upgrade building controls	0	168,000	168,000
2017	Fire Station #1, 801 Clay Street	Replace second floor unit heaters	0	42,560	42,560
2017	Fire Station #5, 4800 Boonsboro Road	Emergency generator	12,904	112,241	125,145
2017	Fire Station #8, 213 Old Graves Mill Road	Clean ductwork	784	11,200	11,984
2017	Public Services Administration Building	Replace boiler	13,305	110,880	124,185
2017	Stores Building (Old Auto shop)	Reroof and reskin building	14,784	123,200	137,984
2017	**Sub-totals**		**$133,387**	**$1,212,417**	**$1,345,804**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2018	City Gas Pumps	Replace generator	$0	$57,999	$57,999
2018	City Hall	Replace brick pavers at ground floor entry	4,466	63,799	68,265
2018	City Stadium	Replace heating and air conditioning system in Club House	13,062	89,897	102,959
2018	City Wide	Emergency and unscheduled building repairs	81,402	542,682	624,084
2018	Fire Station #1, 801 Clay Street	Replace motor control center panel	4,709	67,280	71,989
2018	It Building	Install hydraulic elevator	17,400	145,000	162,400
2018	Jackson Heights Recreation Center	Replace siding and exterior trim	7,238	60,319	67,557
2018	Lynchburg Public Library	Interior lighting improvements for energy efficiency	10,440	87,000	97,440
2018	Lynchburg Public Library	Replace wall covering	10,833	69,437	80,270
2018	Point Of Honor	Replace heating and air conditioning system units	1,867	26,679	28,546
2018	Public Works Storage	Reroof and reskin building	4,872	69,600	74,472
2018	Templeton's Senior Center	Replace rooftop heating and air conditioning system unit	4,368	29,118	33,486
2018	Visitors' Center	Replace heating and air conditioning system	4,174	59,655	63,829
2018	**Sub-totals**		**$164,831**	**$1,368,465**	**$1,533,296**

Major Building Repairs and Improvements - City (continued)

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2019	City Wide	Emergency and unscheduled building repairs	$90,000	$600,000	$690,000
2019	Expressway	Repair and stain privacy fence	26,644	222,037	248,681
2019	Fire Station #3, 4701 Fort Avenue	Replace heating and air conditioning system	5,571	79,598	85,169
2019	Fire Station #5, 4800 Boonsboro Road	Repair concrete apron at back of building	1,243	17,762	19,005
2019	Fire Station #8, 213 Old Graves Mill Road	Replace electric heaters on apparatus floor	1,396	19,957	21,353
2019	Grounds Equipment Storage Shed	Reroof and reskin metal building	5,400	54,000	59,400
2019	Peaksview Park	Replace decking on arch foot bridge and clean/seal decking and timbers	17,762	71,052	88,814
2019	Percival's Island Walk Bridge	Replace decking and clean/seal decking and timbers	4,050	33,750	37,800
2019	Police Impound Building	Reroof and reskin building	10,800	90,000	100,800
2019	Traffic Signal Building	Reroof and reskin building	12,000	120,000	132,000
2019	Yoder Recreation Center	Replace furnace	1,260	18,000	19,260
2019	**Sub-totals**		**$176,126**	**$1,326,156**	**$1,502,282**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2020	City Hall	Window blind replacement	$0	$50,000	$50,000
2020	Public Elevator	Modernization	12,000	163,000	$175,000
2020	Allen Morrison Utility Building	Electric service and HVAC	0	37,000	$37,000
2020	Visitor Center	Miscellaneous upgrades	2,800	32,200	$35,000
2020	Opportunity House 2	Emergency generator installation	0	5,000	$5,000
2020	Public Works Storage Building	Refurbish	0	58,000	$58,000
2020	Public Works B&G Shed	Refurbish	0	35,000	$35,000
2020	City wide	Emergency and unscheduled building repairs	62,500	437,500	$500,000
2020	**Sub-totals**		**$77,300**	**$817,700**	**$895,000**
Grand Totals			**$688,396**	**$5,892,447**	**$6,580,843**

SERVICE AREA	DEPARTMENT	LOCATION
Buildings	**Public Works**	**901 Church Street**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
MONUMENT TERRACE BUILDING IMPROVEMENTS	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

Miscellaneous renovations and systems upgrades to the Monument Terrace Building that will utilize syndicated Historic Tax Credits to create a cash return to the City on eligible renovation costs.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS-1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)	**PROJECT START DATE**	06/2014
Scott Glass, Facilities Manager	**PROJECT COMPLETION DATE**	06/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Architects & Engineers	Q1-Q4 FY 2016 - FY 2018
Construction	Q1-Q4 FY 2016 - FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Maintenance and utility costs are expected to decrease through more energy efficient facilities.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	31,907	77,461	0	**$109,368**
Construction	679,690	815,581	0	**$1,495,271**
Contingency	3,783	40,779	0	**$44,562**
TOTAL	**$715,380**	**$933,821**	**$0**	**$1,649,201**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	64,152	1,960	11,349	0	0	**$77,461**
Construction	534,600	147,840	133,141	0	0	**$815,581**
Contingency	26,730	7,392	6,657	0	0	**$40,779**
TOTAL	**$625,482**	**$157,192**	**$151,147**	**$0**	**$0**	**$933,821**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	625,482	0	0	0	0	**$625,482**
Local: Pay-As-You-Go: Based on Availability of Funds	0	157,192	151,147	0	0	**$308,339**
TOTAL	**$625,482**	**$157,192**	**$151,147**	**$0**	**$0**	**$933,821**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Monument Terrace Building Improvements

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Contingency	Annual Total
2016	Monument Terrace Building	Refurbish windows-energy upgrades	$18,792	$156,600	$7,830	$183,222
2016	Monument Terrace Building	Replace large main air handling unit	45,360	378,000	18,900	442,260
2016	**Sub-Totals**		**$64,152**	**$534,600**	**$26,730**	**$625,482**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Contingency	Annual Total
2017	Monument Terrace Building	Clean and repoint exterior stone facade	$0	$119,840	$5,992	$125,832
2017	Monument Terrace Building	Upgrade fire alarm system	1,960	28,000	1,400	31,360
2017	**Sub-Totals**		**$1,960**	**$147,840**	**$7,392**	**$157,192**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Contingency	Annual Total
2018	Monument Terrace Building	Recommissioning	$4,872	$40,600	$2,030	$47,502
2018	Monument Terrace Building	Repair and paint exterior back bridge	4,447	63,542	3,177	71,166
2018	Monument Terrace Building	Replace courtroom rooftop unit	2,030	28,999	1,450	32,479
2018	**Sub-Totals**		**$11,349**	**$133,141**	**$6,657**	**$151,147**
Totals			**$77,461**	**$815,581**	**$40,779**	**$933,821**

SERVICE AREA	DEPARTMENT	LOCATION
Buildings	**Public Works**	**Downtown**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
PARKING DECK REPAIRS/MAINTENANCE	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Program to maintain the City's four elevated parking structures per a June 2013 study by consultant engineers to extend the serviceable life of the assets. Maintenance schedule: Holiday Inn Deck FY 2016, Clay St. Deck FY 2017, Midtown Deck FY 2018.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, page 30, Goal T-1: Provide safe, efficient, effective, and well-planned transportation systems and facilities that enhance economic development and redevelopment opportunities while preserving the integrity and character of the affected neighborhoods, historic districts, downtown and natural resources.

PROJECT MANAGER(S)	PROJECT START DATE	07/2016
Lee Newland, P.E., City Engineer	PROJECT COMPLETION DATE	12/2019

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q4 FY 2017
Construction	Q4 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	75,000	170,000	0	**$245,000**
Construction	0	1,320,500	0	**$1,320,500**
Contingency	0	69,500	0	**$69,500**
TOTAL	**$75,000**	**$1,560,000**	**$0**	**$1,635,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	35,000	135,000	0	0	0	**$170,000**
Construction	418,000	175,750	726,750	0	0	**$1,320,500**
Contingency	22,000	9,250	38,250	0	0	**$69,500**
TOTAL	**$475,000**	**$320,000**	**$765,000**	**$0**	**$0**	**$1,560,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	475,000	0	0	0	0	**$475,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	320,000	765,000	0	0	**$1,085,000**
TOTAL	**$475,000**	**$320,000**	**$765,000**	**$0**	**$0**	**$1,560,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Buildings	**Public Works**	**Various Locations**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
ROOF REPLACEMENT - CITY	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

Annual program for repair and replacement of roofs. A detailed sub-project list is attached.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS-1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)

Scott Glass, Facilities Manager

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	102,120	Continuing	**Continuing**
Construction	Continuing	788,934	Continuing	**Continuing**
TOTAL	Continuing	**$891,054**	Continuing	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	28,630	9,676	12,526	4,538	46,750	**$102,120**
Construction	289,200	80,640	104,399	86,445	228,250	**$788,934**
TOTAL	**$317,830**	**$90,316**	**$116,925**	**$90,983**	**$275,000**	**$891,054**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	317,830	0	0	0	0	**$317,830**
Local: Pay-As-You-Go: Based on Availability of Funds	0	90,316	116,925	90,983	275,000	**$573,224**
TOTAL	**$317,830**	**$90,316**	**$116,925**	**$90,983**	**$275,000**	**$891,054**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Roof Replacement - City

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2016	City Armory	Replace roof	$10,000	$90,000	$100,000
2016	City Wide	Emergency roof repairs	5,670	37,800	43,470
2016	City Wide	Inspections and maintenance	25,000	50,000	75,000
2016	Public Services Administration Building	Roof maintenance	5,670	37,800	43,470
2016	Templeton Senior Center	Replace roof	7,290	48,600	55,890
2016	**Sub-Totals**		**$53,630**	**$264,200**	**$317,830**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2017	Fire Station #7, 2624 Lakeside Drive	Replace central roof	$9,676	$80,640	$90,316
2017	**Sub-Totals**		**$9,676**	**$80,640**	**$90,316**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2018	Fire Station #5, 4800 Boonsboro Road	Roof maintenance	$3,062	$25,520	$28,582
2018	Public Safety Building	Roof maintenance	5,985	49,880	55,865
2018	Visitor's Center	Roof maintenance	3,479	28,999	32,478
2018	**Sub-Totals**		**$12,526**	**$104,399**	**$116,925**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2019	City Hall	Replace roof	$4,538	$86,445	$90,983
2019	**Sub-Totals**		**$4,538**	**$86,445**	**$90,983**

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2020	Public Works Old Auto Shop	Roof replacement	$0	$15,000	$15,000
2020	College Hill Rec. Center	Roof replacement	3,000	32,000	$35,000
2020	City Wide	Emergency roof repairs	18,750	131,250	$150,000
2020	City Wide	Roof evaluation and maintenance	25,000	50,000	$75,000
2020	**Sub-Totals**		**$46,750**	**$228,250**	**$275,000**
Totals			**$127,120**	**$763,934**	**$891,054**

SERVICE AREA
Buildings

DEPARTMENT
Public Works

LOCATION
1400 Florida Avenue

PROJECT TITLE/PROJECT NUMBER
JUVENILE SERVICES GROUP HOME / B0158

PROJECT DESCRIPTION
A Needs Assessment, Planning Study and building design and construction drawings have been completed in compliance with Virginia Department of Juvenile Justice requirements for a new juvenile group home which could provide residential and counseling support services for up to 28 at-risk juveniles. Services are currently split between an existing City-owned and a leased facility. One facility co-located with the existing Juvenile Detention Facility would promote efficient use of personnel and services.

PROJECT STATUS
Project is currently in bidding phase with construction scheduled to begin in the spring of 2015.

PROJECT MANAGER(S)
Dee Dee Conner, P.E., Principal Engineer

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
07/01/11	FY 2012 CIP	$200,000
05/08/12	FY 2012 Third Quarter	640,185
07/01/12	FY 2013 CIP	100,000
10/01/12	Council Agenda #2	200,000
09/24/13	Carry Forward	400,000
07/01/14	FY 2015 CIP	4,859,815
10/28/14	FY 2015 First Quarter	84,906
TOTAL		**$6,484,906**
01/31/15	Expenditures to date	694,041
AVAILABLE APPROPRIATIONS		**$5,790,865**

PROJECT BUDGET

Activity	Amount
Consultant Engineering	$1,625,091
Construction	4,859,815
TOTAL	**$6,484,906**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	0	1,552,667	150,000	0	0	0	**$1,702,667**
Local: G.O. Bonds	700,000	3,388,198	0	0	0	0	**$4,088,198**
TOTAL CASH	**$700,000**	**$4,940,865**	**$150,000**	**$0**	**$0**	**$0**	**$5,790,865**

EXPENDITURES THROUGH 1/31/15	**$694,041**
TOTAL PROJECT ESTIMATE	**$6,484,906**

SERVICE AREA
Buildings

DEPARTMENT
Public Works

LOCATION
Fire Station #6

PROJECT TITLE/PROJECT NUMBER
FIRE #6 RENOVATION / B0159

Project Photo Unavailable

PROJECT DESCRIPTION
General building systems evaluations, mechanical and electrical upgrades, renovation of living spaces, addition of conference room and support spaces, creation of new mechanical room, structural analysis of apparatus bay.

PROJECT STATUS
Construction documents were completed in January 2015. Request for bids will go out in February 2015, with construction to be complete by fall 2015.

PROJECT MANAGER(S)
Scott Glass, Facilities Manager

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
10/12/10	Carry Forward	$428,190
05/10/11	Third Quarter	(25,718)
06/27/12	Transfer from Fire #6 Energy Efficient Repairs Project	93,433
09/25/12	Council Agenda #2	250,000
TOTAL		**$745,905**
01/31/15	Expenditures to date	45,585
AVAILABLE APPROPRIATIONS		**$700,320**

PROJECT BUDGET

Activity	Amount
Construction	$745,905
TOTAL	**$745,905**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	400,000	300,320	0	0	0	0	**$700,320**
TOTAL CASH	**$400,000**	**$300,320**	**$0**	**$0**	**$0**	**$0**	**$700,320**

EXPENDITURES THROUGH 1/31/15	**$45,585**
TOTAL PROJECT ESTIMATE	**$745,905**

Interior and Exterior Views of the Greater Lynchburg Transit Company's Trolley, a Replica of an Original Streetcar

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
TRANSPORTATION - NEW CONSTRUCTION					
College Lake Dam Improvements	400,000	0	12,100,000	0	0
Source of Funding					
G.O. Bond	400,000	0	8,935,000	0	0
State Revenue Sharing	0	0	3,165,000	0	0
Community Market Plaza Deck Repairs / Renovation	250,000	1,750,000	0	0	0
Source of Funding					
Pay-As-You-Go	250,000	0	0	0	0
G.O. Bond	0	1,750,000	0	0	0
Fifth Street Streetscape Improvements, Phase III *	1,180,695	0	0	0	0
Source of Funding					
G.O. Bond	395,695	0	0	0	0
State Revenue Sharing	785,000	0	0	0	0
Lakeside Drive/College Street Intersection Improvements	0	1,200,000	1,400,000	0	0
Source of Funding					
State Revenue Sharing	0	600,000	700,000	0	0
Contribution from Lynchburg College	0	600,000	700,000	0	0
Liberty University Intramural Field Road	3,200,000	4,000,000	0	0	0
Source of Funding					
State Revenue Sharing	1,590,000	1,987,500	0	0	0
Contribution from Liberty University	1,610,000	2,012,500	0	0	0
Main Street Bridge Over Expressway	2,300,000	2,560,000	0	0	0
Source of Funding					
Highway Maintenance	1,160,000	1,290,240	0	0	0
State Revenue Sharing	1,140,000	1,269,760	0	0	0
Public Transit Improvements (GLTC)	35,617	740,287	777,923	902,761	1,197,173
Source of Funding					
Pay-As-You-Go	35,617	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	740,287	777,923	902,761	1,197,173
Routes 501/221 Intersection Improvements	0	0	0	0	1,000,000
Source of Funding					
G.O. Bond	0	0	0	0	1,000,000
Timberlake Road @ Logans Lane/Wards Ferry Road, Phase II	1,000,000	1,000,000	0	0	1,100,000
Source of Funding					
G.O. Bond	510,000	510,000	0	0	560,000
State Revenue Sharing	490,000	490,000	0	0	540,000
Wards Ferry Road Widening	0	0	0	0	5,000,000
Source of Funding					
G.O. Bond	0	0	0	0	2,550,000
State Revenue Sharing	0	0	0	0	2,450,000
Wards Road Pedestrian and Bicycle Improvements, Phase III	0	0	0	0	1,000,000
Source of Funding					
G.O. Bond	0	0	0	0	1,000,000
Total Estimates Proposed FY 2016-2020 CIP	$8,366,312	$11,250,287	$14,277,923	$902,761	$9,297,173

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$12,500,000	1,508,500	0	$14,008,500
$2,000,000	46,567	0	$2,046,567
$1,180,695	6,978,698	0	$8,159,393
$2,600,000	400,083	0	$3,000,083
$7,200,000	2,500,000	0	$9,700,000
$4,860,000	944,622	0	$5,804,622
$3,653,761	Continuing	Continuing	$3,653,761
$1,000,000	274,345	16,000,000	$17,274,345
$3,100,000	200,000	0	$3,300,000
$5,000,000	0	0	$5,000,000
$1,000,000	2,939,702	0	$3,939,702
$44,094,456			$75,886,973

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
TRANSPORTATION - NEW CONSTRUCTION					
Source of Funding					
G.O. Bond	$1,305,695	$2,260,000	$8,935,000	$0	$5,110,000
Pay-As-You-Go	$285,617	$0	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	$0	$740,287	$777,923	$902,761	$1,197,173
Contribution from Liberty University	$1,610,000	$2,012,500	$0	$0	$0
Contribution from Lynchburg College	$0	$600,000	$700,000	$0	$0
Highway Maintenance	$1,160,000	$1,290,240	$0	$0	$0
State Revenue Sharing	$4,005,000	$4,347,260	$3,865,000	$0	$2,990,000

*** An additional $360,695 is being requested from CDBG funds.**

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST

$17,610,695
$285,617
$3,618,144
$3,622,500
$1,300,000
$2,450,240
$15,207,260
$44,094,456

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
TRANSPORTATION - MAINTENANCE					
Bridge Maintenance	335,000	360,000	380,000	400,000	425,000
Source of Funding					
Pay-As-You-Go	134,200	0	0	0	0
Highway Maintenance	200,800	360,000	380,000	400,000	425,000
Culvert Replacement Program	60,000	400,000	80,000	600,000	65,000
Source of Funding					
Pay-As-You-Go	60,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	400,000	80,000	600,000	65,000
General Street Improvements	500,000	730,000	750,000	775,000	775,000
Source of Funding					
Pay-As-You-Go	230,235	0	0	0	0
G.O. Bond	269,765	730,000	750,000	775,000	775,000
Indian Hill Road Bridge - Structure 8035	0	0	300,000	1,650,000	0
Source of Funding					
G.O. Bond	0	0	300,000	850,000	0
State Revenue Sharing	0	0	0	800,000	0
Link Road Bridge - Structure 8011	250,000	1,575,000	0	0	0
Source of Funding					
G.O. Bond	250,000	787,000	0	0	0
State Revenue Sharing	0	788,000	0	0	0
McConville Road Culvert Replacement	0	1,155,000	0	0	0
Source of Funding					
G.O. Bond	0	1,155,000	0	0	0
Odd Fellows Road Bridge Over N&S Railroad	0	2,500,000	0	0	0
Source of Funding					
G.O. Bond	0	1,250,000	0	0	0
State Revenue Sharing	0	1,250,000	0	0	0
Public Works Infrastructure Improvements	212,100	222,705	233,840	245,532	250,000
Source of Funding					
Highway Maintenance	212,100	222,705	233,840	245,532	250,000
Retaining Wall Replacement/Repair Program	225,000	350,000	50,000	400,000	50,000
Source of Funding					
Pay-As-You-Go	225,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	350,000	50,000	400,000	50,000
Storm Drainage System Repairs/Replacement	115,000	120,000	130,000	135,000	150,000
Source of Funding					
Highway Maintenance	115,000	120,000	130,000	135,000	150,000
Street Overlay Program	3,000,000	2,500,000	2,500,000	2,500,000	2,500,000
Source of Funding					
Highway Maintenance	1,500,000	2,500,000	2,500,000	2,500,000	2,500,000
State Revenue Sharing	1,500,000	0	0	0	0
Timberlake Road Bridge West Bound Lane - Structure 1855	0	0	0	0	1,450,000
Source of Funding					
G.O. Bond	0	0	0	0	1,450,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$1,900,000	Continuing	Continuing	$1,900,000
$1,205,000	Continuing	Continuing	$1,205,000
$3,530,000	Continuing	Continuing	$3,530,000
$1,950,000	0	0	$1,950,000
$1,825,000	0	0	$1,825,000
$1,155,000	405,355	0	$1,560,355
$2,500,000	0	0	$2,500,000
$1,164,177	Continuing	Continuing	$1,164,177
$1,075,000	Continuing	Continuing	$1,075,000
$650,000	Continuing	Continuing	$650,000
$13,000,000	Continuing	Continuing	$13,000,000
$1,450,000	0	0	$1,450,000

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
TRANSPORTATION - MAINTENANCE					
Traffic Signal Replacement/Repair Program	205,000	205,000	215,000	220,000	220,000
Source of Funding					
Pay-As-You-Go	205,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	205,000	215,000	220,000	220,000
Total Estimates Proposed FY 2016-2020 CIP	$4,902,100	$10,117,705	$4,638,840	$6,925,532	$5,885,000
Source of Funding					
G.O. Bond	$519,765	$3,922,000	$1,050,000	$1,625,000	$2,225,000
Pay-As-You-Go	$854,435	$0	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	$0	$955,000	$345,000	$1,220,000	$335,000
State Revenue Sharing	$1,500,000	$2,038,000	$0	$800,000	$0
Highway Maintenance	$2,027,900	$3,202,705	$3,243,840	$3,280,532	$3,325,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$1,065,000	**Continuing**	**Continuing**	**$1,065,000**
$32,469,177			**$32,874,532**
$9,341,765			
$854,435			
$2,855,000			
$4,338,000			
$15,079,977			
$32,469,177			

SERVICE AREA
Transportation

DEPARTMENT
Water Resources

LOCATION
College Lake/Lakeside Drive

PROJECT TITLE/PROJECT NUMBER
COLLEGE LAKE DAM IMPROVEMENTS / T0220

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project has a legal or regulatory mandate

PROJECT DESCRIPTION
The City is responsible for the long-term management of the College Lake Dam and meeting all applicable State Dam Safety Regulations. To meet these regulations, the Dam must be modified or removed.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 36, Goal PU-2.2. Design and operate stormwater improvements to minimize risks to people and property from flooding. Achievement of this component of that goal is mandated by the Virginia Department of Conservation and Recreation Dam Safety Regulations and Dam Safety Act, Article 2, Chapter 6, Title 10.1 (§ 10.1 -604 et seq.), of the Code of Virginia.

PROJECT MANAGER(S)
James Talian, P.E.- Water Resources Engineer

PROJECT START DATE 12/2013
PROJECT COMPLETION DATE 12/2019

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q2 FY 2017
Construction	Q2 FY 2020

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Slight increase in cost per year for inspections and routine maintenance. Current staffing levels are sufficient for these activities.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	1,508,425	400,000	0	**$1,908,425**
Construction	0	11,000,000	0	**$11,000,000**
Contingency	0	1,100,000	0	**$1,100,000**
Advertising	75	0	0	**$75**
TOTAL	**$1,508,500**	**$12,500,000**	**$0**	**$14,008,500**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	400,000	0	0	0	0	**$400,000**
Construction	0	0	11,000,000	0	0	**$11,000,000**
Contingency	0	0	1,100,000	0	0	**$1,100,000**
TOTAL	**$400,000**	**$0**	**$12,100,000**	**$0**	**$0**	**$12,500,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	400,000	0	2,325,000	3,500,000	3,110,000	**$9,335,000**
State: Revenue Sharing	0	0	2,325,000	840,000	0	**$3,165,000**
TOTAL	**$400,000**	**$0**	**$4,650,000**	**$4,340,000**	**$3,110,000**	**$12,500,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Parks and Recreation**	**Community Market**

PROJECT TITLE/PROJECT NUMBER
COMMUNITY MARKET PLAZA DECK REPAIRS / RENOVATION / P0085

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Renovation of market parking deck and ancillary general improvements.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2012
PROJECT COMPLETION DATE 06/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2017 - FY 2018
Construction	Q1 - Q4 FY 2012; Q1 - Q4 FY 2017 - FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	75,120	250,000	0	**$325,120**
Construction	21,447	1,580,000	0	**$1,601,447**
Contingency	0	170,000	0	**$170,000**
TOTAL	**$96,567**	**$2,000,000**	**$0**	**$2,096,567**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	250,000	0	0	0	0	**$250,000**
Construction	0	1,580,000	0	0	0	**$1,580,000**
Contingency	0	170,000	0	0	0	**$170,000**
TOTAL	**$250,000**	**$1,750,000**	**$0**	**$0**	**$0**	**$2,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	250,000	0	0	0	0	**$250,000**
Local: G.O Bond	0	1,750,000	0	0	0	**$1,750,000**
TOTAL	**$250,000**	**$1,750,000**	**$0**	**$0**	**$0**	**$2,000,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Phase III - Fifth St. between Jackson St. & Park Ave.**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
FIFTH STREET STREETSCAPE IMPROVEMENTS, PHASE III	**New**

DEPARTMENT PRIORITY

Project contributes to generation of new revenue and also has a water/sewer capital project component.

PROJECT DESCRIPTION

This project would complete the Fifth Street streetscape improvements as recommended by the Fifth Street Master Plan. Phase III will include sidewalk and landscaping improvements from Jackson Street to Park Avenue. Overhead utilities will be consolidated to one side of the street for all phases. The streetscape improvements are a part of a more significant capital water project that will include installation of new raw and domestic water lines.

RELATIONSHIP TO COMPREHENSIVE PLAN

The Fifth Street Master Plan was adopted by the City Council on May 23, 2006 as part of the City's Comprehensive Plan 2002-2020.

PROJECT MANAGER(S)

Lee Newland, P.E., City Engineer

Tom Martin, AICP, City Planner

PROJECT START DATE 10/2015

PROJECT COMPLETION DATE 12/2016

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Q2 FY 2017

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Streetlights, ($6,000) Landscaping Maintenance, ($1,500).

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	142,192	0	0	**$142,192**
Contract Administration	533,175	0	0	**$533,175**
Land/Right of Way	12,500	0	0	**$12,500**
Construction	6,290,831	1,430,695	0	**$7,721,526**
Contingency	0	110,695	0	**$110,695**
TOTAL	**$6,978,698**	**$1,541,390**	**$0**	**$8,520,088**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	1,070,000	0	0	0	0	**$1,070,000**
Construction - CDBG Fund	360,695	0	0	0	0	**$360,695**
Contingency	110,695	0	0	0	0	**$110,695**
TOTAL	**$1,541,390**	**$0**	**$0**	**$0**	**$0**	**$1,541,390**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Revenue Sharing*	500,000	285,000	0	0	0	**$785,000**
Federal: CDBG	360,695	0	0	0	0	**$360,695**
Local: G.O. Bonds	150,000	245,695	0	0	0	**$395,695**
TOTAL	**$1,010,695**	**$530,695**	**$0**	**$0**	**$0**	**$1,541,390**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 14% STATE = 48% FEDERAL = 38% OTHER = 0%

Prior Appropriations - (Phase I) $1,033,359 City Capital Projects Fund + $70,000 CDBG + $398,766 Water + $140,596 Sewer = $1,642,721; (Phase II) $824,259 City Capital Projects Fund + $175,491 CDBG + $1,866,125 Water + $956,102 Sewer = $3,821,977; (Phase III) $1,469,000 Water + $45,000 Sewer = $1,514,000 for a grand total of $6,978,698.

* An application has been submitted to VDOT for State Revenue Sharing Program funds for FY 2016.

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Lakeside Drive**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
LAKESIDE DRIVE/COLLEGE STREET INTERSECTION IMPROVEMENTS / T0221	**New**

DEPARTMENT PRIORITY

Project supports essential services

Project has State funding

PROJECT DESCRIPTION

Construction of a roundabout with pedestrian improvements to replace the traffic signal. Construction is contingent on availability of funds from Lynchburg College.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 30, Goal T-1, Objective T-1.4: Prioritize improvements to the transportation system based on safety considerations; existing deficiencies; multimodal and environmental considerations; opportunities to improve street connectivity: physical, economic and policy constraints; contributions to neighborhood character; impact on historic and environmental resources; required right-of-way; target levels of service; public safety access; regional connectivity; and system continuity.

PROJECT MANAGER(S)	**PROJECT START DATE**	08/2013
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	06/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Land Acquisition/Right-of-Way	Q4 FY 2015
Consultant Engineering	Q3 FY 2017
Construction	Q4 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Minimal decrease in electricity due to one less signal to maintain, and an increase in mowing costs.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	160,083	300,000	0	**$460,083**
Land/Right of Way	240,000	0	0	**$240,000**
Construction	0	2,000,000	0	**$2,000,000**
Contingency	0	300,000	0	**$300,000**
TOTAL	**$400,083**	**$2,600,000**	**$0**	**$3,000,083**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	300,000	0	0	0	**$300,000**
Construction	0	756,000	1,244,000	0	0	**$2,000,000**
Contingency	0	144,000	156,000	0	0	**$300,000**
TOTAL	**$0**	**$1,200,000**	**$1,400,000**	**$0**	**$0**	**$2,600,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Revenue Sharing	0	400,000	900,000	0	0	**$1,300,000**
Other: Contribution from Lynchburg College	0	400,000	900,000	0	0	**$1,300,000**
TOTAL	**$0**	**$800,000**	**$1,800,000**	**$0**	**$0**	**$2,600,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 0% STATE = 50% FEDERAL = 0% OTHER = 50%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Candler's Mountain Road**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
LIBERTY UNIVERSITY INTRAMURAL FIELD ROAD / T0240	**New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Phase I creates a City street from Candler's Mountain Road to Liberty University Intramural Fields in 2015. The 2016 Phase II extends the road to the new gymnasium and pool complex. Phase III extension connects to the Odd Fellows Interchange in 2017.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 30, Goal T-1, Objective T-1.4: Prioritize improvements to the transportation system based on safety considerations; existing deficiencies; multimodal and environmental considerations; opportunities to improve street connectivity: physical, economic and policy constraints; contributions to neighborhood character; impact on historic and environmental resources; required right-of-way; target levels of service; public safety access; regional connectivity; and system continuity.

PROJECT MANAGER(S)	**PROJECT START DATE**	08/2014
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	06/2017

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Q4 FY 2017

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Additional maintenance costs will be offset by increased VDOT maintenance payments.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	2,400,000	6,900,000	0	**$9,300,000**
Contingency	100,000	300,000	0	**$400,000**
TOTAL	**$2,500,000**	**$7,200,000**	**$0**	**$9,700,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	3,072,000	3,728,000	0	0	0	**$6,800,000**
Contingency	128,000	272,000	0	0	0	**$400,000**
TOTAL	**$3,200,000**	**$4,000,000**	**$0**	**$0**	**$0**	**$7,200,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Revenue Sharing *	1,590,000	2,960,000	0	0	0	**$4,550,000**
Other: Liberty University	1,610,000	3,040,000	0	0	0	**$4,650,000**
TOTAL	**$3,200,000**	**$6,000,000**	**$0**	**$0**	**$0**	**$9,200,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 0% STATE = 49% FEDERAL = 0% OTHER = 51%

* An application has been submitted to VDOT for State Revenue Sharing Program funds for FY 2016.

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Main Street over Expressway**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
MAIN STREET BRIDGE OVER EXPRESSWAY / TB033	**New**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Needed repairs resulting from an unreported vehicle strike in FY 2009. Retaining walls have been evaluated and require repairs.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2012
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	06/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 FY 2015
Construction	Q4 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	345,934	0	0	**$345,934**
Construction	598,688	4,617,000	0	**$5,215,688**
Contingency	0	243,000	0	**$243,000**
TOTAL	**$944,622**	**$4,860,000**	**$0**	**$5,804,622**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	2,185,000	2,432,000	0	0	0	**$4,617,000**
Contingency	115,000	128,000	0	0	0	**$243,000**
TOTAL	**$2,300,000**	**$2,560,000**	**$0**	**$0**	**$0**	**$4,860,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Other: Highway Maintenance (VDOT)	400,000	1,100,000	1,374,344	0	0	**$2,874,344**
State: Revenue Sharing *	400,000	1,100,000	1,334,344	0	0	**$2,834,344**
TOTAL	**$800,000**	**$2,200,000**	**$2,708,688**	**$0**	**$0**	**$5,708,688**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 50% STATE = 50% FEDERAL = 0% OTHER = 0%

* An application has been submitted to VDOT for State Revenue Sharing Program funds for FY 2016.

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Greater Lynchburg Transit Company (GLTC)**	**1301 Kemper Street**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
PUBLIC TRANSIT IMPROVEMENTS (GLTC) / T0034	**New**

DEPARTMENT PRIORITY

Project has State and federal funding

Project supports essential services

Project represents additional essential services

PROJECT DESCRIPTION

The Public Transit capital budget includes costs for bus maintenance/replacement/expansion, bus shelter pads and installation, and one staff vehicle replacement, and requires a 10% city match. A detailed sub-project list is attached.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 30, Goal T-1: Provide safe, efficient, effective, and well-planned transportation systems and facilities that enhance economic development and redevelopment opportunities while preserving the integrity and character of the affected neighborhoods, historic districts, downtown and natural resources.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Josh Baker, General Manager	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Q1 FY 2018
Furniture, Fixtures, and Equipment	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Failure to upgrade equipment will increase operating and maintenance costs.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	239,153	Continuing	**Continuing**
Furniture, Fixtures, and Equipment	Continuing	36,298,442	Continuing	**Continuing**
TOTAL	**Continuing**	**$36,537,595**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	0	175,744	0	0	63,409	**$239,153**
Furniture, Fixtures, and Equipment	356,167	7,227,124	7,779,225	9,027,605	11,908,321	**$36,298,442**
TOTAL	**$356,167**	**$7,402,868**	**$7,779,225**	**$9,027,605**	**$11,971,730**	**$36,537,595**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Federal and State Grants	320,550	6,662,581	7,001,302	8,124,844	10,774,557	**$32,883,834**
Local: Pay-As-You-Go	35,617	0	0	0	0	**$35,617**
Local: Pay-As-You-Go: Based on Availability of Funds	0	740,287	777,923	902,761	1,197,173	**$3,618,144**
TOTAL	**$356,167**	**$7,402,868**	**$7,779,225**	**$9,027,605**	**$11,971,730**	**$36,537,595**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 10% STATE = 10% FEDERAL = 80% OTHER = 0%

Public Transit Improvements (GLTC)

Fiscal Year	Sub-Project	Construction	Furniture, Fixtures and Equipment	Annual Total
2016	ADP hardware	$0	$27,856	$27,856
2016	1 paratransit bus (expansion)	0	110,000	110,000
2015	Radios	0	25,818	25,818
2016	Staff vehicle replacement (1)	0	55,001	55,001
2016	Staff vehicle expansion (2)	0	64,444	64,444
2016	Surveillance/security equipment	0	73,048	73,048
2016	**Sub-totals**	**$0**	**$356,167**	**$356,167**
2017	Bus powertrain replacements	$0	$278,013	$278,013
2017	Bus maintenance tools	0	51,526	51,526
2017	2 paratransit buses (expansion)	0	328,457	328,457
2017	8 Heavy-duty expansion hybrid expansion bus	0	6,569,128	6,569,128
2017	Bus shelter pads/installation	175,744	0	175,744
2017	**Sub-totals**	**$175,744**	**$7,227,124**	**$7,402,868**
2018	Heavy duty bus	$0	$5,977,910	$5,977,910
2018	Medium duty bus	0	1,195,582	1,195,582
2018	Support vehicles	0	85,399	85,399
2018	Passenger stop amenities	0	180,445	180,445
2018	Associated capital (tools, equipment, parts)	0	339,889	339,889
2018	**Sub-totals**	**$0**	**$7,779,225**	**$7,779,225**
2019	Heavy duty bus	$0	$7,105,173	$7,105,173
2019	Medium duty bus	0	1,421,035	1,421,035
2019	Support vehicles	0	88,815	88,815
2019	Passenger stop amenities	0	61,757	61,757
2019	Associated capital (tools, equipment, parts)	0	350,825	350,825
2019	**Sub-totals**	**$0**	**$9,027,605**	**$9,027,605**
2020	Passenger Shelter/installation	$63,409	$0	$63,409
2020	2 Paratransit Replacement buses	0	369,470	369,470
2020	12 Hybrid replacement buses	0	11,084,064	11,084,064
2020	Shop Equipment	0	56,664	56,664
2020	Associated capital/spare parts	0	215,093	215,093
2020	Support vehicles	0	92,368	92,368
2020	Rehabilitate/Rebuild buses	0	90,662	90,662
2020	**Sub-totals**	**$63,409**	**$11,908,321**	**$11,971,730**
Grand Totals		**$239,153**	**$36,298,442**	**$36,537,595**

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Rte. 501/Rte 221 Intersection Lakeside Dr. /Old Forest Rd.**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
ROUTES 501/221 INTERSECTION IMPROVEMENTS / T0102	**New**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

Project supports essential services

Project contributes to generation of new revenue

PROJECT DESCRIPTION

Design of road improvements needed for marketing of excess right-of-way for economic development purposes.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2015
Don DeBerry, P.E., City Traffic Engineer	**PROJECT COMPLETION DATE**	12/2024

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Consultant Engineering	Q4 FY 2021
Construction	Q2 FY 2024

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Consultant Engineering	274,345	1,000,000	1,000,000	**$2,274,345**
Construction	0	0	14,000,000	**$14,000,000**
Contingency	0	0	1,000,000	**$1,000,000**
TOTAL	**$274,345**	**$1,000,000**	**$16,000,000**	**$17,274,345**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Consultant Engineering	0	0	0	0	1,000,000	**$1,000,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$1,000,000**	**$1,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: G.O. Bond	0	0	0	0	1,000,000	**$1,000,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$1,000,000**	**$1,000,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Timberlake Road from Expressway to Leesville Road**

PROJECT TITLE/PROJECT NUMBER — PROJECT TYPE

TIMBERLAKE ROAD AT LOGANS LANE/WARDS FERRY ROAD, PHASE II and III / T0241 — **New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Improve traffic conditions on Wards Ferry Road between Timberlake Road and Aaron Place by adding receiving lanes from Timberlake Road. This is needed due to the increase in traffic from Phase I improvements and the new Heritage High School. Phase III adds turn lanes on Timberlake Road at Leesville Road by 2020.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 30, Goal T-1, Objective T-1.4: Prioritize improvements to the transportation system based on safety considerations; existing deficiencies; multimodal and environmental considerations; opportunities to improve street connectivity: physical, economic and policy constraints; contributions to neighborhood character; impact on historic and environmental resources; required right-of-way; target levels of service; public safety access; regional connectivity; and system continuity.

PROJECT MANAGER(S) — **PROJECT START DATE** 07/2014

Donald DeBerry, P.E., City Traffic Engineer — **PROJECT COMPLETION DATE** 06/2017

COMPLETION SCHEDULE

Activity	Complete - Quarter
Land Acquisition/Right-of-Way	Q2 FY 2016
Construction	Q4 FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

One less traffic signal to maintain.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	200,000	0	0	**$200,000**
Construction	0	2,950,000	0	**$2,950,000**
Contingency	0	150,000	0	**$150,000**
TOTAL	**$200,000**	**$3,100,000**	**$0**	**$3,300,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	950,000	950,000	0	0	1,050,000	**$2,950,000**
Contingency	50,000	50,000	0	0	50,000	**$150,000**
TOTAL	**$1,000,000**	**$1,000,000**	**$0**	**$0**	**$1,100,000**	**$3,100,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Revenue Sharing *	490,000	490,000	0	0	540,000	**$1,520,000**
Local: G.O. Bond	510,000	510,000	0	0	560,000	**$1,580,000**
TOTAL	**$1,000,000**	**$1,000,000**	**$0**	**$0**	**$1,100,000**	**$3,100,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 51% STATE = 49% FEDERAL = 0% OTHER = 0%

* An application has been submitted to VDOT for State Revenue Sharing Program funds for FY 2016.

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Wards Ferry Road**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
WARDS FERRY ROAD WIDENING	**New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Improvements based on June 2013 Wards Ferry Road Corridor Study. Phase1 - Add turn lanes and widen roads to improve safety with a roundabout or traffic signal at Harvard Street. Phase 2 - Add turn lanes and widen roads to improve safety at Adams Drive. Phase 3- Add turn lanes and widen roads to improve safety and sight distance at Atlanta Avenue. Phase 4 - Pedestrian signals and crosswalks at Simons Run. Phase 5 - Shared use path for the entire corridor.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 30, Goal T-1, Objective T-1.4: Prioritize improvements to the transportation system based on safety considerations; existing deficiencies; multimodal and environmental considerations; opportunities to improve street connectivity: physical, economic and policy constraints; contributions to neighborhood character; impact on historic and environmental resources; required right-of-way; target levels of service; public safety access; regional connectivity; and system continuity.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2019
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	12/2024

COMPLETION SCHEDULE

Activity	Complete - Quarter
Land Acquisition/Right-of-Way	Q2 FY 2019 Phase 1
Consultant Engineering	Q4 FY 2020 Phase 1
Construction	Q2 FY 2021 Phase 1

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Additional pavement and landscaping to maintain offset by increased VDOT maintenance payments.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Land Acquisition/Right-of-Way	0	1,000,000	0	**$1,000,000**
Consultant Engineering	0	300,000	0	**$300,000**
Construction	0	3,400,000	0	**$3,400,000**
Contingency	0	300,000	0	**$300,000**
TOTAL	**$0**	**$5,000,000**	**$0**	**$5,000,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Land Acquisition/Right-of-Way	0	0	0	0	1,000,000	**$1,000,000**
Consultant Engineering	0	0	0	0	300,000	**$300,000**
Construction	0	0	0	0	3,400,000	**$3,400,000**
Contingency	0	0	0	0	300,000	**$300,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$5,000,000**	**$5,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Revenue Sharing	0	0	0	0	2,450,000	**$2,450,000**
Local: G.O. Bond	0	0	0	0	2,550,000	**$2,550,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$5,000,000**	**$5,000,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 51% STATE = 49% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Wards Road**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
WARDS ROAD PEDESTRIAN and BICYCLE IMPROVEMENTS, PHASE III / T0166	**New**

DEPARTMENT PRIORITY

Project required to support important but not essential services.

Project contributes to generation of new revenue

PROJECT DESCRIPTION

The catalyst for this project is a pedestrian and bicycle tunnel connecting Liberty University to Wards Road. The improvements will provide for safety while improving student access to businesses which could result in increased sales and meals tax revenues. The improvements will occur in three phases; Phase I, pedestrian crossing is complete - $2,052,420. Phase II, greenway trail and pedestrian crossings is anticipated to be complete in June 2015- $755,600. Phase III, multi-use trail is scheduled to be complete in June 2021- $1,000,000.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 21, Goal AP-5: Wards Road. Improve pedestrian and vehicular safety and convenience along Wards Road, as well as between Central Virginia Community College, Liberty University and area businesses.

PROJECT MANAGER(S)	**PROJECT START DATE**	11/2009
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	06/2021

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q4 FY 2020
Construction	Q4 FY 2021

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Annual streetlight operating cost, ($7,000) and landscaping maintenance, ($3,500).

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	165,883	60,000	0	**$225,883**
Construction	2,773,819	900,000	0	**$3,673,819**
Contingency	0	40,000	0	**$40,000**
TOTAL	**$2,939,702**	**$1,000,000**	**$0**	**$3,939,702**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	0	0	60,000	**$60,000**
Construction	0	0	0	0	900,000	**$900,000**
Contingency	0	0	0	0	40,000	**$40,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$1,000,000**	**$1,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bonds	0	0	0	0	360,000	**$360,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$360,000**	**$360,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
BRIDGE MAINTENANCE / TB001	**Maintenance**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

Project has State funding

Project supports essential services

PROJECT DESCRIPTION

Annual cleaning of seventy bridges, repairs to expansion joints, annual consultant bridge safety inspections and other minor maintenance.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Consultant Engineering	Continuing	325,000	Continuing	**Continuing**
Construction	Continuing	1,575,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,900,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Consultant Engineering	55,000	60,000	60,000	70,000	80,000	**$325,000**
Construction	280,000	300,000	320,000	330,000	345,000	**$1,575,000**
TOTAL	**$335,000**	**$360,000**	**$380,000**	**$400,000**	**$425,000**	**$1,900,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: Pay-As-You-Go	134,200	0	0	0	0	**$134,200**
Other: Highway Maintenance (VDOT)	200,800	360,000	380,000	400,000	425,000	**$1,765,800**
TOTAL	**$335,000**	**$360,000**	**$380,000**	**$400,000**	**$425,000**	**$1,900,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 0% STATE = 100% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
CULVERT REPLACEMENT PROGRAM / T0047	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Managed program to replace and maintain over 100 City culverts. Upcoming culvert replacements include Burnt Bridge Road, Long Meadows Drive, and Boonsboro Road.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
DeeDee Conner, P.E., Principal Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Maintenance and operating costs will be reduced.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	205,000	Continuing	**Continuing**
Construction	Continuing	1,000,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,205,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	60,000	0	80,000	0	65,000	**$205,000**
Construction	0	400,000	0	600,000	0	**$1,000,000**
TOTAL	**$60,000**	**$400,000**	**$80,000**	**$600,000**	**$65,000**	**$1,205,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	60,000	0	0	0	0	**$60,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	400,000	80,000	600,000	65,000	**$1,145,000**
TOTAL	**$60,000**	**$400,000**	**$80,000**	**$600,000**	**$65,000**	**$1,205,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various Sites**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
GENERAL STREET IMPROVEMENTS / TG001	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Curb, gutter and sidewalk petitions, annual contractual improvements, subdivisions and storm sewer improvements, street improvements and signalization.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 30, Goal T-1, Objective T-1.4: Prioritize improvements to the transportation system based on safety considerations; existing deficiencies, multimodal and environmental considerations; opportunities to improve street connectivity; physical, economic and policy constraints; contribution to neighborhood character; impact on historic and environmental resources; required right-of-way; target levels of service; public safety access; regional connectivity; and system continuity.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Possible increase in lane mileage, subsequently increasing maintenance costs and State highway maintenance reimbursement. Possible increase in curb and gutter, number of signals, and square yards of sidewalk, subsequently increasing maintenance.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Consultant Engineering	Continuing	176,500	Continuing	**Continuing**
Construction	Continuing	3,353,500	Continuing	**Continuing**
TOTAL	**Continuing**	**$3,530,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Consultant Engineering	25,000	36,500	37,500	38,750	38,750	**$176,500**
Construction	475,000	693,500	712,500	736,250	736,250	**$3,353,500**
TOTAL	**$500,000**	**$730,000**	**$750,000**	**$775,000**	**$775,000**	**$3,530,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: Pay-As-You-Go	230,235	0	0	0	0	**$230,235**
Local: G.O. Bond	269,765	730,000	750,000	775,000	775,000	**$3,299,765**
TOTAL	**$500,000**	**$730,000**	**$750,000**	**$775,000**	**$775,000**	**$3,530,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Indian Hill Road**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
INDIAN HILL ROAD BRIDGE - STRUCTURE 8035	**Maintenance**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Replacement of Indian Hill Road Bridge structure as determined in the 2011 Comprehensive Bridge Condition Report.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	09/2017
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	06/2020

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q3 FY 2018
Construction	Q4 FY 2020

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	300,000	0	**$300,000**
Construction	0	1,585,000	0	**$1,585,000**
Contingency	0	65,000	0	**$65,000**
TOTAL	**$0**	**$1,950,000**	**$0**	**$1,950,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	300,000	0	0	**$300,000**
Construction	0	0	0	1,585,000	0	**$1,585,000**
Contingency	0	0	0	65,000	0	**$65,000**
TOTAL	**$0**	**$0**	**$300,000**	**$1,650,000**	**$0**	**$1,950,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Revenue Sharing	0	0	0	400,000	400,000	**$800,000**
Local: G.O. Bond	0	0	300,000	425,000	425,000	**$1,150,000**
TOTAL	**$0**	**$0**	**$300,000**	**$825,000**	**$825,000**	**$1,950,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 41% STATE = 59% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Link Road**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
LINK ROAD BRIDGE - STRUCTURE 8011	**Maintenance**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Replacement of Link Road Bridge structure as determined in the 2011 Comprehensive Bridge Condition Report.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	09/2015
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	12/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q3 FY 2016
Construction	Q2 FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	250,000	0	**$250,000**
Construction	0	1,515,000	0	**$1,515,000**
Contingency	0	60,000	0	**$60,000**
TOTAL	**$0**	**$1,825,000**	**$0**	**$1,825,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	250,000	0	0	0	0	**$250,000**
Construction	0	1,515,000	0	0	0	**$1,515,000**
Contingency	0	60,000	0	0	0	**$60,000**
TOTAL	**$250,000**	**$1,575,000**	**$0**	**$0**	**$0**	**$1,825,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Revenue Sharing	0	212,000	375,000	200,000	0	**$787,000**
Local: G.O. Bond	250,000	213,000	375,000	200,000	0	**$1,038,000**
TOTAL	**$250,000**	**$425,000**	**$750,000**	**$400,000**	**$0**	**$1,825,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 43% STATE = 57% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
MCCONVILLE ROAD CULVERT REPLACEMENT / T0200	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Replace deteriorated culvert under McConville Road and re-align roadway. Design and Right-of-way acquisition are complete.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	08/2016
DeeDee Conner, P.E., Principal Engineer	**PROJECT COMPLETION DATE**	06/2017

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q4 FY 2015
Construction	Q4 FY 2017

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Maintenance and operating costs will be reduced.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	56,251	0	0	**$56,251**
Land Acquisition/Right of Way	258,865	0	0	**$258,865**
Construction	90,239	1,100,000	0	**$1,190,239**
Contingency	0	55,000	0	**$55,000**
TOTAL	**$405,355**	**$1,155,000**	**$0**	**$1,560,355**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	0	1,100,000	0	0	0	**$1,100,000**
Contingency	0	55,000	0	0	0	**$55,000**
TOTAL	**$0**	**$1,155,000**	**$0**	**$0**	**$0**	**$1,155,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	0	1,248,884	0	0	0	**$1,248,884**
TOTAL	**$0**	**$1,248,884**	**$0**	**$0**	**$0**	**$1,248,884**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Odd Fellows Road over N&S Railroad**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
ODD FELLOWS ROAD BRIDGE OVER N&S RAILROAD	**Maintenance**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Perform evaluation of the bridge to determine the extent of needed repairs. Upon completion of the evaluation, construction will begin in FY 2018.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2016
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	06/2018

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Consultant Engineering	Q4 FY 2017
Construction	Q4 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Consultant Engineering	0	250,000	0	**$250,000**
Construction	0	2,250,000	0	**$2,250,000**
TOTAL	**$0**	**$2,500,000**	**$0**	**$2,500,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Consultant Engineering	0	250,000	0	0	0	**$250,000**
Construction	0	2,250,000	0	0	0	**$2,250,000**
TOTAL	**$0**	**$2,500,000**	**$0**	**$0**	**$0**	**$2,500,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: G.O. Bond	0	1,250,000	0	0	0	**$1,250,000**
State: Revenue Sharing	0	1,250,000	0	0	0	**$1,250,000**
TOTAL	**$0**	**$2,500,000**	**$0**	**$0**	**$0**	**$2,500,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 50% STATE = 50% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various Sites**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
PUBLIC WORKS INFRASTRUCTURE IMPROVEMENTS / T0222	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Curb, gutter, sidewalk, street and transportation maintenance. Program is designed to maintain the City's street infrastructure.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Maintenance and operating costs will be reduced by timely replacement of curbs, gutters and sidewalks. Will also allow the City to respond to changing conditions throughout the City.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	1,164,177	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,164,177**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	212,100	222,705	233,840	245,532	250,000	**$1,164,177**
TOTAL	**$212,100**	**$222,705**	**$233,840**	**$245,532**	**$250,000**	**$1,164,177**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Other: Highway Maintenance (VDOT)	212,100	222,705	233,840	245,532	250,000	**$1,164,177**
TOTAL	**$212,100**	**$222,705**	**$233,840**	**$245,532**	**$250,000**	**$1,164,177**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 0% STATE = 100% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various Retaining Walls Throughout the City**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
RETAINING WALL REPLACEMENT/REPAIR PROGRAM / T0093	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

Existing retaining walls located throughout the City require replacement or repair as an ongoing program in order to maintain safe public spaces. Design and construction are typically performed in alternating fiscal years. Upcoming walls to be repaired include Biggers Lot wall and Point of Honor walls.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
DeeDee Conner, P.E., Principal Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	150,000	Continuing	**Continuing**
Construction	Continuing	925,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,075,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	50,000	0	50,000	0	50,000	**$150,000**
Construction	175,000	350,000	0	400,000	0	**$925,000**
TOTAL	**$225,000**	**$350,000**	**$50,000**	**$400,000**	**$50,000**	**$1,075,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	225,000	0	0	0	0	**$225,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	350,000	50,000	400,000	50,000	**$850,000**
TOTAL	**$225,000**	**$350,000**	**$50,000**	**$400,000**	**$50,000**	**$1,075,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various Sites**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
STORM DRAINAGE SYSTEM REPAIRS/REPLACEMENT / T0049	**Maintenance**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

PROJECT DESCRIPTION

Continuing program for major repairs, replacements and upgrades to a deteriorating storm drainage system within streets based on average annual expenditures for the past six years.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Reduction in repairs to old system.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	650,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$650,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	115,000	120,000	130,000	135,000	150,000	**$650,000**
TOTAL	**$115,000**	**$120,000**	**$130,000**	**$135,000**	**$150,000**	**$650,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Other: Highway Maintenance (VDOT)	115,000	120,000	130,000	135,000	150,000	**$650,000**
TOTAL	**$115,000**	**$120,000**	**$130,000**	**$135,000**	**$150,000**	**$650,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 0% STATE = 100% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various Sites**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
STREET OVERLAY PROGRAM / T0027	**Maintenance**

DEPARTMENT PRIORITY

Project has State funding

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

Program is designed to overlay and maintain City streets in a safe and acceptable condition for general public use.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Gaynelle Hart, Director of Public Works	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Maintenance and operating costs will be reduced by monitoring the pavement condition index (PCI) of streets and planning work accordingly.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	13,000,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$13,000,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	3,000,000	2,500,000	2,500,000	2,500,000	2,500,000	**$13,000,000**
TOTAL	**$3,000,000**	**$2,500,000**	**$2,500,000**	**$2,500,000**	**$2,500,000**	**$13,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
State: Revenue Sharing *	1,500,000	0	0	0	0	**$1,500,000**
Other: Highway Maintenance (VDOT)	1,500,000	2,500,000	2,500,000	2,500,000	2,500,000	**$11,500,000**
TOTAL	**$3,000,000**	**$2,500,000**	**$2,500,000**	**$2,500,000**	**$2,500,000**	**$13,000,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 0% STATE = 100% FEDERAL = 0% OTHER = 0%

* An application has been submitted to VDOT for State Revenue Sharing Program funds for FY 2016.

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Timberlake Road over Rte. 501**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
TIMBERLAKE ROAD BRIDGE WEST BOUND LANE - STRUCTURE 1855	**Maintenance**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Maintenance improvements to Timberlake Road Bridge - West Bound Lane.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1.7: Commit adequate resources for the cost-effective operation and maintenance of streets, including pavement, bikeways, sidewalks, streetscape and stormwater management improvements.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2020
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	06/2021

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Consultant Engineering	Q3 FY 2020
Construction	Q4 FY 2021

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Consultant Engineering	0	300,000	0	**$300,000**
Construction	0	1,100,000	0	**$1,100,000**
Contingency	0	50,000	0	**$50,000**
TOTAL	**$0**	**$1,450,000**	**$0**	**$1,450,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Consultant Engineering	0	0	0	0	300,000	**$300,000**
Construction	0	0	0	0	1,100,000	**$1,100,000**
Contingency	0	0	0	0	50,000	**$50,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$1,450,000**	**$1,450,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: G.O. Bond	0	0	0	0	700,000	**$700,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$700,000**	**$700,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Various Intersections**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
TRAFFIC SIGNAL REPAIR AND REPLACEMENT PROGRAM / T0028	**Maintenance**

DEPARTMENT PRIORITY

Project has a legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Replace or upgrade existing sub-standard traffic signals throughout the City by converting from span wire to mast arms to improve operation and maintenance. Priority list includes the intersection of Lakeside Drive and Oakley Avenue and the intersection of Memorial Avenue and Oakley Avenue.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 31, Goal T-1, Objective T-1.5: Manage access to promote safety and convenience of along streets and on abutting properties for all modes of transportation.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Don DeBerry, P.E., Traffic Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Reduction in electrical costs and staff maintenance time through a more energy efficient signal.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	165,000	Continuing	**Continuing**
Construction	Continuing	900,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,065,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	30,000	30,000	35,000	35,000	35,000	**$165,000**
Construction	175,000	175,000	180,000	185,000	185,000	**$900,000**
TOTAL	**$205,000**	**$205,000**	**$215,000**	**$220,000**	**$220,000**	**$1,065,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	205,000	0	0	0	0	**$205,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	205,000	215,000	220,000	220,000	**$860,000**
TOTAL	**$205,000**	**$205,000**	**$215,000**	**$220,000**	**$220,000**	**$1,065,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Intersection of Memorial Ave., Lakeside Dr., Park Ave.**

PROJECT TITLE/PROJECT NUMBER

INTERSECTION IMPROVEMENTS AT MEMORIAL/LAKESIDE/PARK / T0138

PROJECT DESCRIPTION

Implement improvements to both the traffic flow and pedestrian safety at the intersection of Memorial Avenue, Lakeside Drive and Park Avenue.

PROJECT STATUS

Design was completed June 2012. Right-of-way purchases are complete and construction will begin August 2015. Construction duration is expected to be 12 - 18 months.

PROJECT MANAGER(S)

Don DeBerry, P.E., City Traffic Engineer

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
01/30/09	Council Meeting 12/9/08, Agenda Item #5	$487,000
10/25/11	Transfer from UCI Funds Project T0197	582,355
01/26/12	Appropriation Rescinded - change in VDOT funding	(277,000)
08/30/13	FY 2013 Carry forward - additional VDOT funding approved	663,700
02/20/14	Transfer funds from T0203 Wards Rd Pedestrian Fencing	201,450
TOTAL		**$1,657,505**
01/31/15	Expenditures to date	278,725
AVAILABLE APPROPRIATIONS		**$1,378,780**

Activity	Amount
Land/Right-of-Way	$166,391
Consultant Engineering	206,001
Construction	1,285,113
TOTAL	**$1,657,505**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Residue Parcel Allocation	0	0	74,148	0	0	0	**$74,148**
State: Urban Construction	0	425,018	245,852	0	0	0	**$670,870**
State: Highway Safety Match	0	63,377	0	0	0	0	**$63,377**
Federal: Highway Safety Grant	0	570,385	0	0	0	0	**$570,385**
TOTAL CASH	**$0**	**$1,058,780**	**$320,000**	**$0**	**$0**	**$0**	**$1,378,780**

EXPENDITURES THROUGH 1/31/15	**$278,725**
TOTAL PROJECT ESTIMATE	**$1,657,505**

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Kemper Street**

PROJECT TITLE/PROJECT NUMBER

KEMPER STREET BRIDGE REHABILITATION AND REPAIRS / TB007

PROJECT DESCRIPTION

Rehabilitation and repairs, including deck replacement, precast concrete beam replacement, as well as miscellaneous sidewalk, median barrier, and parapet repairs. This project also includes intersection modifications. The project will be coordinated with construction of Phase I of the Midtown Connector.

PROJECT STATUS

Final project design is complete. Construction will begin February 2015.

PROJECT MANAGER(S)

Joe Smith, Construction Coordinator; Lee Newland, P.E., City Engineer

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
01/15/05	Transfer from Bedford Avenue Bridge project	$80,000
07/01/08	FY 2009 CIP	210,000
07/01/09	FY 2010 CIP	3,710,000
01/07/10	Rescinded Appropriation	(48,160)
10/11/10	Transfer from Bridge Maintenance Project	1,200
10/12/10	Carry Forward Appropriation	220,778
10/27/10	Transfer from Rivermont Bridge Revenue Sharing Funds	1,489,840
12/06/10	Transfer from Bridge Maintenance Project	500
05/16/11	Transfer State UCI Funds to UCI Unassigned Funds Project	(453,507)
05/16/11	Transfer Revenue Sharing Funds from Grace St. Retaining Wall	453,507
05/31/11	Transfer State UCI Funds to UCI Unassigned Funds Project	(1,016,493)
05/31/11	Rescind Appropriation	(220,778)
05/31/11	Transfer Revenue Sharing Funds from Greenview Drive Phase II	1,597,942
08/12/11	Transfer from Bridge Maintenance Project	13,600
09/28/11	Rescinded Appropriation	(71,987)
11/27/13	Transfer from Bridge Maintenance Project	78,366
01/30/14	Transfer from Bridge Maintenance Project	30,000
06/19/14	Transfer from State UCI Unassigned Funds Project	136,700
10/28/14	Carry Forward Appropriation	106,111
10/31/14	Transfer from General Street Improvements	50,603
10/31/14	Transfer from Main Street Bridge Project	2,177,500
10/31/14	Transfer from Bridge Maintenance Project	32,500
TOTAL		**$8,578,222**
01/31/15	Expenditures to date	806,063
AVAILABLE APPROPRIATIONS		**$7,772,159**

PROJECT BUDGET

Activity	Amount
Consultant Engineering Services	$814,192
Construction	7,764,030
TOTAL	**$8,578,222**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	1,000,000	1,950,000	936,080	0	0	0	**$3,886,080**
State: Revenue Sharing	1,000,000	1,950,000	936,079	0	0	0	**$3,886,079**
TOTAL CASH	**$2,000,000**	**$3,900,000**	**$1,872,159**	**$0**	**$0**	**$0**	**$7,772,159**

EXPENDITURES THROUGH 1/31/15	**$806,063**
TOTAL PROJECT ESTIMATE	**$8,578,222**

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Kemper Street, Park Avenue, and Langhorne Road**

PROJECT TITLE/PROJECT NUMBER

MIDTOWN CONNECTOR / T0003

PROJECT DESCRIPTION

Upgrade a total of 2.1 miles from US 29 (Lynchburg Expressway) to Memorial Avenue. The project includes widening Kemper Street/Park Avenue from US 29 to Langhorne Road to four lanes, as well as improvements to Langhorne Road from Park Avenue to Memorial Avenue.

PROJECT STATUS

Construction is underway and scheduled to be completed in FY 2016.

PROJECT MANAGER(S)

John P. Morris, P.E., Engineering Project Manager

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
07/01/06	CIP Budget Balance	$298,962
07/01/07	FY 2008 CIP Urban Construction Program	16,233,790
01/29/09	Council Meeting 12/9/08 Agenda Item #6	431,354
09/22/09	Carry forward Appropriation	571,632
01/07/10	Appropriation Rescinded	(16,586)
10/27/10	Transfer From Midtown Phase II	3,025,000
10/28/10	Appropriation Rescinded	(11,854)
11/03/10	Transfer From Greenview Dr. Phase I	29,000
08/10/11	Transfer from Carter Glass Bridge Project	10,572
09/01/11	Transfer from Rivermont Bridge Project	649,596
10/31/11	Transfer from GLTC	784,669
10/31/11	Transfer from Snow, Street and Bridge Reserve	237,705
01/06/12	Transfer from General Street Improvements Project	2,185
03/05/12	Transfer from Juvenile & Domestic Relations Court Building Project	59,207
03/05/12	Transfer From Midtown Phase II	1,940,062
TOTAL		**$24,245,294**
01/31/15	Expenditures to date	18,868,052
AVAILABLE APPROPRIATIONS		**$5,377,242**

PROJECT BUDGET

Activity	Amount
Inspection	$151,500
Land/Right-of-Way	3,211,910
Consultant Engineering	2,216,674
Construction	16,985,889
Contingency	1,633,839
Miscellaneous	45,482
TOTAL	**$24,245,294**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Urban Construction	1,629,718	3,747,524	0	0	0	0	**$5,377,242**
TOTAL CASH	**$1,629,718**	**$3,747,524**	**$0**	**$0**	**$0**	**$0**	**$5,377,242**

EXPENDITURES THROUGH 1/31/15	**$18,868,052**
TOTAL PROJECT ESTIMATE	**$24,245,294**

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Greater Lynchburg Transit Company (GLTC)**	**419 Bradley Drive**

PROJECT TITLE/PROJECT NUMBER
PUBLIC TRANSIT BUS MAINTENANCE AND OPERATIONS FACILITY (GLTC) / T0034 8888

Project Photograph Unavailable

PROJECT DESCRIPTION
Design and construction of a new bus maintenance and operations facility. This project requires a 10% city match.

PROJECT STATUS
The design and construction documents phase is complete. We are currently accepting construction bids with the expectation to break ground in April.

PROJECT MANAGER(S)
Josh Baker, General Manager

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
07/01/13	FY 2014 CIP	$280,000
11/26/13	Council Agenda #2	246,724
07/01/14	FY 2015 CIP	1,953,276
10/28/14	FY 2015 First Quarter	360,431
	Federal and State Funding	22,906,296
TOTAL		**$25,746,727**
01/31/15	Expenditures to date	2,310,364
AVAILABLE APPROPRIATIONS		**$23,436,363**

PROJECT BUDGET

Activity	Amount
Federal and State	$22,906,296
Contributions	2,840,431
TOTAL	**$25,746,727**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Federal and State Grants	1,115,703	13,156,932	6,427,365	0	0	0	**$20,700,000**
Local: Return of GLTC Fund Balance	0	607,155	0	0	0	0	**$607,155**
Local: Pay-As-You-Go	122,727	53,205	0	0	0	0	**$175,932**
Local: G.O. Bond	0	477,037	1,476,239	0	0	0	**$1,953,276**
TOTAL CASH	**$1,238,430**	**$14,294,329**	**$7,903,604**	**$0**	**$0**	**$0**	**$23,436,363**

EXPENDITURES THROUGH 1/31/15	**$2,310,364**
TOTAL PROJECT ESTIMATE	**$25,746,727**

SERVICE AREA	DEPARTMENT	LOCATION
Transportation	**Public Works**	**Timberlake Road from Expressway to Leesville Road**

PROJECT TITLE/PROJECT NUMBER

TIMBERLAKE ROAD AT LOGANS LANE/WARDS FERRY ROAD, PHASE I / T0210

PROJECT DESCRIPTION

Improve traffic Conditions on Timberlake Road and Wards Ferry Road between the Expressway and Leesville Road by realigning traffic patterns. This is a needed improvement due to traffic congestion (queuing) on the ramps and close to the main travel lane of the Expressway. This queuing is causing potentially unsafe conditions.

PROJECT STATUS

Right-of-way acquisition is underway and project is scheduled to be completed in FY 2018.

PROJECT MANAGER(S)

Donald DeBerry, P.E., City Traffic Engineer

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
07/01/12	FY 2013 CIP	$500,000
07/01/13	FY 2014 CIP	1,500,000
07/01/14	FY 2015 CIP	1,764,800
TOTAL		**$3,764,800**
01/31/15	Expenditures to date	365,422
AVAILABLE APPROPRIATIONS		**$3,399,378**

PROJECT BUDGET

Activity	Amount
Land/Right-of-Way	$570,000
Consultant Engineering	314,891
Construction	2,879,909
TOTAL	**$3,764,800**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	200,000	400,000	800,000	299,689	0	0	**$1,699,689**
State: Revenue Sharing	200,000	400,000	800,000	299,689	0	0	**$1,699,689**
TOTAL CASH	**$400,000**	**$800,000**	**$1,600,000**	**$599,378**	**$0**	**$0**	**$3,399,378**

EXPENDITURES THROUGH 1/31/15	**$365,422**
TOTAL PROJECT ESTIMATE	**$3,764,800**

Public Works crew working on a City street

Renovated Monument Terrace, February 2005

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
ECONOMIC DEVELOPMENT - NEW CONSTRUCTION					
Downtown Development	0	0	1,000,000	1,000,000	1,000,000
Source of Funding					
Pay-As-You-Go	0	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	0	1,000,000	1,000,000	1,000,000
General Development Support	250,000	250,000	250,000	250,000	250,000
Source of Funding					
Pay-As-You-Go	250,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	250,000	250,000	250,000	250,000
Street and Utility Extensions to Promote Economic Development	250,000	250,000	250,000	250,000	250,000
Source of Funding					
Pay-As-You-Go	250,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	250,000	250,000	250,000	250,000
Streetscape Improvements Downtown	1,102,952	1,050,000	1,090,000	1,135,000	1,175,000
Source of Funding					
Pay-As-You-Go	632,204	0	0	0	0
G.O. Bond	470,748	1,050,000	1,090,000	1,135,000	1,175,000
Total Estimates Proposed FY 2016-2020 CIP	$1,602,952	$1,550,000	$2,590,000	$2,635,000	$2,675,000
Source of Funding					
Pay-As-You-Go	$1,132,204	$0	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	$0	$500,000	$1,500,000	$1,500,000	$1,500,000
G.O. Bond	$470,748	$1,050,000	$1,090,000	$1,135,000	$1,175,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$3,000,000	Continuing	Continuing	$3,000,000
$1,250,000	Continuing	Continuing	$1,250,000
$1,250,000	Continuing	Continuing	$1,250,000
$5,552,952	340,175	8,000,000	$13,893,127
$11,052,952			$19,393,127

$1,132,204
$5,000,000
$4,920,748
$11,052,952

SERVICE AREA	DEPARTMENT	LOCATION
Economic Development	**Public Works**	**Jefferson Street and Riverfront**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
DOWNTOWN DEVELOPMENT / E0002	**New**

DEPARTMENT PRIORITY

Project contributes to generation of new revenue

PROJECT DESCRIPTION

Downtown and Riverfront projects require significant coordination with private land owners/developers. Projects are scheduled based on funding available from previous and annual appropriations. Infrastructure improvements per the current Downtown and Riverfront Master Plan Implementation schedule include: FY 2018 - Downtown Main Street Gateway consists of streetscaping to portions of Main and Commerce Streets ($1,000,000); FY 2019 and beyond - complete build out of the Lower Bluffwalk to the east surrounding Piedmont Mills development, including improvements along Horseford Road, Washington Streets, and the connection of the Lower Bluffwalk west end at 9th Street ($1,700,000) and Riverfront Park improvements to include meandering paths, youth entertainment spaces, incorporating shading with a covered gathering space ($750,000). Note: City Council approved advanced funding in January 2012 to take advantage of favorable construction cost and to support significant private sector development adjacent to the Lower Bluff Walk facility.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 20, Goal AP-2: Maintain a strong, mixed-use downtown that is a focus for civic, business, residential, entertainment, art, culture and recreational activities. Celebrate and strengthen connections to the James River.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2006
Cheree Taylor, Project Manager	**PROJECT COMPLETION DATE**	07/2020

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	300,000	Continuing	**Continuing**
Construction	Continuing	2,700,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$3,000,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	100,000	100,000	100,000	**$300,000**
Construction	0	0	900,000	900,000	900,000	**$2,700,000**
TOTAL	**$0**	**$0**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$3,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	1,000,000	1,000,000	0	0	0	**$2,000,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	0	1,000,000	1,000,000	1,000,000	**$3,000,000**
TOTAL	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$5,000,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Notes: Resources are $1 million more each year for FY 2016 - FY 2017 to provide reimbursement for Downtown Development projects appropriated on an accelerated schedule in FY 2012.
If a Tiger grant is not obtained for streetscape, FY 2018 - FY 2022 Pay-As-You-Go funding for Downtown Development will be redirected to fund streetscape.

SERVICE AREA	DEPARTMENT	LOCATION
Economic Development	**Economic Development**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
GENERAL DEVELOPMENT SUPPORT / EG000	**New**

DEPARTMENT PRIORITY

Projects and initiatives support essential services

Projects and initiatives contribute to generation of new revenue

Project Photograph Unavailable

PROJECT DESCRIPTION

Provide funds for the implementation of various new development and business retention projects. $75,000 is dedicated for the Enterprise Zone grant program.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 23, Goal ED-2.2: Coordinate existing marketing and recruitment strategies for new businesses.

PROJECT MANAGER(S)

Marjette Upshur,
Director of Economic Development

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Contributions	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Contributions	Continuing	1,250,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,250,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Contributions	250,000	250,000	250,000	250,000	250,000	**$1,250,000**
TOTAL	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$1,250,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	250,000	0	0	0	0	**$250,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	250,000	250,000	250,000	250,000	**$1,000,000**
TOTAL	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$1,250,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Economic Development	**Economic Development**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
STREET AND UTILITY EXTENSIONS TO PROMOTE ECONOMIC DEVELOPMENT / EX000	**New**

DEPARTMENT PRIORITY

Projects and initiatives support essential services

Projects and initiatives contribute to generation of new revenue

Project Photograph Unavailable

PROJECT DESCRIPTION

Construction of streets, water and sewer lines to support private investment and development of sites throughout the City.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 24, Goal ED-3.1 Review and amend existing or implement new City policies to maximize economic development potential.

PROJECT MANAGER(S)

Marjette Upshur,
Director of Economic Development

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Contributions	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Contributions	Continuing	1,250,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,250,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Contributions	250,000	250,000	250,000	250,000	250,000	**$1,250,000**
TOTAL	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$1,250,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	250,000	0	0	0	0	**$250,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	250,000	250,000	250,000	250,000	**$1,000,000**
TOTAL	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$1,250,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Economic Development	**Public Works**	**Downtown**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
STREETSCAPE IMPROVEMENTS DOWNTOWN	**New**

DEPARTMENT PRIORITY

Project contributes to generation of new revenue

Project supports essential services

Project has a component in Water Capital Projects Fund

PROJECT DESCRIPTION

This project will enhance the downtown streetscapes in coordination with the downtown water main replacement project at the rate of two segments per year.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 20, Goal AP-2: Maintain a strong, mixed-use downtown that is a focus for civic, business, residential, entertainment, art, culture and recreational activities. Celebrate and strengthen connections to the James River.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2016
Lee Newland, P.E., City Engineer	**PROJECT COMPLETION DATE**	12/2026

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Additional expenses for maintenance, landscaping, and street furniture.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	340,175	300,000	400,000	**$1,040,175**
Construction	0	4,990,452	7,120,000	**$12,110,452**
Contingency	0	262,500	480,000	**$742,500**
TOTAL	**$340,175**	**$5,552,952**	**$8,000,000**	**$13,893,127**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	100,000	50,000	50,000	50,000	50,000	**$300,000**
Construction	952,952	950,000	988,000	1,030,750	1,068,750	**$4,990,452**
Contingency	50,000	50,000	52,000	54,250	56,250	**$262,500**
TOTAL	**$1,102,952**	**$1,050,000**	**$1,090,000**	**$1,135,000**	**$1,175,000**	**$5,552,952**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	632,204	0	0	0	0	**$632,204**
Local: G.O. Bond	470,748	1,050,000	1,090,000	1,135,000	1,175,000	**$4,920,748**
TOTAL	**$1,102,952**	**$1,050,000**	**$1,090,000**	**$1,135,000**	**$1,175,000**	**$5,552,952**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Note: If a Tiger grant is not obtained for streetscape, FY 2018 - FY 2022 Pay-As-You-Go funding for Downtown Development will be redirected to fund streetscape.

Human Services Administration Building

Lynchburg Recreation Trails

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
PARKS AND RECREATION - NEW CONSTRUCTION					
Bikeway Bridge to Linkhorne Renovation	800,000	0	0	0	0
Source of Funding					
G.O. Bond	800,000	0	0	0	0
City Stadium Park	125,000	0	0	0	0
Source of Funding					
Pay-As-You-Go	125,000	0	0	0	0
Clay Street Reservoir Adaptive Reuse Plan	50,000	0	0	0	0
Source of Funding					
Pay-As-You-Go	50,000	0	0	0	0
College Park Upgrade	0	0	450,000	0	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	0	450,000	0	0
Community Park Investment Fund	75,000	75,000	75,000	75,000	75,000
Source of Funding					
Pay-As-You-Go	75,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	75,000	75,000	75,000	75,000
Creekside Trail Bridge Replacement	0	250,000	0	0	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	250,000	0	0	0
Miller Park, Phase I	0	0	0	50,000	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	0	0	50,000	0
Miller Park Retaining Wall Restoration	0	275,000	0	0	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	275,000	0	0	0
Riverfront Park, Phase II (Formerly Intermet Foundry)	0	0	0	100,000	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	0	0	100,000	0
Total Estimates Proposed FY 2016-2020 CIP	$1,050,000	$600,000	$525,000	$225,000	$75,000
Source of Funding					
G.O. Bond	$800,000	$0	$0	$0	$0
Pay-As-You-Go	$250,000	$0	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	$0	$600,000	$525,000	$225,000	$75,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$800,000	100,000	0	$900,000
$125,000	1,264,206	0	$1,389,206
$50,000	0	0	$50,000
$450,000	0	0	$450,000
$375,000	Continuing	Continuing	$375,000
$250,000	0	0	$250,000
$50,000	0	500,000	$550,000
$275,000	0	0	$275,000
$100,000	0	0	$100,000
$2,475,000			$4,339,206

$800,000
$250,000
$1,425,000
$2,475,000

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
PARKS AND RECREATION - MAINTENANCE					
Athletic Field Maintenance	415,000	250,000	250,000	250,000	250,000
Source of Funding					
Pay-As-You-Go	415,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	250,000	250,000	250,000	250,000
College Hill Neighborhood Center Renovation	0	0	0	175,000	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	0	0	175,000	0
Daniels Hill Neighborhood Center Renovation	0	175,000	0	0	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	175,000	0	0	0
General Park Maintenance	153,000	100,000	100,000	100,000	100,000
Source of Funding					
Pay-As-You-Go	153,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	100,000	100,000	100,000	100,000
Jefferson Park Neighborhood Center Renovation	0	0	175,000	0	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	0	175,000	0	0
Lumos Fiber Network Connections at Parks and Recreation Facilities	50,000	50,000	50,000	50,000	50,000
Source of Funding					
Pay-As-You-Go	50,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	50,000	50,000	50,000	50,000
Parks Paving and Lighting/Reconstruction	476,000	278,000	278,000	278,000	278,000
Source of Funding					
Pay-As-You-Go	476,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	278,000	278,000	278,000	278,000
Riverside Park Overlook Restoration	0	0	1,140,000	0	0
Source of Funding					
G.O. Bond	0	0	1,140,000	0	0
Total Estimates Proposed FY 2016-2020 CIP	$1,094,000	$853,000	$1,993,000	$853,000	$678,000
Source of Funding					
Pay-As-You-Go	$1,094,000	$0	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	$0	$853,000	$853,000	$853,000	$678,000
G.O. Bond	$0	$0	$1,140,000	$0	$0

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$1,415,000	Continuing	Continuing	$1,415,000
$175,000	0	0	$175,000
$175,000	0	0	$175,000
$553,000	Continuing	Continuing	$553,000
$175,000	0	0	$175,000
$250,000	0	0	$250,000
$1,588,000	Continuing	Continuing	$1,588,000
$1,140,000	45,000	0	$1,185,000
$5,471,000			$5,516,000

$1,094,000
$3,237,000
$1,140,000
$5,471,000

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
Blackwater Bike Trail

PROJECT TITLE/PROJECT NUMBER
BIKEWAY BRIDGE TO LINKHORNE RENOVATION / P0111

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services

PROJECT DESCRIPTION
Stabilization and renovation of existing abandoned railway trestle over Langhorne Road in preparation of future extension of the Blackwater Creek Bike Trail from the Ed Page entrance to Linkhorne Middle School.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 28, PR-1.2 Connect greenways to parks, natural areas, schools and other community facilities, such as the James River Heritage Trail through trails and sidewalks to facilitate bike and pedestrian access.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2015

PROJECT COMPLETION DATE 06/2016

COMPLETION SCHEDULE

Activity	Complete - Quarter
Architectural Services (Contractual)	Q1 - Q4 FY 2015
Construction	Q1 - Q4 FY 2016

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
$7,500 annual maintenance.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Architectural Services (Contractual)	90,000	72,700	0	**$162,700**
Land Acquisition/Right of Way	10,000	0	0	**$10,000**
Construction	0	727,300	0	**$727,300**
TOTAL	**$100,000**	**$800,000**	**$0**	**$900,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Architectural Services (Contractual)	72,700	0	0	0	0	**$72,700**
Construction	727,300	0	0	0	0	**$727,300**
TOTAL	**$800,000**	**$0**	**$0**	**$0**	**$0**	**$800,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	800,000	0	0	0	0	**$800,000**
TOTAL	**$800,000**	**$0**	**$0**	**$0**	**$0**	**$800,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks and Recreation

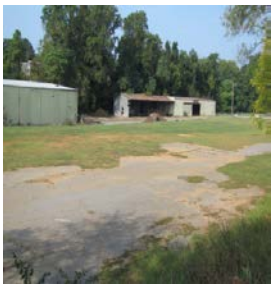
DEPARTMENT
Parks and Recreation

LOCATION
Adjacent City Stadium

PROJECT TITLE/PROJECT NUMBER
CITY STADIUM PARK (FORMERLY ALLEN MORRISON) / P0024

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue



PROJECT DESCRIPTION
Completion of environmental assessment and site remediation to satisfy requirements specified by the Virginia Department of Environmental Quality through the Voluntary Remediation Program.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.
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PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2015
PROJECT COMPLETION DATE 06/2016

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2016
Architectural Services (Contractual)	Q1 - Q4 FY 2016
Contract Administration (Contractual)	Q1 - Q4 FY 2016
Grounds Maintenace, Legal Fees, Etc.	Q1 - Q4 FY 2016

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
To be determined.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	128,251	0	0	**$128,251**
Architectural Services (Contractual)	0	112,500	0	**$112,500**
Contract Administration (Contractual)	0	12,500	0	**$12,500**
Construction	1,044,411	0	0	**$1,044,411**
Grounds Maintenace, Legal Fees, Etc.	60,827	0	0	**$60,827**
Contingency	30,717	0	0	**$30,717**
TOTAL	**$1,264,206**	**$125,000**	**$0**	**$1,389,206**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Architectural Services (Contractual)	112,500	0	0	0	0	**$112,500**
Contract Administration (Contractual)	12,500	0	0	0	0	**$12,500**
TOTAL	**$125,000**	**$0**	**$0**	**$0**	**$0**	**$125,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	125,000	0	0	0	0	**$125,000**
TOTAL	**$125,000**	**$0**	**$0**	**$0**	**$0**	**$125,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Parks and Recreation	**Parks and Recreation**	**Clay Street**

PROJECT TITLE/PROJECT NUMBER
CLAY STREET RESERVOIR ADAPTIVE REUSE PLAN

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services

Project Photograph Not Available

PROJECT DESCRIPTION
Completion of an adaptive reuse design and feasability study to determine if the property at Clay Street reservoir can be converted into a park.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.
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PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2015
PROJECT COMPLETION DATE 06/2016

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2016

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
To be determined.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	50,000	0	**$50,000**
TOTAL	**$0**	**$50,000**	**$0**	**$50,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	50,000	0	0	0	0	**$50,000**
TOTAL	**$50,000**	**$0**	**$0**	**$0**	**$0**	**$50,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	50,000	0	0	0	0	**$50,000**
TOTAL	**$50,000**	**$0**	**$0**	**$0**	**$0**	**$50,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
College Park

PROJECT TITLE/PROJECT NUMBER
COLLEGE PARK UPGRADE

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Architecture, engineering, and construction improvements to College Park as recommended in the College Park Master Plan (completed in 2007). Improvements to include stream erosion and sedimentation mitigation, access, amenity, play equipment, parking, and other improvements consistent with other neighborhood parks.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2017
PROJECT COMPLETION DATE 06/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2018
Construction	Q1 - Q4 FY 2018
Furniture, Fixtures, and Equipment	Q1 - Q4 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	60,000	0	**$60,000**
Construction	0	181,800	0	**$181,800**
Furniture, Fixtures, and Equipment	0	190,000	0	**$190,000**
Contingency	0	18,200	0	**$18,200**
TOTAL	**$0**	**$450,000**	**$0**	**$450,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	60,000	0	0	**$60,000**
Construction	0	0	181,800	0	0	**$181,800**
Furniture, Fixtures, and Equipment	0	0	190,000	0	0	**$190,000**
Contingency	0	0	18,200	0	0	**$18,200**
TOTAL	**$0**	**$0**	**$450,000**	**$0**	**$0**	**$450,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	0	450,000	0	0	**$450,000**
TOTAL	**$0**	**$0**	**$450,000**	**$0**	**$0**	**$450,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Parks and Recreation	**Parks and Recreation**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
COMMUNITY PARK INVESTMENT FUND / P0089	**New**

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Funding to be used in combination with community funds to improve parks, centers, and trails throughout the City.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, Goal PFS-1.2: Leverage investment in public facilities to meet multiple public needs and to foster private investment that achieves neighborhood and City-wide goals.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE Continuing
PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing
Furniture, Fixtures, and Equipment	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Unknown at this time.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	37,500	Continuing	**Continuing**
Construction	Continuing	260,000	Continuing	**Continuing**
Furniture, Fixtures, and Equipment	Continuing	52,500	Continuing	**Continuing**
Contingency	Continuing	25,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$375,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	7,500	7,500	7,500	7,500	7,500	**$37,500**
Construction	52,000	52,000	52,000	52,000	52,000	**$260,000**
Furniture, Fixtures, and Equipment	10,500	10,500	10,500	10,500	10,500	**$52,500**
Contingency	5,000	5,000	5,000	5,000	5,000	**$25,000**
TOTAL	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$375,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	75,000	0	0	0	0	**$75,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	75,000	75,000	75,000	75,000	**$300,000**
TOTAL	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$375,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
Blackwater Creek Nature Area Creekside Trail

PROJECT TITLE/PROJECT NUMBER
CREEKSIDE TRAIL BRIDGE REPLACEMENT

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services

PROJECT DESCRIPTION
Replace the existing suspension bridge over Blackwater Creek connecting the Blackwater Creekside Trail to the Beaver Trail (and onto the Blackwater Creek Bikeway). This project will demolish the old bridge and build a new bridge following designs similar to the newer upstream bridge completed several years ago.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 29, Goal PR-3 Recreation. Provide access to parks, trails, and recreation facilities and programs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2016
PROJECT COMPLETION DATE 06/2017

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2017
Construction	Q1 - Q4 FY 2017

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Maintenanace costs are expected to be reduced.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	28,000	0	**$28,000**
Construction	0	201,800	0	**$201,800**
Contingency	0	20,200	0	**$20,200**
TOTAL	**$0**	**$250,000**	**$0**	**$250,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	28,000	0	0	0	**$28,000**
Construction	0	201,800	0	0	0	**$201,800**
Contingency	0	20,200	0	0	0	**$20,200**
TOTAL	**$0**	**$250,000**	**$0**	**$0**	**$0**	**$250,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	250,000	0	0	0	**$250,000**
TOTAL	**$0**	**$250,000**	**$0**	**$0**	**$0**	**$250,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks & Recreation

DEPARTMENT
Parks & Recreation

LOCATION
Miller Park

PROJECT TITLE/PROJECT NUMBER
MILLER PARK, PHASE I

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services

PROJECT DESCRIPTION
Implementation of the Miller Park Master Plan, including improvements to park trails, roads, restrooms, signage and other amenities.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 28, PR-1.4 Develop and maintain individual parks and recreation facility plans that provide a healthy balance of recreational use and natural resource protection. Chapter 3, Page 30, PR-3.7 Implement existing park and trail master plans and develop site specific plans where needed.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2018
PROJECT COMPLETION DATE 06/2022

COMPLETION SCHEDULE

Activity	Complete - Quarter
Architectural Services (Contractual)	Q1-Q4; FY 2019
Construction	Q1-Q4; FY 2021- FY 2022

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Architectural Services (Contractual)	0	50,000	0	**$50,000**
Construction	0	0	470,000	**$470,000**
Contingency	0	0	30,000	**$30,000**
TOTAL	**$0**	**$50,000**	**$500,000**	**$550,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period
Architectural Services (Contractual)	0	0	0	50,000	0	**$50,000**
TOTAL	**$0**	**$0**	**$0**	**$50,000**	**$0**	**$50,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	0	0	50,000	0	**$50,000**
TOTAL	**$0**	**$0**	**$0**	**$50,000**	**$0**	**$50,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
Miller Park (Park Ave.)

PROJECT TITLE/PROJECT NUMBER
MILLER PARK RETAINING WALL RESTORATION

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services

PROJECT DESCRIPTION
Architectural and engineering geotechnical investigation of historic stone retaining wall along Park Avenue resulting in design drawings, specifications, bid documents, and construction.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2016
PROJECT COMPLETION DATE 06/2017

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2017
Construction	Q2 - Q4 FY 2017
Contingency	Q2 - Q4 FY 2017

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	30,000	0	**$30,000**
Construction	0	220,000	0	**$220,000**
Contingency	0	25,000	0	**$25,000**
TOTAL	**$0**	**$275,000**	**$0**	**$275,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	30,000	0	0	0	**$30,000**
Construction	0	220,000	0	0	0	**$220,000**
Contingency	0	25,000	0	0	0	**$25,000**
TOTAL	**$0**	**$275,000**	**$0**	**$0**	**$0**	**$275,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	275,000	0	0	0	**$275,000**
TOTAL	**$0**	**$275,000**	**$0**	**$0**	**$0**	**$275,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
Concord Turnpike

PROJECT TITLE/PROJECT NUMBER
RIVERFRONT PARK, PHASE II (FORMERLY INTERMET FOUNDRY)

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

Project Photograph Not Available

PROJECT DESCRIPTION
Perform survey, environmental and other tasks resulting in preliminary design/cost estimate of Riverfront Park extension. Concepts to include large, multi-purpose special event space, athletic fields, RiverWalk, parking, and utilities to support large events showcasing the James River and RiverWalk.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 20, Goal AP-2: Downtown and Riverfront: Maintain a strong, mixed-use downtown that is a focus for civic, business, residential, entertainment, art, culture and recreational activities. Celebrate and strengthen connections to the James River.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2018
PROJECT COMPLETION DATE 06/2019

COMPLETION SCHEDULE

Activity	Complete - Quarter
Architectural Services (Contractual)	Q1 - Q4 FY 2019
Surveying (Contractual)	Q1 - Q2 FY 2019
Contract Administration (Contractual)	Q1 - Q4 FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
To be determined.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Architectural Services (Contractual)	0	75,000	0	**$75,000**
Surveying (Contractual)	0	10,000	0	**$10,000**
Contract Administration (Contractual)	0	15,000	0	**$15,000**
TOTAL	**$0**	**$100,000**	**$0**	**$100,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period
Architectural Services (Contractual)	0	0	0	75,000	0	**$75,000**
Surveying (Contractual)	0	0	0	10,000	0	**$10,000**
Contract Administration (Contractual)	0	0	0	15,000	0	**$15,000**
TOTAL	**$0**	**$0**	**$0**	**$100,000**	**$0**	**$100,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	0	0	100,000	0	**$100,000**
TOTAL	**$0**	**$0**	**$0**	**$100,000**	**$0**	**$100,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL =100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
Various

PROJECT TITLE/PROJECT NUMBER
ATHLETIC FIELD MAINTENANCE / P0081

PROJECT TYPE
Maintenance

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Improvements to City-wide athletic fields and amenities. A detailed project list is attached.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 29, PR-2.5 Fully utilize parks, trails and facilities to meet the recreational needs of city residents, placing emphasis on underserved populations. Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE Continuing
PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing
Fencing, Lighting, and Signs	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	136,500	Continuing	**Continuing**
Construction	Continuing	868,400	Continuing	**Continuing**
Fencing, Lighting, and Signs	Continuing	327,500	Continuing	**Continuing**
Contingency	Continuing	82,600	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,415,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	5,000	65,000	24,500	21,000	21,000	**$136,500**
Construction	318,200	141,000	143,600	132,800	132,800	**$868,400**
Fencing, Lighting, and Signs	60,000	30,000	67,500	85,000	85,000	**$327,500**
Contingency	31,800	14,000	14,400	11,200	11,200	**$82,600**
TOTAL	**$415,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$1,415,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	415,000	0	0	0	0	**$415,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	250,000	250,000	250,000	250,000	**$1,000,000**
TOTAL	**$415,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$1,415,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Athletic Field Maintenance

Fiscal Year	Project Name	Consultant Engineering	Construction	Fencing, Lighting, and Signs	Contingency	Annual Total
2016	Peaks View Football Field (#10) Conversion	$5,000	$159,100	$30,000	$15,900	$210,000
2016	Sandusky Park Football Field Upgrade	0	159,100	30,000	15,900	205,000
2016	**Sub-totals**	**$5,000**	**$318,200**	**$60,000**	**$31,800**	**$415,000**
2017	Peaks View Park Field #s 8 and 9 Renovation	$5,000	$59,100	$5,000	$5,900	$75,000
2017	Sandusky Park Football Field Light Installation	15,000	81,900	25,000	8,100	130,000
2017	Miller Park Athletic Complex Design Development	45,000	0	0	0	45,000
2017	**Sub-totals**	**$65,000**	**$141,000**	**$30,000**	**$14,000**	**$250,000**
2018	Miller Park Bradford and Lloyd Dugouts Renovation	$7,000	$48,200	$20,000	$4,800	$80,000
2018	Miller Park Bradford and Lloyd Backstop/Fence	7,000	47,300	20,000	4,700	79,000
2018	Miller Park Fence/Signage	7,000	30,000	21,000	3,000	61,000
2018	Hutcherson Early Learning Center Baseball Field	3,500	18,100	6,500	1,900	30,000
2018	**Sub-totals**	**$24,500**	**$143,600**	**$67,500**	**$14,400**	**$250,000**
2019	Sandusky Park Storage	$7,000	$54,600	$3,000	$5,400	$70,000
2019	Sandusky Restroom	7,000	38,200	46,000	3,800	95,000
2019	Miller Park Happy Lee Backstop/Fence	3,500	20,000	18,000	1,000	42,500
2019	Miller Park Happy Lee Dugout Renovation	3,500	20,000	18,000	1,000	42,500
2019	**Sub-totals**	**$21,000**	**$132,800**	**$85,000**	**$11,200**	**$250,000**
2020	Peaks View Park Softball Tournament Upgrade	$21,000	$132,800	$85,000	$11,200	$250,000
2020	**Sub-totals**	**$21,000**	**$132,800**	**$85,000**	**$11,200**	**$250,000**
Grand Totals		**$136,500**	**$868,400**	**$327,500**	**$82,600**	**$1,415,000**

SERVICE AREA	DEPARTMENT	LOCATION
Parks and Recreation	**Parks and Recreation**	**College Hill Center**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
COLLEGE HILL NEIGHBORHOOD CENTER RENOVATION	**Maintenance**

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Interior and exterior building renovations to College Hill Neighborhood Center including; mechanical system upgrades, general carpentry and painting, ceiling and floor repairs, lighting and ADA access upgrades, appliance and equipment replacement, landscaping and general signage/fencing replacements.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2018
PROJECT COMPLETION DATE 06/2019

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2019
Construction	Q1 - Q4 FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Unknown at this time.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	17,500	0	**$17,500**
Construction	0	143,200	0	**$143,200**
Contingency	0	14,300	0	**$14,300**
TOTAL	**$0**	**$175,000**	**$0**	**$175,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	0	17,500	0	**$17,500**
Construction	0	0	0	143,200	0	**$143,200**
Contingency	0	0	0	14,300	0	**$14,300**
TOTAL	**$0**	**$0**	**$0**	**$175,000**	**$0**	**$175,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	0	0	175,000	0	**$175,000**
TOTAL	**$0**	**$0**	**$0**	**$175,000**	**$0**	**$175,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Parks and Recreation	**Parks and Recreation**	**Daniels Hill Center**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
DANIELS HILL NEIGHBORHOOD CENTER RENOVATION	**Maintenance**

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Interior and exterior building renovations to Daniels Hill Neighborhood Center including mechanical system upgrades, general carpentry and painting, ceiling and floor repairs, lighting and ADA access upgrades, appliance and equipment replacement, landscaping and general signage/fencing replacements.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2016
PROJECT COMPLETION DATE 06/2017

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2017
Construction	Q1 - Q4 FY 2017

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Unknown at this time.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	17,500	0	**$17,500**
Construction	0	143,200	0	**$143,200**
Contingency	0	14,300	0	**$14,300**
TOTAL	**$0**	**$175,000**	**$0**	**$175,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	17,500	0	0	0	**$17,500**
Construction	0	143,200	0	0	0	**$143,200**
Contingency	0	14,300	0	0	0	**$14,300**
TOTAL	**$0**	**$175,000**	**$0**	**$0**	**$0**	**$175,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	175,000	0	0	0	**$175,000**
TOTAL	**$0**	**$175,000**	**$0**	**$0**	**$0**	**$175,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Parks and Recreation	**Parks and Recreation**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
GENERAL PARK MAINTENANCE / P0086	**Maintenance**

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Improvements and renovations to park playgrounds, signage, fencing and other amenities and features. A detailed project list is attached.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE Continuing
PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Continuing
Fencing, Lighting, and Signs	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	Continuing	119,400	Continuing	**Continuing**
Fencing, Lighting, and Signs	Continuing	422,000	Continuing	**Continuing**
Contingency	Continuing	11,600	Continuing	**Continuing**
TOTAL	**Continuing**	**$553,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	43,700	32,800	10,100	16,400	16,400	**$119,400**
Fencing, Lighting, and Signs	105,000	64,000	89,000	82,000	82,000	**$422,000**
Contingency	4,300	3,200	900	1,600	1,600	**$11,600**
TOTAL	**$153,000**	**$100,000**	**$100,000**	**$100,000**	**$100,000**	**$553,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	153,000	0	0	0	0	**$153,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	100,000	100,000	100,000	100,000	**$400,000**
TOTAL	**$153,000**	**$100,000**	**$100,000**	**$100,000**	**$100,000**	**$553,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

General Park Maintenance

Fiscal Year	Project Name	Construction	Fencing, Lighting, and Signs	Contingency	Annual Total
2016	Peaks View Park Tot Lot Equipment	$18,200	$33,000	$1,800	$53,000
2016	Peaks View Park Disc Golf Course Repair	9,100	40,000	900	50,000
2016	Riverside Park Post and Chain/Bollard Replacement	16,400	32,000	1,600	50,000
2016	**Sub-totals**	**$43,700**	**$105,000**	**$4,300**	**$153,000**
2017	Fort Avenue Park Playground Equipment	$20,000	$40,000	$2,000	$62,000
2017	General Signage, Fencing, and Amenities	12,800	24,000	1,200	38,000
2017	**Sub-totals**	**$32,800**	**$64,000**	**$3,200**	**$100,000**
2018	Riverside Park Static Playground Equipment	$2,800	$60,000	$200	$63,000
2018	General Signage, Fencing, and Amenities	7,300	29,000	700	37,000
2018	**Sub-totals**	**$10,100**	**$89,000**	**$900**	**$100,000**
2019	Daniels Hill Playground Equipment	$9,100	$53,000	$900	$63,000
2019	General Signage	7,300	29,000	700	37,000
2019	**Sub-Totals**	**$16,400**	**$82,000**	**$1,600**	**$100,000**
2020	Westover Site Amenities	$16,400	$12,000	$800	$29,200
2020	Westover Fencing		70,000	800	70,800
2020	**Sub-Totals**	**$16,400**	**$82,000**	**$1,600**	**$100,000**
Grand Totals		**$119,400**	**$422,000**	**$11,600**	**$553,000**

SERVICE AREA	DEPARTMENT	LOCATION
Parks and Recreation	**Parks and Recreation**	**Jefferson Park Center**

PROJECT TITLE/PROJECT NUMBER
JEFFERSON PARK NEIGHBORHOOD CENTER RENOVATION

PROJECT TYPE
Maintenance

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Interior and exterior building renovations to Jefferson Park Neighborhood Center including; mechanical system upgrades, general carpentry and painting, ceiling and floor repairs, lighting and ADA access upgrades, appliance and equipment replacement, landscaping and general signage/fencing replacements.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2017
PROJECT COMPLETION DATE 06/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2018
Construction	Q1 - Q4 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Unknown at this time.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	17,500	0	**$17,500**
Construction	0	143,200	0	**$143,200**
Contingency	0	14,300	0	**$14,300**
TOTAL	**$0**	**$175,000**	**$0**	**$175,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	17,500	0	0	**$17,500**
Construction	0	0	143,200	0	0	**$143,200**
Contingency	0	0	14,300	0	0	**$14,300**
TOTAL	**$0**	**$0**	**$175,000**	**$0**	**$0**	**$175,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	0	175,000	0	0	**$175,000**
TOTAL	**$0**	**$0**	**$175,000**	**$0**	**$0**	**$175,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
Various Recreation Centers

PROJECT TITLE/PROJECT NUMBER
LUMOS FIBER NETWORK CONNECTIONS AT PARKS AND RECREATION FACILITIES

PROJECT TYPE
Maintenance

DEPARTMENT PRIORITY
Project required to support important but not essential services

Project Photograph Unavailable

PROJECT DESCRIPTION
Extension of City's IT network to Parks and Recreation's neighborhood centers through installation of fiber-optics network cable. The goal is for all centers to have the lines installed by 2020. The first year's appropriation includes funding for Templeton Senior Center, Fairview Center and Yoder Center.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2015
PROJECT COMPLETION DATE 06/2020

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Q1 - Q2 FY 2020

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Unknown at this time.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	0	250,000	0	**$250,000**
TOTAL	**$0**	**$250,000**	**$0**	**$250,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	50,000	50,000	50,000	50,000	50,000	**$250,000**
TOTAL	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$250,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	50,000	0	0	0	0	**$50,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	50,000	50,000	50,000	50,000	**$200,000**
TOTAL	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$250,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Parks and Recreation	**Parks and Recreation**	**Various**

PROJECT TITLE/PROJECT NUMBER
PARKS PAVING AND LIGHTING / RECONSTRUCTION / P0087

PROJECT TYPE
Maintenance

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Renovation of park athletic courts, trails, walks, steps, parking lots, and lighting. A detailed project list is attached.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE Continuing
PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing
Goals, Signs, and Lighting	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	74,000	Continuing	**Continuing**
Construction	Continuing	1,136,300	Continuing	**Continuing**
Goals, Signs, and Lighting	Continuing	265,500	Continuing	**Continuing**
Contingency	Continuing	112,200	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,588,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	6,000	17,000	18,000	16,500	16,500	**$74,000**
Construction	312,500	218,300	204,900	200,300	200,300	**$1,136,300**
Goals, Signs, and Lighting	126,500	21,000	35,000	41,500	41,500	**$265,500**
Contingency	31,000	21,700	20,100	19,700	19,700	**$112,200**
TOTAL	**$476,000**	**$278,000**	**$278,000**	**$278,000**	**$278,000**	**$1,588,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	476,000	0	0	0	0	**$476,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	278,000	278,000	278,000	278,000	**$1,112,000**
TOTAL	**$476,000**	**$278,000**	**$278,000**	**$278,000**	**$278,000**	**$1,588,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Parks Paving and Lighting/Reconstruction

Fiscal Year	Project Name	Consultant Engineering	Construction	Goals, Signs, and Lighting	Contingency	Annual Total
2016	Fairview Park Basketball Court Overlay	$0	$13,700	$12,000	$1,300	$27,000
2016	Bikeway II Trail Resurfacing	0	50,000	3,000	5,000	58,000
2016	Miller Park Interior Path Overlay I	0	71,000	20,000	9,000	100,000
2016	Miller Park - Fort Avenue Parking Lot Overlay	2,000	37,300	6,500	3,700	49,500
2016	Miller Park Aviary Parking Lot/Lighting	4,000	108,200	40,000	6,800	159,000
2016	Miller Park Monument & Trail A&E	72,500	0	0	10,000	82,500
2016	**Sub-totals**	**$78,500**	**$280,200**	**$81,500**	**$35,800**	**$476,000**
2017	Miller Park Pool Parking Lot Overlay	$15,000	$91,000	$15,000	$9,000	$130,000
2017	Miller Park Interior Path Overlay II	2,000	127,300	6,000	12,700	148,000
2017	**Sub-totals**	**$17,000**	**$218,300**	**$21,000**	**$21,700**	**$278,000**
2018	Peaks View Park - Tenbury Parking Overlay	$9,000	$68,200	$12,000	$6,800	$96,000
2018	Peaks View Park - Ardmore Parking Overlay	9,000	63,700	23,000	6,300	102,000
2018	Peaks View Park - Greenway Overlay	0	73,000	0	7,000	80,000
2018	**Sub-totals**	**$18,000**	**$204,900**	**$35,000**	**$20,100**	**$278,000**
2019	Peaks View Park - Wiggington Parking Overlay	$16,500	$127,300	$33,000	$12,700	$189,500
2019	Peaks View Park - Interior Trails Overlay	0	73,000	8,500	7,000	88,500
2019	**Sub-totals**	**$16,500**	**$200,300**	**$41,500**	**$19,700**	**$278,000**
2020	Riverside Park Tennis Court	16,500	200,300	41,500	19,700	278,000
2020	**Sub-totals**	**$16,500**	**$200,300**	**$41,500**	**$19,700**	**$278,000**
Grand Totals		**$146,500**	**$1,104,000**	**$220,500**	**$117,000**	**$1,588,000**

SERVICE AREA	DEPARTMENT	LOCATION
Parks and Recreation	**Parks and Recreation**	**Riverside Park**

PROJECT TITLE/PROJECT NUMBER
RIVERSIDE PARK OVERLOOK RESTORATION / P0101

PROJECT TYPE
Maintenance

DEPARTMENT PRIORITY
Project required to support important but not essential services

PROJECT DESCRIPTION
Architectural and engineering resulting in site plans, cost estimates, bid documents, construction drawings and restoration of the overlook.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2013
PROJECT COMPLETION DATE 06/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q1 - Q4 FY 2013; Q1 - Q4 FY 2018
Construction	Q1 - Q4 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Architectural Services (Contractual)	0	140,000	0	**$140,000**
Consultant Engineering	45,000	0	0	**$45,000**
Construction	0	909,100	0	**$909,100**
Contingency	0	90,900	0	**$90,900**
TOTAL	**$45,000**	**$1,140,000**	**$0**	**$1,185,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Architectural Services (Contractual)	0	0	140,000	0	0	**$140,000**
Construction	0	0	909,100	0	0	**$909,100**
Contingency	0	0	90,900	0	0	**$90,900**
TOTAL	**$0**	**$0**	**$1,140,000**	**$0**	**$0**	**$1,140,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	0	0	1,140,000	0	0	**$1,140,000**
TOTAL	**$0**	**$0**	**$1,140,000**	**$0**	**$0**	**$1,140,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Newly Renovated Theater Space at Miller Center

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
City Stadium (Football)

PROJECT TITLE/PROJECT NUMBER
CITY FOOTBALL STADIUM RESTORATION / P0083

PROJECT DESCRIPTION
Renovations to meet National Federation of State High School Associations and other standards. Work to include rest-rooms, concessions, sound system, entry gates, parking, drainage and fencing improvements.

PROJECT STATUS
A request for proposals for construction management of this project has been issued. Construction is projected to begin in July, 2015 and be complete by September, 2016.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
07/01/10	FY 2011 CIP	$300,000
07/01/13	FY 2014 CIP	7,000,000
07/01/14	FY 2015 CIP	1,000,000
TOTAL		**$8,300,000**
01/31/15	Expenditures to date	2,170,953
AVAILABLE APPROPRIATIONS		**$6,129,047**

PROJECT BUDGET

Activity	Amount
Consultant Engineering	$960,000
Construction	7,340,000
TOTAL	**$8,300,000**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	920,000	5,209,047	0	0	0	0	**$6,129,047**
TOTAL CASH	**$920,000**	**$5,209,047**	**$0**	**$0**	**$0**	**$0**	**$6,129,047**

EXPENDITURES THROUGH 1/31/15	**$2,170,953**
TOTAL PROJECT ESTIMATE	**$8,300,000**

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
Riverside Park

PROJECT TITLE/PROJECT NUMBER
RIVERSIDE PARK CONSTRUCTION, PHASE I / P0078

PROJECT DESCRIPTION
Design and construction of train shed, access, landscape, signage and site amenity improvements (per the Riverside Park Master Plan). City funding supplemented by federal grants.

PROJECT STATUS
The project is currently under construction and is scheduled to be complete by September, 2015.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
01/12/09	Transfer from General Park Improvements	$78,840
05/26/09	Transfer from Riverside Park Master Plan - SAFETEA-LU grant	525,934
08/27/09	Transfer to General Park Improvements	(94,774)
09/22/09	9/08/2009 Council Agenda, Item #4 (grant)	208,519
08/15/11	Transfer from Diamond Hill Renovations and General Park Maintenance	186,114
09/01/11	Transfer to Riverside Park Playcore	(100,000)
05/13/13	Transfer from Riverside Train. Riverside Playcore and Riverside Trails	160,750
06/07/13	Transfer to Riverside Park Playcore	(2,400)
06/28/13	Transfer to Riverside Park Playcore	(93)
08/21/13	Transfer from Riverside Park Trails	140,000
02/11/14	Transfer from Riverside Train/ Packet Boat	90
TOTAL		**$1,102,980**
01/31/15	Expenditures to date	557,263
AVAILABLE APPROPRIATIONS		**$545,717**

PROJECT BUDGET

Activity	Amount
Construction	$1,102,803
Miscellaneous	177
TOTAL	**$1,102,980**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
VDOT SAFETEA-LU Grant	75,829	224,315	0	0	0	0	**$300,144**
Local: Pay-As-You-Go	0	245,573	0	0	0	0	**$245,573**
TOTAL CASH	**$75,829**	**$469,888**	**$0**	**$0**	**$0**	**$0**	**$545,717**

EXPENDITURES THROUGH 1/31/15	**$557,263**
TOTAL PROJECT ESTIMATE	**$1,102,980**

Batteau on James River

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
MISCELLANEOUS					
Jefferson Park Erosion Repair and Site Grading	50,000	0	0	0	0
Source of Funding					
Pay-As-You-Go	50,000	0	0	0	0
Radio Replacement	191,500	191,500	191,500	0	0
Source of Funding					
Pay-As-You-Go	191,500	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	191,500	191,500	0	0
Total Estimates Proposed FY 2016-2020 CIP	$241,500	$191,500	$191,500	$0	$0
Source of Funding					
Pay-As-You-Go	$241,500	$0	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	$0	$191,500	$191,500	$0	$0

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$50,000	576,100	0	$626,100
$574,500	1,354,562	0	$1,929,062
$624,500			$2,555,162
$241,500			
$383,000			
$624,500			

SERVICE AREA	DEPARTMENT	LOCATION
Miscellaneous	**Public Works**	**Jefferson Park - 405 York Street**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
JEFFERSON PARK EROSION REPAIR AND SITE GRADING / ME015	**Maintenance**

DEPARTMENT PRIORITY

Project Photograph Unavailable

PROJECT DESCRIPTION
Repair of washout, drainage and cover issues over old landfill.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.
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PROJECT MANAGER(S)
Gaynelle Hart, Public Works Director

PROJECT START DATE 07/2014
PROJECT COMPLETION DATE 06/2016

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q4 FY 2016
Construction	Q4 FY 2016

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
To be determined.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	151,100	0	0	**$151,100**
Construction	425,000	50,000	0	**$475,000**
TOTAL	**$576,100**	**$50,000**	**$0**	**$626,100**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	50,000	0	0	0	0	**$50,000**
TOTAL	**$50,000**	**$0**	**$0**	**$0**	**$0**	**$50,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	50,000	0	0	0	0	**$50,000**
Local: G.O. Bond	500,000	0	0	0	0	**$500,000**
TOTAL	**$550,000**	**$0**	**$0**	**$0**	**$0**	**$550,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Equipment	**Emergency Services**	**3621 Candlers Mountain Rd**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
RADIO REPLACEMENT / ME004	**Maintenance**

DEPARTMENT PRIORITY

Project Photograph Unavailable

PROJECT DESCRIPTION
Funding is needed to replace aging public safety radios currently in use. The radios will be reaching "end of parts" status after which repair parts will no longer be available by the manufacturer. Radio models include the M7100 (end of parts on 3/6/2014) and P7100 (end of parts on 9/2/2015).

RELATIONSHIP TO COMPREHENSIVE PLAN
N/A

PROJECT MANAGER(S)
Melissa D. Foster, Director,
Department of Emergency Services

PROJECT START DATE 07/2014
PROJECT COMPLETION DATE 07/2017

COMPLETION SCHEDULE

Activity	Complete - Quarter
Equipment	Q1 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Equipment	1,354,562	574,500	0	**$1,929,062**
TOTAL	**$1,354,562**	**$574,500**	**$0**	**$1,929,062**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Equipment	191,500	191,500	191,500	0	0	**$574,500**
TOTAL	**$191,500**	**$191,500**	**$191,500**	**$0**	**$0**	**$574,500**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	191,500	0	0	0	0	**$191,500**
Local: Pay-As-You-Go: Based on Availability of Funds	0	191,500	191,500	0	0	**$383,000**
TOTAL	**$191,500**	**$191,500**	**$191,500**	**$0**	**$0**	**$574,500**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Jefferson Park Trail Entrance

Lynchburg Expressway

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESERVES					
Snow, Street and Bridge Reserve	250,000	250,000	250,000	250,000	250,000
Source of Funding					
Pay-As-You-Go	250,000	0	0	0	0
Pay-As-You-Go: Based on Availability of Funds	0	250,000	250,000	250,000	250,000
Total Estimates Proposed FY 2016-2020 CIP	$250,000	$250,000	$250,000	$250,000	$250,000
Source of Funding					
Pay-As-You-Go	$250,000	$0	$0	$0	$0
Pay-As-You-Go: Based on Availability of Funds	$0	$250,000	$250,000	$250,000	$250,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$1,250,000	**Continuing**	**Continuing**	**$1,250,000**
$1,250,000			**$1,250,000**

$250,000
$1,000,000
$1,250,000

SERVICE AREA	DEPARTMENT	LOCATION
Reserves	**Various**	**N/A**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
SNOW, STREET, AND BRIDGE RESERVE / TR001	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

Reserves for unexpected maintenance expenditures related to snow removal. Remaining funds at the end of the fiscal year will be used to fund street and bridge maintenance.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, page 30, Goal T-1: Provide safe, efficient, effective, and well-planned transportation systems and facilities that enhance economic development and redevelopment opportunities while preserving the integrity and character of the affected neighborhoods, historic districts, downtown and natural resources.

PROJECT MANAGER(S)

Gaynelle Hart, Director of Public Works

Lee Newland, City Engineer

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Snow Removal/Maintenance	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Requires project management time from the Public Works Department, which is built into estimated costs.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Snow Removal/Maintenance	Continuing	1,250,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,250,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Snow Removal/Maintenance	250,000	250,000	250,000	250,000	250,000	**$1,250,000**
TOTAL	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$1,250,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	250,000	0	0	0	0	**$250,000**
Local: Pay-As-You-Go: Based on Availability of Funds	0	250,000	250,000	250,000	250,000	**$1,000,000**
TOTAL	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$1,250,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

E. C. Glass and Heritage High Schools

SCHOOLS CAPITAL PROJECTS SUMMARY OF APPROPRIATIONS - This summary demonstrates project appropriations for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Pay-As-You-Go: Based on Availability of Funds	$0	$1,981,735	$1,912,684	$2,690,000	$1,428,000
TOTAL ESTIMATED RESOURCES	**$0**	**$1,981,735**	**$1,912,684**	**$2,690,000**	**$1,428,000**
CAPITAL PROJECTS					
Athletic Complexes	$0	$80,000	$80,000	$140,000	$0
Major Building Repairs - Schools	0	900,000	380,000	700,000	1,250,000
Paving and Fencing	0	158,000	164,000	170,000	178,000
Playground Replacement	0	123,735	128,684	0	0
Roof Replacement - Schools	0	720,000	1,160,000	1,680,000	0
TOTAL PROPOSED CAPITAL PROJECTS	**$0**	**$1,981,735**	**$1,912,684**	**$2,690,000**	**$1,428,000**

Source: Lynchburg City Schools

SCHOOLS CAPITAL PROJECTS FINANCING PLAN - This summary demonstrates projected expenditure cash flows for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Pay-As-You-Go: Based on Availability of Funds	$0	$1,981,735	$1,912,684	$2,690,000	$1,428,000
TOTAL ESTIMATED RESOURCES	**$0**	**$1,981,735**	**$1,912,684**	**$2,690,000**	**$1,428,000**
CASH FLOW REQUIREMENTS					
Athletic Complexes	$0	$80,000	$80,000	$140,000	$0
Major Building Repairs - Schools	0	900,000	380,000	700,000	1,250,000
Paving and Fencing	0	158,000	164,000	170,000	178,000
Playground Replacement	0	123,735	128,684	0	0
Roof Replacement - Schools	0	720,000	1,160,000	1,680,000	0
TOTAL CASH FLOW REQUIREMENTS	**$0**	**$1,981,735**	**$1,912,684**	**$2,690,000**	**$1,428,000**

Source: Lynchburg City Schools

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
SCHOOLS - MAINTENANCE					
Athletic Complexes	0	80,000	80,000	140,000	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	80,000	80,000	140,000	0
Major Building Repairs and Improvements - Schools	0	900,000	380,000	700,000	1,250,000
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	900,000	380,000	700,000	1,250,000
Paving and Fencing	0	158,000	164,000	170,000	178,000
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	158,000	164,000	170,000	178,000
Playground Equipment Replacement	0	123,735	128,684	0	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	123,735	128,684	0	0
Roof Replacement - Schools	0	720,000	1,160,000	1,680,000	0
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	0	720,000	1,160,000	1,680,000	0
Total Estimates Proposed FY 2016-2020 CIP	$0	$1,981,735	$1,912,684	$2,690,000	$1,428,000
Source of Funding					
Pay-As-You-Go: Based on Availability of Funds	$0	$1,981,735	$1,912,684	$2,690,000	$1,428,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$300,000	Continuing	Continuing	$300,000
$3,230,000	Continuing	Continuing	$3,230,000
$670,000	Continuing	Continuing	$670,000
$252,419	Continuing	0	$252,419
$3,560,000	Continuing	Continuing	$3,560,000
$8,012,419			$8,012,419
$8,012,419			

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**Various Schools**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
ATHLETIC COMPLEXES	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

This project involves repairs and replacements at various school athletic complexes. A detailed sub-project list is attached.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS 1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)

Ben Copeland, Assistant Superintendent for Operations and Administration - Schools

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Reduced cost of maintenance and upkeep of existing faciliites.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	Continuing	300,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$300,000**	**Continuing**	**$300,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	0	80,000	80,000	140,000	0	**$300,000**
TOTAL	**$0**	**$80,000**	**$80,000**	**$140,000**	**$0**	**$300,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	80,000	80,000	140,000	0	**$300,000**
TOTAL	**$0**	**$80,000**	**$80,000**	**$140,000**	**$0**	**$300,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Athletics Complexes

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Annual Total
2017	EC Glass High School	Resurface track	$0	$80,000	$80,000
2017	**Sub-Totals**		**$0**	**$80,000**	**$80,000**
2018	Linkhorne Middle School	Resurface track	$0	$80,000	$80,000
2018	**Sub-Totals**		**$0**	**$80,000**	**$80,000**
2019	Bass Elementary	Replace gym floor	$0	$60,000	$60,000
2019	Dunbar Middle School	Resurface track	$0	$80,000	$80,000
2019	**Sub-Totals**		**$0**	**$140,000**	**$140,000**
Grand Totals			**$0**	**$300,000**	**$300,000**

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**Various Schools**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
MAJOR BUILDING REPAIRS AND IMPROVEMENTS - SCHOOLS	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

This project involves the replacement of mechanical and electrical systems that are at the end of their estimated useful life and need replacement. A detailed sub-project list is attached.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS 1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)

Ben Copeland, Assistant Superintendent for Operations and Administration - Schools

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Reduced cost of maintenance and upkeep of existing faciliites.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	227,000	Continuing	**Continuing**
Construction	Continuing	2,913,000	Continuing	**Continuing**
Contingency	Continuing	90,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$3,230,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	54,000	23,000	50,000	100,000	**$227,000**
Construction	0	806,000	357,000	625,000	1,125,000	**$2,913,000**
Contingency	0	40,000	0	25,000	25,000	**$90,000**
TOTAL	**$0**	**$900,000**	**$380,000**	**$700,000**	**$1,250,000**	**$3,230,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	900,000	380,000	700,000	$1,250,000	**$3,230,000**
TOTAL	**$0**	**$900,000**	**$380,000**	**$700,000**	**$1,250,000**	**$3,230,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Major Building Repair and Improvements - Schools

Fiscal Year	Building Name	Sub-Project	Consultant Engineering	Construction	Contingency	Annual Total
2017	School Administration Building	HVAC Upgrade	$54,000	$806,000	$40,000	$900,000
2017	**Sub-totals**		**$54,000**	**$806,000**	**$40,000**	**$900,000**
2018	Dunbar Middle School	HVAC replacement	$8,000	$172,000	$0	$180,000
2018	TC Miller Elementary School	Chiller replacement	15,000	185,000	0	200,000
2018	**Sub-totals**		**$23,000**	**$357,000**	**$0**	**$380,000**
2019	RS Payne Elementary School	HVAC Upgrade	$50,000	$625,000	$25,000	$700,000
2019	**Sub-totals**		**$50,000**	**$625,000**	**$25,000**	**$700,000**
2020	Bass Elementary School	HVAC replacement	$45,000	$530,000	$25,000	$600,000
2020	Dunbar Middle School	Chiller replacement	$30,000	$320,000	$0	$350,000
2020	Bedford Hills Elementary School	Chiller replacement	$25,000	$275,000	$0	$300,000
2020	**Sub-totals**		**$100,000**	**$1,125,000**	**$25,000**	**$1,250,000**
Grand Totals			**$227,000**	**$2,913,000**	**$90,000**	**$3,230,000**

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
PAVING AND FENCING	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

This project involves the replacement of unserviceable paving and fencing.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS 1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)

Ben Copeland, Assistant Superintendent for Operations and Administration - Schools

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	Continuing	670,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$670,000**	**Continuing**	**$670,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	0	158,000	164,000	170,000	178,000	**$670,000**
TOTAL	**$0**	**$158,000**	**$164,000**	**$170,000**	**$178,000**	**$670,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	158,000	164,000	170,000	178,000	**$670,000**
TOTAL	**$0**	**$158,000**	**$164,000**	**$170,000**	**$178,000**	**$670,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
PLAYGROUND EQUIPMENT REPLACEMENT	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

This project involves the replacement of unserviceable playground equipment.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS 1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)

Ben Copeland, Assistant Superintendent for Operations and Administration - Schools

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Playground Equipment	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Playground Equipment	Continuing	252,419	Continuing	**Continuing**
TOTAL	**Continuing**	**$252,419**	**Continuing**	**$252,419**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Playground Equipment	0	123,735	128,684	0	0	**$252,419**
TOTAL	**$0**	**$123,735**	**$128,684**	**$0**	**$0**	**$252,419**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	123,735	128,684	0	0	**$252,419**
TOTAL	**$0**	**$123,735**	**$128,684**	**$0**	**$0**	**$252,419**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
ROOF REPLACEMENT - SCHOOLS	**Maintenance**

DEPARTMENT PRIORITY

Project supports essential services

Project Photograph Unavailable

PROJECT DESCRIPTION

This project involves the replacement of roof systems that are at the end of their estimated useful life and need replacement.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 37, Goal PFS 1.1: Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)

Ben Copeland, Assistant Superintendent for Operations and Administration - Schools

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

More efficient building will result in lower operating and maintenance costs while extending the remaining useful life of the building.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	234,000	Continuing	**Continuing**
Construction	Continuing	3,180,000	Continuing	**Continuing**
Contingency	Continuing	146,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$3,560,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	44,000	80,000	110,000	0	**$234,000**
Construction	0	650,000	1,030,000	1,500,000	0	**$3,180,000**
Contingency	0	26,000	50,000	70,000	0	**$146,000**
TOTAL	**$0**	**$720,000**	**$1,160,000**	**$1,680,000**	**$0**	**$3,560,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go: Based on Availability of Funds	0	720,000	1,160,000	1,680,000	0	**$3,560,000**
TOTAL	**$0**	**$720,000**	**$1,160,000**	**$1,680,000**	**$0**	**$3,560,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Schools

DEPARTMENT
Schools

LOCATION
3020 Wards Ferry Road

PROJECT TITLE/PROJECT NUMBER
HERITAGE HIGH SCHOOL

PROJECT DESCRIPTION
A new school is being built on the current site.

PROJECT STATUS
Project is currently under construction and is scheduled to be complete in August 2016. In the summer of 2016 the old school will be demolished so the student parking lot, athletic fields and tennis courts can be built. The entire project will be complete by July 2017.

PROJECT MANAGER(S)
Ben Copeland, Assistant Superintendent for
Operations and Administration - Schools

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
10/09/12	Council Agenda #7	$3,480,000
07/09/13	Council Agenda #8	1,185,000
01/14/14	Council Agenda #8	589,731
06/19/14	Council Agenda #21-23	2,800,000
07/01/14	FY 2015 CIP	72,314,191
10/28/14	Council Agenda #6	(3,458,000)
TOTAL		**$76,910,922**
01/31/15	Expenditures to date	22,618,504
AVAILABLE APPROPRIATIONS		**$54,292,418**

PROJECT BUDGET

Activity	Amount
Contract Administration	$310,000
Land Acquisition/Right of Way	675,000
Consultant Engineering	4,772,731
Construction	63,906,463
Contingency	2,746,728
Furniture, Fixtures and Equipment	4,500,000
TOTAL	**$76,910,922**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	9,592,083	0	0	0	0	0	**$9,592,083**
Local: G.O. Bond	44,700,335	0	0	0	0	0	**$44,700,335**
TOTAL CASH	**$54,292,418**	**$0**	**$0**	**$0**	**$0**	**$0**	**$54,292,418**

EXPENDITURES THROUGH 1/31/15	**$22,618,504**
TOTAL PROJECT ESTIMATE	**$76,910,922**

New Heritage High School building during construction

Summary of Projects Deferred Beyond FY 2020

Project Title	Total Amount Deferred
Aquatics Assessment/Miller Park Pool Replacement	$3,850,000
Firing Range Training Facility	400,000
Community Market Interior Renovation	1,000,000
Elementary School Gymnasiums	3,000,000
Linkhorne Elementary School Renovation	10,200,000
Paul Munro Elementary School Renovation	8,500,000
Sandusky Elementary School Renovation	8,400,000
Total Deferred Projects	**$35,350,000**

SERVICE AREA
Parks and Recreation

DEPARTMENT
Parks and Recreation

LOCATION
Miller Park

PROJECT TITLE/PROJECT NUMBER
AQUATICS ASSESSMENT / MILLER PARK POOL REPLACEMENT

PROJECT TYPE
Maintenance

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Project to include a complete assessment of aquatics conditions and needs throughout the city, resulting in the design and replacement of the Miller Park Pool, which will be reaching the end of its useful life.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 37, PFS-1.1 Plan and develop new facilities and/or maintain/renovate existing facilities to meet the City's needs.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2019
PROJECT COMPLETION DATE 05/2021

COMPLETION SCHEDULE

Activity	Complete - Quarter
Architectural Services	Q1 - Q4 FY 2020
Construction	Q2 - Q3 FY 2021

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Architectural Services	0	770,000	0	**$770,000**
Construction	0	2,890,000	0	**$2,890,000**
Contingency	0	190,000	0	**$190,000**
TOTAL	**$0**	**$3,850,000**	**$0**	**$3,850,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period
Architectural Services	0	0	0	0	770,000	**$770,000**
Construction	0	0	0	0	2,890,000	**$2,890,000**
Contingency	0	0	0	0	190,000	**$190,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$3,850,000**	**$3,850,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

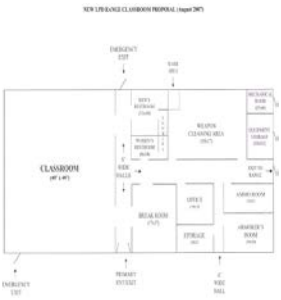
Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	0	0	0	0	800,000	**$800,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$800,000**	**$800,000**

SOURCES OF PROJECT FUNDING FY 2016- 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Buildings	**Public Safety - Police**	**Regional Firing Range**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
FIRING RANGE TRAINING FACILITY	**New**

DEPARTMENT PRIORITY
Project supports essential services



PROJECT DESCRIPTION
Replace the existing training facility at the Firing Range. The existing structure is 30 years old and is in need of major repairs such as HVAC upgrades, insulation, electrical, and plumbing. The new facility will be larger to hold regional classes and be cost effective by minimizing maintenance costs of existing structures.

RELATIONSHIP TO COMPREHENSIVE PLAN
The Comprehensive Plan addresses public facilities. The Firing Range is considered a private facility and is not open to the general public. The current facility is available to other public safety organizations at a per diem rate.

PROJECT MANAGER(S)
Scott Glass, Facilities Manager

PROJECT START DATE 07/2015
PROJECT COMPLETION DATE 12/2015

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Q1 - Q2 FY 2016

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Maintenance and utility costs are expected to decrease through a more energy efficient facility.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	0	400,000	0	**$400,000**
TOTAL	**$0**	**$400,000**	**$0**	**$400,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	400,000	0	0	0	0	**$400,000**
TOTAL	**$400,000**	**$0**	**$0**	**$0**	**$0**	**$400,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Firing Range Fees	400,000	0	0	0	0	**$400,000**
TOTAL	**$400,000**	**$0**	**$0**	**$0**	**$0**	**$400,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Parks & Recreation

DEPARTMENT
Parks & Recreation

LOCATION
Community Market

PROJECT TITLE/PROJECT NUMBER
COMMUNITY MARKET INTERIOR RENOVATION

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project required to support important but not essential services
Project contributes to generation of new revenue

PROJECT DESCRIPTION
Renovations to the interior of the Community Market including realignment of vendor stall spaces, lighting improvements, painting, restroom renovation and signage as guided by the business plan/study completed in 2007.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 13, Page 13.6, Objective 2.B.3: Upgrade the Market building to meet current codes, to improve its exterior and interior appearance, to expand permanent interior retail space, to meet internal vendor needs, to upgrade the food court area, and to meet other needs as recommended by the architectural study.

PROJECT MANAGER(S)
Andrew Reeder, Parks Service Manager

PROJECT START DATE 07/2019
PROJECT COMPLETION DATE 06/2020

COMPLETION SCHEDULE

Activity	Complete - Quarter
Architectural Services (Contractual)	Q1-Q2; FY 2019
Consultant Engineering	Q1-Q2; FY 2019
Construction	Q2-Q4; FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None projected.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Architectural Services (Contractual)	0	200,000	0	**$200,000**
Surveying (Contractual)	0	100,000	0	**$100,000**
Consultant Engineering	0	636,400	0	**$636,400**
Contract Administration (Contractual)	0	63,600	0	**$63,600**
TOTAL	**$0**	**$1,000,000**	**$0**	**$1,000,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Architectural Services (Contractual)	0	0	0	200,000	0	**$200,000**
Consultant Engineering	0	0	0	100,000	0	**$100,000**
Construction	0	0	0	636,400	0	**$636,400**
Contingency	0	0	0	63,600	0	**$63,600**
TOTAL	**$0**	**$0**	**$0**	**$1,000,000**	**$0**	**$1,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	0	0	0	1,000,000	0	**$1,000,000**
TOTAL	**$0**	**$0**	**$0**	**$1,000,000**	**$0**	**$1,000,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**5 Elementary Schools**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
ELEMENTARY SCHOOL GYMNASIUMS	**New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

This project involves construction of gymnasiums at five elementary schools. Bedford Hills ES, Heritage ES, Perrymont ES, Sheffield ES and Dearington ES in FY 2018.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 26, Goal HCA-3: Continually improve the quality and availability of educational opportunities for all ages.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2017
Ben Copeland, Assistant Superintendent for Operations and Administration - Schools	**PROJECT COMPLETION DATE**	09/2019

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Q1 FY 2018 - Q4 FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Additional utility expense required in future years.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	0	3,000,000	0	**$3,000,000**
TOTAL	**$0**	**$3,000,000**	**$0**	**$3,000,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	0	0	0	3,000,000	0	**$3,000,000**
TOTAL	**$0**	**$0**	**$0**	**$3,000,000**	**$0**	**$3,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	0	0	0	1,500,000	1,500,000	**$3,000,000**
TOTAL	**$0**	**$0**	**$0**	**$1,500,000**	**$1,500,000**	**$3,000,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**2501 Linkhorne Drive**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
LINKHORNE ELEMENTARY SCHOOL RENOVATION	**New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

This project involves a renovation to Linkhorne Elementary School. The mechanical, electrical, and major systems at the school are at the end of their estimated useful life and need replacement.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 26, Goal HCA-3: Continually improve the quality and availability of educational opportunities for all ages.

PROJECT MANAGER(S)

Ben Copeland, Assistant Superintendent for Operations and Administration - Schools

PROJECT START DATE 07/2017

PROJECT COMPLETION DATE 08/2020

COMPLETION SCHEDULE

Activity	Complete - Quarter
Architectural Services (Contractual)	Q1 FY 2019 - Q4 FY 2020
Construction	Q1 FY 2019 - Q4 FY 2020

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

More efficient building will result in lower operating and maintenance costs while extending the remaining useful life of the building.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Architectural Services (Contractual)	0	500,000	0	**$500,000**
Construction	0	9,000,000	0	**$9,000,000**
Contingency	0	700,000	0	**$700,000**
TOTAL	**$0**	**$10,200,000**	**$0**	**$10,200,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Architectural Services (Contractual)	0	0	500,000	0	0	**$500,000**
Construction	0	0	0	9,000,000	0	**$9,000,000**
Contingency	0	0	0	700,000	0	**$700,000**
TOTAL	**$0**	**$0**	**$500,000**	**$9,700,000**	**$0**	**$10,200,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	0	0	500,000	9,700,000	0	**$10,200,000**
TOTAL	**$0**	**$0**	**$500,000**	**$9,700,000**	**$0**	**$10,200,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**4641 Locksview Road**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
PAUL MUNRO ELEMENTARY SCHOOL RENOVATION	**New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

This project involves a renovation to Paul Munro Elementary School. The mechanical, electrical, and major systems at the school are at the end of their estimated useful life and need replacement.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 26, Goal HCA-3: Continually improve the quality and availability of educational opportunities for all ages.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2018
Ben Copeland, Assistant Superintendent for Operations and Administration - Schools	**PROJECT COMPLETION DATE**	08/2021

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Architectural Services (Contractual)	Q1 FY 2019 - Q4 FY 2020
Construction	Q1 FY 2020 - Q4 FY 2021

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

More efficient building will result in lower operating and maintenance costs while extending the remaining useful life of the building.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Architectural Services (Contractual)	0	400,000	0	**$400,000**
Construction	0	7,500,000	0	**$7,500,000**
Contingency	0	600,000	0	**$600,000**
TOTAL	**$0**	**$8,500,000**	**$0**	**$8,500,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Architectural Services (Contractual)	0	0	0	400,000	0	**$400,000**
Construction	0	0	0	0	7,500,000	**$7,500,000**
Contingency	0	0	0	0	600,000	**$600,000**
TOTAL	**$0**	**$0**	**$0**	**$400,000**	**$8,100,000**	**$8,500,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: G.O. Bond	0	0	0	400,000	8,100,000	**$8,500,000**
TOTAL	**$0**	**$0**	**$0**	**$400,000**	**$8,100,000**	**$8,500,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Schools	**Schools**	**5828 Apache Lane**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
SANDUSKY ELEMENTARY SCHOOL RENOVATION	**New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

This project involves a renovation to Sandusky Elementary School. The mechanical, electrical, and major systems at the school are at the end of their estimated useful life and need replacement.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 26, Goal HCA-3: Continually improve the quality and availability of educational opportunities for all ages.

PROJECT MANAGER(S)

Ben Copeland, Assistant Superintendent for Operations and Administration - Schools

PROJECT START DATE 07/2016

PROJECT COMPLETION DATE 08/2019

COMPLETION SCHEDULE

Activity	Complete - Quarter
Architectural Services (Contractual)	Q1 FY 2017 - Q4 FY 2017
Construction	Q1 FY 2018 - Q4 FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

More efficient building will result in lower operating and maintenance costs while extending the remaining useful life of the building.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Architectural Services (Contractual)	0	400,000	0	**$400,000**
Construction	0	7,400,000	0	**$7,400,000**
Contingency	0	600,000	0	**$600,000**
TOTAL	**$0**	**$8,400,000**	**$0**	**$8,400,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Architectural Services (Contractual)	0	400,000	0	0	0	**$400,000**
Construction	0	0	7,400,000	0	0	**$7,400,000**
Contingency	0	0	600,000	0	0	**$600,000**
TOTAL	**$0**	**$400,000**	**$8,000,000**	**$0**	**$0**	**$8,400,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	0	400,000	8,000,000	0	0	**$8,400,000**
TOTAL	**$0**	**$400,000**	**$8,000,000**	**$0**	**$0**	**$8,400,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Lynchburg Regional Airport Terminal at Twilight

AIRPORT CAPITAL PROJECTS FUND – SUMMARY OF APPROPRIATIONS - This summary demonstrates project appropriations for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Federal Aviation Administration	$1,260,000	$2,655,000	$1,125,000	$1,260,000	$1,080,000
Virginia Department of Aviation	140,000	295,000	125,000	140,000	120,000
TOTAL ESTIMATED RESOURCES	**$1,400,000**	**$2,950,000**	**$1,250,000**	**$1,400,000**	**$1,200,000**
PROPOSED PROJECTS					
Mid-Field General Aviation Development Area, Phase II				$1,400,000	
Runway 4-22 Parallel Taxiway, Design/Construction		2,950,000			
South General Aviation Development Area	1,400,000				
Airfield Lighting Rehabilitation (LED)					1,200,000
Terminal Refurbishment (Baggage Systems/Lighting/Counters)			1,250,000		
TOTAL PROPOSED PROJECTS	**$1,400,000**	**$2,950,000**	**$1,250,000**	**$1,400,000**	**$1,200,000**

AIRPORT CAPITAL PROJECTS FUND – FINANCING PLAN - This summary demonstrates projected expenditure cash flows for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Federal Aviation Administration	$1,260,000	$2,655,000	$1,125,000	$1,260,000	$1,080,000
Virginia Department of Aviation	140,000	295,000	125,000	140,000	120,000
TOTAL ESTIMATED RESOURCES	**$1,400,000**	**$2,950,000**	**$1,250,000**	**$1,400,000**	**$1,200,000**
CASH FLOW REQUIREMENTS					
FY 2016-2020 CIP Projects	$1,400,000	$2,950,000	$1,250,000	$1,400,000	$1,200,000
TOTAL CASH FLOW REQUIREMENTS	**$1,400,000**	**$2,950,000**	**$1,250,000**	**$1,400,000**	**$1,200,000**

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
AIRPORT - NEW CONSTRUCTION					
Mid-Field General Aviation Development Area, Phase II	0	0	0	1,400,000	0
Source of Funding					
State: Department of Aviation	0	0	0	140,000	0
Federal: Federal Aviation Administration	0	0	0	1,260,000	0
Runway 4-22 Parallel Taxiway, Design/Construction	0	2,950,000	0	0	0
Source of Funding					
State: Department of Aviation	0	295,000	0	0	0
Federal: Federal Aviation Administration	0	2,655,000	0	0	0
South General Aviation Development Area	1,400,000	0	0	0	0
Source of Funding					
State: Department of Aviation	140,000	0	0	0	0
Federal: Federal Aviation Administration	1,260,000	0	0	0	0
Total Estimates Proposed FY 2016-2020 CIP	$1,400,000	$2,950,000	$0	$1,400,000	$0
Source of Funding					
State: Department of Aviation	$140,000	$295,000	$0	$140,000	$0
Federal: Federal Aviation Administration	$1,260,000	$2,655,000	$0	$1,260,000	$0

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$1,400,000	0	0	$1,400,000
$2,950,000	0	0	$2,950,000
$1,400,000	0	0	$1,400,000
$5,750,000			$5,750,000

$575,000
$5,175,000
$5,750,000

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
AIRPORT - MAINTENANCE					
Airfield Lighting Rehabilitation (LED)	0	0	0	0	1,200,000
Source of Funding					
State: Department of Aviation	0	0	0	0	120,000
Federal: Federal Aviation Administration	0	0	0	0	1,080,000
Terminal Refurbishment (Baggage Systems/ Lighting/Counters)	0	0	1,250,000	0	0
Source of Funding					
State: Department of Aviation	0	0	125,000	0	0
Federal: Federal Aviation Administration	0	0	1,125,000	0	0
Total Estimates Proposed FY 2016-2020 CIP	$0	$0	$1,250,000	$0	$1,200,000
Source of Funding					
State: Department of Aviation	$0	$0	$125,000	$0	$120,000
Federal: Federal Aviation Administration	$0	$0	$1,125,000	$0	$1,080,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$1,200,000	0	0	$1,200,000
$1,250,000	0	0	$1,250,000
$2,450,000			$2,450,000

$245,000
$2,205,000
$2,450,000

SERVICE AREA
Airport

DEPARTMENT
Airport

LOCATION
Lynchburg Regional Airport

PROJECT TITLE/PROJECT NUMBER
MID-FIELD GENERAL AVIATION DEVELOPMENT AREA, PHASE II

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project has State and Federal funding
Project contributes to generation of new revenue

Project Photograph Unavailable

PROJECT DESCRIPTION
Area has been identified in the recently updated Airport Master Plan as a prime area for development for General Aviation (GA) use. Development would include construction of ramp and apron areas as well as site work for future construction of hangars or other facilities by the airport or others.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 31, Goal T-1.12 Coordinate with Campbell County and Lynchburg Regional Airport Commission to protect the airport from incompatible land use encroachments and to foster development of industrial uses that capitalize on the airport's passenger, freight and general aviation services.

PROJECT MANAGER(S)
Mark Courtney, Airport Director

PROJECT START DATE 08/2018
PROJECT COMPLETION DATE 05/2019

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q2 - FY 2019
Construction	Q4 - FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	125,000	0	**$125,000**
Construction	0	1,275,000	0	**$1,275,000**
TOTAL	**$0**	**$1,400,000**	**$0**	**$1,400,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	0	125,000	0	**$125,000**
Construction	0	0	0	1,275,000	0	**$1,275,000**
TOTAL	**$0**	**$0**	**$0**	**$1,400,000**	**$0**	**$1,400,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: VA Dept of Aviation	0	0	0	140,000	0	**$140,000**
Federal: Federal Aviation Admin	0	0	0	1,260,000	0	**$1,260,000**
TOTAL	**$0**	**$0**	**$0**	**$1,400,000**	**$0**	**$1,400,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 0% STATE = 10% FEDERAL = 90% OTHER = 0%

SERVICE AREA
Airport

DEPARTMENT
Airport

LOCATION
Lynchburg Regional Airport

PROJECT TITLE/PROJECT NUMBER
RUNWAY 4-22 PARALLEL TAXIWAY

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project has a legal or regulatory mandate
Project has State and Federal funding

Project Photograph Unavailable

PROJECT DESCRIPTION
The recently updated Airport Master Plan anticipates the need for a reconfiguration of the parallel taxiway to the airport main runway due to changes to airport design and safety standards. Project would involve extensive design engineering and construction.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 31, Goal T-1.12 Coordinate with Campbell County and Lynchburg Regional Airport Commission to protect the airport from incompatible land use encroachments and to foster development of industrial uses that capitalize on the airport's passenger, freight and general aviation services.

PROJECT MANAGER(S)
Mark Courtney, Airport Director

PROJECT START DATE 07/2016
PROJECT COMPLETION DATE 06/2017

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q2 - FY 2017
Construction	Q4 - FY 2017

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	450,000	0	**$450,000**
Construction	0	2,500,000	0	**$2,500,000**
TOTAL	**$0**	**$2,950,000**	**$0**	**$2,950,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	450,000	0	0	0	**$450,000**
Construction	0	2,500,000	0	0	0	**$2,500,000**
TOTAL	**$0**	**$2,950,000**	**$0**	**$0**	**$0**	**$2,950,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: VA Dept of Aviation	0	295,000	0	0	0	**$295,000**
Federal: Federal Aviation Admin	0	2,655,000	0	0	0	**$2,655,000**
TOTAL	**$0**	**$2,950,000**	**$0**	**$0**	**$0**	**$2,950,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 0% STATE = 10% FEDERAL = 90% OTHER = 0%

SERVICE AREA
Airport

DEPARTMENT
Airport

LOCATION
Lynchburg Regional Airport

PROJECT TITLE/PROJECT NUMBER
SOUTH GENERAL AVIATION DEVELOPMENT AREA

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project has State and Federal funding
Project contributes to generation of new revenue

Project Photograph Unavailable

PROJECT DESCRIPTION
Area has been identified in the recently updated Airport Master Plan as a prime area for development for General Aviation (GA) use. Development would include construction of ramp and apron areas as well as site work for future construction of hangars or other facilities by the airport or others.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 31, Goal T-1.12 Coordinate with Campbell County and Lynchburg Regional Airport Commission to protect the airport from incompatible land use encroachments and to foster development of industrial uses that capitalize on the airport's passenger, freight and general aviation services.

PROJECT MANAGER(S)
Mark Courtney, Airport Director

PROJECT START DATE 08/2015
PROJECT COMPLETION DATE 05/2016

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q2 - FY 2016
Construction	Q4 - FY 2016

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	125,000	0	**$125,000**
Construction	0	1,275,000	0	**$1,275,000**
TOTAL	**$0**	**$1,400,000**	**$0**	**$1,400,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	125,000	0	0	0	0	**$125,000**
Construction	1,275,000	0	0	0	0	**$1,275,000**
TOTAL	**$1,400,000**	**$0**	**$0**	**$0**	**$0**	**$1,400,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: VA Dept of Aviation	140,000	0	0	0	0	**$140,000**
Federal: Federal Aviation Admin	1,260,000	0	0	0	0	**$1,260,000**
TOTAL	**$1,400,000**	**$0**	**$0**	**$0**	**$0**	**$1,400,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 0% STATE = 10% FEDERAL = 90% OTHER = 0%

SERVICE AREA
Airport

DEPARTMENT
Airport

LOCATION
Lynchburg Regional Airport

PROJECT TITLE/PROJECT NUMBER
AIRFIELD LIGHTING REHABILITATION (LED)

PROJECT TYPE
Maintenance

DEPARTMENT PRIORITY
Project has State and Federal funding
Project required to support important but not essential services

Project Photograph Unavailable

PROJECT DESCRIPTION
The recently updated Airport Master Plan recommends replacement of the current airfield lighting with brighter and more efficient LED lighting technology.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 31, Goal T-1.12 Coordinate with Campbell County and Lynchburg Regional Airport Commission to protect the airport from incompatible land use encroachments and to foster development of industrial uses that capitalize on the airport's passenger, freight and general aviation services.

PROJECT MANAGER(S)
Mark Courtney, Airport Director

PROJECT START DATE 08/2019
PROJECT COMPLETION DATE 04/2020

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q2 - FY 2020
Construction	Q4 - FY 2020

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	200,000	0	**$200,000**
Construction	0	1,000,000	0	**$1,000,000**
TOTAL	**$0**	**$1,200,000**	**$0**	**$1,200,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	0	0	200,000	**$200,000**
Construction	0	0	0	0	1,000,000	**$1,000,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$1,200,000**	**$1,200,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: VA Dept of Aviation	0	0	0	0	120,000	**$120,000**
Federal: Federal Aviation Admin	0	0	0	0	1,080,000	**$1,080,000**
TOTAL	**$0**	**$0**	**$0**	**$0**	**$1,200,000**	**$1,200,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 0% STATE = 10% FEDERAL = 90% OTHER = 0%

SERVICE AREA
Airport

DEPARTMENT
Airport

LOCATION
Lynchburg Regional Airport

PROJECT TITLE/PROJECT NUMBER
TERMINAL REFURBISHMENT (BAGGAGE SYSTEMS/LIGHTING/COUNTERS)

PROJECT TYPE
Maintenance

DEPARTMENT PRIORITY
Project has State and Federal funding
Project required to support important but not essential services

Project Photograph Unavailable

PROJECT DESCRIPTION
The recently updated Airport Master Plan recommends refurbishment of several passenger terminal components such as 1) baggage make-up conveyor feed belts & equipment, 2) Terminal Sustainability Improvements (energy saving lighting), and 3) airline and rental car counter upgrades

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 31, Goal T-1.12 Coordinate with Campbell County and Lynchburg Regional Airport Commission to protect the airport from incompatible land use encroachments and to foster development of industrial uses that capitalize on the airport's passenger, freight and general aviation services.

PROJECT MANAGER(S)
Mark Courtney, Airport Director

PROJECT START DATE 08/2017
PROJECT COMPLETION DATE 04/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q2 - FY 2018
Construction	Q4 - FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	0	75,000	0	**$75,000**
Construction	0	1,175,000	0	**$1,175,000**
TOTAL	**$0**	**$1,250,000**	**$0**	**$1,250,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	0	75,000	0	0	**$75,000**
Construction	0	0	1,175,000	0	0	**$1,175,000**
TOTAL	**$0**	**$0**	**$1,250,000**	**$0**	**$0**	**$1,250,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: VA Dept of Aviation	0	0	125,000	0	0	**$125,000**
Federal: Federal Aviation Admin	0	0	1,125,000	0	0	**$1,125,000**
TOTAL	**$0**	**$0**	**$1,250,000**	**$0**	**$0**	**$1,250,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 0% STATE = 10% FEDERAL = 90% OTHER = 0%

College Hill Water Filtration Plant

WATER FUND CAPITAL PROJECTS – SUMMARY OF APPROPRIATIONS - This summary demonstrates project appropriations for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Pay-As-You-Go - Water Operating	$1,250,000	$1,250,000	$1,250,000	$1,250,000	$1,250,000
General Obligation Bond Proceeds	2,700,000	2,130,000	1,520,000	3,100,000	1,100,000
TOTAL ESTIMATED RESOURCES	**$3,950,000**	**$3,380,000**	**$2,770,000**	**$4,350,000**	**$2,350,000**
LOCALLY FINANCED PROJECTS					
Distribution System Improvements	$3,000,000	$3,000,000	$2,500,000	$2,200,000	$2,200,000
Annual Water Petitions	175,000	280,000	170,000	50,000	50,000
Water Facilities Improvements	775,000	100,000	100,000	2,100,000	100,000
TOTAL PROPOSED PROJECTS	**$3,950,000**	**$3,380,000**	**$2,770,000**	**$4,350,000**	**$2,350,000**

WATER FUND CAPITAL PROJECTS FINANCING PLAN - This summary demonstrates projected expenditure cash flows for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
BALANCE FORWARD	**$4,027,856**	**$1,383,644**	**$2,116,644**	**$4,276,644**	**$2,191,644**
INCOME					
Pay-As-You-Go - Water Operating	$1,250,000	$1,250,000	$1,250,000	$1,250,000	$1,250,000
General Obligation Bond Proceeds	0	4,000,000	4,000,000	0	2,000,000
TOTAL INCOME	**$1,250,000**	**$5,250,000**	**$5,250,000**	**$1,250,000**	**$3,250,000**
CASH FLOW REQUIREMENTS					
Incomplete Projects as of July 1, 2015	$177,000	$191,000	$157,000	$164,000	$125,000
FY 2016-2020 CIP Projects	3,717,212	4,326,000	2,933,000	3,171,000	3,815,000
TOTAL EXPENDITURES	**$3,894,212**	**$4,517,000**	**$3,090,000**	**$3,335,000**	**$3,940,000**
BALANCE FORWARD	**$1,383,644**	**$2,116,644**	**$4,276,644**	**$2,191,644**	**$1,501,644**

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
WATER - NEW CONSTRUCTION					
Distribution System Improvements	3,000,000	3,000,000	2,500,000	2,200,000	2,200,000
Source of Funding					
Pay-As-You-Go	1,075,000	970,000	1,080,000	1,200,000	1,200,000
G.O. Bond	1,925,000	2,030,000	1,420,000	1,000,000	1,000,000
Annual Water Petitions	175,000	280,000	170,000	50,000	50,000
Source of Funding					
Pay-As-You-Go	175,000	280,000	170,000	50,000	50,000
Water Facility Improvements	775,000	100,000	100,000	2,100,000	100,000
Source of Funding					
G.O. Bond	775,000	100,000	100,000	2,100,000	100,000
Total Estimates Proposed FY 2016 - 2020 CIP	$3,950,000	$3,380,000	$2,770,000	$4,350,000	$2,350,000
Source of Funding					
Pay-As-You-Go	$1,250,000	$1,250,000	$1,250,000	$1,250,000	$1,250,000
G.O. Bond	$2,700,000	$2,130,000	$1,520,000	$3,100,000	$1,100,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$12,900,000	Continuing	Continuing	$12,900,000
$725,000	Continuing	Continuing	$725,000
$3,175,000	Continuing	Continuing	$3,175,000
$16,800,000			$16,800,000

$6,250,000
$10,550,000
$16,800,000

SERVICE AREA	DEPARTMENT	LOCATION
Water	**Water Resources**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
ANNUAL WATER PETITIONS / U0013	**New**

DEPARTMENT PRIORITY

Project has legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Extensions of water lines are requested by petition process. These requests may include existing non-served properties, commercial development and new residential subdivisions. Also for reimbursement of developer's costs to construct City water lines per City Code.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.2 Provide utility improvements and services in a cost effective manner.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Lee Newland, City Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Increases revenue from new water service customers, and increases costs to maintain new lines.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	725,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$725,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	175,000	280,000	170,000	50,000	50,000	**$725,000**
TOTAL	**$175,000**	**$280,000**	**$170,000**	**$50,000**	**$50,000**	**$725,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: Pay-As-You-Go	175,000	280,000	170,000	50,000	50,000	**$725,000**
TOTAL	**$175,000**	**$280,000**	**$170,000**	**$50,000**	**$50,000**	**$725,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Water	**Water Resources**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
DISTRIBUTION SYSTEM IMPROVEMENTS / U0012	**New**

DEPARTMENT PRIORITY

Project has legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Water distribution system improvements to upgrade and replace aging water infrastructure at locations throughout the City. The Downtown areas will be a major priority for replacement.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.3. Continue to maintain the existing City-owned infrastructure systems through replacement or rehabilitation when required.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Scott Parkins, Water Resources Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Lessens the impact on overall water operating budget for repairs and line breaks.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	500,000	Continuing	**Continuing**
Construction	Continuing	12,400,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$12,900,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	100,000	100,000	100,000	100,000	100,000	**$500,000**
Construction	2,900,000	2,900,000	2,400,000	2,100,000	2,100,000	**$12,400,000**
TOTAL	**$3,000,000**	**$3,000,000**	**$2,500,000**	**$2,200,000**	**$2,200,000**	**$12,900,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	225,000	0	0	50,000	450,000	**$725,000**
Local: G.O. Bond	2,428,000	3,462,000	2,185,000	2,700,000	1,400,000	**$12,175,000**
TOTAL	**$2,653,000**	**$3,462,000**	**$2,185,000**	**$2,750,000**	**$1,850,000**	**$12,900,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Water	**Water Resources**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
WATER FACILITY IMPROVEMENTS / U0078	**New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

General repairs, replacement or renovation to major water treatment process equipment or structures located on thirteen separate sites. This funding is set aside for unanticipated expenditures for major capital equipment replacement as failures occur to maintain compliance with regulatory requirements.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.3. Continue to maintain the existing City-owned infrastructure systems through replacement or rehabilitation when required.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Scott Parkins, Water Resources Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Minor increase in operation budget for long term maintenance.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	225,000	Continuing	**Continuing**
Construction	Continuing	2,950,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$3,175,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	75,000	0	0	150,000	0	**$225,000**
Construction	700,000	100,000	100,000	1,950,000	100,000	**$2,950,000**
TOTAL	**$775,000**	**$100,000**	**$100,000**	**$2,100,000**	**$100,000**	**$3,175,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G.O. Bond	439,860	400,000	400,000	400,000	1,535,140	**$3,175,000**
TOTAL	**$439,860**	**$400,000**	**$400,000**	**$400,000**	**$1,535,140**	**$3,175,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Water

DEPARTMENT
Water Resources

LOCATION
Kemper Street, Park Avenue, and Langhorne Road

PROJECT TITLE/PROJECT NUMBER
MIDTOWN CONNECTOR / U0161

PROJECT DESCRIPTION
The Midtown Connector includes road improvements on Kemper Street between 17th Street and Fort Avenue and on Park Avenue between Fort Avenue and Stuart Street. The project will include replacement of water, sewer, and storm utilities as needed based on age and condition of the existing infrastructure, including establishing new water services and sanitary laterals.

PROJECT STATUS
Construction to be complete 2016.

PROJECT MANAGER(S)
John P. Morris, P.E., Engineering Project Manager

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
07/01/09	FY 2009 CIP	$103,288
07/01/12	FY 2013 CIP	1,427,245
07/01/14	FY 2014 CIP	51,152
TOTAL		**$1,581,685**
01/31/15	Expenditures to date	1,329,909
AVAILABLE APPROPRIATIONS		**$251,776**

PROJECT BUDGET

Activity	Amount
Consultant Engineering	$357,832
Construction	1,223,853
TOTAL	**$1,581,685**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: G. O. Bond	192,656	59,120	0	0	0	0	**$251,776**
TOTAL CASH	**$192,656**	**$59,120**	**$0**	**$0**	**$0**	**$0**	**$251,776**

EXPENDITURES THROUGH 1/31/15	**$1,329,909**
TOTAL PROJECT ESTIMATE	**$1,581,685**

Utility Line Maintenance Crew at Work

A typical street during and after a Combined Sewer Overflow (CSO) Project.

SEWER FUND CAPITAL PROJECTS SUMMARY OF APPROPRIATIONS - This summary demonstrates project appropriations for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Pay-As-You-Go - Sewer Operating	$1,500,000	$2,000,000	$2,250,000	$2,250,000	$2,250,000
General Obligation Bond Proceeds	820,000	1,060,000	0	0	0
Virginia Water Facilities Loan Funds Proceeds	0	0	0	6,775,230	3,731,400
TOTAL ESTIMATED RESOURCES	**$2,320,000**	**$3,060,000**	**$2,250,000**	**$9,025,230**	**$5,981,400**
LOCALLY FINANCED PROJECTS					
Sewer System Evaluation and Rehabilitation	$1,100,000	$500,000	$700,000	$800,000	$300,000
Sewer Extension Program	520,000	260,000	250,000	150,000	150,000
Wastewater Treatment Plant Improvements	700,000	2,200,000	850,000	200,000	200,000
Blue Ridge Farms Neighborhood Sewer Rehabilitation/Replacement	0	100,000	450,000	0	0
Sewer System Separation and Rehabilitation	0	0	0	500,000	500,000
Wastewater Treatment Plant Storage Tanks	0	0	0	600,000	1,100,000
TOTAL LOCALLY FINANCED PROJECTS	**$2,320,000**	**$3,060,000**	**$2,250,000**	**$2,250,000**	**$2,250,000**
VIRGINIA WATER FACILITIES REVOLVING FUNDS AND GRANT FINANCED PROJECTS					
Wastewater Treatment Plant Headworks	$0	$0	$0	$2,875,230	$200,000
Wastewater Treatment Plant Storage Tanks	0	0	0	3,900,000	3,531,400
TOTAL VIRGINIA WATER FACILITIES REVOLVING FUNDS AND GRANT FINANCED PROJECTS	**$0**	**$0**	**$0**	**$6,775,230**	**$3,731,400**
TOTAL PROPOSED PROJECTS	**$2,320,000**	**$3,060,000**	**$2,250,000**	**$9,025,230**	**$5,981,400**

SEWER FUND CAPITAL PROJECTS FINANCING PLAN - This summary demonstrates projected expenditure cash flows for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
BALANCE FORWARD	**$8,515,067**	**$5,232,208**	**$1,988,226**	**$643,226**	**$533,226**
INCOME					
Pay-As-You-Go - Sewer Operating	$1,500,000	$2,000,000	$2,250,000	$2,250,000	$2,250,000
State Grant Proceeds	3,298,195	10,450,000	9,226,770	0	0
Virginia Water Facilities Loan Funds Proceeds	26,648	0	0	7,375,230	4,831,400
BALANCE AND INCOME	**$4,824,843**	**$12,450,000**	**$11,476,770**	**$9,625,230**	**$7,081,400**
CASH FLOW REQUIREMENTS					
Incomplete projects as of July 1, 2015	$6,080,777	$3,138,796	$641,089	$0	$0
FY 2016-2020 CIP Projects	2,026,925	12,555,186	12,180,681	9,735,230	7,112,262
TOTAL EXPENDITURES	**$8,107,702**	**$15,693,982**	**$12,821,770**	**$9,735,230**	**$7,112,262**
BALANCE FORWARD	**$5,232,208**	**$1,988,226**	**$643,226**	**$533,226**	**$502,364**

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
SEWER - NEW CONSTRUCTION					
Blue Ridge Farms Neighborhood Sewer Rehabilitation/ Replacement	0	100,000	450,000	0	0
Source of Funding					
Pay-As-You-Go	0	0	450,000	0	0
Local: G.O. Bonds	0	100,000	0	0	0
Wastewater Treatment Plant Headworks	0	0	0	2,875,230	200,000
State: VWFRF	0	0	0	2,875,230	200,000
Wastewater Treatment Plant Improvements	700,000	2,200,000	850,000	200,000	200,000
Source of Funding					
Pay-As-You-Go	340,000	1,240,000	850,000	200,000	200,000
Local: G.O. Bonds	360,000	960,000	0	0	0
Wastewater Treatment Plant Storage Tanks	0	0	0	4,500,000	4,631,400
Pay-As-You-Go	0	0	0	600,000	1,100,000
State: VWFRF	0	0	0	3,900,000	3,531,400
Total Estimates Proposed FY 2016 - 2020 CIP	$700,000	$2,300,000	$1,300,000	$7,575,230	$5,031,400
Source of Funding					
Pay-As-You-Go	$340,000	$1,240,000	$1,300,000	$800,000	$1,300,000
Local: G.O. Bonds	$360,000	$1,060,000	$0	$0	$0
State: VWFRF	0	0	0	6,775,230	3,731,400

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$550,000	822,383	0	$1,372,383
$3,075,230	16,976,770	0	$20,052,000
$4,150,000	Continuing	Continuing	$4,150,000
$9,131,400	Continuing	Continuing	$9,131,400
$16,906,630			$34,705,783

$4,980,000
$1,420,000
$10,506,630
$16,906,630

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
SEWER - MAINTENANCE					
Sewer Extension Program	520,000	260,000	250,000	150,000	150,000
Source of Funding					
Pay-As-You-Go	520,000	260,000	250,000	150,000	150,000
Sewer System Evaluation and Rehabilitation	1,100,000	500,000	700,000	800,000	300,000
Source of Funding					
Pay-As-You-Go	640,000	500,000	700,000	800,000	300,000
Local: G.O. Bonds	460,000	0	0	0	0
Sewer Separation and Rehabilitation	0	0	0	500,000	500,000
Source of Funding					
Pay-As-You-Go	0	0	0	500,000	500,000
Total Estimates Proposed FY 2016 - 2020 CIP	$1,620,000	$760,000	$950,000	$1,450,000	$950,000
Source of Funding					
Pay-As-You-Go	$1,160,000	$760,000	$950,000	$1,450,000	$950,000
Local: G.O. Bonds	$460,000	$0	$0	$0	$0

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$1,330,000	**Continuing**	**Continuing**	**$1,330,000**
$3,400,000	**Continuing**	**Continuing**	**$3,400,000**
$1,000,000	**Continuing**	**Continuing**	**$1,000,000**
$5,730,000			**$5,730,000**

$5,270,000
$460,000
$5,730,000

SERVICE AREA	DEPARTMENT	LOCATION
Sewer	**Water Resources**	**Blue Ridge Farms off Old Forest Rd**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
BLUE RIDGE FARMS NEIGHBORHOOD SEWER REHABILITATION/REPLACEMENT / U0318	**New**

DEPARTMENT PRIORITY

Project has legal or regulatory mandate

Project supports essential services

THIS PROJECT ALSO HAS (A) COMPONENT (S) IN:

Water Fund- Distribution System Improvements

PROJECT DESCRIPTION

Inspection and evaluation of the sewer system in this area has revealed major issues necessitating rehab or replacement of the system. Construction will take place over a number of years along with waterline replacements.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.3. Continue to maintain the existing City-owned infrastructure systems, through replacement or rehabilitation when required.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Eric Schrader, Water Resources Engineer	**PROJECT COMPLETION DATE**	06/2018

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q4 FY 2018
Construction	Q4 FY 2018

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Lessens routine maintenance of sewer collection system in the completed project areas.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	322,383	225,000	0	**$547,383**
Construction	500,000	325,000	0	**$825,000**
TOTAL	**$822,383**	**$550,000**	**$0**	**$1,372,383**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	0	75,000	150,000	0	0	**$225,000**
Construction	0	25,000	300,000	0	0	**$325,000**
TOTAL	**$0**	**$100,000**	**$450,000**	**$0**	**$0**	**$550,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	0	0	450,000	0	0	**$450,000**
Local: G.O. Bonds	0	100,000	0	0	0	**$100,000**
TOTAL	**$0**	**$100,000**	**$450,000**	**$0**	**$0**	**550,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

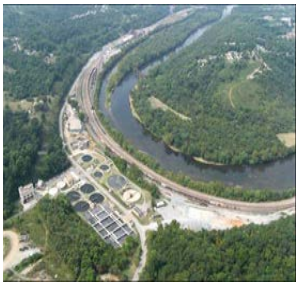
SERVICE AREA	DEPARTMENT	LOCATION
Sewer	**Water Resources**	**Concord Turnpike**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
WASTEWATER TREATMENT PLANT HEADWORKS / U0348	**New**

DEPARTMENT PRIORITY

Project has legal or regulatory mandate

Project supports essential services



PROJECT DESCRIPTION

Construction of new headworks facilities at the wastewater treatment plant to increase capacity to move waste through the plant and prevent the overflow of excess waste into the James River. Project will include additional pumping capacity and new screening equipment to remove large debris from the wastewater stream.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.4. Meet the goals of the Combined Sewer Overflow (CSO) Long Term Control Plan.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2016
James Talian, Water Resources Engineer	**PROJECT COMPLETION DATE**	06/2020

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Q4 FY 2019

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

No increase of staff. Increase operating expenses anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Contract Administration	2,212,500	0	0	**$2,212,500**
Construction	14,764,270	3,075,230	0	**$17,839,500**
TOTAL	**$16,976,770**	**$3,075,230**	**$0**	**$20,052,000**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	0	0	0	2,875,230	200,000	**$3,075,230**
TOTAL	**$0**	**$0**	**$0**	**$2,875,230**	**$200,000**	**$3,075,230**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Grant	0	0	9,000,000	7,976,770	0	**16,976,770**
State: VWFRF	0	0	0	2,875,230	200,000	**3,075,230**
TOTAL	**$0**	**$0**	**$9,000,000**	**$10,852,000**	**$200,000**	**$20,052,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 0% STATE = 100% FEDERAL = 0% OTHER = 0%

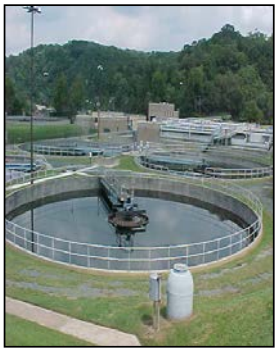
SERVICE AREA	DEPARTMENT	LOCATION
Sewer	**Water Resources**	**Concord Turnpike**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
WASTEWATER TREATMENT PLANT IMPROVEMENTS / U0017	**New**

DEPARTMENT PRIORITY

Project has legal or regulatory mandate

Project supports essential services



PROJECT DESCRIPTION

General repairs, replacement, or renovation to major plant process equipment or structures at the wastewater treatment plant. This funding is set aside for unanticipated expenditures for major capital equipment replacement as failures occur to maintain compliance with regulatory requirements. Security improvements include replacement and installation of improved camera surveillance, access controls, controlled access gates, security fencing and area lighting.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.3. Continue to maintain the existing City-owned infrastructure systems, through replacement or rehabilitation when required.

PROJECT MANAGER(S)

Scott Parkins, Water Resources Engineer

PROJECT START DATE Continuing

PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Q4 FY 2016
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Minor impact to operational budget for additional yearly maintenance costs on new equipment.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	150,000	Continuing	**Continuing**
Construction	Continuing	4,000,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$4,150,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	150,000	0	0	0	0	**$150,000**
Construction	550,000	2,200,000	850,000	200,000	200,000	**$4,000,000**
TOTAL	**$700,000**	**$2,200,000**	**$850,000**	**$200,000**	**$200,000**	**$ 4,150,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	340,000	1,240,000	850,000	200,000	200,000	**$2,830,000**
Local: G.O. Bonds	360,000	960,000	0	0	0	**$1,320,000**
TOTAL	**$700,000**	**$2,200,000**	**$850,000**	**$200,000**	**$200,000**	**$4,150,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

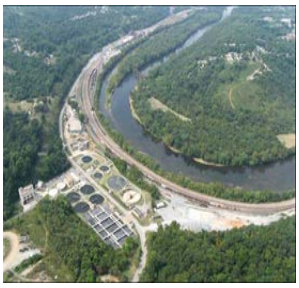
SERVICE AREA	DEPARTMENT	LOCATION
Sewer	**Water Resources**	**Concord Turnpike**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
WASTEWATER TREATMENT PLANT STORAGE TANKS / U0347	**New**

DEPARTMENT PRIORITY

Project has legal or regulatory mandate

Project supports essential services



PROJECT DESCRIPTION

Construction of new wet weather storage tanks at the wastewater treatment plant to temporarily store excess combined sewer flow during rainfall events. The tanks will be drained through the plant after the storm peak passes thereby allowing more combined flow to pass through the plant and less overflow into the James River.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.4. Meet the goals of the Combined Sewer Overflow (CSO) Long Term Control Plan.

PROJECT MANAGER(S)	**PROJECT START DATE**	07/2018
James Talian, Water Resources Engineer	**PROJECT COMPLETION DATE**	06/2020

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Q4 FY 2020

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

No increase of staff. Increase of operating expenses anticipated.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	0	9,131,400	0	**$9,131,400**
TOTAL	**$0**	**$9,131,400**	**$0**	**$9,131,400**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	0	0	0	4,500,000	4,631,400	**$9,131,400**
TOTAL	**$0**	**$0**	**$0**	**$4,500,000**	**$4,631,400**	**$9,131,400**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	0	0	0	600,000	1,100,000	**$1,700,000**
State: VWFRF	0	0	0	3,900,000	3,531,400	**7,431,400**
TOTAL	**$0**	**$0**	**$0**	**$4,500,000**	**$4,631,400**	**$9,131,400**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 19% STATE = 81% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Sewer	**Water Resources**	**Various locations within City limits**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
SEWER EXTENSION PROGRAM / U0016	**Maintenance**

DEPARTMENT PRIORITY

Project represents additional essential services

Project contributes to generation of new revenue

PROJECT DESCRIPTION

Provide for the extension of sanitary sewer lines into unserved areas of the City due to new construction, failed septic systems or economic development. Also used to reimburse developers per City Code for constructing City sewers.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.12. Develop a policy to fund and extend City sewer service to areas served by existing or failing septic systems.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
James Talian, Water Resources Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Increases revenue from new sewer service customers and increases maintenance for new sewer lines.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	1,330,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,330,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	520,000	260,000	250,000	150,000	150,000	**$1,330,000**
TOTAL	**$520,000**	**$260,000**	**$250,000**	**$150,000**	**$150,000**	**$1,330,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: Pay-As-You-Go	520,000	260,000	250,000	150,000	150,000	**$1,330,000**
TOTAL	**$520,000**	**$260,000**	**$250,000**	**$150,000**	**$150,000**	**$1,330,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Sewer	**Water Resources**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
SEWER SYSTEM EVALUATION AND REHABILITATION / U0015	**Maintenance**

DEPARTMENT PRIORITY

Project has legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Inspection and evaluation along with major repairs or replacement of the City's Wastewater Collection System.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.11 Maintain the City's sanitary sewer system to ensure that waste flows are safely collected and treated while developing policies and adequately maintaining the sanitary sewer system in a manner that prevents unpermitted sanitary sewer overflows (SSOs).

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Eric Schrader, Water Resources Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Lessens routine maintenance of sewer collection system in the completed project areas.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	3,400,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$3,400,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	1,100,000	500,000	700,000	800,000	300,000	**$3,400,000**
TOTAL	**$1,100,000**	**$500,000**	**$700,000**	**$800,000**	**$300,000**	**$3,400,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: Pay-As-You-Go	640,000	500,000	700,000	800,000	300,000	**$2,940,000**
Local: G.O. Bonds	460,000	0	0	0	0	**$460,000**
TOTAL	**$1,100,000**	**$500,000**	**$700,000**	**$800,000**	**$300,000**	**$3,400,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Sewer	**Water Resources**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
SEWER SEPARATION AND REHABILITATION / U0018	**Maintenance**

DEPARTMENT PRIORITY

Project has legal or regulatory mandate

Project supports essential services

PROJECT DESCRIPTION

Replacement and/or rehabilitation of combined sewers and major interceptor replacement projects. In addition, waterlines and streets may be renewed as needed. Planned projects may be significantly impacted by priority City projects, mandated Wastewater Nutrient and/or other water quality projects and the availability of funding to meet the Special Order requirements.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1.3. Continue to maintain the existing City-owned infrastructure systems, through replacement or rehabilitation when required.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Eric Schrader, Water Resources Engineer	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Lessens routine maintenance of sewer collection system in the completed project areas.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	1,000,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,000,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	0	0	0	500,000	500,000	**$1,000,000**
TOTAL	**$0**	**$0**	**$0**	**$500,000**	**$500,000**	**$1,000,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: Pay-As-You-Go	0	0	0	500,000	500,000	**$1,000,000**
TOTAL	**$0**	**$0**	**$0**	**$500,000**	**$500,000**	**$1,000,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Sewer

DEPARTMENT
Water Resources

LOCATION
Kemper Street, Park Avenue, and Langhorne Road

PROJECT TITLE/PROJECT NUMBER
MIDTOWN CONNECTOR / U0161

PROJECT DESCRIPTION
The Midtown Connector includes road improvements on Kemper Street between 17th Street and Fort Avenue, and on Park Avenue between Fort Avenue and Stuart Street. The project will include replacement of water, sewer, and storm utilities as needed based on age and condition of the existing infrastructure, including establishing new water services and sanitary laterals.

PROJECT STATUS
Construction to be complete Fiscal Year 2016.

PROJECT MANAGER(S)
John P. Morris, P.E., Engineering Project Manager

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
07/01/09	FY 2009 CIP	$119,408
07/01/10	FY 2010 CIP	54,383
07/01/12	FY 2013 CIP	1,253,163
08/14/14	FY 2015 CIP	47,557
TOTAL		**$1,474,511**
01/31/15	Expenditures to date	943,933
AVAILABLE APPROPRIATIONS		**$530,578**

PROJECT BUDGET

Activity	Amount
Consultant Engineering	$394,334
Construction	1,080,177
TOTAL	**$1,474,511**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	243,025	287,553	0	0	0	0	**$530,578**
TOTAL CASH	**$243,025**	**$287,553**	**$0**	**$0**	**$0**	**$0**	**$530,578**

EXPENDITURES THROUGH 1/31/15	**$943,933**
TOTAL PROJECT ESTIMATE	**$1,474,511**

SERVICE AREA
Sewer

DEPARTMENT
Water Resources

LOCATION
Concord Turnpike

PROJECT TITLE/PROJECT NUMBER
PRELIMINARY ENGINEERING REPORT and FINAL DESIGN of WASTEWATER TREATMENT PLANT HEADWORKS, STORAGE TANKS, and DISINFECTION FACILITY / U0347

PROJECT DESCRIPTION
Preliminary engineering report and final design of upgrades to the wastewater treatment plant to reduce CSO overflow volume and frequency. Completion of project will allow final design to be used for upgrades of headworks to allow more flow to be pumped into the plant. Approximately 4 million gallons of storage tank capacity to store excess waste during rainfall events, and disinfection facilities to chlorinate combined sewer overflows will be available if storage capacity is exceeded.

PROJECT STATUS
Design to be complete June 2016. Construction to begin October 2016.

PROJECT MANAGER(S)
James Talian, Water Resources Engineer

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
01/31/14	Council Approval of State Grant	$4,400,000
TOTAL		**$4,400,000**
01/31/15	Expenditures to date	0
AVAILABLE APPROPRIATIONS		**$4,400,000**

PROJECT BUDGET

Activity	Amount
Preliminary Engineering Report and Design	$4,400,000
TOTAL	**$4,400,000**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Grant	250,000	1,450,000	1,450,000	1,250,000	0	0	**$4,400,000**
TOTAL CASH	**$250,000**	**$1,450,000**	**$1,450,000**	**$1,250,000**	**$0**	**$0**	**$4,400,000**

EXPENDITURES THROUGH 1/31/15	**$0**
TOTAL PROJECT ESTIMATE	**$4,400,000**

SERVICE AREA
Sewer

DEPARTMENT
Water Resources

LOCATION
Lynchburg Expressway at Main Street

PROJECT TITLE/PROJECT NUMBER
CSO 125 / U0349

PROJECT DESCRIPTION
Construction of new separated sanitary sewer line to complete previous sewer separation project of upstream pipelines. Project is part of the CSO Program.

PROJECT STATUS
Construction to be complete Fiscal Year 2016.

PROJECT MANAGER(S)
James Talian, Water Resources Engineer

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
01/31/14	Council Approval of State Grant	$350,000
10/31/14	FY 2015 Grant Contingency Realignment	52,400
11/18/14	FY 2015 Grant Contingency Realignment	(39,600)
TOTAL		**$362,800**
01/31/15	Expenditures to date	29,688
AVAILABLE APPROPRIATIONS		**$333,112**

PROJECT BUDGET

Activity	Amount
Preliminary Engineering Report and Design	$61,900
Construction Administration & Inspection	36,000
Construction	264,900
TOTAL	**$362,800**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: Grant	32,212	300,900	0	0	0	0	**$333,112**
TOTAL CASH	**$32,212**	**$300,900**	**$0**	**$0**	**$0**	**$0**	**$333,112**

EXPENDITURES THROUGH 1/31/15	**$29,688**
TOTAL PROJECT ESTIMATE	**$362,800**

SERVICE AREA
Sewer

DEPARTMENT
Water Resources

LOCATION
Riverfront Park Between 9th Street and 13th Street

PROJECT TITLE/PROJECT NUMBER
JAMES RIVER INTERCEPTOR DIVISION 3B / U0329

PROJECT DESCRIPTION
Construction of 1700 feet of 72-inch diameter sanitary sewer interceptor pipeline to replace existing 48-inch pipe. Project is part of the CSO program and will increase the capability of the sanitary collection system to convey waste to the Wastewater Treatment Plant and thus reduce combined sewer overflow volume and frequency.

PROJECT STATUS
Construction to be complete Fiscal Year 2016.

PROJECT MANAGER(S)
James Talian, Water Resources Engineer

APPROPRIATION HISTORY

Date	Source of Appropriation	Amount
07/01/12	FY 2013 CIP	$59,420
07/01/13	FY 2014 CIP	42,710
01/31/14	Council Approval of State Grant	7,607,230
10/31/14	FY 2015 Grant Contingency Realignment	(83,400)
11/18/14	FY 2015 Grant Contingency Realignment	39,600
TOTAL		**$7,665,560**
01/31/15	Expenditures to date	2,406,315
AVAILABLE APPROPRIATIONS		**$5,259,245**

PROJECT BUDGET

Activity	Amount
Design	$95,380
Construction Administration & Inspection	348,617
Construction Administration & Inspection - Railroad	360,000
Construction	6,861,200
Miscellaneous	363
TOTAL	**$7,665,560**

CASH FLOW PROJECTION

CASH AVAILABLE	February - June FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	4,810	0	0	0	0	0	**$4,810**
State: Grant	3,671,140	1,583,295	0	0	0	0	**$5,254,435**
TOTAL CASH	**$3,675,950**	**$1,583,295**	**$0**	**$0**	**$0**	**$0**	**$5,259,245**

EXPENDITURES THROUGH 1/31/15	**$2,406,315**
TOTAL PROJECT ESTIMATE	**$7,665,560**

The James River after a storm.

STORMWATER FUND CAPITAL PROJECTS SUMMARY OF APPROPRIATIONS - This summary demonstrates project appropriations for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES					
Pay-As-You-Go - Stormwater	$1,150,000	$900,000	$600,000	$400,000	$350,000
Amount to be Provided by Virginia Water Facilities Revolving Fund	1,705,275	0	665,000	4,555,000	5,905,000
TOTAL ESTIMATED RESOURCES	**$2,855,275**	**$900,000**	**$1,265,000**	**$4,955,000**	**$6,255,000**
LOCALLY FINANCED PROJECTS					
Coordinated Capital	$50,000	$100,000	$0	$0	$0
Stormwater System Infrastructure Renewal	400,000	240,000	0	0	0
Stormwater System Master Planning	450,000	410,000	600,000	400,000	350,000
Water Quality Improvements	250,000	150,000	0	0	0
TOTAL LOCALLY FINANCED PROJECTS	**$1,150,000**	**$900,000**	**$600,000**	**$400,000**	**$350,000**
VIRGINIA WATER FACILITIES REVOLVING FUND FINANCED PROJECTS					
Water Quality Improvements	$1,705,275	$0	$665,000	$4,555,000	$5,905,000
TOTAL VIRGINIA WATER FACILITIES REVOLVING FUND FINANCED PROJECTS	**$1,705,275**	**$0**	**$665,000**	**$4,555,000**	**$5,905,000**
TOTAL PROPOSED PROJECTS	**$2,855,275**	**$900,000**	**$1,265,000**	**$4,955,000**	**$6,255,000**

STORMWATER FUND CAPITAL PROJECTS FINANCING PLAN - This summary demonstrates projected expenditure cash flows for each Fiscal Year along with the expected sources of funding.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
BALANCE FORWARD	**$743,650**	**$405,680**	**$761,430**	**$791,430**	**$691,430**
INCOME					
Pay-As-You-Go - Stormwater	$1,150,000	$900,000	$600,000	$400,000	$350,000
Virginia Water Facilities Revolving Fund Proceeds	0	1,705,275	665,000	4,555,000	5,905,000
TOTAL INCOME	**$1,150,000**	**$2,605,275**	**$1,265,000**	**$4,955,000**	**$6,255,000**
CASH FLOW REQUIREMENTS					
Incomplete projects as of July 1, 2016	$722,000	$0	$0	$0	$0
FY 2016-2020 CIP Projects	765,970	2,249,525	1,235,000	5,055,000	6,255,000
TOTAL EXPENDITURES	**$1,487,970**	**$2,249,525**	**$1,235,000**	**$5,055,000**	**$6,255,000**
BALANCE FORWARD	**$405,680**	**$761,430**	**$791,430**	**$691,430**	**$691,430**

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

Project Title	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
STORMWATER - NEW CONSTRUCTION					
Coordinated Capital	50,000	100,000	150,000	150,000	200,000
Source of Funding					
Pay-As-You-Go	50,000	100,000	0	0	0
State: VWFRF	0	0	150,000	150,000	200,000
Stormwater Projects - VWFRF (CIP)	1,705,275	0	0	0	0
Source of Funding					
Pay-As-You-Go	0	0	0	0	0
State: VWFRF	1,705,275	0	0	0	0
Stormwater System Infrastructure Renewal	400,000	240,000	225,000	250,000	200,000
Source of Funding					
Pay-As-You-Go	400,000	240,000	0	0	0
State: VWFRF	0	0	225,000	250,000	200,000
Stormwater System Master Planning	450,000	410,000	600,000	400,000	350,000
Source of Funding					
Pay-As-You-Go	450,000	410,000	600,000	400,000	350,000
Water Quality Improvements	250,000	150,000	290,000	4,155,000	5,505,000
Source of Funding					
Pay-As-You-Go	250,000	150,000	0	0	0
State: VWFRF	0	0	290,000	4,155,000	5,505,000
Total Estimates Proposed FY 2016 - 2020 CIP	$2,855,275	$900,000	$1,265,000	$4,955,000	$6,255,000
Source of Funding					
Pay-As-You-Go	$1,150,000	$900,000	$600,000	$400,000	$350,000
State: VWFRF	$1,705,275	$0	$665,000	$4,555,000	$5,905,000

FIVE-YEAR ESTIMATED NET COST	APPROPRIATIONS THROUGH 12/31/14	ESTIMATED COST BEYOND PROGRAM PERIOD	TOTAL ACCUMULATED PROJECT COST
$650,000	0	Continuing	$650,000
$1,705,275	0	Continuing	$1,705,275
$1,315,000	Continuing	Continuing	$1,315,000
$2,210,000	Continuing	Continuing	$2,210,000
$10,350,000	Continuing	Continuing	$10,350,000
$16,230,275			$16,230,275

$3,400,000
$12,830,275
$16,230,275

SERVICE AREA
Stormwater

DEPARTMENT
Water Resources

LOCATION
Various

PROJECT TITLE/PROJECT NUMBER
COORDINATED CAPTIAL

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project has a legal or regulatory mandate
Project supports essential services

PROJECT DESCRIPTION

This program will provide for the opportunity to coordinate with the General Fund projects for the construction of water quality Best Management Practices (BMP) above those required of the project in the City's efforts to address Federal and State mandates according to the MS4 Permit and various other Total Maximum Daily Load (TMDL) regulations and requirements, such as the Chesapeake Bay TMDL.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 36, Goal PU-2: Manage stormwater to protect residents, property and the environmental integrity of local/regional waterways and ecosystems. Chapter 3, Page 36, Goal PU-3: Improve water quality in the City's streams and James River.

PROJECT MANAGER(S)
Erin Hawkins, Water Quality Manager

PROJECT START DATE 07/2015
PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Most work will be performed by an outside contractor. There will be slight increases in costs per year for inspections and routine maintenance.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	0	650,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$650,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	50,000	100,000	150,000	150,000	200,000	**$650,000**
TOTAL	**$50,000**	**$100,000**	**$150,000**	**$150,000**	**$200,000**	**$650,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	50,000	100,000	0	0	0	**$150,000**
State: VWFRF	0	0	150,000	150,000	200,000	**$500,000**
TOTAL	**$50,000**	**$100,000**	**$150,000**	**$150,000**	**$200,000**	**$650,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 23% STATE = 77% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Stormwater

DEPARTMENT
Water Resources

LOCATION
Various

PROJECT TITLE/PROJECT NUMBER
STORMWATER PROJECTS - VIRGINIA WATER FACILITIES REVOLVING FUND (VWFRF)

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project has a legal or regulatory mandate
Project supports essential services

PROJECT DESCRIPTION

This program will provide funding from the Virginia Water Facilities Revolving Fund for the following: 1) major capital repairs and replacements of City stormwater conveyance systems. 2) construction of necessary water quality Best Management Practices (BMP) in the City's efforts to address federal and State mandates according to the MS4 Permit and various other Chesapeake Bay Total Maximum Daily Load (TMDL) regulations and requirements.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 36, Goal PU-2: Manage stormwater to protect residents, property and the environmental integrity of local/regional waterways and ecosystems. Chapter 3, Page 36, Goal PU-3: Improve water quality in the City's streams and James River.

PROJECT MANAGER(S)
Erin Hawkins, Water Quality Manager

PROJECT START DATE 07/2015
PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Most work will be performed by an outside contractor. There will be slight increases in costs per year for inspections and routine maintenance.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	0	1,705,275	Continuing	**Continuing**
TOTAL	**$0**	**$1,705,275**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period
Construction	1,705,275	0	0	0	0	**$1,705,275**
TOTAL	**$1,705,275**	**$0**	**$0**	**$0**	**$0**	**$1,705,275**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
State: VWFRF	1,705,275		0	0	0	**$1,705,275**
TOTAL	**$1,705,275**	**$0**	**$0**	**$0**	**$0**	**$1,705,275**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 0% STATE = 100% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Stormwater	**Water Resources**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
STORMWATER SYSTEM INFRASTRUCTURE RENEWAL / U0320	**New**

DEPARTMENT PRIORITY

Project supports essential services

PROJECT DESCRIPTION

This program will provide for the major capital repair, replacement and mapping of the City's stormwater conveyance systems, including piping, channels, and streams that are too costly to include in the operations budget.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 35, Goal PU-1: Provide the citizens of Lynchburg with safe, dependable and affordable services with sufficient system capacities to meet the City's long-term requirements.

PROJECT MANAGER(S)	**PROJECT START DATE**	Continuing
Erin Hawkins, Water Quality Manager	**PROJECT COMPLETION DATE**	Continuing

COMPLETION SCHEDULE

Activity	**Complete - Quarter**
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Most work will be performed by an outside contractor; therefore there will be minimal impact to operating expenses and staff requirements.

TOTAL PROJECT COST

Activity	**Prior Appropriations Through 12/31/14**	**FY 2016-2020 Appropriations**	**Beyond FY 2020 Appropriations**	**Total Project Appropriations**
Construction	Continuing	1,315,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$1,315,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

Activity	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Estimate**
Construction	400,000	240,000	225,000	250,000	200,000	**$1,315,000**
TOTAL	**$400,000**	**$240,000**	**$225,000**	**$250,000**	**$200,000**	**$1,315,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**Program Period Total**
Local: Pay-As-You-Go	400,000	240,000	0	0	0	**$640,000**
State: VWFRF	0	0	225,000	250,000	200,000	**$675,000**
TOTAL	**$400,000**	**$240,000**	**$225,000**	**$250,000**	**$200,000**	**$1,315,000**

SOURCES OF PROJECT FUNDING FY 2016-2020 (%): LOCAL = 49% STATE = 51% FEDERAL = 0% OTHER = 0%

SERVICE AREA	DEPARTMENT	LOCATION
Stormwater	**Water Resources**	**Various**

PROJECT TITLE/PROJECT NUMBER	PROJECT TYPE
STORMWATER SYSTEM MASTER PLANNING / U0334	**New**

DEPARTMENT PRIORITY
Project has a legal or regulatory mandate
Project supports essential services

PROJECT DESCRIPTION
This program will provide for the necessary master planning of the City's efforts to address federal and State mandates according to the MS4 Permit and various other Chesapeake Bay Total Maximum Daily Load (TMDL) regulations and requirements.

RELATIONSHIP TO COMPREHENSIVE PLAN
Chapter 3, Page 35, Goal PU-1: Provide the citizens of Lynchburg with safe, dependable and affordable services with sufficient system capacities to meet the City's long-term requirements. Chapter 3, Page 36, Goal PU-2: Manage stormwater to protect residents, property and the environmental integrity of local/regional waterways and ecosystems.

PROJECT MANAGER(S)
Erin Hawkins, Water Quality Manager

PROJECT START DATE 09/2013
PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Consultant Engineering	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Most work will be performed by an outside contractor; therefore, there will be minimal impact to operating expenses and staff requirements.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Consultant Engineering	Continuing	2,210,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$2,210,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Consultant Engineering	450,000	410,000	600,000	400,000	350,000	**$2,210,000**
TOTAL	**$450,000**	**$410,000**	**$600,000**	**$400,000**	**$350,000**	**$2,210,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	450,000	410,000	600,000	400,000	350,000	**$2,210,000**
TOTAL	**$450,000**	**$410,000**	**$600,000**	**$400,000**	**$350,000**	**$2,210,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
Stormwater

DEPARTMENT
Water Resources

LOCATION
Various

PROJECT TITLE/PROJECT NUMBER
WATER QUALITY IMPROVEMENTS U0354

PROJECT TYPE
New

DEPARTMENT PRIORITY
Project has a legal or regulatory mandate
Project supports essential services

PROJECT DESCRIPTION

This program will provide for the construction of necessary water quality Best Management Practices (BMP) in the City's efforts to address federal and State mandates according to the MS4 Permit and various other Chesapeake Bay Total Maximum Daily Load (TMDL) regulations and requirements.

RELATIONSHIP TO COMPREHENSIVE PLAN

Chapter 3, Page 36, Goal PU-2: Manage stormwater to protect residents, property and the environmental integrity of local/regional waterways and ecosystems. Chapter 3, Page 36, Goal PU-3: Improve water quality in the City's streams and James River.

PROJECT MANAGER(S)
Erin Hawkins, Water Quality Manager

PROJECT START DATE 2015
PROJECT COMPLETION DATE Continuing

COMPLETION SCHEDULE

Activity	Complete - Quarter
Construction	Continuing

OPERATING BUDGET IMPACT (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Most work will be performed by an outside contractor. There will be slight increases in costs per year for inspections and routine maintenance.

TOTAL PROJECT COST

Activity	Prior Appropriations Through 12/31/14	FY 2016-2020 Appropriations	Beyond FY 2020 Appropriations	Total Project Appropriations
Construction	Continuing	10,350,000	Continuing	**Continuing**
TOTAL	**Continuing**	**$10,350,000**	**Continuing**	**Continuing**

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

Sub-Projects	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Estimate
Construction	250,000	150,000	290,000	4,155,000	5,505,000	**$10,350,000**
TOTAL	**$250,000**	**$150,000**	**$290,000**	**$4,155,000**	**$5,505,000**	**$10,350,000**

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Program Period Total
Local: Pay-As-You-Go	100,000	160,000	140,000	0	0	**$400,000**
State: VWFRF	0	0	290,000	4,155,000	5,505,000	**$9,950,000**
TOTAL	**$100,000**	**$160,000**	**$430,000**	**$4,155,000**	**$5,505,000**	**$10,350,000**

SOURCES OF PROJECT FUNDING FY 2016 - 2020 (%): LOCAL = 4% STATE = 96% FEDERAL = 0% OTHER = 0%