



Lynchburg Expressway Appearance Fund (LEAF) Special Revenue Fund. 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.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
LYNCHBURG EXPRESSWAY APPEARANCE (LEAF) FUND SUMMARY					
BEGINNING FUND BALANCE	\$43,632	\$43,632	\$24,376	\$24,376	\$24,376
REVENUES					
Revenue from pledges and donations	\$29,500	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$29,500	\$0	\$0	\$0	\$0
EXPENDITURES					
Contractual Services					
Grounds Maintenance Services	\$48,756	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$48,756	\$0	\$0	\$0	\$0
ENDING FUND BALANCE	\$24,376	\$43,632	\$24,376	\$24,376	\$24,376

Lynchburg Expressway Appearance Fund (LEAF) Special Revenue Fund Budget Description

No funds are requested for FY 2009.



Museum System Special Revenue Fund. This fund was established to receive funds from admission and other museum fees, gift sales, grants and charitable contributions. These funds are appropriated annually as needed for the Museum System's education, exhibit and artifact preservation programs and for various special projects as recommended by the Museum Advisory Board.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
MUSEUM SYSTEM SPECIAL REVENUE FUND SUMMARY					
BEGINNING UNDESIGNATED FUND BALANCE	\$19,805	\$19,805	\$0	\$0	\$0
REVENUES					
Charges for Services (Admissions)	\$8,164	\$17,500	\$0	\$0	\$0
Miscellaneous Revenue	1,239	600	0	0	0
TOTAL REVENUES	\$9,403	\$18,100	\$0	\$0	\$0
EXPENDITURES					
Contractual Services					
Advertising and Public Relations	\$3,430	\$3,120	\$0	\$0	\$0
Other Services					
Supplies and Materials	149	225	0	0	0
Training and Meetings	1,269	1,500	0	0	0
Recreation and Activity	1,202	2,000	0	0	0
Awards and Recognition	0	750	0	0	0
Volunteer Recognition	13	25	0	0	0
Building Maintenance Materials	0	150	0	0	0
Audiovisual Supplies	0	225	0	0	0
General Fund Transfer	6,648	0			
TOTAL EXPENDITURES	\$12,711	\$7,995	\$0	\$0	\$0
ENDING UNDESIGNATED FUND BALANCE	\$16,497	\$29,910	\$0	\$0	\$0

Museum System Special Revenue Fund Budget Description

The Museum System Special Revenue Fund will be closed into the General Fund in FY 2008.

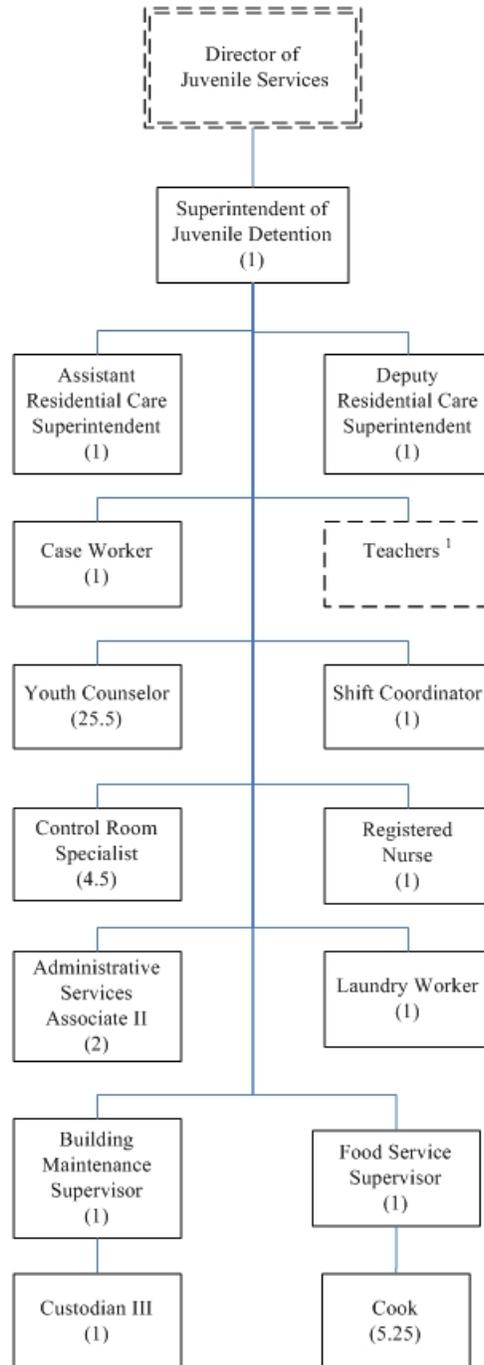


REGIONAL JUVENILE DETENTION CENTER

POSITION SUMMARY

 47.25 City Funded Positions
 2.50 Wage Positions

 49.75 Total Funded Positions



1. Administered by the Lynchburg City Schools



Regional Juvenile Detention Center Fund. The Center provides a secure facility to house and care for juvenile offenders in the cities of Lynchburg and Bedford 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. The Lynchburg Regional Juvenile Detention Center Advisory Board provides guidance and insight to the operations of the Detention Center.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
REGIONAL JUVENILE DETENTION CENTER FUND POSITION SUMMARY					
City Funded Full-Time	43.00	43.00	43.00	43.00	43.00
City Funded Part-Time	4.25	4.25	4.25	4.25	4.25
City Funded Seasonal Wage	2.50	2.50	2.50	2.50	2.50
TOTAL FTE	49.75	49.75	49.75	49.75	49.75
REGIONAL JUVENILE DETENTION CENTER FUND SUMMARY					
BEGINNING FUND BALANCE					
Undesignated Fund Balance	\$18,531				
Designated Fund Balance	\$100,000				
Encumbrances	\$15,076				
TOTAL BEGINNING FUND BALANCE	\$133,607	\$0	\$0	\$0	\$0
REVENUES					
Charges for Services	\$1,806,131	\$1,878,336	\$1,903,214	\$1,903,214	\$1,861,231
Intergovernmental - Dept. of Juvenile Justice Block Grant	1,135,627	1,116,335	1,073,830	1,073,830	1,073,830
Intergovernmental - USDA	41,027	40,650	45,000	45,000	45,000
Miscellaneous	440	0	0	0	0
TOTAL REVENUES	\$2,983,225	\$3,035,321	\$3,022,044	\$3,022,044	\$2,980,061
EXPENDITURES					
Salaries	\$1,394,508	\$1,460,606	\$1,490,374	\$1,490,374	\$1,490,374
Employee Benefits	539,734	566,474	581,808	581,808	581,808
Contractual Services	27,595	26,350	26,350	26,350	26,350
Internal Services	4,495	6,405	9,153	9,153	9,153
Supplies and Materials	156,618	156,850	156,850	156,850	156,850
Utilities	71,846	66,000	82,500	82,500	82,500
Training and Conferences	4,319	3,100	3,100	3,100	3,100
Telecommunications	4,708	4,650	4,650	4,650	4,650
Postage and Mailing	695	850	850	850	850
Indirect Costs	232,040	231,264	237,532	237,532	237,532
Self Insurance	19,770	18,357	19,240	19,240	19,240
Dues and Memberships	336	500	500	500	500
Rentals and Leases	2,088	2,500	2,500	2,500	2,500
Non Departmental - Other	0	0	42,851	42,851	42,851
Health and Dental Benefits for Retirees	20,070	20,940	20,940	20,940	20,940
Professional Services	4,102	4,701	6,112	6,112	6,112
Heavy Equipment	0	25,000	25,000	25,000	25,000
Debt Service	367,496	390,124	256,734	256,734	214,751
USDA Grant	41,027	40,650	45,000	45,000	45,000
Capital Outlay	45,656	0	0	0	0
Contingency	0	10,000	10,000	10,000	10,000
TOTAL EXPENDITURES	\$2,937,103	\$3,035,321	\$3,022,044	\$3,022,044	\$2,980,061
ENDING FUND BALANCE					
Undesignated Fund Balance	\$94,585	\$0	\$0	\$0	\$0
Designated Fund Balance	85,143	0	0	0	0
TOTAL ENDING FUND BALANCE	\$179,728	\$0	\$0	\$0	\$0

FY 2009 Per Diem Rates

Contract: \$180

Non-Contract: \$221

State: \$50



Regional Juvenile Detention Center Fund Budget Description

The Department Requested FY 2009 Juvenile Services Lynchburg Regional Juvenile Detention Center budget of \$ 3,022,044 represents a .4% decrease of \$13,277 as compared to the Adopted FY 2008 budget of \$3,035,321.

Significant changes introduced in the Department Requested FY 2009 budget are:

- \$45,102 increase in Salaries and Employee Benefits reflecting FY 2008 compensation adjustments.
- \$16,500 increase in Utilities increase in Utilities reflecting historical spending.
- \$42,851 increase in Non-departmental Other reflecting FY 2009 compensation adjustments.
- \$118,328 decrease in Debt Service reflecting debt refinancing by the City.
- \$42,505 decrease in Revenues for the Department of Juvenile Justice Block Grant.

All items requested are proposed by the City Manager for funding.

The Proposed FY 2009 Juvenile Services Lynchburg Regional Juvenile Detention Center budget was adopted by City Council with the following change:

- ◆ \$41,983 reduction in debt service due to savings from debt refunding.

Key Performance Measures

Objective:

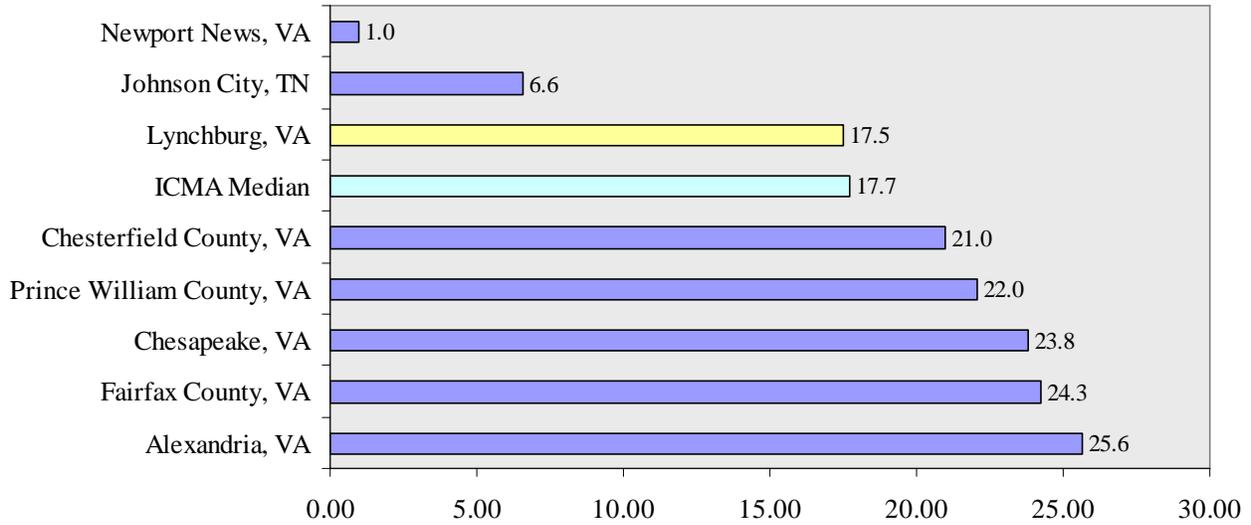
- ❖ To reduce the average number of bed days per child or youth placed in secure detention

Indicator	Prior Years			Current Year	Future Estimate
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Average number of bed days per child or youth placed in secure detention.					
Target	not measured	not measured	not measured	19.0	19.0
Actual	25.6	17.5	18.9	n/a	n/a
ICMA Median	20.2	17.7	not yet reported	not yet reported	not yet reported



Comparison to ICMA Center for Performance Measurement Benchmark Localities – FY 2006

**Regional Detention Home
Average Number of Bed Days per Child or Youth Placed in Secure Detention**



Analysis of the data:

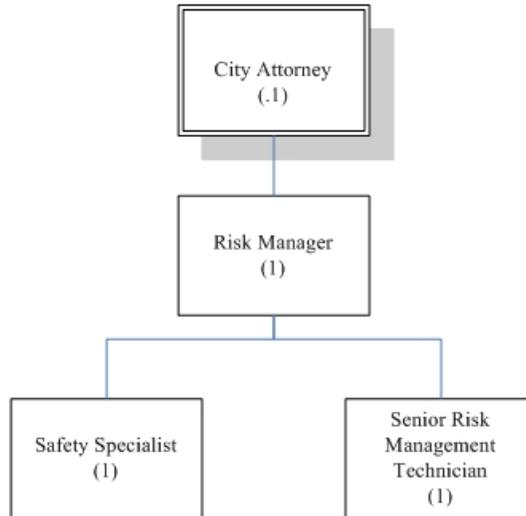
Average Number of Bed Days per Child or Youth Placed in Secure Detention:

Lynchburg's rate of 17.5 compares very favorably to ICMA median of 17.7. Within the Virginia localities reporting, only Newport News has a lower number of days (1.0). The State Department of Juvenile Justice has put a tremendous amount of resources toward and emphasis on the use of detention alternatives.



RISK MANAGEMENT OFFICE

POSITION SUMMARY 3.1 City Funded Positions ----- 3.1 Total Funded Positions
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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 Fund, Utility 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 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
RISK MANAGEMENT FUND POSITION SUMMARY					
Total FTE Positions	3.15	3.10	3.10	3.10	3.10
RISK MANAGEMENT FUND SUMMARY					
BEGINNING FUND BALANCE					
Undesignated Fund Balance	\$2,161,132	\$2,171,131	\$2,480,399	\$2,480,399	\$2,480,399
Encumbrances	10,000	0	0	0	0
TOTAL BEGINNING FUND BALANCE	\$2,171,132	\$2,171,131	\$2,480,399	\$2,480,399	\$2,480,399
REVENUES					
General Fund	\$609,760	\$614,037	\$769,004	\$757,504	\$757,504
Water Fund	145,510	142,950	150,538	150,538	150,538
Sewer Fund	116,602	117,833	121,448	121,448	121,448
Sewer Fund - Treatment Plant	73,469	70,049	75,268	75,268	75,268
Airport Fund	56,128	56,249	57,939	57,939	57,939
Solid Waste Fund	126,199	125,664	0	0	0
Juvenile Detention Home	19,770	18,357	19,240	19,240	19,240
Interest Earnings	94,861	35,000	35,000	35,000	35,000
Subrogation	22,400	25,000	25,000	25,000	25,000
TOTAL REVENUES	\$1,264,699	\$1,205,139	\$1,253,437	\$1,241,937	\$1,241,937
EXPENDITURES					
Salaries	\$158,392	\$158,565	\$169,792	\$169,792	\$169,792
Employee Benefits	56,812	59,425	62,675	62,675	62,675
Contractual Services					
Maintenance and Repair	0	1,300	1,300	1,300	1,300
Software	900	1,050	1,050	1,050	1,050
Miscellaneous	4,653	15,000	15,000	15,000	15,000
Internal Services					
Fleet Service Charges	4,850	4,045	8,277	8,277	8,277
Other Charges					
Supplies and Materials	7,078	9,344	9,344	9,344	9,344
Training and Conferences	6,497	6,546	6,546	6,546	6,546
Telecommunications	747	1,296	810	810	810
Postage and Mailing	283	1,050	1,071	1,071	1,071
Dues and Memberships	1,070	2,145	2,145	2,145	2,145
Miscellaneous	2,473	495	495	495	495
SUB-TOTAL OPERATING EXPENDITURES	\$243,755	\$260,261	\$278,505	\$278,505	\$278,505
Insurance and Claims					
Insurance	\$520,820	\$337,131	\$367,185	\$355,685	\$355,685
Worker's Comp Insurance	72,635	75,229	75,229	75,229	75,229
Claims	163,155	272,518	272,518	272,518	272,518
Miscellaneous Claims	0	200,000	200,000	200,000	200,000
TOTAL INSURANCE AND CLAIMS	\$756,610	\$884,878	\$914,932	\$903,432	\$903,432
TOTAL EXPENDITURES	\$1,000,365	\$1,145,139	\$1,193,437	\$1,181,937	\$1,181,937
Undesignated Fund Balance	\$2,420,398	\$2,231,321	\$2,540,399	\$2,540,399	\$2,540,399
Encumbrances	15,068	0	0	0	0
ENDING FUND BALANCE	\$2,435,466	\$2,231,131	\$2,540,399	\$2,540,399	\$2,540,399



Risk Management Fund Budget Description

The Department Requested FY 2009 Risk Management/City Attorney budget of \$1,193,437 represents a 4.2% increase of \$48,298 as compared to the Adopted FY 2008 budget of \$1,145,139.

Significant changes introduced in the Department Requested FY 2009 budget are:

- \$14,477 increase in Salaries and Employee Benefits reflecting FY 2008 compensation adjustments.
- \$30,054 increase in Insurance reflecting increases in insurance premiums.

Major items requested not proposed by the City Manager for funding:

- \$20,000 reduction in Insurance reflecting the transfer of landfill ownership to the Regional Landfill Authority.

Major items not requested but proposed by the City Manger for funding:

- ✦ \$8,500 increase in insurance premiums reflecting the cost of insuring Point of Honor.

The Proposed FY 2009 Risk Management/City Attorney budget was adopted by City Council without changes.

Key Performance Measures

Objectives:

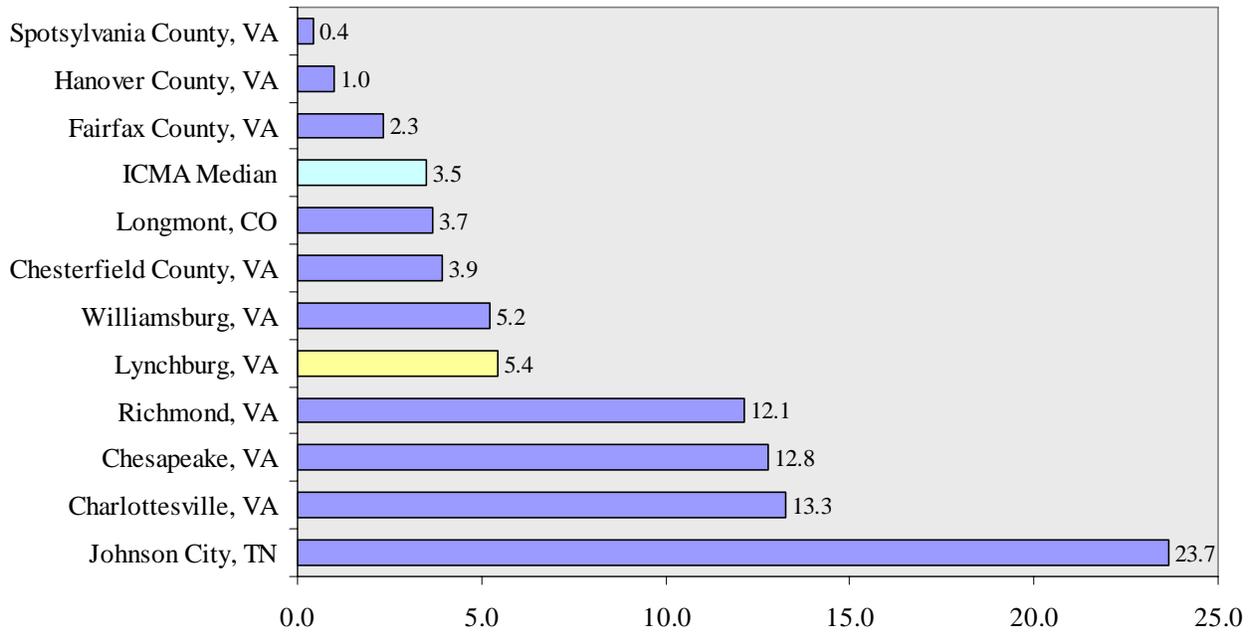
- ❖ To reduce general liability claims to 5.5 percent per 10,000 population served.
- ❖ To increase risk management training hours per FTE to 2.5 hours.
- ❖ To reduce the number of workman's compensation claims per 100 FTEs to 6.1 percent.

Indicator	Prior Years			Current Year	Future Estimate
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
General Liability Claims per 10,000 Population Served					
Target	new measure	new measure	new measure	6.1	5.5
Actual	8.4	5.4	6.6	n/a	n/a
ICMA Median	3.7	3.5	not yet reported	not yet reported	not yet reported
Number of Workers' Compensation Claims per 100 FTEs					
Target	new measure	new measure	new measure	6.3	6.1
Actual	6.9	9.1	6.5	n/a	n/a
ICMA Median	11.1	10.4	not yet reported	not yet reported	not yet reported
Risk Management Training Hours per FTE: By Risk Management Staff and Others					
Target	new measure	new measure	new measure	2.0	2.5
Actual	not measured	1.2	1.6	n/a	n/a
ICMA Median	5.1	5.2	not yet reported	not yet reported	not yet reported

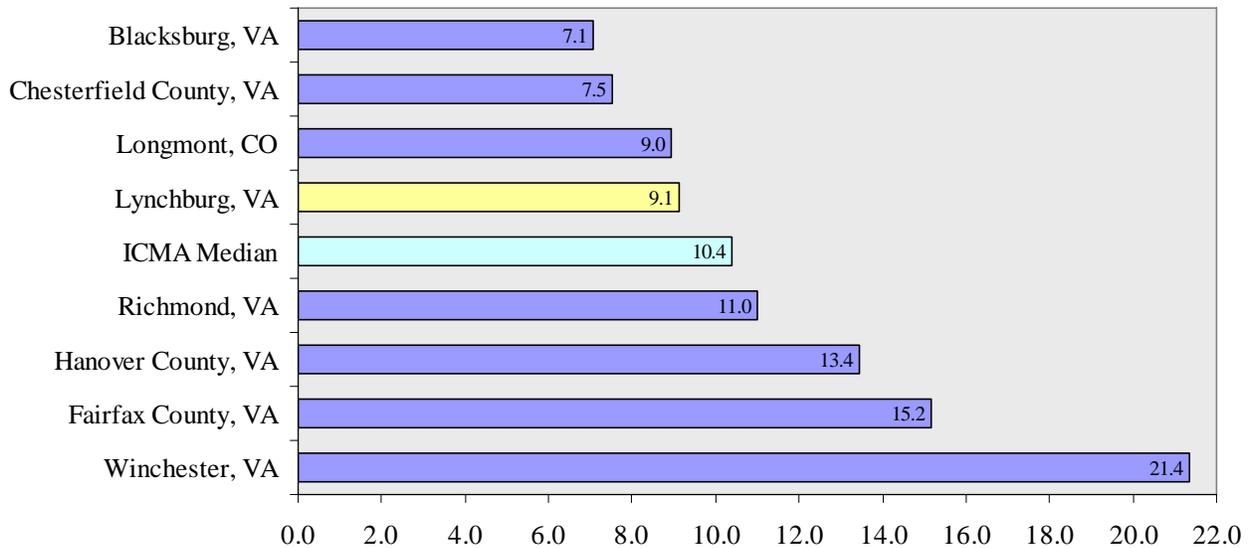


Comparison to ICMA Center for Performance Measurement Benchmark Localities – FY 2006

Risk Management
General Liability Claims per 10,000 Population Served



Risk Management
Number of Workers' Compensation Claims per 100 FTEs





Analysis of the data:

General Liability Claims per 10,000 Population:

Lynchburg's claims (5.4) exceed the median (3.5). This may be due to in part to our aging infrastructure, sidewalks and roadways, which tend to generate a large number of smaller claims. However, the City's claims payout in dollars is low in comparison to similar entities who may incur fewer but more serious claims.

Number of Workers' Compensation Claims per 100 Full-time Equivalents:

Lynchburg (9.1) is comparable to the median (10.4). Through a current focus on awareness, training, and accountability, this indicator should show improvement in future reports.

Risk Management Training Hours per FTE: By Risk Management Staff and Others

Data for this measure was submitted by only one other comparable locality; therefore, there is no graph. Lynchburg (1.2) is well below the median of 5.2, but is restructuring this department with plans to increase training opportunities.



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.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
SPECIAL WELFARE FUND SUMMARY					
BEGINNING DESIGNATED FUND BALANCE	\$52,310	\$52,308	\$60,570	\$60,570	\$60,570
REVENUES					
Donations and Restitutions	\$15,394	\$21,200	\$16,250	\$16,250	\$16,250
Interest	2,103	1,700	2,000	2,000	2,000
Revenue from the Commonwealth	7,070	8,000	8,000	8,000	8,000
TOTAL REVENUES	\$24,567	\$30,900	\$26,250	\$26,250	\$26,250
EXPENDITURES					
Christmas Fund	\$4,964	\$4,500	\$5,500	\$5,500	\$5,500
Special Items Program	0	400	400	400	400
Supplemental Security Income	0	5,000	0	0	0
Food Stamps Restitution	4,209	10,000	9,000	9,000	9,000
Interest /Fiscal Relief	3	1,700	9,000	9,000	9,000
Fuel Restitution	550	500	550	550	550
Miscellaneous Other Expenses	6,580	17,000	13,500	13,500	13,500
Welfare Advisory Board	0	800	800	800	800
Fuel Assistance	0	0	500	500	500
TOTAL EXPENDITURES	\$16,306	\$39,900	\$39,250	\$39,250	\$39,250
ENDING DESIGNATED FUND BALANCE	\$60,571	\$43,308	\$47,570	\$47,570	\$47,570

Special Welfare Fund Budget Description

The Department Requested FY 2009 Department of Social Services Special Welfare budget of \$39,250 represents a 1.6% decrease of \$650 as compared to the Adopted FY 2008 budget of \$39,900.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$5,000 decrease in general relief as it is no longer provided by the City.
- \$7,300 increase in expenditures reflecting an increased need for services to the elderly.
- \$3,500 decrease in Medicaid pre-screening reflecting a revised estimate of the amount collected for these fees.

All items requested are proposed for funding by the City Manager.

The Proposed FY 2009 Special Welfare Fund budget was adopted by City Council without changes.



Stadium Fund. Supports the operations and maintenance of Lynchburg City Stadium and Calvin Falwell Field per the Memorandum of Understanding updated December 2005.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
STADIUM FUND SUMMARY					
BEGINNING FUND BALANCE					
Undesignated Fund Balance	\$346,198	\$368,128	\$330,474	\$330,474	\$330,474
TOTAL BEGINNING FUND BALANCE	\$346,198	\$368,128	\$330,474	\$330,474	\$330,474
REVENUES					
Meals and Sales Tax	\$32,037	\$36,000	\$36,000	\$36,000	\$36,000
Advertising	336,461	324,000	337,000	337,000	337,000
Skybox Rental	100,575	87,000	88,000	88,000	88,000
Concessions	468,789	456,000	547,000	547,000	547,000
Admissions	265,454	305,000	305,000	305,000	305,000
Merchandise Sales	73,940	85,000	84,000	84,000	84,000
Special Promotions	98,115	92,000	120,000	120,000	120,000
Miscellaneous	122,430	134,000	130,000	130,000	130,000
General Fund Transfer	152,350	194,467	175,809	175,809	175,809
Fundraising	5,000	0	0	0	0
TOTAL REVENUES	\$1,655,151	\$1,713,467	\$1,822,809	\$1,822,809	\$1,822,809
EXPENDITURES					
Operating - Departmental	\$114,628	\$134,090	\$108,543	\$108,543	\$108,543
Operating - Non-Departmental	1,326,312	1,346,000	1,500,500	1,500,500	1,500,500
Debt Service					
City's Portion	51,415	60,377	67,266	67,266	67,266
Stadium's Portion	158,499	156,786	154,986	154,986	154,986
Transfer to City Capital Projects Fund (Skyboxes)	0	31,000	0	0	0
TOTAL EXPENDITURES	\$1,650,854	\$1,728,253	\$1,831,295	\$1,831,295	\$1,831,295
ENDING FUND BALANCE					
Undesignated Fund Balance	\$345,260	\$353,342	\$321,988	\$321,988	\$321,988
Reserved Fund Balance	5,235	0	0	0	0
TOTAL ENDING FUND BALANCE	\$350,495	\$353,342	\$321,988	\$321,988	\$321,988

Stadium Fund Budget Description

The Department Requested FY 2009 Stadium Fund budget of \$1,831,295 represents a 6% increase of \$103,042 as compared to the Adopted FY 2008 budget of \$1,728,253.

Significant changes introduced in the Department Requested FY 2009 budget are:

- \$103,042 increase in operating expenses reflecting a scheduled increase in debt service and operating costs.

All items requested are proposed for funding by the City Manager.

The Proposed FY 2009 Stadium 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.

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
TECHNOLOGY FUND SUMMARY					
BEGINNING FUND BALANCE					
Undesignated Fund Balance	\$1,803,131	\$1,367,824	\$607,708	\$607,708	\$607,708
Encumbrances	96,988	0	0	0	0
TOTAL BEGINNING FUND BALANCE	\$1,900,119	\$1,367,824	\$607,708	\$607,708	\$607,708
REVENUES					
Use of Money and Property	\$109,766	\$30,000	\$30,000	\$30,000	\$30,000
Miscellaneous Revenue	19,015	0	0	0	0
Transfer from General Fund	909,643	679,353	631,594	631,594	631,594
TOTAL REVENUES	\$1,038,424	\$709,353	\$661,594	\$661,594	\$661,594
EXPENDITURES					
Contractual Services					
Maintenance and Repair	\$56,327	\$260,363	\$86,563	\$86,563	\$86,563
Software Purchases	28,756	535,000	161,500	161,500	161,500
IT Systems Consulting	121,300	382,000	94,000	94,000	94,000
On-Site Training	0	0	10,000	10,000	10,000
Other Charges					
Supplies and Materials	217,441	413,000	324,000	324,000	324,000
Travel and Training	0	38,000	0	0	0
Capital Outlay	654,730	97,500	462,000	462,000	462,000
TOTAL EXPENDITURES	\$1,078,554	\$1,725,863	\$1,138,063	\$1,138,063	\$1,138,063
ENDING FUND BALANCE					
Undesignated Fund Balance	1,824,363	351,314	131,239	131,239	131,239
Encumbrances	35,626	0	0	0	0
TOTAL ENDING FUND BALANCE	\$1,859,989	\$351,314	\$131,239	\$131,239	\$131,239

Technology Fund Budget Description

The Department Requested FY 2009 Technology Fund budget of \$1,138,063 represents a 34.1% percent decrease of \$587,800 as compared to the Adopted FY 2008 budget of \$1,725,863.

Significant changes introduced in the Department Requested FY 2008 budget include:

- \$150,000 decrease in Building Maintenance and Repairs reflecting enhancements to the NTS building that were completed in FY 2008.
- \$370,000 decrease in Software Purchases reflecting the decision not to purchase Office 2007 in FY 2008 and is not foreseen to be purchased in FY 2009.
- \$354,500 decrease in Software Purchases, IT Systems Consulting, and Equipment reflecting the implementation of a platform change to the Geographical Information System funded in FY 2008.
- \$155,000 increase in Computer Equipment reflecting updates to the network tape library and backup.
- \$125,000 increase in Computer Equipment reflecting UPS repairs, servers for a hot (disaster recovery) site and a potential Storage Area Network System (SANS)
- \$90,000 increase in Software Purchases reflecting the need to purchase a real estate billing system.

All items requested are proposed for funding by the City Manager.

The Proposed FY 2009 Technology Fund budget was adopted by City Council without changes.